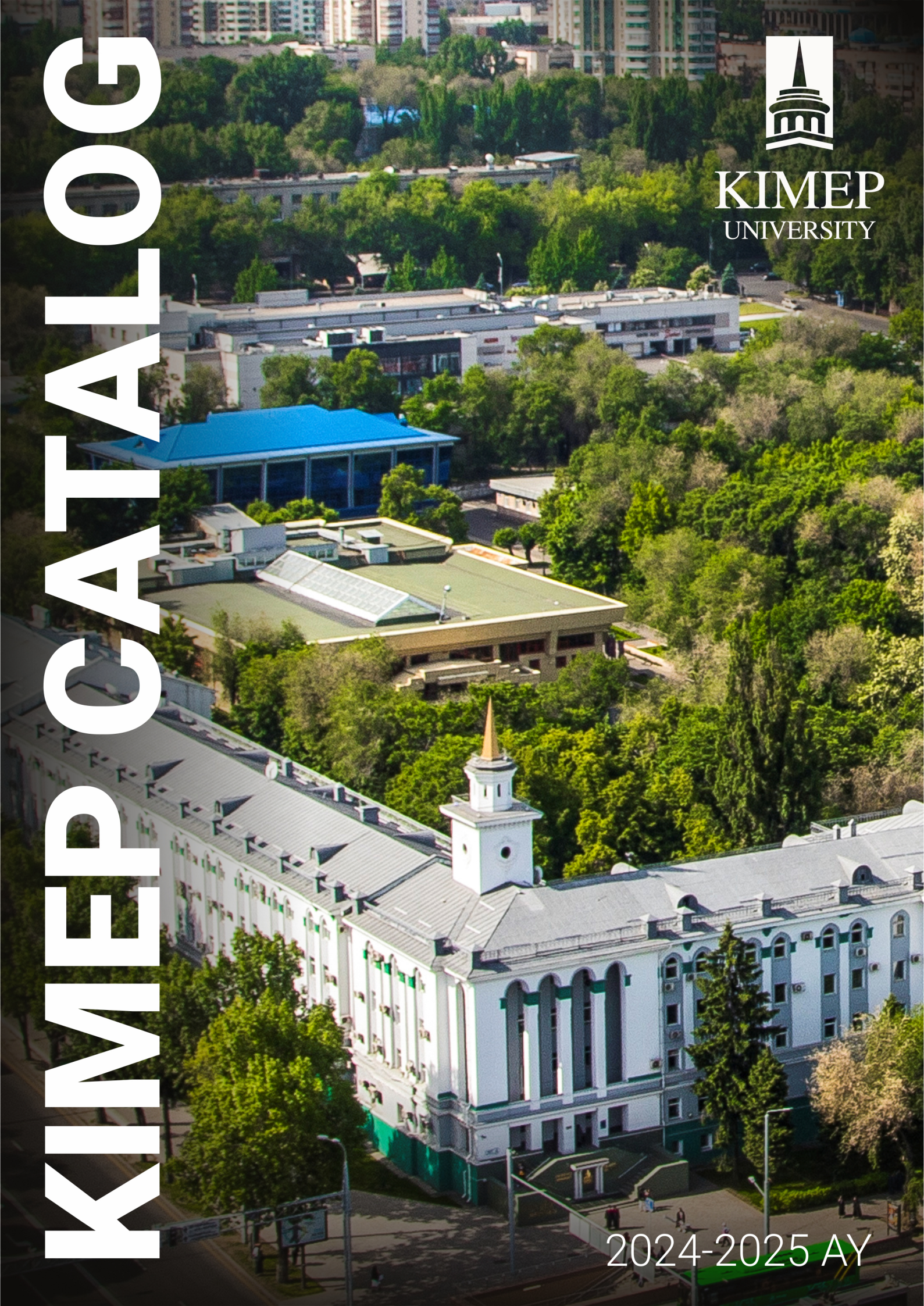
KIMEP CATALOG

KIMEP UNIVERSITY



2024-2025 AY

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PART I. GENERAL INFORMATION

DISCLAIMER

KIMEP University wishes to emphasize that the materials in this catalog, including policies, programs, courses and tuition fees, are subject to change, alteration, or amendment at the absolute discretion of KIMEP University.

FOREWORD

The purpose of the 2024-2025 KIMEP Catalog is to provide students, faculty members, administrators and all other interested persons with the details of policies at KIMEP University. While the audience for the KIMEP Catalog is the campus community, we recognize that applicants, prospective students and many other people will read this material. This publication offers them insight into KIMEP, its policies and auxiliary services.

MISSION

The mission of KIMEP University is to develop well-educated citizens and to improve the quality of life in Kazakhstan and the Central Asian region through teaching, learning, community service and the advancement of knowledge in the fields of business administration and social sciences. To fulfill this mission, we offer graduate and undergraduate degree programs at the highest level of international educational standards in business, economics, finance, accounting, public administration, political science, international relations, law, pedagogy, journalism and mass communication to outstanding students, who will become equals to graduates of universities anywhere in the world. We seek to select students from among those who demonstrate leadership, talent and language capabilities, irrespective of their financial means, gender or ethnic origin, or any other subjective criteria. KIMEP University has grown substantially since President Nursultan Nazarbayev established the Institute on January 14, 1992. He gave Dr. Chan Young Bang the responsibility of managing and developing this new academic institute, the first in Central Asia to be modeled on the North American system of education. By attracting local and international scholars, encouraging excellence in all operations and focusing on the long-term well - being of the members of this community, KIMEP University has grown into a vibrant, matching the high standards of leading Western academic institutions. KIMEP has contributed enormously to the growth and development of the nation and its people by challenging young men and women to draw upon their standards of excellence and to contribute to society after graduation.

PART II. ADMISSIONS

ADMINISTRATION

Director
Natalya Miltseva, MA in Higher Education Administration

Associate Director
Assem Beisembinova, MBA

Enrollment Services Manager
Anastassiya Manoilenko, MBA

The Department of Student Recruitment and Admission (DSRA) reports to the Provost and General Deputy to the President. It serves as a central information point for all internal and external inquiries on applications and admissions to academic programs.
Admission Officers and Coordinators work together with students (on part-time employment basis) on recruitment, applications and admission procedures that are in line with the strategic and operational plans; as well as the goals and targets set at institutional, program and admission office levels.
Staff members are highly committed to integrity, transparency, ethics, respectful and customer-focused functions and processes in all appearances and operations; as well as have absolutely no tolerance for any form of favoritism, corruption or nepotism.

GENERAL PROVISIONS

KIMEP University is committed to a policy of equal opportunity for admission of all qualified individuals. The university is also committed to the principles of continuing life-long education, and it does 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 and/or any other subjective criteria.
KIMEP University seeks to enrol outstanding students who have demonstrated the potential to succeed through leadership and talent and who have also shown evidence of their capability to contribute to the community.
The university has created clear and transparent procedures for applying and accepting individuals with a diverse academic history and academic needs: Kazakhstani and international applicants, undergraduate students (graduates of high schools and professional vocational schools, transferring and reinstating students), graduate and postgraduate students and non-degree students for short and long-term study terms (international summer school, exchange program, adult learner program, etc.).
Any information provided during the admissions process concerning an applicant's disability is voluntary. Specific services are made available once eligibility is proven through professional documentation to the KIMEP Medical Center. This procedure is maintained in accordance with laws relating to confidentiality. No limitations are placed on the number or proportion of persons with disabilities who may be admitted or enrolled.
KIMEP University has three study periods: Fall, Spring and Summer semesters (see Academic calendar https://kimep.kz/current-students/calendar/)

Academic rules and policies, academic programs and degree requirements are listed in the KIMEP University Catalog, which is annually updated and changed (see catalog: https://www.kimep.kz/about/en/publications/)

UNDERGRADUATE / GRADUATE AND POSTGRADUATE PROGRAMS OF STUDY

KIMEP University delivers educational programs at the undergraduate, Masters and doctoral level for the Bang College of Business, College of Social Sciences, School of Law and the Language Center in accordance with the issued state licenses for conducting educational activities.

BANG COLLEGE OF BUSINESS

1. Bachelor of Finance
2. Bachelor of Management
3. Bachelor of Marketing
4. Bachelor of Accounting and Audit
5. Master of Business Administration
6. Master in Accounting

7. Master in Finance
8. Master in Marketing
9. Master in Management
10. Master of Business Administration for Executives
11. Doctor of Philosophy (PHD) in Accounting and Audit
12. Doctor of Philosophy (PHD) in Finance
13. Doctor of Philosophy (PHD) in Management
14. Doctor of Philosophy (PHD) in Marketing

SCHOOL OF COMPUTER SCIENCE AND MATHEMATICS

1. Bachelor of Science in Computer Science
2. Bachelor of Information Systems

COLLEGE OF SOCIAL SCIENCES

1. Bachelor of Public and Municipal Administration
2. Bachelor of Economics
3. Bachelor of International Relations
4. Bachelor of Journalism
5. Bachelor of Political Science
6. Master of Public and Municipal Administration
7. Master of Economics
8. Master of International Relations
9. Master in International Journalism
10. Doctor of Philosophy (PHD) in Public and Municipal Administration
11. Doctor of Philosophy (PHD) in Economics

SCHOOL OF LAW

1. Bachelor of Jurisprudence
2. Bachelor of International Law
3. Master of International Law

COLLEGE OF HUMAN SCIENCES AND EDUCATION

1. Bachelor of Arts in Foreign Language: Two Foreign Languages
2. Bachelor of Arts in English & Translation Studies
3. Bachelor of Arts in Cognitive Science
4. Bachelor of Science in Psychology
5. Master in Education Policy and Management
6. Master of Arts in Foreign Language: Two Foreign Languages
7. Master of Science in Psychology
8. PHD in Education Policy and Management

DUAL DEGREE PROGRAMS

KIMEP University offers dual degree programs that are delivered solely or jointly with partner universities (located internationally and nationally). To enroll in dual degree programs through KIMEP and a partner university, it is necessary to fulfill the admission requirements set forth by each university/program.

APPLYING TO KIMEP PROGRAMS

KIMEP University has an open and transparent process of applying to academic programs on a year-round basis.

Specialists of the Department of Student Recruitment and Admission provide assistance and answer all questions regarding application process.
Applicants will need to submit the Application Form with required documents attached for certain semester by set deadlines.
According to state law, documents, submitted in foreign languages, have to be accompanied with a certified translation into Kazakh or Russian language.
In some cases, especially with foreign applicants, Department of Student Recruitment and Admission has a right to request additional documents (licenses for educational activity of organizations issuing the diplomas, confirmations of attestation and accreditation, confirmations of degree, specialization and diploma, etc.)
Incomplete application may result in delay for admission review/decision or rejection of admission.

Cases of fraudulent documents or submission of knowingly false information result in permanent application rejection and may be transferred for consideration to law enforcement bodies in accordance with the order set forth by the legislation of the Republic of Kazakhstan.

The complete application package has to be submitted to the Department of Student Recruitment and Admission through on-line applicant portal: (https://www.kimep.kz/ext/application/online/)

APPLICANT'S PORTAL

KIMEP strives to offer world class educational services and to increase its range of on-line admission and recruitment services. This goal requires that applicants are given the opportunity to apply on-line from any place in the world with Internet access, as well as to receive personalized information regarding the status of their application and other useful information through a centralized web-resource for applicants, **known as the Applicant's Portal** (https://www.kimep.kz/ext/application/online/).

On-line application is developed in three languages – Kazakh, Russian and English. Applicants may easily activate their account in the system by entering a current personal e-mail address.
On-line application is reviewed by the admission officers of the DSRA only on the condition of filling in all mandatory fields and submitting the on-line application. Incomplete or/and not submitted on-line applications will be annulled after three months of inactivity of the on-line account. Applicants may initiate another application later on from the very beginning.
On-line applications shall be printed out and signed by the admitted students (together with signing a contract for rendering educational services) upon arrival to the university campus.

Notifications
The system automatically sends out a notification on receipt of application and a separate notification about placing the application into the admission database system and assigning the student ID number to the e-mail address indicated in the application. The status of the submitted application may be checked using the Applicant's portal.

REGULATION OF UNIVERSITY ADMISSION COMMISSION

1. Department of Student Recruitment and Admission (DSRA) is created to recruit and admit students to KIMEP academic programs in accordance with admission policies, strategic and operational plans.
2. Annually DSRA organizes relevant recruitment activities in Kazakhstan, Central Asia and internationally.
3. DSRA is empowered and responsible for all activities related to collection, review and data entry from on-line applications of all programs of the KIMEP University. DSRA is also responsible for review of each application as to comply with the KIMEP Admission Policy, and, therefore, for identification in terms of

admission or rejection to KIMEP programs with the follow up communication that would lead to arrival, visa, registration and enrollment or re-application for the next intake.

4. On behalf of the University, DSRA proceeds with admission to the academic programs as per the Admission Policy approved by the President (or his designee) and issues the Admission Orders for students.
5. DSRA reports to the Provost and General Deputy to the President. It serves as a central information point for all internal and external inquiries on applications and admissions to academic programs.
6. DSRA closely interacts with KIMEP units responsible for the admission decision-making, such as Admission and Scholarship Committee, Academic Council/Summer Oversight Committee and President's Cabinet. Members of the committees are approved at the University level.
7. In collaboration with Deans, faculty, and DSRA, the Office of Academic Affairs plans, organizes, conducts and reports on the entrance exams that lead to admission or rejection decisions.
8. DSRA closely works with the Ministry of Science and Higher Education of the Republic of Kazakhstan on the issues related to required state examinations (UNT, Graduate and Postgraduate exams). DSRA Director is responsible for communication with the Ministry of Science and Higher Education and further delivery of the information to all parties interested and involved into the admission process.
9. To ensure smooth and effective admission process, the University Admission Committee is created as the following:
    - University President, the Chair
    - VPAA and PGDP
    - College Deans
    - Executive Secretary
    - Chairs of Subject Examination Commissions:
        a. Interview for undergraduate foreign applicants – Program Chairs
        b. Undergraduate and Graduate Program Examinations – Program Chairs
10. Student admission decisions are recorded in the form of Order specifying the grounds for admission. The final list of admitted students is approved by KIMEP President in the form of Order on admission to undergraduate programs, graduate programs, non-degree programs and order on transfer/reinstatement. Each Admission Order has a list of requirements which admitted students shall fulfill to ensure eligibility for enrollment. Those admitted students who did not comply with each and all requirements listed in the Admission Order are withdrawn as non-matriculated students. Students, who complied with each and all requirements stipulated in the Admission Orders, will have access to course registration in accordance with their program requirements and terms of study.
11. Neither KIMEP nor any group, committee, individual at any level will guarantee admission to KIMEP University and/or its programs.
12. Admission consideration is separate from financial aid considerations. By making admission decisions KIMEP University does not mean any financial aid promise to any type of the applicant.
13. Upon completion of the recruitment and admission periods, DSRA provides detailed reports to KIMEP departments and administration, and to the state authorities (the Ministry of Education and Science of the Republic of Kazakhstan and National Statistical Agency).

ADMISSION TO UNDERGRADUATE AND GRADUATE PROGRAMS

KIMEP is governed by the university's charter (available at https://www.kimep.kz/about/en/management-and-governance/) with the participation of faculty members, students, staff and administrators at various policy-making levels.

Together with the global experience of working with applicants, state admission legislation applies when making admission decisions, including the Law of the RK on Education, Standard Rules of Admission to Academic Institutions Offering Undergraduate Education, Standard Rules of Admission to Academic

Institutions Offering Graduate Education, and Rules for Students' Transfer and Reinstatement, as well as other regulatory legal acts on issues of admission to higher educational institutions.

KIMEP University and its academic units review specific requirements for submission of documents and criteria of admission of students to each program on annual basis. Requirements are approved by the University Academic Council (or its standing committee during summer period) as well as by the President's Cabinet. Upon completion of the process of admission, all applicants receive letters of admission, letters of access to non-degree educational services or letters of rejection. Appropriate orders are approved by the President and serve as a ground for the start of study at KIMEP University.

On behalf of the University, the Department of Student Recruitment and Admissions issues orders for three types of degree students and for non-degree students. Periods of issuing the orders of admission to undergraduate and graduate programs are defined by the legislation of the RK:

1. Orders of admission of undergraduate students, graduate and doctorate students
2. Orders on transfer and reinstatement of undergraduate and graduate students
3. Orders for granting access to non-degree educational services (throughout the year) for:
    - Non-degree students taking undergraduate or graduate level courses;
    - Auditing students with the purpose of increased access to higher education;
    - Exchange students from other universities aiming to increase academic mobility;
    - International Summer School visitors aiming to increase academic mobility;
    - Any other non-degree groups.

Admitted students will immediately receive notifications at their e-mail addresses, indicated in their application forms, as well as via the Applicant Portal in the section "Acceptance package".

To take part in dual degree programs (at KIMEP University and a partner university) it is necessary to fulfill the admission requirements set forth by each university/program.

The order provides the list of requirements that each admitted student must fulfill before classes start. Admitted students who do not fulfill all requirements listed in the order shall be withdrawn from the university during the semester in which they are to start studies.

Information packages for all admitted undergraduate, graduate, doctoral and non-degree students are placed in the applicant's portal in the section "Acceptance package". The package includes the admissions letter, important contact information, information about orientation programs, terms and conditions of tuition payment, registration for foundation and degree courses, medical requirements, notification requirements, login and password assigned for usage of KIMEP L drive and Moodle system, etc.

Applicants who did not fulfill the admissions requirements may contact the DSRA in order to take part in the next admission round and to voluntarily participate in the special preparatory program.

NOSTRIFICATION

Documentation regarding education issued by foreign academic institutions shall undergo the procedure of nostrification required by the state during the first semester of studies.

ADDITIONAL REQUIREMENTS FOR FOREIGN CITIZENS[1]

Foreign citizens shall submit the following documents before registration for any courses (according to the Law on Migration, Chapter 5):

1. Financial statement on availability of funds to cover accommodation and tuition in accordance with the educational services contract (except ethnic Kazakhs);
2. Criminal background check form.

ADMISSION AND FINANCIAL AID

Applications for admission are reviewed separately from applications for financial aid. Admission to academic programs at KIMEP University does not guarantee provision of financial aid to applicants.

The Admissions and Scholarship Committee is the standing committee of the KIMEP Academic Council that sets the policies and procedures for financial aid. Financial Aid Office sets the deadlines and requirements for submission of documents https://kimep.kz/prospective-students/financial-aid/

Neither KIMEP University, nor any other group, committee, or person may guarantee admission to KIMEP University or any of its programs.

ADMISSION CRITERIA FOR ACADEMIC PROGRAMS

KIMEP University is highly committed to offering a world-class education and to attract qualified applicants from different social, cultural and educational backgrounds who demonstrate strong potential for personal growth, development and professional success.

UNDERGRADUATE PROGRAMS

Educational organizations of the Republic of Kazakhstan that implement professional academic programs at undergraduate level may admit graduates from high schools and professional vocational schools.

Entry requirements to undergraduate programs

1. Completed secondary education

a) Attestat (diploma) for completion of high school or professional vocational school (authentic copy).

b) RK citizens: The Unified National Testing (UNT) certificate issued for the current year with passing scores as set by the Ministry of Education and Science of the RK for the year of entry.

c) Foreign citizens: required interview with the accepting program.

The list of elective and specialized subjects in the Unified National Testing

#	Undergraduate degree	1 Specialized subject	2 Specialized subject
1	International Relations	Foreign Language	World History
2	Law	World History	Foundation of Law
3	International Law	World History	Foundation of Law
4	Journalism	Essay	Interview
5	Economics	Geography	Mathematics

[1] Immigrants coming to the territory of RK for educational services are those foreign citizens who are admitted to education institutions (secondary, post-secondary, higher education), including exchange programs and preparatory courses.

6	Management	Geography	Mathematics
7	Accounting and Audit	Geography	Mathematics
8	Finance	Geography	Mathematics
9	Public and Municipal Administration	Geography	Mathematics
10	Marketing	Geography	Mathematics
11	Information Systems	Math	Informatics
12	Computer science	Math	Informatics
13	Foreign Language: Two Foreign languages	Foreign Language	World History
14	Translation Studies	Foreign Language	World History
15	Cognitive Sciences	Foreign Language	World History
16	Psychology	Geography	Biology

2. Other requirements

a) The score of UNT subject "Math literacy" shall be not less than 50% out of the max score (5 points out of 10) for the applicants to "Cognitive science" program. A score of 4 out of 5 (or 70% equivalent if other grading scale applies) on Math subject in High School or Professional Vocational School diploma for those applicants who do not have to take UNT to fulfill admission requirements (international applicants, professional vocational graduates following fast-track programs, students transferring or reinstating from abroad universities, etc.).

b) Admission for the fast-track study option for the best graduates of professional vocational schools is done based on the state classifier of related specializations. Detailed policy is described in the attachment.

c) KIMEP University recognizes secondary students' participation in the International Baccalaureate Program and awards college credit for completion of standard and higher level courses that show grades of four, five, six, and seven corresponding to GE courses offered at KIMEP. Moreover, direct placement to academic courses is granted to those IB diploma holders whose final score is 24 and above (out of 45). The maximum number of transfer credits per student is 27 (6 subjects of IB program + 9 credits of KIMEP English Language courses). Detailed policy is described in the attachment.

d) KIMEP University awards college credit for the graduates of Nazarbayev Intellectual Schools possessing a NIS Grade 12 Certificate which reflects completion of higher and standard level courses that show grades not lower than C. Direct placement to academic courses is granted as well. With some variation by degree program, the NIS graduates will be given credit for the following courses: Kazakh language I, Kazakh language II, Academic Listening and Note Taking, Academic Reading and Writing I, Academic Reading and Writing II (for students who obtain an IELTS score of 7 or higher), Information and Communication Technologies OR Business Computer Applications, GE elective, Mathematics for Business and Economics OR Calculus (BCB), Physics (ISB), Introduction to Economics (CSS) and Physical education (PE). The maximum number of transfer credits per student is 34. Detailed policy is described in the attachment.

e) Students may be transferred or reinstated after withdrawal from other universities if they have fully completed the first academic period of a program of study according to the individual

study plan (with a GPA of not less than 2.0 or not less than 50%). The student may be transferred or reinstated to any program of study and to any specialization of undergraduate studies except for the students transferring from the Journalism program and students transferring to the Foreign languages program (these students will have to fulfill UNT requirements for transfer/reinstatement). Requests for transfer or for reinstatement are considered by the programs and the academic difference in disciplines of working curricula is defined during the period of summer and winter breaks within five business days before the start of the next academic period. Final documentation is signed by the Dean of the College, by the Vice President of Academic Affairs and by the President of KIMEP. Within three business days from the date of issuing the order on transfer, the written request to provide a personal file of the student is sent to the student's previous university of study.

Defining English Proficiency Level[2]

Because KIMEP University is an English Medium of Instruction institution, students' English proficiency level must be assessed prior to being admitted. Students that have not undergone a procedure of defining their English proficiency start their studies from the beginner level (**UF C).**

To assess English proficiency, KIMEP University accepts the following English proficiency test certificates:

- TOEFL (IBT / computer based)
- IELTS
- CEFR
- Duolingo
- KIMEP English Placement Test
- Provisional Foundation English courses successfully passed prior to admission for degree or non-degree program

Level of English Foundation Course	**KEPT**	**CEFR+**	**Academic IELTS**	**TOEFL IBT**	**TOEFL (computer)**	**Duolingo**
Academic English	80-100%	B2 mid	5.5 (not less than 5.0 in each section)	70	193 (with no sub score below 25)	105 & above (not less than 100 in each section)
UF A	51-79%	B1 mid	4.5 (not less than 4.0 in each section)	57-69	163-192 (with no sub score below 17)	95-104 (not less than 90 in each section)
UF B	30-50%	A1+	3.5 (not less than 3.0 in each section)	27-56	83-162 (with no sub score below 10	80-94 (not less than 75 in each section)

[2] Is not an entry/admission requirement for undergraduate programs

UF C	< 30 %	Beginner or False Beginner	<3.0	<26	<82	79 & below

CEFR* - *Common European Framework of Reference (Common European competencies of foreign language proficiency: studying, learning, assessment)*

Although the KEPT (or its equivalent) is used as the primary reference for placement, new students can move to a higher level during the first week of their study. This can be done in accordance with an instructor's recommendation if their level of English proficiency has been proved to be higher, or if they submit their IELTS/TOEFL/Duolingo results before the semester starts or during the first week of study.

Suggested procedure: a) the student submits the original of the English language proficiency test (e.g. IELTS) to the Dean's office of the CHE with the request to reconsider the placement; b) After the results have been verified the Dean's office issues a memo to the Office of the Registrar with the request to transfer the student to the appropriate level with the copy of the English language proficiency test; c) the Dean's office archives one copy in the student' file and returns the original to the student.

Readmitted students follow the same policies as current students. They may skip a level of Foundation English in case they fulfill the following two criteria: present a fresh language certificate (taken after they dropped from KIMEP) and reapply after at least one semester break which they presumably use to improve their English proficiency somewhere else.

Academic standing[3]

KIMEP welcomes young leaders from a variety of backgrounds. The system of ranking the incoming students includes several criteria:

a) Average academic standing upon results of secondary and secondary-special education
b) Evaluation of English proficiency, UNT, international and Kazakhstani academic and personal achievements

GRADUATE PROGRAMS (MASTERS AND DOCTORATE STUDIES)

Graduate programs accept those individuals who have completed undergraduate programs. Doctoral programs admit those who have completed graduate degrees (i.e. Master degrees) or those who completed the residency training in medical specializations.

Entry requirements to graduate programs

1. **Completed higher education**
   - Diploma confirming the completion of undergraduate degree (authentic copy)
   - Transcript (diploma supplement) with grades

2. **Submission of applications**
   According to Standard Rules of Admission to Academic Institutions Offering Graduate Education, all applicants are obliged to submit a complete application package to the Admissions Office by the established deadline of the corresponding year.

3. **Complex Test (CT)**
   CT follows the method developed by the National Testing Center of the Ministry of Education and Science of Kazakhstan. All graduate applicants – citizens of the Republic of Kazakhstan – have to take Complex Test and receive passing scores in order to secure admission to the graduate program. Applicants to MBA/ExMBA programs are exempted from the Complex Test.

[3]Is not an entry/admission requirement for undergraduate programs

4. **Entrance examinations by specializations**[4]
   a) Entrance examination for MAE and MEPM programs (KGET – KIMEP Graduate Entrance Test) – with a score not lower than 14;
   b) Entrance examination for MBA, MACTA, MFIN programs (KGET – KIMEP Graduate Entrance Test) – with a score not lower than 15; an additional criterion for admission to the MBA program is at least 2 years of work experience or equivalent including internship and volunteering work;
   c) Entrance examinations for MPA, MAFL, MEPM, MAJ, MIR, LLM and EXMBA programs are held in the form of an interview in the field of study by departmental committees; an additional criterion for admission to the EXMBA program is a requirement of a minimum of 7 years of work experience including post graduate experience and two years of legal work experience for the applicants to LLM program.

5. KIMEP University accepts **international certificates** of GMAT and GRE tests for the appropriate graduate programs, which are considered on an individual basis by departments.
   Code of KIMEP University for GMAT examination is BLP-9V-74 and BLP-9V-70

6. Defining English proficiency level

Because KIMEP University is an English Medium of Instruction institution, students' English proficiency level must be assessed prior to being admitted. Therefore, defining level of English proficiency is mandatory, except for:

1. Holders of completed undergraduate, graduate or doctoral degrees or their equivalents from English medium universities (authentic diploma, transcript and confirmation of English teaching from the university concerned), including KIMEP University Graduates
2. Students of dual degree programs between KIMEP and partner universities
3. Students in the Russian cohorts of the EXMBA program

Students that did not undergo evaluation of their English-language proficiency begin their studies at the beginner level (GRAD C).

To evaluate English-language proficiency, KIMEP University accepts international English proficiency test certificates

- TOEFL (Code of KIMEP University for the examination is 2104)
- IELTS
- CEFR
- Duolingo
- KIMEP English Placement Test

Level of English Foundation Course	KEPT	CEFR+	IELTS	TOEFL IBT	TOEFL (computer)	Duolingo
Direct to program	60-100%	B2	5.0 (not less than 4. 5 in each section)	70 (with no sub score below 15)	193 (with no sub score below 25	105 & above (not less than 100 in

[4] KIMEP graduates with GPA of 3.0 and above are exempted from program entrance tests

						each section)
GEF A	50-59%	A2 –B1	4.5 (not less than 4.0 in each section)	41-69 (with no sub score below 10)	163-192 (with no sub score below 17)	95-104 (not less than 90 in each section)
GEF B	21-49%	A1+	3.5 (not less than 3.0 in each section)	27-40 (with no sub score below 7)	83-162 (with no sub score below 10)	80-94 (not less than 75 in each section)
GEF C	< 20 %	Beginner or False Beginner	<3.0	<26	<82	79 & below

CEFR* - *Common European Framework of Reference (Common European competencies of foreign language proficiency: studying, learning, assessment)*

1. Applicants to MA in Education Policy and Management program must have IELTS sore of 5.5 or KEPT score of 80 and above. The applicants who have KEPT score from 60 to 79 or IELTS of 5.0, or TOEFL IBT of 60 to 69, or TOEFL CBT of 153 to 192 or CEFR+ level of B1 can be enrolled in the program under the condition that they either to:
    - Enroll in Academic English for Graduate students, a preparatory course offered through the WLP before or during the first academic semester; or
    - Enroll in ARW II with undergraduate students before or during the first academic semester.
2. Applicants to LLM program must have IELTS score of 6.0, KEPT score of 85 and above, TOEFL IBT score of 75 and above, or TOEFL (computer) score of 195 and above.
3. Although the KEPT (or its equivalent) is used as the primary reference for placement, new students can move to a higher level during the first week of their study. This can be done in accordance with an instructor's recommendation if the student's level of English proficiency has been proved to be higher, or if they submit their IELTS/TOEFL/Duolingo results before the semester starts or during the first week of study.
   Suggested procedure: a) the student submits the original of the English language proficiency test (e.g. IELTS) to the Dean's office of the CHE with the request to reconsider the placement; b) After the results have been verified the Dean's office issues a memo to the Office of the Registrar with the request to transfer the student to the appropriate level with the copy of the English language proficiency test; c) the Dean's office archives one copy in the student' file and returns the original to the student.

<u>Entry requirements for PhD in Accounting and Audit, Marketing, Management and Finance</u>

1. **Completed graduate degree**

- Copy of a diploma confirming the completion of a graduate degree "master"
- Copy of transcripts (diploma supplement) with grades

2. **Possession of the valid international certificates proving the knowledge of the English Language**

    - IELTS – at least 5.5
    - TOEFL IBT – at least 46

- TOEFL PBT – at least 453
- PHD candidates who have received master degrees from the universities located in the countries where English is the state or official language, and these universities have specialized accreditation from the accreditation agencies officially recognized by OECD member states, are exempted from English proficiency requirement. In this case candidate's master degree diploma should be no older than 5 years.

Additional consideration by a selection committee:

- At least three years of experience in a corporate, government, academia or non-profit organization
- At least two professional letters of recommendation
- A research proposal that states candidate's area of research interests, research questions and methodological approach to undertake your research. To develop a successful proposal, you need to familiarize with current research through literature review in the area and identify research gaps, thus creating an original research proposal.
- An Interview with program admissions committee

3. **COMPLEX EXAM by the Ministry of Education and Science of the RK (for KZ citizens only).** Detailed information about exam requirements and passing scores will be available on the National Testing Center website http://testcenter.kz/en/
4. **QAZTEST** certificate (for KZ citizens only). Detailed information about exam requirements and passing scores will be available on the web site http://kazakhtest.kz/en/

Entry requirements for PhD in Education Policy and Management

1. **Completed graduate degree**
   - Copy of a diploma confirming the completion of a graduate degree "master"
   - Copy of transcripts (diploma supplement) with grades

2. **Possession of the valid international certificates proving the knowledge of the English Language:**
   - IELTS – at least 5.5
   - TOEFL IBT – at least 46
   - TOEFL PBT – at least 453
   - PHD candidates who have received master degrees from the universities located in the countries where English is the state or official language, and these universities have specialized accreditation from the accreditation agencies officially recognized by OECD member states, are exempted from English proficiency requirement. In this case candidate's master degree diploma should be no older than 5 years.

Additional consideration by a selection committee:

- At least three years of experience in a corporate, government, academia or non-profit organization
- At least two professional letters of recommendation
- A brief research proposal:
  - This proposal should state candidate's area of research interests, research questions and methodological approach to undertake your research.
  - To develop a successful proposal, you need to familiarize with current research through literature review in the area and identify research gaps, thus creating an original research proposal.
- An interview with program admissions committee.

3. **COMPLEX EXAM by the Ministry of Education and Science of the RK (for KZ citizens only).** Detailed information about exam requirements and passing scores will be available on the National Testing Center website http://testcenter.kz/en/
4. **QAZTEST** certificate (for KZ citizens only). Detailed information about exam requirements and passing scores will be available on the web site http://kazakhtest.kz/en/

Entry requirements for PhD in Economics

Admission to the PhD program is highly competitive. Admission is granted to candidates deemed most likely to complete and benefit from the program. The final decision on admission is based on a comprehensive assessment of the applicant's overall qualifications, motivation, determination and commitment to the program.

1. **Completed graduate degree**
   - Copy of a diploma confirming the completion of a graduate degree "master"
   - Copy of transcripts (diploma supplement) with grades

2. **Possession of a valid international certificate proving the knowledge of the English Language:**
   - IELTS – at least 5.5
   - TOEFL IBT – at least 46
   - TOEFL PBT – at least 453
   - PHD candidates who have received master degrees from the universities located in the countries where English is the state or official language, and these universities have specialized accreditation from the accreditation agencies officially recognized by OECD member states, are exempted from English proficiency requirement. In this case candidate's master degree diploma should be no older than 5 years.

Additional consideration by a selection committee:

- The graduate GPA shall be 3.0 and above or more than 69% equivalent when converted into a scale comparable to the KIMEP grading scale.
- Valid KGET (KIMEP graduate entrance test) score of 25 and above or a valid GMAT or GRE certificate with a score which the Economics Department considers equivalent
- A typed statement of purpose of up to 500 words that states the applicant's academic and professional interests; how the applicant will benefit from the PhD program professionally and personally; the applicant's strengths and qualities that will enable them to complete a rigorous doctoral program.
- A 2-3 page research proposal: in this proposal, the candidate should lay out the general idea of their intended research and some indicative description of the method they intend to use. The candidate should demonstrate familiarity with current research, the ability to identify open research questions and the ability to create an original research proposal.
- An interview with the program admissions committee where admissions committee may consider additional evidence of excellence or aptitude such as prior publications of work experience and have the final decision making authority on the recommendation of the candidate for admission to PHD program

3. **COMPLEX EXAM by the Ministry of Education and Science of the RK (for KZ citizens only).** Detailed information about exam requirements and passing scores will be available on the National Testing Center website http://testcenter.kz/en/
4. **QAZTEST** certificate (for KZ citizens only). Detailed information about exam requirements and passing scores will be available on the web site http://kazakhtest.kz/en/

Entry requirements for PhD in Public and Municipal Administration

Admission to the PhD program is highly competitive. Admission is granted to candidates deemed most likely to complete and benefit from the program. The final decision on admission is based on a comprehensive assessment of the applicant's overall qualifications, motivation, determination and commitment to the program.

1. **Completed graduate degree**
   - Copy of a diploma confirming the completion of a graduate degree "master"
   - Copy of transcripts (diploma supplement) with grades

2. **Possession of the valid international certificates proving the knowledge of the English Language:**
   - IELTS – at least 5.5
   - TOEFL IBT – at least 46
   - TOEFL PBT – at least 453
   - PHD candidates who have received master degrees from the universities located in the countries where English is the state or official language, and these universities have specialized accreditation from the accreditation agencies officially recognized by OECD member states, are exempted from English proficiency requirement. In this case candidate's master degree diploma should be no older than 5 years.

Additional consideration by a selection committee:

- The graduate GPA shall be 3.0 and above or more than 69% equivalent when converted into a scale comparable to the KIMEP grading scale.
- A typed statement of purpose of up to 500 words that states the applicant's academic and professional interests; how the applicant will benefit from the PhD program professionally and personally; the applicant's strengths and qualities that will enable them to complete a rigorous doctoral program.
- A 2-3 page research proposal: In this proposal, the candidate should lay out the general idea of their intended research and some indicative description of the method they intend to use. The candidate should demonstrate familiarity with current research, the ability to identify open research questions and the ability to create an original research proposal.
- An interview with program admissions committee where admissions committee may consider additional evidence of excellence or aptitude such as prior publications of work experience and have the final decision making authority on the recommendation of the candidate for admission to PHD program.

4. **COMPLEX EXAM by the Ministry of Education and Science of the RK (for KZ citizens only).** Detailed information about exam requirements and passing scores will be available on the National Testing Center website http://testcenter.kz/en/
5. **QAZTEST** certificate (for KZ citizens only). Detailed information about exam requirements and passing scores will be available on the web site http://kazakhtest.kz/en/

ACCESS TO NON-DEGREE STUDY

There are several opportunities to study at KIMEP as a non-degree student: non-degree at the time of application with or without the intent to enter an undergraduate/graduate program in the future, adult learners, visitors of the International Summer School, exchange students, Russian or Kazakh language learners. All these groups receive a special document reflecting the results of study in individual courses taken at KIMEP University, but not any academic degree or diploma.

NON-DEGREE (available at both undergraduate and graduate course levels) is an educational option to be used by any person wishing to take courses for personal purposes without any intention of obtaining a degree.

Upon the completion of the selected courses, the document is issued with an indication of course title (s), number of academic credits and grades. Successfully completed courses may be transferred to undergraduate or graduate degree programs. Defining the level of English proficiency is mandatory for this group of non-degree, except for the Russian cohort in ExMBA. Students who graduated from KIMEP or English-medium universities applying to non-degree programs may be exempted from KEPT and Foundation English courses.

NON-DEGREE FOR LANGUAGE LEARNERS is an educational option to be used by any person wishing to take language courses (Russian or Kazakh) for personal purposes without any intention of obtaining a degree. Upon the completion of the selected courses, the document is issued with an indication of course title (s), number of academic credits and grades. Successfully completed courses may be transferred to undergraduate or graduate degree programs. Defining the level of English proficiency is not mandatory for this group of non-degree.

ADULT LEARNER is an option of non-degree study, offered to all people (21 years and older) interested in auditing courses currently offered by KIMEP University. A person under adult learning status can audit courses; however no current or final course assessment or academic credits will apply to these individuals. Verification of English proficiency is not required for the students with adult learner status.

INTERNATIONAL SUMMER SCHOOL Students are admitted to ISS courses for general education purposes but are not able to continue studying at KIMEP University after completion of ISS without undergoing a procedure of admission to an appropriate program (undergraduate, graduate, non-degree).

EXCHANGE PROGRAM According to cooperation agreements established between KIMEP University and foreign academic institutions, exchange students undergo a selection process to study at KIMEP University for one or two semesters depending on specific conditions of the cooperation agreements. Conditions of selection and enrollment are monitored by the Department of International Academic Mobility.

ATTACHMENT # 1. LIST OF APPLICATION DOCUMENTS

All documents submitted to the Admissions Office for the purpose of consideration for admission to KIMEP University programs will not be returned, except for the originals of secondary education credentials and certificates of UNT, CT as well as international certificates (TOEFL, IELTS, Duolingo, GMAT, GRE, etc.).

.1 For undergraduate applicants

- Application form
- Copy of passport or State ID
- Digital photo with a resolution of 300 ppi (pixels per inch) with a size of no less than 8 MP (Megapixels) in JPEG format with low compression (high quality).
- High school diploma/professional vocational school diploma (authentic copy)
- UNT certificate
- Medical certificate - Form # 075-U or its equivalent for foreign citizens
- If available: Valid results of International English Proficiency Tests (IELTS, TOEFL, Duolingo, etc.)
- Upon his/her own discretion, an applicant may include other documents that he/she believes are relevant for inclusion into the application package, such as copies of certificates, awards, and honors in the applicant's sphere of interest from the last 3 years, particularly documentation received at national and international levels

In order to be considered for credit transfer or fast-track studies (for professional vocational schools) the following should also be submitted:

- Original copy of a transcript (with description of grading system and of learning hours);
- License of the Institution;
- Confirmation of attestation by MES.

1.2 For undergraduate transfer applicants

For students transferring or being reinstated from other universities of Kazakhstan

- Application form for transfer or reinstatement
- Copy of passport or State ID
- Digital photo with a resolution of 300 ppi (pixels per inch) with a size of no less than 8 MP (Megapixels) in JPEG format with low compression (high quality)
- Medical certificate - Form # 075-U or its equivalent for foreign citizens
- Official copy of student record/ transcript from the previous university
- Unified National Testing (UNT) certificate
- Authentic document confirming completion of secondary education (attestat) with a supplement
- If available: Valid results of International Language Proficiency Tests (copy of IELTS/TOEFL/Duolingo certificate)
- Syllabus for each discipline passed in the previous university

For students transferring or being reinstated from foreign universities

- Application form for transfer or reinstatement
- Copy of passport or of State ID
- Digital photo with a resolution of 300 ppi (pixels per inch) with a size of no less than 8 MP (Megapixels) in JPEG format with low compression (high quality)
- Medical certificate - Form # 075-U or its equivalent for foreign citizens
- Letter of Acceptance from the previous university
- Official copy of student record/ transcript from the previous university
- Authentic document confirming completion of secondary education (attestat) with a supplement
- If available: Valid results of International Language Proficiency Tests (copy of IELTS/TOEFL/Duolingo certificate)
- Syllabus for each discipline passed in the previous university

1.3 For graduate program applicants

- Application form
- Copy of passport or of State ID
- Digital photo with a resolution of 300 ppi (pixels per inch) with a size of no less than 8 MP (Megapixels) in JPEG format with low compression (high quality)
- Bachelor degree diploma and transcript (authentic copy)
- Document confirming employment (for persons having employment records) - copy of personnel records book, if not available - CV
- Two recommendation letters for LLM
- One recommendation letter for MPA, MEPM and MIR programs
- Medical certificate - Form # 075-U or its equivalent for foreign citizens
- If available:
    - Valid results of International Language Proficiency Tests (copy of IELTS/TOEFL/Duolingo certificate)
    - List of research and scientific-methodical works
- Upon own discretion, an applicant may include other documents that he/she believes are relevant for inclusion into the application package, such as copies of certificates, awards, and honors in the applicant's sphere of interest, particularly ones received at national and international levels.

1.4 For PHD program applicants

- Application form
- Copy of passport or of State ID
- Digital photo with a resolution of 300 ppi (pixels per inch) with a size of no less than 8 MP (Megapixels) in JPEG format with low compression (high quality)
- Master degree diploma and transcript (authentic copy)
- Personnel record card and a document confirming employment (for persons having an employment records), professional CV
- Valid results of International Language Proficiency Tests (IELTS/TOEFL certificate)
- Valid QAZTEST certificate (for KZ citizens)
- Medical certificate - Form # 075-U or its equivalent for foreign citizens
- Two reference letters
- A research proposal
- List of research and scientific-methodical works (if available)
- Upon own discretion, an applicant may include other documents that he/she believes are relevant for inclusion into the application package, such as copies of certificates, awards, and honors in the applicant's sphere of interest, particularly ones received at national and international levels.

Copies of documents have to be submitted to the Admissions Office together with originals. After authentication, originals of documents are given back to the owners.

1.5 For non-degree applicants:

- Non-degree application form
- Copy of passport or State ID
- Digital photo with a resolution of 300 ppi (pixels per inch) with a size of no less than 8 MP (Megapixels) in JPEG format with low compression (high quality)
- Copy of a document on previous education with a supplemental form on courses taken (*except for Adult Learners*)
- Medical certificate - Form # 075-U
- If available: Valid results of International Language Proficiency Tests (copy of IELTS/TOEFL/Duolingo certificate)

ATTACHMENT # 2. KIMEP UNIVERSITY TESTS

Results of tests and examinations administered by KIMEP University may be used only for the purposes of admission to KIMEP University and are valid for one calendar year.

Rules, periods and format (on-line or offline) of taking tests and examinations are set forth by the Office of Academic Affairs and by Academic Departments.

Entrance examination for applicants enrolling in undergraduate and graduate programs take place in accordance with the state requirements.

i. **KIMEP English Placement Test (KEPT)**

Who takes the test:	*Applicants for Bachelor and Master programs, non-degree applicants*
Language:	*English*
Total number of questions:	*100*
Duration:	*90 minutes*
Number of sections:	*3*

Short description:

Section 1: Grammar Structures
The first section is designed to test the grammar skills of applicants. Candidates will have to choose the correct word or phrase to complete simple sentences. They will choose from three or four possible answers that may have the same meaning, but only one of which is grammatically correct.
Section 2: Grammar and Vocabulary in Context
The second section is designed to test the grammar and vocabulary development of applicants. They will read short selected passages that are missing key words. They will choose the best words to complete the text from three or four possible answers.

Section 3: Reading Comprehension
The third section is designed to test the reading comprehension of applicants. They will read fairly long selected passages and choose from a multitude of answers or provide short written responses which best describe the meaning of the text.
KEPT schedule is available on the applicant's portal. Each applicant can have two valid attempts and the highest score is taken for the admission purpose.

ii. Creative entrance exams for journalism program: an essay and a written interview

Who takes the test:	*Applicants to the BAJ program*
Language:	*English, Kazakh, or Russian*
Duration:	*2 hours (essay) and 45 minutes (interview)*
Volume:	*450 – 500 words, no less than two pages of A4*

Short description:
The entrance essay is designed to enable the applicant to express his or her creative abilities in one of the chosen topics. The essay should be based on the applicant's life experience and personal views and not on literary sources. It should consist of an introduction, supporting paragraphs which develop the main idea, and a conclusion.
Criteria used when evaluating the essay:

a. Content - the ability to analyze the reality of a situation, as well as the ability to choose and use the correct facts;
b. Logic – the capacity to express clear and logical statements and ideas;
c. Structure - the ability to present an essay as a composition of multiple parts that will develop and articulate a clear idea(s) that are supported by logic and factual information;
d. Language - written clearly and thoughtfully, using a rich vocabulary;
e. Creativity - the essay should present a modern and interesting approach to the given topics;

Creative exams schedule is available on the applicant's portal.

iii. KIMEP Graduate Entrance Test (KGET) for MEPM, MAE, MBA, MACTA, MFIN programs
The KGET measures various skills that should have been or will be developed in an educational and work environment. It does NOT measure knowledge of business, job skills, specific content in undergraduate studies, abilities in any other specific subject area, or subjective qualities, such as motivation, creativity, and interpersonal skills.
The test is given in English and it consists of 3 sections:

1. Problem solving (there are 20 questions and the recommended time is 30 minutes)
2. Data sufficiency (there are 20 questions and the recommended time is 40 minutes)

3. Critical thinking (there are 10 questions and the recommended time is 20 minutes)

Test takers have a maximum of 90 minutes to complete these 50 multiple-choice questions. Problem-solving is evaluated based upon mainly quantitative questions. This section tests the knowledge of arithmetic, elementary algebra, and common geometry. Data sufficiency questions consist of a question and two statements. The critical thinking section is composed of questions testing reading comprehension and critical reasoning.

The KGET test covers a wide range of topics.

KGET schedule is available on the applicant's portal.

ATTACHMENT # 3. RULES OF BEHAVIOR AT TESTS AND EXAMS IN KIMEP UNIVERSITY (OFFLINE FORMAT)

Exam rules are unified for all tests regardless of locations, on or off campus, within and outside the country where KIMEP decides to hold the entrance exams.

Note: violations of the rules of behavior during test taking (such as cheating, etc.) results in the disqualification of an applicant for 1 to 5 years.

1. Applicants must produce their EXAM ENTRANCE TICKET and ID/passport before being allowed to enter the examination room
2. Proctors have the right to inspect applicants' ID/passports prior to entry to the examination room or at any time during the test.
3. All coats, bags, briefcases and other possessions (including mobile telephones) must be placed in the area designated by the proctors. Mobile telephones must be switched off.
4. All reference books, materials, papers, magazines and journals, whether relevant to the test or not, must be placed at the chief investigator's table. Unless the test rules require that they be referred to, these items may not be within the sight or reach of the candidate.
5. If it is evident that the candidate has in his/her possession any items, such as notes, answer-keys or crib-notes, after the start of the test, the candidate will be refused permission to continue the test and will be referred to the Chief Academic Officer for disciplinary action.
6. Applicants taking the KGET test are allowed to use simple calculators that do not have communication capabilities. Mobile telephones may not be used for the purposes of mathematical calculations. An applicant shall be solely responsible for having a calculator corresponding to the aforementioned requirements. If the applicant has no calculator on hand, the test should be taken without a calculator. Applicants may also refuse to take the examination and to take it at any other designated time.
7. Candidates may not communicate with or borrow any items from another candidate. The candidate will have to raise hand to speak to a proctor in case of an emergency.
8. Candidates may not leave the test room once the test has started, regardless of the reason. This includes going to the toilet. It is highly recommended to take care of all necessary needs immediately before a test is scheduled to begin.
9. Candidates who leave the test room will not be allowed to return.
10. Any talking or signaling to any person other than a proctor will be viewed as cheating. If the candidate needs assistance, he/she needs to raise hand to attract the attention of a proctor.
11. The test must be conducted in strict silence. Mobile telephones, pagers, Walkman, clock or watch alarms or any other electronic devices must be switched off until leaving the test room.
12. No one is to leave the test room during the final 15 minutes. If the candidate finishes the test, he/she should wait patiently and quietly until exam papers are collected and the proctor gives permission to leave.
13. Any candidate who continues working after the proctor has stated that the test time is over ("pens down") will be considered to have broken the rules of the test and will be referred to the Chief Academic Officer for disciplinary action. This will be interpreted as cheating.

KIMEP has a "zero tolerance" policy for any and all forms of academic dishonesty. Zero tolerance for all forms of dishonesty applies to any and all tests as well as classroom assessments. The zero tolerance policy also applies to faculty in the same regard as students.

ATTACHMENT # 4. KIMEP UNIVERSITY WORLD LANGUAGES AND PREPARATORY PROGRAM (WLP)

The WLP offers the opportunity to study a wide range of languages and to enroll in exam preparation courses which will improve program participants' language skills and test-taking techniques to the highest level possible. The program provides language courses such as 'English for All', General and Business English for Executives, English for Specific Purposes, English for School Students, Kazakh and Russian (for both native speakers and foreigners) and foreign language courses such as Chinese, Japanese, French, German, Spanish and Italian among others. Also, the program offers examination preparation courses. These are preparation courses for the KIMEP English Placement Test, the KIMEP Graduate Entrance Test (KGET), the national Kazakhstani exam (UNT – Unified National Testing) and International exams such as TOEFL, IELTS, GMAT, GRE, SAT, etc. These courses will enable participants to successfully pass the exams or obtain internationally recognized qualifications.

ATTACHMENT # 5. NOSTRIFICATION/RECOGNITION

Nostrification/recognition of educational credentials received abroad is a procedure carried out to determine the equivalence of educational documents issued to an applicant by foreign educational institution or its branch to Kazakhstan's state mandatory standards of education.

According to subparagraph 21 of Article 5 of the Law on Education of the Republic of Kazakhstan of 27 July 2007, the procedure of nostrification/ recognition of educational credentials received abroad is obligatory for all applicants and students who wish to receive their degree at KIMEP University while being graduates of foreign education institutions. This requirement applies equally to foreign citizens and to Kazakhstani citizens who studied abroad, except graduates of the "Bolashak" scholarship program and graduate of Russian universities who received diploma before 1995.

All applicants and students who fail to comply with the nostrification/ recognition requirements lose the legal basis for gaining access to higher education in the Republic of Kazakhstan, and therefore to continue their studies or graduate in Kazakhstan.

KIMEP students with foreign academic credentials will need to pass nostrification/ recognition procedures in the Center for Bologna Process and Academic Mobility of the Ministry of Education and Science of RK, Department of Recognition and Nostrification, during the first semester of study. By decision of the Center for the Bologna Process and Academic Mobility starting from February 5, 2018, documents for nostrification/ recognition procedure are submitted by students only through the Public Service Centers.

To support students, the University voluntarily provides consulting support to KIMEP students on nostrification and recognition procedures. Please contact KIMEP University: Abai avenue 4, Almaty city, 050010, Kazakhstan, tel.: +7 (727) 270 43 14, e-mail: ainur@kimep.kz .

Documents necessary for the nostrification procedure are available at the https://kimep.kz/prospective-students/admission/nostrification/

ATTACHMENT # 6. MEDICAL REQUIREMENTS

In accordance with Enactments of the Government of the Republic of Kazakhstan as of January 19, 2012 # 109 and # 111 "On approval of Standard rules of admission to organizations of education implementing the professional academic programs of higher education (with amendments as of February 11, 2013) and according to the "Joint order of the Almaty Healthcare Department # 191 as of May 29, 2015 and of the Consumer rights protection department in Almaty city» # 119-ө as of May 15, 2015 "On carrying out the medical examination

and early detection of tuberculosis among the persons entering institutions of higher education, colleges, and professional technical schools of Almaty", all University applicants shall provide the following documents to the Medical Center when submitting admission documents to the Admissions Office (this is to avoid problems with course registration):

1. Medical health certificate (form # 075/y) , which includes checkups by psychiatrist and neurologist
2. Copy of form # 065/y (copies of undertaken vaccinations records from the vaccination card)
3. Chest X-ray (fluorography) with the conclusion. The conclusion must have two signatures and two seals of the radiologist. X-ray film and conclusion from abroad must be verified in Almaty by a roentgenologist.

International students are recommended to have a copy of the vaccination card, and the medical certificate 075/y and X-ray examination should be obtained in Almaty upon arrival to Kazakhstan.

ATTACHMENT # 7. TRANSFER OF CREDITS POLICY FOR NAZARBAYEV INTELLECTUAL SCHOOL GRADUATES

1. Transfer of credits applies to all courses (higher and standard level courses) with the grade of C and higher.
2. If the grade D is assigned for the subjects like Math, Physics, Kazakh, Economics and Computer Science in the NIS 12 Grade Certificate, the subjects # 1, 2, 6, 8, 9 and 10 will not be transferred in.
3. Automatic transfer of credits will be valid for those graduates of NIS whose grades in the NIS 12 Grade Certificate (from here on, referred to as "the Certificate") are no lower than a C (A, B, and C grades are eligible for transfer).
4. If you meet all of the requirements outlined in point 1, credits will, regardless of your choice of major, be automatically transferred for 8 subjects of 10 (Subjects 1, 2, 3, 4, 6, 7, 8 and 11 in Figure 1).
5. If a student has an IELTS certificate with a total score of no less than 7.0, they will be exempted from Subject 5 (Academic Reading and Writing II)
6. If a student is studying in the "Information Systems in Business" program and Physics appears on the Certificate, the Subject 9 will be transferred in (Physics, Figure 1).
7. Subject 10 is to be transferred, within the framework of any major program, as a discipline of choice from the selection of General Education subjects (Figure 1).

Figure 1

#	Name of the NIS course	Grade	Automatic transfer	Name of the corresponding KIMEP course	Number of credits transferred to KIMEP
1	NIS 12 grade certificate	A, B, C	Yes	Kazakh language I	3
2	NIS 12 grade certificate	A, B, C	Yes	Kazakh language II	3
3	NIS 12 grade certificate	A, B, C	Yes	Academic Listening and Note Taking	3
4	NIS 12 grade certificate	A, B, C	Yes	Academic Reading and Writing I	3
5	NIS 12 grade certificate	IELTS of 7 or higher	Yes	Academic Reading and Writing II	3

6	NIS 12 grade certificate	A, B, C	Yes	Information and Communication Technologies OR Business Computer Applications	3
7	NIS 12 grade certificate	A, B, C	Yes	Physical education	4
8	NIS 12 grade certificate	A, B, C	Yes	Mathematics for Business and Economics OR Calculus	3
9	Physics	A, B, C	If the subject appears in the certificate	Physics	3
10	Economics	A, B, C	If the subject appears in the certificate	Introduction to Economics	3
11	NIS 12 grade certificate	A, B, C	Yes	GE elective	3

*The maximum number of credits that may be transferred is 34 credits, which is equivalent to completing the first year of study in any program.

ATTACHMENT # 8. TRANSFER OF CREDITS POLICY FOR THE GRADUATES OF THE INTERNATIONAL BACHELORETTE (IB) PROGRAM

The IB Diploma Program is designed as an academically challenging and balanced program of education with final examinations that prepares students, normally aged 16 to 19, for success at university and life beyond. The program is normally taught over two years and has gained recognition and respect from the world's leading universities.

IB Diploma Program students study six courses at higher level or standard level. Students must choose one subject from each of groups 1 to 5, thus ensuring breadth of experience in languages, social studies, the experimental sciences and mathematics. The sixth subject may be an arts subject chosen from group 6, or the student may choose another subject from groups 1 to 5.

Group	Subject	Description
1	Language A1	First language, including the study of selections from world literature
2	Language A2	A language and literature course for fluent or bilingual students
	Language B	A foreign language course for students with two to four years previous experience with the language
	Language ab initio	A foreign language course for beginners
	Classical languages	Classical Greek, Latin
3	Individual and Societies	Business and Management, economics, geography, history, Islamic history, information technology in a global society, philosophy, psychology, social and cultural anthropology, environmental systems and societies
4	Experimental sciences	Biology, chemistry, physics, design technology, environmental systems and societies

5	Mathematics and computer sciences	Mathematics HL, mathematics SL, mathematical studies SL, further mathematics SL, computer science (elective only)
6	The Arts	Film studies, music, theatre arts, visual arts

In addition the program has three core requirements that are included to broaden the educational experience and challenge students to apply their knowledge and understanding: the extended essay, theory of knowledge, and creativity, action, service component.

TRANSFER of CREDITS FOR IB GRADUATES

KIMEP University recognizes secondary students' participation in the International Baccalaureate Program and awards college credit for completion of **higher level and standard level** courses that show grades of four, five, six, and seven corresponding to GE courses offered at KIMEP. Moreover, direct placement to academic courses is granted to those IB diploma holders whose final score is 24 and above (out of 45).

With some variation by degree program, the IB graduates will be given credit for the following courses:

1. Academic Listening and Note Taking (automatic transfer with the total score of 24 and above)
2. Academic Reading and Writing I (automatic transfer with the total score of 24 and above)
3. Academic Reading and Writing II (for students who obtain an IELTS score of 7.0 or higher)

The maximum number of transfer credits per student is 27 (6 subjects of IB program + 9 credits of KIMEP English Language courses).

	Name of the IB course	**Grade**	**Automatic transfer**	**Name of the corresponding KIMEP course**	**Number of credits transferred to KIMEP**
1	Visual Arts	4-7	Yes	Introduction to Art	3
2	Computer Science	4-7	Yes	Information and Communication Technologies OR Business Computer Applications	3
3	Economics	4-7	Yes	Introduction to Economics	3
4	History	4-7	Yes	History of Civilizations II (IR)	3
5	Individuals and societies: Information technology in a global society	4-7	Yes	New Information Technologies (JMC)	3
6	Studies in language and literature: English A: Language and literature	4-7	Yes	Introduction to World Literature	3
7	Language acquisition: Language B	4-7	Yes	Introduction to Language and Society	3

8	Mathematics	4-7	Yes	Mathematics for Business and Economics OR Calculus	3
9	Physics	4-7	Yes	Physics	3

ATTACHMENT # 9. TRANSFER OF CREDITS POLICY FOR THE GRADUATES OF THE PROFESSIONAL VOCATIONAL SCHOOLS

Graduates of Professional Vocational Schools (PVS) located in the Republic of Kazakhstan

Admission for the fast-track study option for the graduates of PVS is done based on the state classifier of related specializations. KIMEP University awards credits to the holders of professional vocational school diploma in accordance with the table below provided that the received grades are 4 or 5 on a 5 scale of assessment:

	Required Hours for Transferring	
	KIMEP 3 credit course	45 hours
	KIMEP 2 credit course	30 Hours
	Technical and Professional Educational Schools	**KIMEP University**
General Education Courses		
ALL Colleges	История Казахстана ГЭК (History of Kazakhstan (State Exam)	History of Kazakhstan (State Exam)
	Информатика (Computer Science)	Information and Communication Technologies
	Казахский язык (Kazakh language)	Pre-Intermediate Kazakh
	Казахский язык (Kazakh language)	Intermediate Kazakh
	Основы философии (Basics of Philosophy)	Introduction to Philosophy / cour
	Физическая культура (Physical education)	Physical Education
Program Foundation Required Basic Discipline Courses		
BCB/CSS	Математика (Mathematics)	Mathematics for Business and Economics
	Профессиональный русский/казахский язык (Professional Kazakh/Russian Language)	Professional Kazakh Language / Professional Russian Language
CSS	Основы политологии и социологии (Basics of Political Science or Sociology)	Fundamentals of Political Science
	Основы экономики (Basics of Economics)	Introduction to Economics
	Основы политологии и социологии (Basics of Political Science or Sociology)	Fundamentals of Sociology
CHE	Профессиональный русский/казахский язык (Professional Kazakh/Russian Language)	Professional Kazakh Language / Professional Russian Language

Graduates of PVS located outside of the Republic of Kazakhstan

Holders of Higher National Diploma or an Associate Degree can be considered for a transfer of credits following the regular "External transfer of credits" policy established at KIMEP University.

ATTACHMENT #10: TRANSFER OF CREDITS POLICY FOR THE STUDENTS TRANSFERRING OR REINSTATING FROM OUTSIDE

General provisions

1. The rules of transfer and reinstatement of students at KIMEP University are developed in accordance with the state rules for transfer and reinstatement of students as well as with the internal policies of KIMEP University, and determine the procedure of transfer and reinstatement at KIMEP University.
2. Transfer and reinstatement of students shall be made both from higher educational institutions of the Republic of Kazakhstan, and from foreign higher educational institutions; from one specialization to another.
3. Transfer and reinstatement of students shall be made provided they complete the first academic period of their academic program in accordance with an individual study plan for students who are being transferred or reinstated from higher education institutions of the Republic of Kazakhstan, or within the framework of the applied credit technology for students being transferring or reinstating from foreign educational institutions, where the standard plan is not provided by the applicable law and / or the charter of the organization of education. In this case, the student is transferred or reinstated to any form of study, to any specialization, regardless of the period of withdrawal for further reinstatement. GPA at the time of transfer or reinstatement must be equal to or equivalent to (a) 2.0 and higher for undergraduate programs; (c) 3.0 and higher for master's programs in the colleges of business, law, education and humanities; (c) 2.67 and higher for master's programs in the college of social sciences; (d) 3.33 and up for doctoral students.
4. Education credentials issued by a foreign educational institution must undergo the nostrification procedure during the first semester of studies. Detailed information on nostrification is available on our website: https://kimep.kz/prospective-students/ru/admission/nostrification/.
5. Students drafted for military service in the Armed Forces of the Republic of Kazakhstan during the study period shall be reinstated to the appropriate year of study.
6. The process of transfer or reinstatement of students from other higher education organizations shall be made by the Students Recruitment and Admissions, and the process of internal transfer and reinstatement of students withdrawn from KIMEP University shall be performed by the Registry Department.
7. Students' applications for transfer and reinstatement shall be reviewed during the summer and winter holidays within five days before the start of the next academic period.
8. When transferring or reinstating a student, the number of academic credits in the courses of the Working Study Plan taken by the student during previous academic periods, which can be transferred, shall be determined. The number of credits transferred is determined by the respective departments on the basis of comparing the academic programs, the contents of the list of completed courses, their volumes, acquired knowledge, skills, and competencies, as well as the learning outcomes reflected in the official transcript and in the working study plan. Only courses completed with a grade of "C" and above can be transferred during transfer and reinstatement procedure. After comparative analysis being conducted, the student shall receive a final result in the form of a comparison sheet, which indicates the number of courses and academic credits transferred. Thus, the educational pathway with the required number of credits for development in subsequent semesters in order to obtain a degree at KIMEP University shall be determined for the student.
9. When transferring the credits earned, academic courses with a grade of "C" and higher shall be transferred. The College Methodical Council may also make a decision on transferring the academic courses with a grade of "D", in this case, a special form verified by the college dean's signature and stamp must be submitted to the Registry Department.
10. Transfer of students from year to year upon results of the academic year (interim attestations) taking into account the results of the Summer semester shall be made automatically, taking into account the number of credits earned by the student for the period of study, according to the table below.

Undergraduate programs

credits	Year of study
0 - 30	First year of study
31 - 68	Second year of study
69 - 106	Third year of study
107 – and more	Fourth year of study

Graduate programs

credits	Year of study
0 - 30	First year of study
31 – and more	Second year of study

- Academic Council is an official body for considering the appeals of student should they disagree with the undertaken analysis of academic courses taken for the subject of transferring such courses.

Transfer and reinstatement from other institutions of higher education

KIMEP has an open and transparent process for applying for transfer and reinstatement. The staff of Recruitment and Admissions Office (DSRA) will provide assistance and answer all questions regarding the procedure for submitting applications for transfer and reinstatement.

To consider the issue of transfer or reinstatement, the student must submit to the DSRA an application in the appropriate form with all the necessary documents for the selected study program for the corresponding semester according to the established deadlines.

According to the legislation of the Republic of Kazakhstan, documents submitted in other than English must have a notarized translation into Kazakh or Russian.

In some cases, especially for foreign applicants, the staff of Admission Office has the right to request additional documents (licenses for conducting educational activities of organizations that issued diplomas of education, confirmation of passing certification and accreditation, confirmation of obtaining a specialty and issuing a diploma, etc.). Providing an incomplete set of documents may lead to a delay or refusal to consider the application.

KIMEP strives to provide world-class services and increase the range of online recruitment and admission services. In this regard, applicants are given the opportunity to submit an online application for transfer and reinstatement to KIMEP from anywhere in the world where there is Internet access, as well as receive personalized information regarding the status of their application and other useful information, through a centralized resource for applicants - **the Applicant Portal** (http://www2.kimep.kz/onlineappl/). Online application is developed in three languages (Kazakh, Russian and English). Students can easily activate their account in the system by entering a valid personal email address. An electronic application is submitted for consideration by the relevant unit, on condition that all required fields are completed.

In addition, Admission Office created an electronic credit transfer system (TC Monitoring), with the help of which both the departments responsible for reviewing and deciding on the transfer of individual academic disciplines into account, and students themselves can observe the process in real time consideration and transfer or non-transfer of each academic discipline. This system was developed taking into account the accumulation and preservation of the results of consideration in each of the disciplines, respectively, in most cases, the transfer of academic credits is carried out on a precedent.

KIMEP University delivers teaching exclusively in English and respectively, the transfer of academic credits earned in the university where the language of instruction was other than English is allowed on a case by case basis by the general education program, CSS, CHE, SL, and not allowed by BCB.
Below is the appropriate sequence of what a student should do in order to successfully apply for transfer or reinstatement.

STEP 1. APPLY ON-LINE
Portal for applicants is available 24/7 365 days a year
1. Fill in the online application at the applicants portal: https://www.kimep.kz/ext/application/online/ru-RU/
2. Upload the scanned copy of the State ID card or of your passport
3. Upload the scanned copy of your official university transcript (GPA should be equal or equivalent to 2 out of 4 or 50%).
4. Upload the valid copies of IELTS/TOEFL/Duolingo certificates, If any
5. Upload digital photo with a resolution of 300 ppi (pixels per inch) with a size of no less than 8 MP (Megapixels) in JPEG format with low compression (high quality).
6. For consideration of possible credits transfer, it is also necessary to upload the syllabi (study plans) for courses taken in the previous university in electronic format in English.

STEP 2. SUBMIT AUTHENTIC DOCUMENTS, NECESSARY FOR STUDENTS BEING TRANSFERRED OR REINSTATED FROM KAZAKHSTANI UNIVERSITIES:
1. Official academic transcript (GPA should be equal or equivalent to 2 out of 4 or 50%)
2. Copy of the transfer request with approval by the rector of the previous university
3. Document confirming the completion of secondary education (certificate/diploma) with a supplement
4. UNT certificate

FOR STUDENTS BEING TRANSFERRED OR REINSTATED FROM FOREIGN UNIVERSITIES:
1. Official academic transcript (GPA should be equal or equivalent to 2 out of 4 or 50%);
2. Document confirming the completion of secondary education (certificate/diploma) with a supplement;
3. Admission letter confirming the fact of being admitted to a foreign academic institution

Authentic documents may be sent via courier mail: 050010, Republic of Kazakhstan, Almaty, Abai avenue 4, offices 103, 103A, 107 – Admissions Office

Important: official academic transcripts or equivalents submitted by the students will be verified by the admission staff members at the moment of submission. Official transcripts mailed to the admissions office directly by the previous university are exempted from verification.

STEP 3. IDENTIFY ENGLISH PROFICIENCY LEVEL
To take the KEPT test a student will have to fill in the online application and to upload the copy of your State ID card to the applicants' portal: https://www.kimep.kz/ext/application/online/ru-RU/.
Test results are available at the applicant's portal in the ADMISSION STATUS section. The applicant submitting the valid TOEFL/IELTS/Duolingo/CEFR+ certificates shall be released from taking a KEPT test.

Level of English Foundation Course	KEPT	CEFR+	Academic IELTS	TOEFL IBT	TOEFL (computer)	Duolingo
Academic English	80-100%	B2 mid	5.5 (not less than 5.0 in each section)	70	193 (with no sub score below 25)	105 & above (not less than 100 in each section)
UF A	51-79%	B1 mid	4.5 (not less than 4.0 in each section)	57-69	163-192 (with no sub score below 17)	95-104 (not less than 90 in each section)
UF B	30-50%	A1+	3.5 (not less than 3.0 in each section)	27-56	83-162 (with no sub score below 10	80-94 (not less than 75 in each section)
UF C	< 30 %	Beginner or False Beginner	<3.0	<26	<82	79 & below

STEP 4: LEARN ABOUT THE ADMISSION DECISION AND SIGN THE CONTRACT FOR EDUCATIONAL SERVICES

1. E-mail is an official communication channel of KIMEP University to inform the applicant, accordingly, the e-mail address indicated in the online application form should be valid at the moment of becoming admitted as a university student.
2. Notice of Admission to KIMEP University will be sent to the e-mail, as well as placed at the applicants' portal in «Acceptance Package» section.
3. The Contract for Educational Services will also be placed at the applicant's portal in «Acceptance Package» section. Two copies of the Contract, printed out and signed by the student, should be submitted to the University Admissions Office before the end of the period of registration for courses.

STEP 5: REGISTRATION FOR COURSES

On issues of scheduling, tuition calculation and registration for courses should be referred to the Students Learning Support Center by the following contacts: +7 727 2704268 (ext.3175/3213), 2704310 (ext.3157), advising@kimep.kz

PART III. FINANCIAL AID SERVICES

MISSION OF THE FINANCIAL AID OFFICE

The Office of Financial Aid works with all students who apply for KIMEP University financial assistance. It provides students with information and counseling related to financial aid application, distribution and prolongation.

Customer care and personalized approach is our highest priority. KIMEP University assures that the process of distribution of available funds is the most transparent and deliberate. Selection criteria as well as specific conditions for ea type of financial aid are clearly set in the Financial Aid program for particular Academic Year and approved by the President's Cabinet. All main terms and conditions are stated in the General Financial Aid Rules and Regulations paragraph further.

Financial aid is designed to support academically successful students and encourage all students to be committed to excellence. KIMEP University offers different types of financial aid based on a student's academic merit. These include scholarships, grants, stipends, discounts and office assistantships. The amount and type of scholarships or grants depends on its criteria and student's academic performance, and may take different forms.

There is no need-based financial aid, but the University tries to support its students in case of emergency based on documents that prove a strong unfavorable situation in the student's family. Need-based financial aid is subject to the decision of the President's Cabinet of the KIMEP University or other Administrative body. Some students find financial support from outside the University. In some cases, financial aid is provided by employers in the form of scholarships. Every student is encouraged to seek such external sponsors individually. KIMEP University strives to educate students who are academically qualified regardless of their financial means. KIMEP University works on a variety of ways to support students through corporate donations and sponsorships, our own funds, trilateral agreements between industry and students, student work opportunities on and off campus, flexible tuition payment system, including individual payment plans.

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

All financial assistance is subject to the availability of funds. There is also no connection between the distributions of any form of financial aid with the admission procedures. Scholarship award does not guarantee admission to the KIMEP University. Scholarship recipients must fulfill all the admission requirements.

TYPES OF FINANCIAL AID

EXTERNAL FINANCIAL ASSISTANCE

Financial assistance in the form of scholarships, grants and tuition discounts would not have been possible without help from various companies and foundations. Many companies and international foundations feel that it is very important to contribute to building up a new generation of managers by providing financial aid to students, especially those who have financial constraints. The Corporate Development department serves as a link between scholarship and grants givers and KIMEP University. Once a company establishes a scholarship fund, the Corporate Development department and Financial Aid Office define a pool of students who are eligible to receive a scholarship based on either company's criteria or criteria set by KIMEP University. For outside support, a student refers to the Financial Aid Office, and a student will be informed about outside scholarship/stipend competition if he/she meets criteria. In addition, the Financial Aid Office may inform students about the availability of external financial aids through the social networks / website announcements / emails. KIMEP University is grateful to all sponsors and donors who continued to help and support academic and institutional development of KIMEP University over these years.

If some company would like to pay tuition fee for a student, a Trilateral Contract between a sponsor company, a student and KIMEP University is the most effective and simple way. This widely accepted practice is used by those companies that want their employees to receive the benefits of an education at KIMEP University. For more information, address the Corporate Development department.

INTERNAL FINANCIAL ASSISTANCE

Focusing on individual student's academic merit achievements, KIMEP University strategy is to lift up the academic quality of our students to a new level and encourage the student community of KIMEP University to be committed to excellence. To diversify the student community, KIMEP University offers financial assistance (scholarship/grant/financial aid/discount) to a wide range of students including newly admitted and current undergraduate and graduate students, as well as PhD, students from Kazakhstan and other countries. The Financial Aid program is reviewed and approved by responsible bodies every year. After approval, the Financial Aid program is available in the Financial Aid Office, KIMEP University web site and in other printing information materials.

APPLYING FOR FINANCIAL AID

Students apply for financial assistance by completing the online application for Financial Aid at the official website of KIMEP University and uploading a set of required documents. Based on approved eligibility criteria and/or documents provided, the Financial Aid Office determines students' eligibility for consideration for Financial Aid. Financial aid could be provided with duration from one semester only to the whole period of study for degree completion (based on the type and terms of scholarship/grant/financial aid/discount). All applications shall be made before official deadlines. Late applications are not considered.

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

If a student faces force-major situations arising because of extraordinary circumstances that the student was not able to foresee or prevent, he/she has an opportunity to apply for Financial Aid providing the required documents, as an evidence of such circumstances. All applications will be considered, however, KIMEP University does not guarantee to satisfy all requests and such financial assistance distribution will depend on funds available at KIMEP University budget.

ELIGIBILITY CRITERIA

Eligibility criteria imply that all documents must be valid at the moment of application.

Non-degree students applied for undergraduate or graduate degree in the particular year are eligible for consideration for scholarships/financial aid offered for current students for that particular year. Scholarship/financial aid award will be provided only to admitted degree students. In case if an awarded student is not admitted, the award will go to the next student in the waiting list, if applicable.

All students receiving financial aid will be reviewed each semester for continued eligibility. Students who do not meet the criteria set for their award standard will have Financial Aid removed, frozen or probation period could be provided (depending on type of aid) for that semester. They are welcome to submit an application again at the end of the academic year if they again meet the eligibility criteria.

Once financial aid is awarded, the recipients will have corresponding records on their student payment account. Scholarship/grant recipients will receive a Letter of Award with maintenance criteria.

WORK AND STUDY POLICY (WORK-STUDY*)

KIMEP University encourages students to gain working experience and makes it possible as a part of financial assistance.

The Work-study program provides an opportunity for all Undergraduate and Graduate students to work as part-time assistants in administrative and academic units (Office/Graduate/Research assistants and Peer-tutors) not limited to colleges and faculty offices, libraries, print shop, dormitory, student club auxiliary services and other various departments and faculty offices. Students may work not more than 20 or 30 hours per week performing different duties (for Undergraduate and Graduate accordingly). Students are paid hourly according to the manning table. The Work-Study program gives students the opportunity not only to earn, but also provides the student with valuable work experience in University environment. The experience may later give students an advantage in entering the employment market and benefit in salary competition.

Financial Aid Office establishes consistent approach in providing list of students willing to work at campus and those who meet the required criteria assigned by employee. The requirements may vary program, minimum GPA, year of study etc.

All departments/units and Faculty by themselves should invite on interview selected candidates and choose among them required candidate(s) to work.

Besides that, in order to sign a contract between University and part-time student, interested departments/units and Faculty have to submit the required documents to the HR Office.

ELIGIBILITY CRITERIA FOR ASSISTANTSHIP:

Qualifications for Office Assistants (OA's):

1. 2nd , 3rd and 4th year all Undergraduate students and all Graduate students

GPA at least 2.50

Qualifications for Research Assistants (RA's):

1. 3rd and 4th year Undergraduate students and all Graduate students

GPA at least 3.50

Qualifications for Graduate Assistants and Peer-tutors

The criteria are established according to the requirements of the Departments

Hiring procedure for Student Assistants:

1. Apply for the part-time work (Students). According to determined eligibility criteria for students who are looking for part-time job at campus as student assistants there is an application form at Student Portal with personal information (questionnaire). The application could be found on: my.kimep.kz → Finances → Financial Aid → Part-Time work.
2. Eligible students' list (Faculty/Staff). Faculty/Departments consider students from the link generated by Financial Aid Office and invite student(s) on interview, choosing the required candidate(s) for part-time work as student assistants. Only student who are eligible for work will be in the list that located on INTRANET.
3. Hiring (HR Office). The next step is the final one when corresponding Faculty/Department/ representatives inquire and provide all necessary documents to KIMEP University HR Office (CVs, interview forms, offer forms etc.). Further from their part, HR Office works with employers on further related questions (contract, conditions, salary rate, etc.).

*Every Academic Year, conditions, special order of hiring, etc. are subject to change with respect to going Academic Year, based on the Orders from President Cabinet or its Representatives (if any).

GENERAL RULES THAT GOVERN FINANCIAL ASSISTANCE

These general rules and regulations govern the internal financial assistance, as well as external one if donor does not specify other. Each type of financial assistance may have its own specific rules, terms and conditions that are stated in the Letter of Award and may differ from year to year.

1. Financial assistance for KIMEP University's students only.

The financial assistance could be in the form of scholarship/grant/financial aid/discount and may provide full or partial tuition waiver with duration from one semester only to the whole period of study for degree completion.

Each academic year consists of consecutive Fall, Spring, and Summer semesters. One-year scholarships distributed during academic year (in/after Fall semester) are valid only for remaining period following the award (Spring and/or Summer semesters). Any financial assistance awarded for completion of a degree is limited to the maximum of 4 consecutive academic years for undergraduate students and 1-2 consecutive academic years for graduate students.

English proficiency is regulated by the English proficiency level definition policy stated in the Catalog and evaluated based on the results of IELTS, TOEFL, Duolingo or KEPT. Non-Controlled KIMEP University computer-based KEPT is not valid for financial aid purposes.

All prospective students applying for scholarships (including KIMEP Fast tracks, International, those attended KIMEP's Provisional program, etc.) should submit KEPT/TOEFL/IELTS/Duolingo results for scholarship purposes. IELTS, TOEFL and Duolingo certificates should be valid at the moment of submission to KIMEP. IELTS should not exceed two years from the date of issue.

Unless otherwise is stated the minimum passing score for scholarship criteria: interviews, essays, contests, GPA, KTA, etc. is 50% out of maximum possible. Candidates who score less than 50% cannot be awarded a scholarship/grant A waitlist will be formed for scholarship distribution. Only candidates with a total score of 50% or higher will be included on the waitlist.

Colleges determine content, topic and volume of essays/interview forms.

Current student with incomplete grade received during the Academic Year prior the award (including Fall, Spring and Summer semesters) is not eligible for any graduate or undergraduate scholarships for current students. Exception: Graduate thesis with the confirmation from the Dean's office.

A student cannot be awarded more than one type of scholarship/grant in one semester; therefore, he/she will be given the most suitable one. A student awarded external financial assistance can receive KIMEP University's financial assistance up to the remaining amount of tuition that the student has to pay in particular semester or Academic Year. A student cannot receive financial aid that exceeds the total amount of tuition for semester, academic year or degree.

A student may receive one 100% scholarship to cover one bachelor degree and is not eligible for any other KIMEP University undergraduate scholarship full or partial. A student may receive one 100% scholarship to cover master degree and is not eligible for any other KIMEP University graduate scholarship full or partial. In case if a student was previously awarded partial scholarship for another program in the same degree level – undergraduate or graduate, then this student may be considered for the scholarship after consideration of all other eligible students in the list who were not awarded previously.

Each scholarship has its own duration and cannot be prolonged.

The financial assistance is not transferable and has no cash value; it will be deposited to the student's account to cover tuition. The financial assistance is automatically accrued to student's account, and is reflected in Payment Report from the moment when the full-time academic load is obtained in Fall and Spring semesters and any academic load in Summer semesters.

Any financial assistance is also limited to the number of credits required for degree completion based on the Catalog (both for full and partial scholarships awarded for any period) taking into consideration credits transferred from another degree/program/university, etc.

The scholarship amount depends on the actual number of courses registered in a particular semester taking into account the scholarship credit limit that may be set for particular academic year. However, a student may take more credits at own expense, paying them in accordance with the Academic Calendar. Usually, the credit limit is set at the beginning of the academic year. Students are informed via email if credit limit has been set.

Recipient must register for courses in the first semester following the award; financial assistance will be terminated if no registration takes place.

In order to register for Fall and Spring semester a recipient of financial assistance must pay all fees, payments, deposits and at least 1/3 (one third) of his/her semester tuition that is not covered by financial assistance. 2/3 and 3/3 are paid in the same way and in accordance to the Academic Calendar deadlines. (e.g.: the amount of scholarship is 75% of the tuition fee, taking into account the number of registered courses the recipient must pay 1/3 out of remaining 25% of tuition fee to register for Fall or Spring semester).

Unless otherwise is stated, financial aid does not cover any withdrawn, retaken, academic withdrawals "AW", and "0" credit courses, late payment fees, late registration fees, as well as other fees, fines, dormitory and library deposits, etc. for which student is liable. However, if a student who was awarded any form of financial aid withdraws from the institution the financial aid received will be discontinued with an immediate effect and a student will not be required to reimburse KIMEP for the courses taken up until that point or for other benefits of awarded scholarship package.

Some scholarships may cover foundation courses.

In order to keep the financial assistance during the whole period of its validity the recipient have to keep certain minimum overall GPA each semester as required by particular financial assistance. The minimum overall GPA requirement stated in the letter of award.

The recipient must to keep a full-time status in Fall and Spring semesters: registration minimum for 4 courses or 12 credits for undergraduates and 3 courses or 9 credits for graduates. The exception to this

policy is the registration for the last credits left for graduation in the final semester of study where the full-time status is waived. This also applies to the Exchange Program, as chosen by student in the final semester of study

If recipient of financial assistance is going to participate in exchange program, he/she has to register full-time and transfer back to KIMEP University at least 4 courses or 12 credits (for undergraduates), and at least 3 courses, or 9 credits (for graduates) in Fall or Spring semester. Students who go on exchange program will be provided with tuition fee coverage only regardless of the scholarship package. Other components of scholarships package such as stipend, library/dormitory/transportation fee coverage will not be provided.

Tuition coverage for the Exchange program is based on number of credits transferred from Exchange Program towards the student's degree at KIMEP. If student registers for the Exchange Program in his/her final semester of study, then the Scholarship will cover only the final credits. The final credits must be transferred towards student's degree as well.

Provision of financial assistance cannot be considered if student no longer meets eligibility criteria. If overall GPA falls below the requirement, a scholarship will be suspended. A student has to raise GPA up to the required level in order for scholarship to be reinstated. For scholarship probation see the paragraph Scholarship Probation and Suspension Policy.

If awarded student wants to be transferred to another undergraduate/graduate program of KIMEP University, then the opportunity to keep the financial assistance will depend on the terms of the particular scholarship/grant/financial aid stated in the letter of award.

The submitted student's information is retained by KIMEP University and can be used for any future references.

By accepting the financial assistance recipient agrees that personal information (tuition payments, grades, debt, etc.) will be opened to third parties (parents, guardians or sponsors). The recipient of financial assistance also agrees to participate in recruitment and promotion events organized by departments and offices of KIMEP University.

The KIMEP University reserves a right to cancel, modify or amend the conditions, criteria, and order of allocating and granting the financial assistance, as well as not to award financial assistance based on decision of the Disciplinary Committee or President Cabinet or other authorized body. The financial assistance provided by external funds or companies is an exception to this rule.

The following conditions can serve as an automatic disqualification of student from any type of financial assistance: Academic probation, decision of Disciplinary committee, falsification of any official documents, or other actions that can be qualified as an administrative violation of KIMEP University's regulations. In addition, disciplinary, legal and/or administrative actions may be taken.

KIMEP University's website, Catalog and recipient's personal e-mail provided by KIMEP University (e.g. studentname@kimep.kz) are official sources of information. It is responsibility of a student to be acknowledged with information that is published in the Catalog, on University's website or sent to student's university e-mail. Student is considered to be acquainted with the information published in the Catalog, web site and/or sent to student's university e-mail.

Student should contact the Financial Aid Office (#203, Valikhanov bld.) to find out about updated information on scholarship/grant/financial aid. Awarded students are advised to consult with the Financial Aid Office before doing any changes in academic, financial or other areas related to their studies at KIMEP University (withdraw courses, transfer between programs, applying for exchange program, receiving "I" grade, etc.), as it may lead to suspension or cancellation of scholarship/grant/financial aid.

SCHOLARSHIP PROBATION AND SUSPENSION POLICY

After being awarded and during the whole scholarship duration period students have to maintain eligibility from semester to semester and from year to year in order to receive their scholarship. Each scholarship requires students to meet certain prolongation criteria, i.e. full-time registration in Fall and Spring semesters, minimum cumulative GPA level, etc. Awarded students receive the list of scholarship rules/requirements/prolongation criteria with their Letter of Award and have to submit signed acceptance letter to the Financial Aid office within the certain period. Rejected (not accepted) scholarships may be redistributed to the students from the wait list if so provided by scholarship rules. If students do not meet scholarship prolongation requirements, they will face the following course of action: probation, suspension, or termination of their scholarships.

SCHOLARSHIP PROBATION

Understanding that different difficulties with adaptation to university study may happen, as well as family or health problems may occur during the period of study of a student, KIMEP University offers one semester (Fall, Spring or Summer) of scholarship probation. Scholarship probation is offered to students whose GPA dropped below the required prolongation level, yet is higher than the minimum acceptable level - 2.33. Students with scholarship probation will be consulted by the FAO and Learning Support Center/Advisers in order to help them to improve their academic standing. Students must be meeting the requirements of the scholarship by the end of the probationary semester; otherwise, students will be suspended from the scholarship. Scholarship probation will be provided only once and by student's request (as some may prefer to pay tuition and keep this opportunity of scholarship probation for the future). Scholarship probation will not be given to students whose GPA dropped below 2.33, their scholarship will be suspended. Scholarship probation will not be given to students who had scholarship suspension and raised GPA above 2.33yet below the scholarship prolongation GPA requirement.

SCHOLARSHIP SUSPENSION

The automatic suspension of a scholarship without a probationary semester is given to:
Students whose GPA dropped below 2.33;
After the probationary semester, if students do not meet the scholarship GPA requirements;
If scholarship duration period is over;
By the decision of the Disciplinary Committee, and other terms stated in the Catalog.

REINSTATEMENT OF SCHOLARSHIP

Once a student returns to the minimum requirements for the scholarship, the scholarship will be reinstated automatically if so provided by scholarship rules. A reinstated scholarship will not include payments that were forfeited during the suspension period.

COMPETENT AUTHORITY

Financial Aid has a policy-making body represented by the KIMEP University President's Cabinet. Approved eligibility criteria can be changed according to the decision of the Admission and Scholarship Committee / Academic Council /President's Cabinet.

TUITION PAYMENT POLICY

Payment of tuition allows a student to register for courses. No student is permitted to attend class or to take exams unless the student is officially registered for the class and the name appears on class roster produced by the Registrar office. Tuition is based on the number of credit equivalents that a student enrolls in. The total tuition is the tuition rate per credit times the number of credit equivalents.

TUITION PAYMENT OPTIONS

KIMEP University adopted flexible system of tuition payment. At the beginning of the academic year, before any registration, students have four options for paying tuition:

1. Pay tuition at once for all credits required for the degree completion and keep current year's tuition for all years of study.
2. Students willing to pay in advance (before the study) for the whole period of education in a lump sum should stop by the Registrar Office to receive further instruction in order for tuition to be fixed. Exceptions are cases of retakes and of registration for additional courses. In this cases payment shell be made according to the price, current at the moment of registration.
3. Pay tuition for the semester at the beginning of the semester.
4. Pay the semester tuition in three installments.

Tuition payments must be received by KIMEP University by the due date (please follow the Academic Calendar). As KIMEP University follows cashless operations principle and usually bank transmissions take several days, all payments should be made sufficiently in advance to allow for transmission, processing and posting while before the due date on the payment report of each student. Payments received after the due date are automatically assessed a late payment fee (regardless of when the payment was initiated). It is the students' responsibility to ensure that tuition is paid on time.

LATE PAYMENT FEE

KIMEP University requires all students to be current in their financial responsibilities for payment of TUITION and FEES to the University and will define "current and not owing any outstanding amount" as:

Fully paid

Paid or scheduled to be paid appropriately for the second installment before the end of the 5th week and for third installment before the end of the 9th week of the semester.

Students who are registered for any classes in Fall Semester or Spring Semester and have an outstanding debt shall be fined a late payment fee. Students will be warned at the beginning of the fifth week of the semester; the late payment fee will be charged to all who are not current and fully paid or with appropriate clearance, as per the above listed categories.

This same process will be allowed at the beginning of the ninth week of both the Fall and Spring Semesters when all payments for the both of those Semesters are to be finalized by individuals

SEMESTER PAYMENT AND GENERAL INSTALLMENT PAYMENT PLAN

Tuition can be paid at the beginning of the semester or in three installments throughout the semester. The first payment is due from the start of registration until the beginning of the semester and allows students to register for classes. The due dates of the first, second and third payments are listed in the Academic Calendar. There is no installment payment option for summer tuition (summer tuition is paid in advance before registration).

NON-PAYMENT OF TUITION

KIMEP University reserves the right to take administrative and/or legal actions to the students whose payments have not been received by the tuition due date, as indicated in the Academic Calendar or in the payment plan. Although, the University notifies students about the payment deadlines by sending a message to the student's University provided email address and/or by phone, it is responsibility of a student to be current in payment of all financial obligations to the University. Following administrative actions will be taken in case the student has overdue tuition balance:

1. Administrative Withdraw will be applied to all students whose accounts not found to be current and which are owning any outstanding amount on the Friday of the thirteenth week.
    i. Withdraw (administrative withdraw) from registered classes, i.e. the student won't be able to attend classes, submit assignments, and sit final examinations.
    ii. Official transcript won't be available to the student until the balance owed is paid in full.

iii. Registration for classes will be blocked until the balance owed is paid in full.
iv. Withdrawn students may apply for reinstatement of dropped classes during fourteenth and fifteenth week if the balanced owed is paid in full. Reinstatement requires Instructor approval.

Following legal actions may be taken in case the student has overdue tuition balance:

Student's account may be sent to a collection agency. In such circumstances, the student will be responsible for all collection costs, including, but not limited to, agency fees, attorney fees and courts, on top of the balance owed to the University.

REFUNDS OF OVERPAYMENT

When an overpayment occurs (except for graduating students), KIMEP University encourages students, parents and sponsors to leave the overpayments in the student's account and to use these funds for tuition in the subsequent semester or summer sessions. When undergraduate student applies for refund he/she should meet Learning Support Center (LSC) coordinators. The LSC shall consider each case on merit and reserves the right to inform parents.

PAYMENT OBLIGATION

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

HOW TO PAY FOR EDUCATION

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

1. Explore the availability of grants and scholarships from internal and external funds.
2. Arrange for educational bank loans in order to make tuition payments on time.
3. Apply for scholarships or Individual Payment Plan through Financial Aid Office.
4. Use one of the tuition payment options mentioned above
5. Find out opportunities available through part - time employment on campus (refer to KIMEP University Student Portal) or elsewhere.

REFUND POLICY

Tuition refunds shall only be made during the specified period, with the only exception for students leaving KIMEP University permanently or on a leave of absence of at least one semester.

Tuition refund requests of less than 100,000 tenge shall not be approved, with the only exception for students leaving KIMEP University permanently or on a leave of absence.

Partial refund requests shall not be approved.

Refund requests for the dormitory fee shall be approved during tuition refund period only.

Tuition refunds shall only be made through bank payment to the bank account of the students (parents, sponsors) within the Republic of Kazakhstan only.

Tuition refund applications shall be checked for legitimacy and signed by the authorized University's representatives.

When undergraduate student applies for refund he/she should meet Learning Support Center (LSC) coordinators. The LSC shell consider each case on merit and reserves the right to inform parents;

DOCUMENTS REQUIRED FOR TUITION REFUND

Tuition refund is only made to a person made tuition payment. This person may be either a student made payment himself/herself or a person who paid for a student, i.e. legal or physical entity. Tuition refund is made through a bank transfer. Tuition refund to a relative or a trusted person of a student in the event when a student made payment himself/herself, is done only upon notarized power of attorney from a student.

REQUIRED DOCUMENTS FOR A STUDENT-MADE PAYMENT:

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

If a student does not have a bank card/account, he/she can prepare a power of attorney for a person whose card/account he/she is going to send money to. The following documents shall be provided:

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

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

REQUIRED DOCUMENTATION FOR WHEN TUITION IS PAID BY A SPONSORING PHYSICAL PERSON:

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

SPECIAL REFUND ARRANGEMENTS FOR TRANSFER CREDIT STUDENTS

1. Students wishing to transfer credits to KIMEP University are not advised to take the course(s) under study before credit transfer processing ends;
2. If this/these course(s) are taken anyway, then the students are advised on the following special refund arrangements in case of positive credit transfer decision:

a. Partial Refund: for course(s) currently being taken.
   i. The refund percentage is calculated on a pro rata basis of total tuition for course(s) starting the (a) date of the credit transfer decision or (b) last date student(s) appeared on the attendance list(s), whichever is later;
   ii. Students wishing to complete this/these course(s) anyway, may do so. No refund in this case;
   iii. Students wishing to apply for a partial refund should comply with the following:
      1. Stop attending this/these course(s) beginning the date of the credit transfer decision;
      2. File a request with the Registrar Office no latter then three working days of the date of the credit transfer decision. No late requests allowed;
   iv. Refund timing & processing follow general rules/procedures mentioned above in the Refund Policy sub-chapter;
b. **No Refund:** for fully completed course(s) with assigned final grade(s);

PART IV. REGISTRATION AND ACADEMIC POLICIES

MISSION

The Office of the Registrar is dedicated to providing the best possible services to for KIMEP University students, faculty and staff. The office generates student records from the point of first enrollment through graduation and beyond. It offers a wide range of services in the areas of academic records, student status, registration, course enrollment, classroom assignments and scheduling.
The office monitors implementation of KIMEP University policies and procedures to ensure maintenance of well-documented, valid, accurate, permanent, and confidential student records. It also provides certified documentation of academic records through official transcripts.

ONLINE RESOURCES

The Registrar's Office maintains a website with information and resources for students, faculty, administrators, and for the public at large. Through the website, students have access to their own personal records. Confidentiality of individual records is maintained by a personalized password system. The website is available at www.kimep.kz > Student Portal: Here a student can check his/her advising materials, holds and blocks, checklist, personal registration and final examination schedule, wait list status, transcript, grades, payment report, degree requirements, etc.
For Faculty: Here faculty members can find individual schedules, information on his/her advisees and advising online resources, students on wait lists, registration results, relevant statistics, grade entry pages, attendance sheets, etc.

CREDIT SYSTEM

KIMEP University uses a modified American credit system as the foundation for the curriculum.
Degree requirements are stated in terms of credits earned rather than in terms of courses completed. Each credit represents 50 student learning hours, which may include 10-20 hours of in-class instruction. Typically a semester long course will meet for forty-five class contact hours and is worth three credits. However, some courses are worth more than three credits and some worth less.
To earn a degree from KIMEP University, a student completes a set of credit requirements for a particular program. The requirements usually have a list of courses that must be taken, a list of elective courses, and a minimum number of credits to be earned. Elective courses are not a requirement but are necessary in order to complete the minimum number of credits. A program can have subparts, with required courses and a minimum credit requirement for each subpart.
Another requirement for graduation is a minimum level of scholastic performance, which is measured by the grade point average or GPA. The GPA is the average of the grades, but weighted according to the number of credits for each course in which a grade is received. An example of how to calculate GPA is given in a later section.

CREDIT EQUIVALENTS

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

GRADING SYSTEM

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

GRADES AND GRADE POINTS

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

Grade	Undergraduate	Masters	Doctoral	Points
A+	Highest grade	Highest grade	Highest grade	4.33
A	Excellent	Excellent	Excellent	4
A-	Very good	Very good	Good	3.67
B+	Good	Good	Passing	3.33
B	Good	Satisfactory	Passing	3
B-	Good	Passing	Passing	2.67
C+	Satisfactory	Failing or Passing*	Failing	2.33
C	Satisfactory	Failing or Passing*	Failing	2
C–	Satisfactory	Failing or Passing*	Failing	1.67
D+	Passing	Failing	Failing	1.33
D	Passing	Failing	Failing	1
D–	Lowest Passing	Failing	Failing	0.67
F	Failing	Failing	Failing	0

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

NUMERICAL CONVERSION TO LETTER GRADES

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

GRADE NUMERICAL SCALE

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

TYPES OF GRADES

ADMINISTRATIVE GRADES

The following KIMEP University wide notations apply to both graduate and undergraduate programs. These notations do not affect the calculation of the grade point average but all courses taken at KIMEP University (with grades) appear on the official transcript.

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

Not Applicable – NA

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

Grade of Pass

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

To receive a grade of "pass" a student must have selected the pass-fail option at the beginning of the semester.

After the registration period ends the pass-fail option cannot be changed.

An earned grade of C or higher is recorded as "Pass"; an earned grade of "C–" or less is recorded as "F".

"Pass" earns credits which may count towards graduation.

"Pass" has no grade points and is not included in the calculation of the GPA.

"F" earns no credits.

"F" has zero grade points which are included in the calculation of the GPA.

Eligibility for Pass-Fail

Full-time 4th year undergraduate students who are not on academic probation are eligible. The option is not available to graduate students.

There is a limit of 3 credits per semester.

The maximum within a degree is 6 credits.

The pass-fail course must be a free elective course and not a requirement.

The department offering the course must give written permission for pass-fail.

Students must submit a signed Pass-Fail form to the Registrar Office till the end of the Registration period.

Without a submitted form Pass-Fail option is not valid.

Grade of Audit – AU

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

Audited courses are recorded on the transcript with the notation "AU". Audited courses are not included in the calculation of the GPA.

The grade of "AU" is automatic. The instructor cannot assign any other grade.

Audited courses do not receive credit, cannot be counted towards graduation requirements and cannot be transferred.

Eligibility for Audit

Any student may audit any course for which s/he meets the prerequisites.

The student must register to audit the course.

The student must pay for the course the same as for any other course.

Grade of In Progress – IP

"In Progress" applies to doctoral dissertation courses which are taken in a sequence over one or more semesters.

Once the dissertation has been successfully defended, the "IP" grade is changed to the appropriate grade for the sequence. A dissertation receives a "Pass".

The grade of "IP" does not affect the GPA.

If a student does not complete the dissertation the "IP" grade remains permanent.

Grade of Incomplete

An instructor may enter the temporary grade of Incomplete ("I") in cases of significant, disruptive life circumstances that cause the student to miss a limited portion of the course assignments (no more than 40 percent of the course total). The Incomplete grade provides the student with some additional time to complete the missing assignments working independently, and is recalculated by the instructor to a letter grade upon the student's submission of work or upon reaching the end of the allowed period for the incomplete grade.

Disruptive life circumstances justifying the award of an "I" grade can include things such as illness of the student, illness or death of a family member, participation in international educational activities that conflict with the course schedule, and so on. Documentary proof may be required from the student as evidence to justify assigning the Incomplete grade. The decision whether to award the "I" grade is made by the course instructor.

In issuing the Incomplete grade, the instructor is exercising judgment and taking additional responsibility for assessing work turned in after the official end date of the course. The additional work required of the instructor should be limited to this review and assessment and to communicating to the student the requirements for completing the coursework, such as deadlines and expectations for the work. The additional work should not require supplementary lectures or other substantive activities to make up for missed classes.

If the student faces disruption requiring make-up of more than 40 percent of the course material and/or requiring additional support to successfully pass the course, the Incomplete grade should not be applied. Instead, the student should petition for a refund and opportunity to repeat the course under the hardship policy.

The last deadline for submitting material to resolve the Incomplete grade is the seventh week of the next full semester following issuance of the incomplete. However, the instructor may assign a shorter deadline. This deadline must be formally communicated to the student by the instructor at the time of issuing the Incomplete grade (for example, via KIMEP email). The Incomplete grade is not subject to further extension (except in cases of Thesis or State Exam, outlined below) except in special circumstances and with the approval of the instructor, the Dean, and the Vice President of Academic Affairs.

The grade of "I" is assigned 0 (zero) credits, has no grade points, and is not included in the calculation of the GPA. At the time of award of the "I", the student must otherwise be achieving a passing average for the portion of the course assignments already completed. An "I" grade cannot be used simply to help a student avoid failing a course or receiving a poor grade; it can only be awarded in cases where a student has achieved a passing grade based upon at least 60 percent of the course requirements; it cannot be used to allow a student to do 'extra credit' work, and it cannot be used simply to give a student additional time absent substantial justification.

Removal of Incomplete

It is the student's responsibility to complete the work that has been missed according to the guidelines provided by the instructor. It is also the student's responsibility to contact the instructor when there are questions about the work that must be completed in order to convert the "I" into a standard grade.

The instructor and the student should develop a plan to complete the remaining coursework in a timely fashion. The grade "I" should be changed by the instructor to a letter grade (A, B, C, etc.) immediately after the student completes all course requirements. This should be done as soon as possible but at the absolute latest by the end of the seventh week of the semester following that in which the "I" was assigned. (The summer semester is not considered a full semester.) An electronic "Change Grade Form" shall be used for this purpose. Appropriate documentation must be accompanied with evidentiary support.

Academic Leave (AL) does not exempt the student from completing needed work in order to convert the "I" into a standard grade in time.

If a student fails to complete all requirements as assigned by the instructor during the allowed time period after the incomplete grade was received, the "I" will be automatically converted by the Registrar to an "F".
If an instructor who has assigned a grade of "I" to a student leaves KIMEP before the time limit, the Dean will assign another faculty member to evaluate the remaining coursework and to convert the incomplete to an appropriate letter grade. The Registrar should receive formal notification of the name of the responsible faculty member and all current assessment records of the student; course syllabus and remedial components shall be transferred from the former to the new instructor. The Registrar will not sign a final clearance form for the departing faculty member without formal notification from the Dean on all of the above.
A student may select to repeat a course rather than remove the incomplete. In such cases the student must register for the course again and pay the regular tuition fees.
Prolongation of Incomplete Grade for regular courses for undergraduate and graduate students is prohibited, except in special cases approved by the instructor, Dean, and Vice President of Academic Affairs.
Students can apply for prolongation of Incomplete Grade for Final Attestation on exceptional basis by online request. Prolongation could not be beyond the time limit allowed for graduation.
The grade "I" will be automatically converted to «AW» grade for those students, who were withdrawn from KIMEP, either by personal reasons or by university initiation.

Grade of Withdrawal – W (by students)
The grade of W denotes that the graduate or undergraduate student has withdrawn from the course and has not completed the course requirements (Please refer to the academic calendar for the last date to withdraw from a course).
• The grade of "W" is automatic. The instructor cannot assign any other grade.
• The grade of "W" is assigned 0 (zero) credits and cannot count towards graduation.
• The grade of "W" has no grade points and is not included in the calculation of the GPA.
• The grade of "W" does not count in any restrictions or limitations on the number of retakes for a course.
• A student is not obligated to repeat a course from which s/he has withdrawn. However, if the course is required then the student must complete the requirement in order to graduate.
• In order to repeat the course a student must register for the course again and pay the regular tuition fees.

Withdrawing from a Course
Before the end of the add-drop period, a student can use the online registration system to cancel the registration for a course. After the end of the add-drop period, the student must complete an electronic withdrawal form for each course from which the student is withdrawing. The e-form is available at the Students' Portal.
The number of grade W of undergraduate courses cannot exceed 10 units within the entire study period of the Bachelor Degree Program.
Instructor, learning support center coordinator and student will receive automatic EMAIL notification on course withdrawal record in the system.
Students may exceed the number of W (more than 10 units) only in case of serious reasons (e.g., medical or family emergency, prolonged illness, etc.). Students should apply for "hardship withdrawal" ("HW") and receive approvals from the Program Manager and the Dean of College and submit the approved request to the Registrar Office.
Based on the approved "HW" registrar officer will withdraw the student from all courses he/she is currently registered for and assign grades of "W" for those classes.
A hardship withdrawal ("HW") cannot be used to withdraw from some courses selectively while remaining enrolled in other courses. Selective withdrawal will be permitted only under exceptional circumstances.
During fall and spring semesters a student who withdraws early may be entitled to a partial refund of the tuition paid. The cutoff dates and amount of refund are stated in the academic calendar. These rules do not apply to summer semesters. There is no refund after the registration period for any summer semesters.
Students may withdraw from courses until the last day of semester/summer classes. The last date to withdraw is stated in the academic calendar.

KIMEP University Refund Schedule Based upon a 15-weeks term and is linked to the withdrawal schedule as follows:
Week 2 - 80% Refund
Week 3 - 60% Refund
Week 4 - 40% Refund
Week 5 - 20% Refund
No Refund Subsequent to that time.

Grade of Administrative Withdrawal – AW (by administration)
The grade "AW" is equivalent to the grade of "W" in all respects except that the Dean of Student Affairs initiates the withdrawal.
The non-academic type of administrative withdrawal can be initiated by the Dean of Student Affairs in collaboration with the instructor. Administrative withdrawal applies to emergency situations that do not allow the student to continue his/her studies in a course or at the university. An emergency situation may include medical conditions, family issues that impact the ability to study, excessive financial debt, or other reasons deemed appropriate by the Dean of Student Affairs. This type of withdrawal may be initiated at any time during the semester. The Dean of Student Affairs has the final decision on the appropriateness of an "AW" grade.
KIMEP University reserves the right to take administrative and/or legal actions to the students whose payments have not been received by the tuition due date, as indicated in the Academic Calendar or in the payment plan. Following administrative actions will be taken in case the student has overdue tuition balance:

1. Withdraw (administrative withdrawal) with "AW" grade from registered classes, i.e. the student won't be able to attend classes, submit assignments, and sit final examinations.
2. Withdraw (administrative withdrawal) from the University, if outstanding balance is not paid in full by the end of the following semester (classes end) unless the student has made satisfactory arrangements prior to this date.

GRADE SUBMISSION, CHANGE AND APPEAL

GRADE SUBMISSION

Based on the requirement of the Ministry of Education and Science of the Republic of Kazakhstan the course assessment should be divided into 3 parts: two assessments/exams which constitute 60% of the total points and the final assessments/exams should not exceed 40%.
Fall and Spring semesters' 1st assessment must be completed by the 7th week of classes, 2nd assessment by the 13th week of classes and final assessment by 16th week (Final Exam period) as per the approved academic calendar.
Summer 1 courses must include at least one assessment which constitutes (60%) and the final assessment/exam should not exceed 40%.
Summer 2 has no formal mid-assessment.
Only the credit bearing courses must be assessed. Theses, Internship (except BCB internships), Comprehensive/State Exam, Experimental Research Work, Dissertation and 1 credit courses are excluded from mid assessments. (Foundation courses should be assessed in order to prevent attrition and identify students at risk at an early stage).
Access to final exams will be given to all students despite their first and second assessments scores (effective from S2019 – to implement the order #494 of the MOE from September 25, 2018).
Instructors must enter assessments scores and Final Grades by the set deadline. After the expiration date, the system will be closed. Justification needs to be provided in order to receive access to the system again. Assessment periods should be included in the syllabuses presented to students.
Final assessment scores must be entered no later than one week following the date of the final examination, or one week following the last day of classes for the courses with no final examination scheduled.

Once the Final assessment scores and Final Grade are entered, the summary table, including all three assessments results and letter grade, will be provided by the system.
No hard or scanned copy of the assessment score/Grade forms is required to be submitted to the Registrar Office since it will be processed based on online submission (order #88 as of Aug.20, 2020).
No faculty member may leave on vacation or permanently unless grades/scores have been entered into the system.
Late submission of the grades formally affects the annual evaluation process of the faculty.
Instructors may not post or publish any final grade results.
Instructors are encouraged to provide feedback to students on exam and evaluation results but information on final grades is disseminated exclusively by the Registrar's Office.
The Registrar's Office will not release grades to students with outstanding debts.

FEEDBACK POLICY

KIMEP University is committed to providing timely and appropriate feedback to students on their academic progress and achievement, thereby enabling students to reflect on their progress and plan their academic and skills development effectively. Feedback, and acting on feedback, is therefore part of the active learning process throughout a student's course of study. Faculty are responsible for providing meaningful feedback in a timely manner; students are responsible for receiving and responding to feedback. The following guidelines reflect these principles:

1. In addition to being assigned a numerical score and/or letter grade, all students' work submitted for a grade must be provided meaningful feedback from the instructor. While the feedback need not be lengthy or detailed to qualify as "meaningful", it must be sufficient to help show the student what was done well and what needs improvement. Thus, a single sentence might be sufficient for a short quiz, while editing marks and a paragraph or two of commentary might be needed for a paper.

a) Assignments and midterms, should be graded or other feedback given and returned in a timely manner, typically within seven (7) days of the submission deadline.

b) An instructor, whose class had more than 30 students, has an additional seven (7) days for grading and giving feedback. However, please note 4 below that requires that feedback on an assignment be distributed to students prior to giving any subsequent assignment extending from that assignment. In the event an instructor is unable to return assignments within this timeframe, notification and an adjusted timeframe should be provided to students.

In cases where performance on an assignment depends upon feedback from a previous assignment, feedback on the first assignment must be provided with enough time for the student to absorb and respond to that feedback before turning in the subsequent assignment.

Recognizing that certain assignments may be running in parallel and, upon occasion, the second assessment and a final project or other assignment may be crowded near the end of the semester, exceptions to 3 above are allowed if stated in the course syllabus at the beginning of the semester.

CHANGE OF GRADE

Faculty members are responsible for ensuring that assessment scores/grades are accurate and correct at the time of submission. Nonetheless if a miscalculation was made, a faculty member can initiate a change of scores by the end semester and change of grade within the deadline set on the Academic Calendar.
An electronic "Change Grade" form shall be used for this purpose. Faculty members are allowed to change scores/grades only if they have erred in compiling the final score/grade and the original scores that were submitted were incorrect.
Any changes of grades require the approvals of the Chair, Dean and VPAA.
Clear justification and appropriate documentation (if required) must be submitted for every change of scores/grades.

GRADE APPEAL

A grade assigned by an instructor is only subject to the appeals procedure if:
There was a clerical/administrative error in the calculation and/or assignment of the grade;
The student's grade does not adhere to the syllabus assessment grading system
Situations of proven academic dishonesty are not eligible for this process.
Students may appeal any graded assignment given by the instructor. Students are encouraged to meet with faculty any time during the semester if they have inquiries or questions.
There are five sequential steps in the grade appeal procedure:

1. Student submits an online inquiry form (student portal/forms/grade appeal) regarding the grade(s) in question for the course no later than 72 hours after official posting of the final course grade;

The student's online inquiry form will be automatically sent to the instructor to respond utilizing the online inquiry system. This response should be made within two working days of receipt of the student inquiry. If the instructor's response to this inquiry resolves the student's concerns, the process ends at this point;

If the student believes that the faculty response to the inquiry does not resolve her concerns, the student has the right, within two working days, to complete a further online grade appeal form which will be automatically sent to the Chair of the College's grade appeal committee who will convene a meeting with the committee members to review the student's grade appeal;

The College's grade appeal committee will review the information and documentation from both the instructor and the student and if needed, will request further documentation or testimony from the instructor and/or student;

The College's grade appeal committee will determine the final outcome of the student's grade appeal. That decision is not subject to further appeal.

During this process, students are responsible for clearly stating the reason(s) for their inquiry and appeal, for providing documentation such as graded assignments (if they were returned to the student), and for providing other documentation and information requested by the committee. Faculty are responsible for providing course documentation relevant to the appeal (including graded assignments if they were not returned to the student) and other documentation and information requested by the committee. All parties are required to conform to the norms and policies of KIMEP University.
PLEASE NOTE: While every attempt will be made to conclude the appeals process quickly, the process is dependent upon the presence of faculty on campus; in some cases, an appeal may not be decided until early in the semester after the appeal is submitted.

GRADE POINT AVERAGE (GPA)

To calculate the grade point average in a credit based system, the numerical points for each grade are multiplied by the number of credits for the course. The results are summed for all courses included in the calculations. The total is the "Credit-Hour Value" (CHV). The Credit-Hour Value is divided by the total number of credits which yields the grade point average. The following are examples:
History of Civilizations A 3 credits
4.00 (for A) x 3 (credits) = 12.00
Kazakh Language B 2 credits
3.00 (for B) x 2 (credits) = 6.00
Credit-Hour Value = 18.00, Credits = 5
18.00 / 5 = 3.60 grade point average
Two calculations of the GPA are listed on the student's transcript: a semester-based GPA and a cumulative GPA.
The semester-based GPA is calculated and based only on grades from courses taken in a particular semester.
The cumulative GPA is based on grades from all courses taken from the beginning of study.

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

ACADEMIC AWARDS AND HONORS

KIMEP University provides recognition for those students who achieve the highest level of scholastic performance. At the end of each regular semester, the Office of the Registrar compiles a list of the top performing students. All full time students, undergraduate or graduate, with a semester GPA of 4.0 or higher are placed on the "President's List". All full time students, undergraduate or graduate, with a semester GPA of 3.75 or higher are placed on the "Dean's List".
At graduation, KIMEP University recognizes students with outstanding academic performance by conferring a degree with honors. There are three levels of honors: Cum Laude (With Honors), Magna Cum Laude (With High Honors), and Summa Cum Laude (With Highest Honors). Graduating with honors is noted on the student's transcript and is printed on the Diploma. Honors applies to both undergraduate and graduate students.
To graduate Summa Cum Laude a student must have a grade point average of 4.25 or higher.
To graduate Magna Cum Laude a student must have a grade point average of 4.15 or higher.
To graduate Cum Laude a student must have a grade point average of 4.00 or higher.
A student receives the highest level of honors for which s/he is eligible.
KIMEP University Diploma with Honors is awarded to graduates in accordance with the Academic Awards and Honors policy.

NATIONAL TYPE OF DIPLOMA WITH HONORS

According to the section 52 of the Order #595 from October 30, 2018 of Ministry of Education and Science of the Republic of Kazakhstan, a diploma with Honor is issued to a student with the following grades A+, A, A-, B+, B, B- and C+ and whose cumulative GPA (for the entire term of study) is not lower than 3.5, who has passed all State Exams and defended Thesis with A+, A or A- grades (excluding grades for additional taken courses) and without retakes within the degree. History of Kazakhstan is not considered as State Exam for "Red Diploma".
However, only 50% of KIMEP credits may be transferred as NA in order for students to have "Red Diploma". This policy covers all students starting with student ID2018 and later. Students with an earlier ID will be reviewed as necessary. Students with more than 50% of transferred courses are not eligible for "Red Diploma".

ACADEMIC RECORDS

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

GRADUATION CHECKLIST

The graduation checklist is an internal document which tracks a student's progress towards meeting degree graduation requirements. Completed coursework is organized by the degree requirement rather than by semester.
The checklist is used for advising purposes and should not be circulated outside of KIMEP University. A student's checklist is available to the student and his/her adviser online through the registrar's website: www.kimep.kz > Student Portal.

GRADUATION REQUEST

The student, planning to complete graduation requirements in the current semester, must submit a Graduation Request to the Registrar's Office. After that all graduation approval will start taking place.

Without written notification through the Graduation request, the Registrar office cannot initiate graduation preparation for the student. Failure to submit a graduation request by the prescribed deadline will postpone the student's graduation till next semester. Candidates who apply for a given graduation and fail to qualify will need to reapply for a later graduation.

UNOFFICIAL TRANSCRIPT

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

The transcript contains the following information: student name, student ID, student status, degree program, declared major, declared minor, courses taken (with course code, course title, grade and credit hours), credits completed and GPA (grade point average).

All grades for a course and subsequent retakes are recorded on the transcript, but only the last grade is included in the calculation of the cumulative grade point average.

The transcript is organized by semester. Grade point average and credits earned are indicated for each semester and as a cumulative total. An unofficial transcript is available online through the registrar's website: www.kimep.kz> Student Portal.

OFFICIAL TRANSCRIPT

The official transcript is the formal presentation of a student's record to the external community. The official transcript contains the KIMEP University logo and address. It is printed on secure violet paper with the official seal in the center and with the name of the university repeated in the background in white type over the face of the entire document. The registrar signs an official transcript and certifies the document with the registrar's official seal. When photocopied a hidden security warning appears over the face of the entire document.

In addition to the information mentioned for the unofficial transcript, the official transcript also contains information for the external community such as an explanation of KIMEP's University credit system, course codes and the grading system. A student may request an official copy of the transcript for any purpose at any time upon payment of the transcript fee. Students may request the official transcript online through the registrar's website: www.kimep.kz > Student Portal provided they have no tuition debt.

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

All grades for a course and subsequent retakes are recorded on the transcript, but only the last grade is included in the calculation of the cumulative grade point average.

DIPLOMA SUPPLEMENT

The diploma supplement is a document accompanying a higher education diploma, providing a standardized description of the nature, level, context, content and status of the studies completed by its holder. It has the following eight sections of information:

1. Holder of the qualification

Qualification

Level and function of the qualification

Program contents and results gained

Information on the function of the qualification

Any additional relevant information

Certification of the supplement

Details of the national higher educational system concerned

KIMEP should follow the structure and sequence of information as provided by the European Commission, avoid information overload and present information as concisely as possible.

Supplement is free from any value judgements, equivalence statements or suggestions about recognition. The Registrar signs a diploma supplement and certifies the document with the Registrar's official seal.

From Spring 2018 the Supplement will be issued automatically to all graduates, free of charge, in English language. Diploma Supplement can be issued upon request to alumni graduated in 2013 and onwards.

COURSE CODING

KIMEP University uses an alphanumeric coding scheme that consists of 3 alpha and 4 numeric characters. The first alpha characters represent the department or discipline for the course. The first numeric character represents the intended level of the course. The remaining numbers represent the unique identifier of the course. Course codes for discontinued courses cannot be reused.
Course Level Intended students
1000 All Students (Mainly First Year)
2000 Second or Third Year Students
3000 Third or Fourth Year Students
4000 Third or Fourth Year Students
5000 Graduate Students Only
6000 Doctoral Students Only

ACADEMIC COMMUNICATION POLICY (G-MAIL)

All KIMEP University students and instructors are provided with an official email address on Gmail. Since the KIMEP University e-mail system is an official means of communication, both students and instructors are expected to communicate through it. Because the important announcements, news and messages regarding the academic affairs, student life, campus events or administrative issues are sent to the students' official email, all students are expected to check their student e-mail on a regular basis (at least daily), and any communication sent to them by the administration or faculty is considered to be received and read by the students. Both instructors and students are expected to use their official e-mail address for academic communication.
Note: Email addresses are assigned by the Computer and Information Systems Center. The academic communication policy is based on the existing KIMEP University email policy. (Please, refer to the Computer and Information Systems Center section of the Catalog.)

CODE OF CONFIDENTIALITY

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

STUDENT STATUS AT KIMEP UNIVERSITY

KIMEP University employs several criteria for classifying students.
The most important classification is the status while studying at KIMEP University.

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

Non-degree Student – is any student who wishes to take classes for personal reasons without the intent of earning a degree. In order to register a student must apply for admission as a non-degree student and be accepted.
If a non-degree student applies and is accepted to a degree program, some credits earned in non-degree status can transfer to the degree program. However there are restrictions and limitations. Details are defined in the section on transfer of credits.

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

Adult Learner – a non-degree option offered to all people (above 21 years old) interested in auditing KIMEP University courses. A person who is accepted under the Adult Learning status is not formally a student of KIMEP University and, therefore, does not receive any/all benefits that students have. Though the rules and conducts while taking courses have to be followed (KIMEP University and KZ regulations). A person under the Adult Learning status can only audit the course and no course assessment will apply to these individuals. A person under the Adult Learning status takes full responsibility on English proficiency to understand course materials. No course Prerequisites apply. No formal transcript is provided upon the completion of the course, just confirmation from the Registrar office, which reflects the name of the course, semester and AU grade.
Audited courses cannot be transferred or converted to degree programs at KIMEP University. Registration for the courses is done on a space-available basis (any Undergraduate or Graduate courses in KIMEP University official schedule) during the registration period for non-degree students. All other non-degree conditions apply, including full payment in advance with no refunds and maximum number of courses per semester the same as degree students.

Visiting students are those who independently come to the KIMEP U without having a formal exchange agreement.

UNDERGRADUATE DEGREE-SEEKING CLASS STANDING

Freshman – refers to a student during his/her first academic year followed the admission to the program
First-year student – A student who has fewer than 30 earned credit hours student with up, regardless the year of entry
Sophomore - A student who has 31-68 earned credit hours
Junior - A student who has 69-106 earned credit hours
Senior - A student who has at least 107 earned credit hours

GRADUATE DEGREE-SEEKING CLASS STANDING

Newcomer – refers to a graduate student during his/her first academic semester followed the admission to the program
Fast-Track Student - newly admitted graduate student who has certain courses transferred from recognized undergraduate degree toward graduate records

ACADEMIC STANDING

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

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

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

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

Full Time Student – is any undergraduate student who takes 12 or more credit equivalents per semester or any graduate student who takes 9 or more credit equivalents per semester. Foundation courses count as a full time load.

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

YEAR OF STUDY
In the framework of the academic credit system, the year of study is based on the number of credits completed according to the table below. Graduate programs have only a first and second year. In some cases a second year graduate student will have more credits than the upper limit in the table for second year status. Year of study is important for the priority registration system.

Bachelor Program

Credits earned	**Year of Study**
0 to 30	First year (Freshman)
31 to 68	Second year (Sophomore)
69 to 106	Third year (Junior)
107 and up	Fourth Year (Senior)

Graduate Program

Credits earned	**Year of Study**
0 to 30	First year
31 and up	Second year

CONFIRMATION OF STUDENT STATUS
The Office of the Registrar prepares enrollment verification documents (spravka) for students enrolled at KIMEP University under any status as well as alumni. Documents are available in a timely manner. Students may request it online though the Student Portal.

AT-RISK OF ACADEMIC FAILURE
According to Fridlander (1980) at-risk students are "Those students who because of poor academic preparation, language handicaps, or low motivation may have difficulty to succeed"
Early warning indicators
I. Freshmen are flagged for early intervention if:
<u>Admission stage:</u>

1. Overall UNT score is below 60;
2. UNT mathematics score (for BCB, BPMA and BAE programs only) is below 10;
3. KEPT score is below 50 (Undergraduate English Foundation courses Level C and B).

or/and:

4. Fails to attend the Fall Orientation Program;
5. Fails to attend Orientation Workshops/Webinars.

First semester:
Students are flagged for early intervention if:

1. Have more than 2 (Undergraduate English Foundation) or 3 (Academic English or/and Kazakh language) unexcused absences, demonstrate poor performance or/and skills deficiency during the first two weeks of classes;
2. Identified as "at risk" by faculty based on attendance, performance and/or skills deficiency after the 3rd and/or 5th week of semester;
3. Earn less than 50% of the first and second assessment scores;
4. Have one F and/or one W by the result of the first semester.

First Year Students (less than 30 credits earned) are flagged for early intervention if:

1. Do not pass Foundation A course during the first year after admission;
2. Took less than 24 credits and have GPA below 2.10;
3. Have one F and/or one W by the result of the first semester;
4. Identified as at risk by faculty after the 3rd and/or 5th week of semester.

Senior Students (over 30 credits earned) are flagged for early intervention if:

1. GPA is below 2.10 at the end of the term;
2. Identified as at risk by faculty after the 3rd and/or 5th week of semester;
3. Have more than one F and/or more than one W in one semester.

ACADEMIC PROBATION

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

UNDERGRADUATE STUDENTS

By the results of the first semester of study at KIMEP University if the cumulative grade point average of a student is below 2.0 the obligatory academic counseling with the program/college is required.
After an undergraduate student has taken 24 credits at KIMEP University, the student will be placed on Academic Probation if the cumulative grade point average is still below 2.0.
An undergraduate student on Academic Probation may not register for more than 12 credits equivalents per Fall/Spring semester and for more than 6 (six) credit equivalents in a seven-and-a-half week of Summer semester. While a student on Academic Probation academic counseling remains obligatory for him/her.
A student will be returned to regular status whenever the overall GPA is raised to 2.0 or above.
An undergraduate student who has attempted 24 or more credits while on Academic Probation, whose overall GPA is still below 2.0 withdrawn from KIMEP University.
Students may return to KIMEP University following the Reinstatement policy.
An undergraduate student with GPA of 1.9 or above and 117 or more credits earned, may request an extension of the Academic Probation Period for one semester, if graduation is feasible based on the availability of remaining courses in the upcoming semester and raising the GPA 2.0 or above required for graduation.

GRADUATE STUDENTS

By the results of the first semester of study at KIMEP UNIVERSITY if the cumulative grade point average of a student is below 3.0 BCB, LAW and CHE graduate programs and 2.67 for other Masters programs, the obligatory academic counseling with the program/college is required.
After a graduate student has taken 18 credits at KIMEP UNIVERSITY, the student will be placed on Academic Probation if the cumulative grade point average is still below 3.0 for BCB, LAW and CHE graduate programs and 2.67 for other Masters programs.

A graduate student on Academic Probation may not register for more than 9 credits equivalents per Fall/Spring semester and for more than 6 (six) credit equivalents in a seven-and-a-half week Summer semester. While a student on Academic Probation academic counseling remains obligatory for him/her.
A student will be returned to regular status whenever the overall GPA is raised to 3.0 for BCB, LAW and CHE graduate programs and 2.67 for other Master programs or above.
A graduate student who has attempted 18 or more credits while on Academic Probation, whose overall GPA is still below 3.0 for BCB, LAW and CHE graduate programs and 2.67 for other Master programs will be withdrawn from KIMEP University.
Students may return to KIMEP University following the policy of Returning Students.

ACADEMIC SUSPENSION

Any student who does not regain good standing is offered one semester Academic Suspension option. If a student decides to accept the offer, he/she has a right to register for one 2/3 credits course and is obliged to participate in an academic recovery program during one semester. After a semester of the recovery program, a student returns to the Academic Probation status for one more semester and if is not able or willing to regain good standing will be dismissed from the KIMEP University.
Academic Suspension is allowed during the whole student's history only once (at least under the certain Student ID).

REGISTRATION FOR CLASSES

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

PRIORITY REGISTRATION

KIMEP University uses a priority registration system. Graduate students, fourth-year students, students with a grade point average of 4.0 or above, and students with special needs have the first opportunity to register for classes. The priority system ensures that graduating students are the first to be registered in courses that would be needed for graduation.
Thereafter registration is opened for third-year students and freshmen* with 0 GPA, then second year, etc.
The date on which registration is open for each priority group is indicated in the academic calendar.
Registration for non-degree students is open 3 days after registration for first year students. Non-degree students can only take courses for which they meet the prerequisites.
*Freshmen priority registration is allowed for the Spring semesters only.

ADD AND DROP

The first week of the full (Fall/Spring) semester is designated as the add-drop period. During Summer semesters the add/drop period is two days. (The exact dates are stated in the academic calendar). Add and drop period is originally designed to add and drop courses for students who have already registered.

LATE REGISTRATION

The second week of the full (Fall/Spring) semester will be opened as on-line late registration for any students whose semester registration is delayed for any reasons. During the six week Summer semester(s) Late Registration period is two days. Limited course options are available at this stage. Applications for late registration considered and approved by the Instructor.
No Late registration period in 3 weeks Summer 2 semester.
A set Late Registration Fee applies to a student.

STUDENT ACTIVITY FEE

All registered KIMEP University undergraduate students (including non-degree students) have to pay the Student Activity Fee for the Fall and Spring semesters.

The only exemptions are:

Those are approved and recommended by the KIMEP Students Association (KSA) who must provide a resolution explaining and justifying the recommended exemptions.

When exchange students (in/out KIMEP University) enter into different financial arrangements as specified in the relevant Memorandum of Understanding.

DURATION OF SEMESTERS

Fall and Spring Semesters average 15 weeks long.

Summer 1 Semester is 6 weeks long.

Summer 2 is 3 weeks long.

Semester breaks and final exam periods are not included.

MAXIMUM COURSE LOAD PER SEMESTER

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

FALL AND SPRING SEMESTERS

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

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

In rare cases an exception can be made for students with 91 and more credits earned and with an outstanding academic record to take up to 21 credits in the final fall or spring semester. Approval of the dean and the Vice President of Academic Affairs is necessary. No other exceptions are permitted.

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

An undergraduate student on academic suspension option may register for one 2 or 3 credits course and is obliged to participate in an academic recovery program during one semester.

SUMMER SEMESTER

The maximum number of credits (and/or credit equivalents) that a student may take in a six weeks summer semester is 6(six) credits. The limits include retakes and zero credit courses. Physical education can be taken above 6 credits.

In rare cases an exception can be made for students with 69 and more credits earned and with an outstanding academic record to take up to 9 credits in the 6 weeks summer semester. Approval of the dean and the Vice President of Academic Affairs is necessary. No other exceptions are permitted.

WAITING LIST

Once a course section is full, the online registration system allows students to sign up for a waiting list (after verification of required prerequisites, maximum number of credits in a semester and tuition availability). Any course drop of an earlier registered student will result in registration of the student who is first in the waiting list, requiring student confirmation within 48 hours for new coming students and 24 hours for the rest. Immediate notification of the waiting-listed student is made through the email system. Tuition is charged accordingly, and course registration is treated as for any other course. If a student fails to register within the given period, the eligibility to register for the course goes to the following student on the waiting list.

Should there be sufficient demand and an available instructor for an additional section or further attrition from the original class, students will be informed and allowed to register in the order in which they requested the course.
While every effort will be made to accommodate student preferences, it is important to note that we cannot guarantee first choices in either time slots or instructors to those on the waiting list. Most places will not become available until the end of the add-drop period. Historically there is no more than 10% attrition from any course, and students are advised to plan accordingly and secure themselves a position early in another course or section. Until the end of the add-drop period, individual instructors do not have access to the waiting list or ability to add students to the class roster.

PREREQUISITE WAIVER POLICY

Many courses have one or more prerequisite courses, which must be completed before a student can register for the course. The purpose of the prerequisite is to ensure that a student has sufficient knowledge to understand the content of a course.
Only in rare situations can a student enroll in a course without having completed the prerequisite(s). If a student feels that there is sufficient justification to waive a prerequisite, the student may submit a petition for a prerequisite waiver to the instructor using the online form on the student portal.
The chair then consults with the instructor of the course. If both agree, then a waiver can be granted. If either the instructor or the chair refuses permission, then the student will not be allowed to enroll in the course.

RETAKE (REPEAT) OF A COURSE

If a student receives a failing grade in a course, the student may retake the course. If the course is an optional elective, the student may choose to repeat the course but is not required to do so. A student who has completed a course with a passing grade may elect to repeat the course in order to improve the grade (except a State Exam for History of Kazakhstan course). All grades for a course and subsequent retakes are recorded on the transcript, but only the last grade is included in the calculation of the cumulative grade point average.
This applies even if the last grade is lower than an earlier grade.
To retake a course, students should register for the course and pay tuition the same as for other courses.
Students must attend class sessions (lectures and/or tutorials) and complete all assignments and examinations, the same as if they were taking the course for the first time. Students may not recycle assignments or exam scores from a previous enrollment nor can students use current assignments or exam grades to raise a grade from a previous semester.
To retake a course for a third time a student needs the approval of the dean of the student's college. A fourth and subsequent retakes require the approval of the Vice President of Academic Affairs.

INDEPENDENT STUDY

An undergraduate student (in good academic standing on regular status) may enroll in independent study during the final year before graduation if a course necessary for graduation is not offered or if a course necessary for graduation has been cancelled. Before an independent study can be authorized, the student should consult with the program advisers to determine if a substitute course is available. Independent study is not authorized if the required course was previously offered and the student would have been able to take the course but elected not to do so. No more than three credits of independent study can be used for an undergraduate degree. Independent study may not be used to repeat a course previously completed with a passing grade.
A graduate student (in good academic standing on regular status) may enroll in independent study if a course necessary for graduation is not offered or if a course necessary for graduation has been cancelled.
Independent study can be authorized if sufficient courses or substitute courses are not available for the student to make continuous progress towards completing the degree. No more than six credits of independent study can be used for a graduate degree.
The process for completing an independent study is as follows:

1. An online form for Independent Study should be submitted through the students' portal.

2. The dean assigns instructor for Independent Study and makes recommendation to the Vice President of Academic Affairs for final approval.
3. The student registers for the course as independent study and pays the regular tuition fee.
4. At the end of the semester the faculty supervisor submits all documents verifying completion of the independent study along with the grade for the course.

GRADUATE JUMP START

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

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

CANCELLATION OF CLASSES

KIMEP University has no obligation to run a course with low enrollments. KIMEP University has an established policy on minimum class size and has the right to cancel classes due to low enrollment. To best assist students, the colleges will notify students about all class cancellations prior to a semester start. When a class is cancelled, students should consult with the department or advisers to determine an appropriate alternative and register accordingly.

SCHEDULING FINAL EXAMS

A final exam week shall be a final week of classes or subsequent week unless otherwise determined by the College in terms of the mode of assessment or time of assessment. There is no final exam schedule for short summer semesters. Final Exams should be held on the last day of classes.

LEAVE AND WITHDRAWAL FROM KIMEP UNIVERSITY

A student may request a leave of absence by submitting a leave of absence form through the students' portal. The maximum time for a leave of absence is one academic year or 2 semesters separately. Exception is Academic Leave due to maternity reason (3 years) and due to military services (for the whole period of services), provided official documents confirming the declared status. Any period of academic leave from KIMEP University is included into the time limit allowed for graduation.

If a student does not enroll for classes and does not request a leave of absence, the student is administratively withdrawn from KIMEP University at the end of the late registration period of non-enrollment (excluding summer sessions). The Registrar's office informs non-enrolled students about upcoming withdrawal by email only. Such students are welcomed back through the Registrar Office, following the State Standard rules.

ELIGIBILITY FOR LEAVE OF ABSENCE (AL):

All degree students are eligible for AL. This means they must have completed at least one semester at KIMEP University.

A student must submit all supporting documents to justify the reasons for AL.

Settle all financial obligations to the University. (Except for financial reasons). If you have outstanding debts to your account while on leave, you will not be allowed to register until your debts are cleared before returning.

APPLICATION INSTRUCTIONS AND DEADLINE:

A student must complete the Leave of Absence Form through the students' portal during the registration period stated in the Academic Calendar. If there is a debt then VPAF's consideration is needed.

Applications will NOT be considered until grades are posted for the last semester of enrollment.

If a student is enrolled for the term he/she wishes to begin his/her leave and it is beyond the drop deadline, a student must officially withdraw from course(s) following the withdrawal periods and tuition refund period stated in Academic Calendar.
The Registrar Office will process the form and issue an order for leave of absence.
Academic Leave (AL) does not exempt the student from completing needed work in order to convert the "I" into a standard grade in time.

RETURN FROM LEAVE OF ABSENCE

Academic/Administrative Leave status will be converted to Regular status upon completion of the leave period indicated in Leave of Absence Form.
The Registrar Office can cancel Academic Leave upon a student's request if he wants to return earlier.

WITHDRAWAL FROM KIMEP UNIVERSITY

Withdrawal from KIMEP University terminates the agreements between the student and the University. Withdrawal can be initiated by the student or by KIMEP University. KIMEP University has the right to administratively withdraw students for poor academic performance, for violations of KIMEP University regulations, for disciplinary reasons, for expiration of the time allowed for graduation or for non-registration (unless a leave of absence form has been submitted).
To voluntarily withdraw from KIMEP University, a student should:

1. Apply for withdrawal on-line via Student Portal
2. Contact the Dean of Student Affairs
3. Settle all debts and obligations with the University.
4. Pay a withdrawal fee if withdrawal is initiated by student
5. Retrieve all official documents (such as UNT certificate)
6. Withdrawal fee is not applied to students in the following cases:
    a) Students who are readmitted to regular KIMEP University programs.
    b) Students who are administratively withdrawn from KIMEP University.
    c) Newly admitted students who did not start study and not registered for any courses

If withdrawn students' later desire to return to KIMEP University, they must apply for reinstatement through the Registrar Office, following the State Standard rules.

WITHDRAWAL PERIOD FOR NEWLY ADMITTED STUDENTS

1. Newly admitted students have to enroll in the period indicated in their letter of acceptance/Admission order.
2. If newly admitted students have not enrolled in the period indicated in the acceptance letter/Admission order they will be administratively withdrawn from KIMEP University and reported to the Ministry of Education and Science of the Republic of Kazakhstan.

TRANSFERS BETWEEN PROGRAMS

At KIMEP UNIVERSITY, degree students are admitted to a specific program. For various reasons a student may later decide to pursue studies in a different program. A transfer to another program is permitted for both undergraduate and graduate students, subject to the following limitations:
Undergraduate students must complete one full semester.
Graduate students wishing to transfer from one program to another may do so without regard to the number of credits completed.
The student must meet all admission and/or transfer requirements of the receiving program.
Student has notified the parent college and has written permission of the dean of the receiving college.
Students are free to change the program of study within KIMEP University as per their study aspirations. State transfer rules prevail over any internal transfer rules.

Regardless of whether previous courses are counted towards a degree program, all courses taken at KIMEP University (with grades) should appear on the official transcript. Courses not counted towards a degree can be listed in a separate "additional courses" section at the end of the transcript.
For students who transfer from one program to another, or who transfer from non-degree to degree status, the GPA will be calculated using all courses for which credit is given in the degree program. Courses not counted towards the degree program "additional courses" will not be included in the calculation of the GPA, although they will appear on the student's transcript.
BAJ students wishing to transfer to another program shall submit valid UNT certificates with specialized subjects corresponding to the chosen program of study.

TRANSFER OF CREDITS

TRANSFERRING KIMEP UNIVERSITY CREDITS (INTERNAL TRANSFER)

Credits earned in degree status at KIMEP University are permanent and can be used in any degree program for which the credits are appropriate. If a student is withdrawn from KIMEP University and later reapplies to study under a new student ID, the credits previously earned can be transferred to the records for the new ID.
If requirements have changed, then some credits may not be applicable. The curriculum committee of the department or program makes the final determination of whether previous credits correspond to current requirements and can count towards the degree.
Grades achieved at KIMEP University can be transferred automatically only if they are any "C", and better. The curriculum committee of the department or program may consider transferring a student's any "D" grade, in which case a transfer form shall be submitted to the Registrar Office.
All internal transfers should be processed during the admission period.
All internal transferred grades are calculated in overall GPA.
No transfer credits to non-degree status are allowed.

TRANSFER OF CREDITS FROM OUTSIDE OF KIMEP UNIVERSITY

Coursework completed at other universities in Kazakhstan or abroad can be transferred to KIMEP University. Newly admitted students, who did not indicate their status as student transferring (intentionally or unintentionally) from other universities (from KZ or abroad) will not be able to transfer any courses later during their study term, except for the cases of pre-approved exchange programs or pre-approved study abroad programs. Registrar will, therefore, make the course transfer during study only for above mentioned groups.
The application must be accompanied by a detailed course syllabus showing the topics covered in the course and an official transcript showing the number of credits and the grade or final assessment in the course.
If an equivalent course exists at KIMEP University, the transcript will indicate the course code and course title of the KIMEP University course. The course need not transfer for the same number of credits as the KIMEP University course.
If a course does not match a current course title then the course might be transferred as Special Topics.
Courses in disciplines that are not taught at KIMEP University can still be transferred as free electives.
Credits for courses taken at other institutions of higher education will only be transferred if the student has earned "C", and higher grade in the course. However coursework taken at a partner university as part of a KIMEP University sponsored student exchange program requires any passing grade in order to be transferred.
All courses taken abroad must be transferred within the semester following the exchange period. In the case of studying abroad during more than 1 semester it could be done after each semester abroad.
No letter grade is assigned to transfer courses. Transfer courses are not considered in the calculation of the grade point average.
There is no limit to the number of credits eligible for transfer as long as the courses are determined to be equivalent. However, only 50% of KIMEP credits may be transferred as NA in order for students to have "Red Diploma". This policy covers all students starting with student ID2018 and later. Students with an earlier ID will be reviewed as necessary. Students with more than 50% of transferred courses are not eligible for "Red Diploma"

A course will not be accepted for transfer in the event that the learning outcomes are substantially different from the relevant KIMEP course.
No transfer credits to non-degree status are allowed.
To apply for the transfer applicant should submit a transcript with a grading system described. No course with "pass" grade is transferred unless the numerical scale for the grade is provided.
Students, admitted by transfer policy, can further apply for additional course transfer within one semester of study. No course transfer is allowed thereafter.
One course of Physical Education taken during one semester at another university is equal to two KIMEP credits.
The course transfer decision is an academic decision, and the final judgment and decision is made by the academic departments (number of credits, level of the course, course equivalent in KIMEP University catalog, etc.).
The Registrar may not accept for processing some credit transfers if not satisfied with the above. The Academic Council provides oversight of the course transfer procedure and decision-making in case of inconsistencies or student appeals.

ECTS TRANSFER
Coursework completed at European universities is often defined in terms of ECTS (European Credit Transfer System).ECTS is based on workload and learning outcomes rather than on class contact time. This is the same as KIMEP University credits.

ECTS	KIMEP UNIVERSITY
2	1
3	2
5	3
7	4
10	6

WAIVER OF GRADUATE REQUIREMENTS (FAST-TRACK)
Students admitted to a graduate program who have an undergraduate degree in the same field or a closely related discipline are considered fast-track students. Fast-track students can transfer or receive course waivers according to the guidelines of the graduate program. For KIMEP University graduates each program has a policy on the courses and the minimum grade requirement that applies to the fast-track program.
Students who completed undergraduate programs at other universities should follow the course transfer procedures in order to qualify for waivers under the fast-track policy.
Fast-track courses are transferred without grades. Grades earned in undergraduate courses that are used to waive graduate requirements do not count in a student's graduate grade point average.

GRADUATION

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

KIMEP UNIVERSITY GRADUATION REQUIREMENTS

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

Fulfill all KIMEP University requirements.

Settle all financial obligations to the University.

Fulfill all requirements, if any, of the College.

Fulfill all requirements of the degree program.

KIMEP UNIVERSITY UNDERGRADUATE DEGREE REQUIREMENTS

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

Earn credits with a minimum passing grade of "D–" or better in each course.

Have a cumulative grade point average (GPA) of at least 2.00. (It is necessary to have grades above the minimum passing grade in order to meet the 2.0 GPA requirement.)

Complete General Education required courses (GER) based on program curricular.

Receive a passing grade in all required non-credit prerequisite courses.

Complete all of the requirements in a KIMEP University degree program. Degree program requirements are stated in later sections.

KIMEP UNIVERSITY GRADUATE DEGREE REQUIREMENTS

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

1. Complete a minimum of 36 credits of Master's coursework beyond the undergraduate degree. The minimum includes credits for internship, practicum, thesis and research projects.
2. Complete a residency requirement consisting of a minimum of 50% of graduate coursework completed at KIMEP University. Up to 6 credits of graduate coursework completed at a partner university in a KIMEP University - sponsored exchange program can be included in the 24 credits.
3. Additional credits earned at partner universities can be transferred but cannot be applied to the KIMEP University minimum credits. The thesis and internship normally are supervised by KIMEP University.
4. Receive a passing grade in all required credit and non-credit courses. Complete the number of credits required by the degree program with a passing grade in each course. Grades between "A+" and "B–" are passing grades. "C+", "C", or "C–" can be passed subject to the 2 C's policy limitation*.
5. Have a cumulative grade point average (GPA) at or above the minimum requirement: 2.67 for CSS graduate programs and 3.0 for BCB, LAW and CHE graduate programs.
6. Research, write and publicly defend a master's thesis.
7. Meet all requirements for the master's program in the student's major field of study.

*** 2 C's Policy:** For the Bang College of Business and School of Law two grades of "C" are allowed for graduation. For the College of Social Sciences and the College of Humanities and Education two grades of "C" in elective courses are allowed for graduation. The 2 C's policy does not apply to 0 credit courses.

KIMEP UNIVERSITY DOCTORAL DEGREE REQUIREMENTS

Graduation requirements for Doctor's degrees vary from department to department. Full details are given in the program sections. To earn a Doctor's degree from KIMEP University, every student has to:

Complete a minimum of 75 credits for the degree. The minimum includes credits for internship, practicum, thesis, and research projects.

Graduate students have to have at least one publication based on their thesis prior to their thesis defense. Requirements for scientific publications are regulated by the Ministry of Education and Science of the Republic of Kazakhstan.

Receive a passing grade in all required credit and non-credit courses.

Complete the number of credits required by the degree program with a passing grade in each course. Grades between "A+" and "B–" are passing grades.

A student must maintain a cumulative 3.33 GPA throughout the program. Courses in which grades below "B-" are not accepted for the PhD degree. If a grade of "C+" or lower is received, the student should repeat the course.

Research, write and publicly defend a Doctoral Thesis.

Meet all requirements for the Doctor's program in the student's major field of study.

TIME ALLOWED FOR GRADUATION

Undergraduate students are allowed 10 years to complete all requirements for graduation. Graduate students have a 5 year limit for completing graduation requirements. Doctoral students have a 7 year limit for completing graduation requirements. Any period of academic leave from KIMEP University is included in these time limits.

GRADUATION DATES

A student can graduate after Fall, Spring, or Summer semesters once all graduation requirements have been completed. In order to graduate, a student must complete all requirements by the end of the semester of graduation. In order to graduate, a student should:

Submit a Graduation Request to the Office of the Registrar. This initiates the process of certifying that the student has met all degree requirements and is approved for the degree.

Submit a Graduation Checkout List to the Office of the Registrar. This verifies that all administrative and financial obligations (library, dormitory, sport center, commandant, etc.) have been met.

GRADUATION CEREMONY

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

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

Student who are eligible and wishes to participate in the graduation ceremony should:

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

PART V. STUDENT LIFE

ADMINISTRATION

Dean of Student Affairs - vacant
Korlan Akramova, MPA, MSc, Executive Director of Student Affairs
Zhanna Baisalbekova, Diploma, Student Affairs, Coordinator
Nailya Demirdogen, Diploma, Director, International Office
Aigul Rakhimbayeva, MA, Coordinator, International Office
Saltanat Rakhova, MAIJ, Coordinator, Student Learning Support Center
Marzhan Kozhakymetova, Diploma, Coordinator, Student Learning Support Center
Aiyana Umbetbayeva, Diploma, Coordinator, Student Learning Support Center
Anna Marinushkina, Diploma, Student Success and Retention Analyst, Student Learning Support Center
Assel Tokina, MA, Director, Residence Life and Housing Department
Kalbinur Yussupova, Diploma, Coordinator, Residence Life and Housing Department
Natalya Kozmina, Diploma, Coordinator, Residence Life and Housing Department
Yerkul Mukhanova, Secondary Technical Education, Commandant, Residence Hall
Maiya Kuzovkina, Diploma, Psychologist

Natalya Yasa, Diploma, Senior Doctor, Medical Center
Aigul Kussainova, Doctor, Medical Center
Natalya Repina, Doctor, Medical Center
Lyalya Maxumova, Doctor, Medical Center
Yergazy Orazaliyev, Diploma, Director, Sports Center
Dana Tursunova, Diploma, Coordinator, Sport Center
Inna Kochmaruk, MS, Trainer, Sport Center

OFFICE OF STUDENT AFFAIRS

The Student Affairs office leads, plans, controls, and monitors implementation of academic support and co-curricular student programs. SA is an integrated comprehensive system of co-curricular services and activities aimed at contributing to the fulfillment of the University's mission statement. The SA works alongside the academic colleges and units in the development of well-balanced and rounded students through the promotion of their general welfare. SA provides a diverse range of programs and activities aimed at engaging students in campus life beyond the classroom. These include orientation sessions for new students, opportunities to join student organizations, involvement and participation in special interest events.

KIMEP STUDENT ASSOCIATION (KSA)

KIMEP University is unique, because students take part in the University's decision-making process. The KIMEP Student Association (KSA) Cabinet protects student interests at all levels and may influence administrative decisions and policies. Elected student representatives sit on almost all major standing committees such as the KIMEP U Budget Committee, Student Affairs Disciplinary Committee, Academic Integrity Committee, Academic Council, Tender Committee, and different college level committees. All full-time KIMEP University students automatically become members of the KSA. Every year, in the beginning of the Fall Semester, the KSA members elect the KSA Cabinet that is headed by an elected President for a period of one year. The KSA organizes student events and activities in collaboration with the Office of Student Affairs, meets with the top management and the President on a regular basis to address students' issues and concerns. The KSA Cabinet and KSA members contribute greatly to the intellectual, cultural and personal development of the student community.

STUDENT ORGANIZATIONS

KIMEP University offers interesting and unforgettable extracurricular activities. Each semester students full of enthusiasm and ambitions independently or jointly with the Student Affairs office hold various events and activities.

More than 40 student clubs and organizations of very different nature with the goal to make university life unique are registered at KIMEP U. Among them are intellectual clubs, sport teams, charity organizations, environmental organizations, etc. KIMEP University is proud to have a successful and well known Intellectual Debate Club, Case club, English language theatre (KELT), International students' club, Art Revolution, etc.

Student organizations issue "KIMEP Times" newspaper on a regular basis. One of the oldest student organizations is the Legal Clinic that provides legal assistance to vulnerable Almaty residents for free. Students also organize intellectual challenges and competitions, parties, games, cultural festivals and art exhibitions, etc. on and off campus. KIMEP University student life is an excellent platform for student' personal growth and life success. See https://www.kimep.kz/current-students/en/organizations/

STUDENT ACTIVITY FEES EXPENDITURES GUIDELINES

The Student Activity Fee (hereinafter SAF) is collected to give students financial independence in managing their budgets for student activities and projects.

All KIMEP University undergraduate students (including non-degree) registered for regular semester (Fall and Spring) have to pay Student Activity Fee. For more information, see http://www.kimep.kz

STUDENT CENTER

The Student Center hosts various student activities such as campus clubs, disco nights, job and student organizational fairs, art exhibitions and other events. Any student or student organization may reserve the Student Center for student activities and events. Reservation and technician service forms are available on Student Portal and should be filled at least 3 days prior to the event.

GREAT HALL

The Great Hall hosts a number of activities, including theater performance, KSA elections debates, music and dance performance, conferences, etc. Any student or student organization may reserve Great Hall for student activities and events. Reservation and technician service forms are available on Student Portal and should be filled at least 3 days prior to the event.

INTERNATIONAL OFFICE

The International Office strives to expand KIMEP University's international activities and to enhance the awareness and reputation of KIMEP as a competitive institution in the global academic community.

KIMEP University has partnership with over 180 higher educational institutions in Europe, North America, CIS, and Asia to offer comprehensive academic mobility, dual degree and international summer programs, internship and international research projects.

The pandemic and geopolitical situation made universities to come up with new approaches to educational activities and services. Previous recruitment strategies lost their effectiveness in reaching potential incoming and outgoing students and partners. The International Office comes up with strategic objectives in order to achieve the major goal – maintain internationalization rate of the KIMEP University during current situation in the world with the following objectives: initiate new international partnerships with American style universities that may guarantee safe environment and high quality education for KIMEP students, ensure success and safety of incoming and outgoing e-mobility, regular mobility and degree/non-degree international students through comprehensive support program, ensure data driven approach to strategic planning and reporting.

BUDDY PROGRAM

Buddy program was created to put forward organized efforts to match incoming international students with current students, help international students adjust to the KIMEP University environment, and deal with cultural adjustment. The program is intended to provide a warm welcome and assistance to international students during their stay at KIMEP U, with the purpose of making their lives more comfortable and help them overcome the barriers they encounter.

ACADEMIC MOBILITY PROGRAM

Academic mobility program is designed to help participants acquire new knowledge and skills, ensure their professional and personal growth and learn new cultures.

TYPES OF ACADEMIC MOBILITY:

Incoming regular academic mobility is moving students, faculty or staff from another country to the KIMEP U for a limited time.

Incoming e-mobility is connecting students, faculty or staff from another country to the KIMEP U online teaching, research or studying for a limited time

Outgoing regular academic mobility is moving students, faculty or staff from the KIMEP U to another country for a limited time.

Outgoing e-mobility is connecting students, faculty or staff from the KIMEP U to another country online teaching, research or studying for a limited time

I. INCOMING STUDENT REGULAR ACADEMIC MOBILITY AND E-MOBILITY PROGRAMS

Eligibility criteria

Applicants have to:

have a solid command of English language (average GPA in English language courses min. B (3.0)/ IELTS 6/ TOEFL IBT 72/ TOEFL PBT 523). If the language of instruction of the home university is English, then a certificate from the international office is sufficient

be 18 years old or above

have GPA of 2.67 or above (out of 4.33)

be a full-time degree student at the moment of application for the exchange program.

Nomination and Application process

Call for nomination is normally announced 4 months prior to a start of a mobility period

Partner university makes nominations

International Office informs nominated students 2 month prior the start of a mobility program

Nominated students apply for academic mobility program through KIMEP online application portal

Application Pack

Required at the pre selection stage:

- Copy of international passport
- Copy of current official transcript
- 3*4 colored photo.

Required at the pre arrival stage (relevant to Regular Mobility Program only):

Proof of English language proficiency (see above)

Vaccinations records certificate

Criminal record

Submission of falsified documents leads to immediate dismissal from the exchange program and filing a complaint to the home university.

Nominated student:

is exempted from paying admission and tuition fees but is responsible for travel, visa, living expenses, health insurance, textbooks, supplies and deposits (**regular mobility program only**)

may register for any courses, including professional and research internship, master or PhD thesis if approved by a home universities but should be registered for at least 15 ECTS/9 KIMEP credits for regular mobility program and at least 5 ECTS/3 KIMEP credits for **E-mobility program**

has to pass a checkup at a local clinic and obtain local health insurance upon arrival (**regular mobility program only**)

may extend his/her exchange period for the next academic semester if approvals of home and host universities are granted

agrees that his/her personal data may be disclosed to a third party

is expected to inform host and home universities within 5 (five) calendar days about hardship withdrawal from the program

is subject to the host institution and country's rules.

II. OUTGOING REGULAR ACADEMIC MOBILITY AND E-MOBILITY PROGRAMS

Outgoing Regular Academic Mobility program offers KIMEP University students the opportunity to spend a part of their study at a partner university inside or outside of Kazakhstan.

Outgoing e-mobility is connecting students from the KIMEP U to another country for online teaching, research or studying for a limited time.

Eligibility Criteria

Applicants should:

have a solid command of English language (average GPA in English language courses min. B (3.0)/ IELTS 6/ TOEFL IBT 72/ TOEFL PBT 523)

be at least 18 years old (relevant for Regular Academic Mobility program only)

have GPA of 3.00 or higher

be full-time degree student

Earn:

- 30 credits for undergraduate students
- 9 credits for graduate students
- 9 credits for post-graduate students

Applicants should not have:

disciplinary records

debts

Application process

Call for nomination is normally announced 4 months prior to a start of a regular mobility period and 2 months prior to a start of E-mobility period

Applicants are expected to apply online

indicate up to three partner universities in a priority order

upload required and optional documents.

Application Pack

Required:

Online Application form

Copy of international passport

Attendance of at least one mobility program advising session

Optional:

Certificates of intellectual challenges, Olympiads, competitions

Certificates of athletic challenges

Community service certificates

Referee's recommendation

Confirmation of vulnerability status

The application itself does not guarantee participation in the program.

Submission of falsified documents leads to immediate dismissal from the exchange program and filing a complaint to the Student Affairs Disciplinary committee.

Selection criteria

Maximum score for Regular Academic mobility: 49.33

Maximum score for E-mobility: 48.33

The following criteria will be assessed:

1. GPA - up to 4,33 points
2. Absence of previous exchange experiences - 1 point (**regular academic mobility only**)
3. Presence of previous exchange experiences - 0 point (**regular academic mobility only**)

4. Certificate of intellectual challenges, Olympiads, competitions:
    - International level - 4 points
    - Republican level – 3 points
    - City level – 2 points
    - University level – 1 point.

Not more than one from each category from current level of study
Total: 10 points

5. Certificate of athletic achievements:
    - International level - 4 points
    - Republican level – 3points
    - City level – 2 points
    - University level – 1 point.

Not more than one from each category from current level of study
Total: 10 points

6. Proof of community service:
    - Membership in KSA organization (President, Vice President, Deputy) – 3 points
    - Student organization section
        - ✓ President/Vice-president of student organization - 3 points
        - ✓ Head of student organization – 2 points
        - ✓ Member of student organization – 1 point
    - Volunteering at KIMEP University – 1 point
    - Community service beyond the University community – 1 point

Not more than one from each category from current level of study
Total: 8 points

7. Referee recommendation:
    - From faculty member:
        - Strongly recommend – 3 points;
        - Recommend – 2 points;
        - Recommend with reservation – 1 points;
        - Don't recommend – 0 points;
    - From staff member – 2 points
        - Recommend – 2 points;
        - Recommend with reservation – 1 points;
        - Don't recommend – 0 points;
    - From KSA government or student organization:
        - Recommend – 1 point;
        - Don't recommend – 0 points.

Not more than one from each category
Total: 6 points

8. Vulnerability:
    - Special needs according to the data from Medical Office - 10 points
    - Orphan student (upper age limit is 23 years) - 10 points
    - Students from multi-children families (upper age limit is 23 years) living all together according to a residential registration certificate - 5 points.

Not more than one category
Total: 10 points

SCHOLARSHIP EXCHANGE PROGRAM

Scholarship exchange program, Erasmus Plus, is offered for the period of one semester and travel, living and accommodation expenses are partially covered by the host university.

Eligibility requirements

At the application stage, a student should

have a solid command of English language (average GPA in English language courses min. B (3.0)/ IELTS 6/ TOEFL IBT 72/ TOEFL PBT 523)

be at least 18 years old

have GPA of 3.70 or higher

be full-time degree student

Earn:

- 30 credits for undergraduate students
- 9 credits for graduate students
- 9 credits for post-graduate students

Applicants should not have:

disciplinary records

debts

Application process

Call for nomination is normally announced 4 months prior to a start of a mobility period

Applicants are expected to apply online

indicate up to three partner universities in a priority order

upload required and optional documents.

Application Pack

Required:

Online Application form

Copy of international passport

Attendance of at least one mobility program advising session

Optional:

Certificates of intellectual challenges, Olympiads, competitions

Certificates of athletic challenges

Community service certificates

Referee's recommendation

Confirmation of vulnerability status

The application itself does not guarantee participation in the program.

Submission of falsified documents leads to immediate dismissal from the exchange program and filing a complaint to the Student Affairs Disciplinary committee.

Selection criteria

Maximum score: 49.33

The following criteria will be assessed:

- ✓ GPA - up to 4,33 points
- ✓ Absence of previous exchange experiences - 1 point
- ✓ Presence of previous exchange experiences - 0 point

- ✓ Certificate of intellectual challenges, Olympiads, competitions:

International level - 4 points
Republican level – 3 points
City level – 2 points
University level – 1 point.
Not more than one from each category from current level of study
Total: 10 points

- ✓ Certificate of athletic achievements:
  - International level - 4 points
  - Republican level – 3 points
  - City level – 2 points
  - University level – 1 point.

Not more than one from each category from current level of study
Total: 10 points

- ✓ Proof of community service:
  - Membership in KSA organization (President, Vice President, Deputy) – 3 points
  - Student organization section
    - ✓ President/Vice-president of student organization - 3 points
    - ✓ Head of student organization – 2 points
    - ✓ Member of student organization – 1 point
  - Volunteering at KIMEP University – 1 point
  - Community service beyond the University community – 1 point

Not more than one from each category from current level of study
Total: 8 points

- ✓ Referee recommendation
  - From faculty member:
    - Strongly recommend – 3 points;
    - Recommend – 2 points;
    - Recommend with reservation – 1 points;
    - Don't recommend – 0 points;
  - From staff member – 2 points
    - Recommend – 2 points;
    - Recommend with reservation – 1 points;
    - Don't recommend – 0 points;
  - From KSA government or student organization - 1 point.

Not more than one category
Total: 6 points

- ✓ Vulnerability:
  - Special needs according to the data from Medical Office - 10 points
  - Orphan student (upper age limit is 23 years) - 10 points
  - Students from multi-children families (upper age limit is 23 years) living all together according to a residential registration certificate - 5 points.

Not more than one category
Total: 10 points

Selection procedures

Applicants are evaluated by the software program based on the criteria listed above.
The program selects the applicants with the highest scores and ranks them accordingly.
The program sends a message to a chosen candidate with a request to confirm his/her participation in the exchange program within a week period.
If a student does not respond or declines the offer, the place is passed to the next candidate from the list.
Once all selected students confirm their participation, they are officially nominated for the exchange program.
If a student cannot participate in the exchange program, he/she has to inform the Coordinator within 5 calendar days about withdrawal from the program.
A partner institution accepts the nominated exchange students but reserves the right to deny admission.

Student responsibilities

select courses and receive home university college approval
pay tuition fee to the home university and register for courses
sign learning agreement with home and host universities
cover visa and other needed expenses
remain full time student during the exchange period
complete courses successfully
initiate credits transfer procedure once grades are released and transcript is available

POLICY ON STAFF SELECTION FOR MOBILITY PROGRAMS

Eligibility criteria for staff at the application stage:

Be a full staff member of KIMEP University;
At least one year experience at KIMEP University;
Supervisor' Permission:
The recommended language level is B2*;
Have no disciplinary records.

*Applicants who do not have the diploma from HEIs with the English language of instruction, valid IELTS certificate (5.5), valid TOEFL IBT (57-69), valid TOEFL paper based (475-522) **need to pass the KEPT exam. Passing KEPT score for staff members is 60 and higher.**

Staff members who are directly invited by the Host University will be automatically nominated and will not participate in the selection process. If the Host University directly invites a particular office/department, selection will be done among the staff members of that office/department in accordance with the below listed criteria.

Application process and documents:

Call for applications with requirements and deadlines is announced a minimum 1 year prior to an expiration of partnership agreement or upon Partner University's request. The access to the online application is open on the Intranet during the designated period of time. Applicants are expected to apply online, indicate up to three partner universities in a priority order, and upload required and optional documents.

Required:
Online Application form
Copy of international passport
Supervisor' Permission
Optional:
Certificate of achievements
Professional conferences certificates of active participation
Certificate of professional development program participation

Community service certificate

Referee's recommendation/s

Confirmation of vulnerability status

Submission of an online application form does not guarantee participation in the program.

Submission of falsified documents leads to immediate dismissal from the exchange program and filing a complaint to the KIMEP Disciplinary committee.

Selection criteria for mobility program

Maximum score: 55 points

1. Previous exchange experience:

Absence of previous exchange experiences **- 5 points**;

Absence of previous exchange experiences in last 3 years – **1 point**;

Presence of previous exchange experiences in last 3 years **- 0 point**;

Total: 5 points max

2. Certificates of achievements:

University achievement certificate – 5 points;

Off campus achievement certificate – 2 points.

Please note, not more than one certificate from each category may be downloaded, moreover the certificate must be issued within the last three years

Total: 7 points max

3. Professional conferences certificates of active participation:

International level - 4 points;

Republican level – 3 points;

City level – 2 points;

University level – 2 points.

Please note, not more than one certificate from each category may be downloaded, moreover the certificate must be issued within the last three years

Total: 11 points max

4. Certificates of professional development:

International level - 4 points;

Republican level – 3 points;

City level – 2 points;

University level – 2 points.

Please note, not more than one certificate from each category may be downloaded, moreover the certificate must be issued within the last three years

Total: 11 points max

5. Proof of community service:

Community service on campus – 5 points;

Community service off campus – 2 points;

Please note, not more than one certificate from each category may be downloaded, moreover the certificate must be issued within the last three years

Total: 7 points max

6. Referee's recommendation:

From Supervisor:

- Strongly recommend – 3 points;
- Recommend – 2 points;
- Recommend with reservation – 1 points;

- Don’t recommend – 0 points;

From Top Management:

- Strongly recommend – 3 points;
- Recommend – 2 points;
- Recommend with reservation – 1 points;
- Don’t recommend – 0 points.

Please note, in case if your immediate supervisor is from the top management team, his/her recommendation will be considered as the one from the supervisor.

From colleague of another department:

- Strongly recommend – 3 points;
- Recommend – 2 points;
- Recommend with reservation – 1 points;
- Don’t recommend – 0 points;

Total: 9 points max

7. Vulnerability: physical disability, refugees, scarce resources zone, and ethnic minority – 5 points.

Selection procedures for the mobility program for staff members

Applicants are evaluated in accordance with the above mentioned criteria by the software program.

The program selects the applicants with the highest scores and ranks them accordingly.

The program sends a message to a chosen candidate with a request to confirm his/her participation in the mobility program within a week period.

If a staff member does not respond or declines the offer, the place is passed to the next candidate from the list.

Once all selected staff members confirm their participation, they are officially nominated for the mobility program, which is reflected in the *Mobility Program Selection Result protocol* signed by the Vice President for Academic Affairs or Provost and General Deputy to the President.

The Coordinator prepares *the Mobility Program Selection Result Order* that indicates the names of participants, host institutions, program names, mobility periods, etc. and names of reserved candidates. The order is signed by the Vice President for Academic Affairs or Provost and General Deputy to the President. If a partner university gives additional places for the academic mobility program after the order is signed, nomination of additional candidates will be done from the reserved list according to the ranking of the staff member. The relevant amendment is produced and signed by the Vice President for Academic Affairs or Provost and General Deputy to the President.

If a staff member cannot participate in the mobility program, he/she has to inform the Coordinator and he/she will be replaced by the next candidate from the reserved list and the amendment to the order should be produced and signed by the Vice President for Academic Affairs or Provost and General Deputy to the President.

If the selection is conducted by a partner university, *the Partner Selection Result Order* should be produced by KIMEP International Office and signed by the Vice President for Academic Affairs or Provost and General Deputy to the President.

A partner institution accepts the nominated staff members but reserves the right to deny admission.

STUDENT LEARNING SUPPORT CENTER

The KIMEP University Learning Support Center (LSC) was established to serve a broad scope of student needs, ranging from the individually structured assistance and services to specialized, comprehensive support systems.

The major goal of the Student Learning Support Center is to ensure retention, successes, and satisfaction of freshmen students and students at risk of academic failure. Therefore, the SLSC came up with the following initiatives that will help to achieve that goal:

1. Focus on pre-admission and post-admission parents' advising, counseling and support. Involve parents into academic and extracurricular activities.
2. Ensure freshmen students success and retention through orientation, social and psychological adjustment to college life.
3. Enrich Academic support program to ensure academic success of freshmen and senior students.
4. Strengthen data driven approach to students' success and retention.

Advising and Orientation Program

Advising and Orientation Program is the first-year program designed to welcome new students and their parents to the KIMEP U community that offers carefully planned activities and workshop/webinar sessions. This program is intended to support new students and their parents as they begin their journey at KIMEP U.

Orientation is an important intervention service that can help incoming students to acclimate and make a more successful transition to college life. The Student Day helps to bridge in students through carefully planned team building exercises. The Orientation Program starts in July and continues throughout the semester and consists of a number of different events and activities including some components of the online program (preadmission webinars).

During this program, orientation leaders, deans, active students will gradually introduce life at the KIMEP U. Advising and Orientation Program participants will learn about the wide variety of student activities and services at the KIMEP U and have many opportunities to ask questions as well as learn about the campus culture and student life. All undergraduate students are expected to register for the Advising and Orientation program.

The program benefits are:

- Personal – increasing student's confidence in who he/she is, what the student believes and what he/she wants to achieve;
- Academic – identifying what it takes to help a student learning effectively, what the student would like to achieve academically and how he/she is going to get there;
- Social – building student's awareness of others and the importance of different team roles;
- Professional – helping a student to be more strategic in developing skills for employability.

Special Need Policy

KIMEP University is committed to providing equal educational opportunity and participation for students with special needs. It is the University's policy that no qualified student with a special need be excluded from participating in any University program or activity, denied the benefits of any University program or activity, In this regard, KIMEP University:

- strictly prohibits any form of discrimination on the basis of an individual's disability
- offers individualized academic placement and reasonable accommodation to qualified individuals with special needs.

DEFINITION OF AN INDIVIDUAL WITH A SPECIAL NEED

For purposes of this policy, the term 'special needs' refers to a diverse range of needs often caused by a medical, physical, mental or developmental condition or disability. Special needs can include cognitive difficulties, physical or sensory difficulties, emotional and behavioral difficulties, and difficulties with speech and language. A student at KIMEP will need to demonstrate evidence of a record of such impairment.

Eligibility for Services

To be eligible for services, students with a special need must identify themselves and present professional documentation to the Medical Center for verification. Until appropriate documentation is provided, support for the student with a special need may be postponed.

Students may receive services in one or more (but not limited to) of the following areas:

- Mobility, visual, hearing, or speech disability
- Learning disability
- Acquired brain injury
- Developmental delayed learner
- Psychological disability
- Pregnancy
- other chronic or health-related limitations that adversely affect educational performance

Professional Documentation and Verification

Documentation should be prepared by an appropriate professional who is not a family member. Documentation should be recent (within one year), relevant, comprehensive, and the original. The university has the discretion to require additional documentation.

Records and Privacy

Medical information provided to the University by students as a part of a request for accommodation(s) is treated as confidential medical records under applicable laws and university policies. Such information is provided only to individuals who are privileged to receive it on a need to know basis. Such confidential records shall be separately maintained by the Medical Center.

Priority Registration

Students with documented special needs are eligible for early registration times. Students should submit the list of preferred courses three weeks prior to the registration period to the Learning Support Center. This accommodation will give students more flexibility when planning their schedules and to help arrange adequate time between classes and ensure that classes are scheduled in the easy accessible facilities.

Reasonable academic adjustments and accommodations include but are not limited to:

- Extended time for testing
- Alternative testing sites
- Permission to tape lectures
- Volunteer readers
- Scribes for classroom
- Print materials in alternate format
- Permission to bring food and drink into examination
- Written instructions for those with a hearing impairment.
- Enlarged font papers for those with a visual impairment
- Take-home exam for students in wheelchair or with walking problems

Requesting Accommodations

Students are encouraged to speak directly with faculty members regarding any academic adjustments/accommodations they need. Discussing the needs with faculty members helps them better understand the student situation and allows them to get to know him/her personally.

Students should follow the below listed steps to request academic adjustments and/or accommodations:

1. Apply for services as soon as possible and provide documentation of conditions that may warrant academic accommodations
2. Provide all of the information regarding the type of expected accommodation to the LSC coordinator
3. Explain the needs, and discuss possible accommodations with the instructor. If student feels uncomfortable discussing their need with a faculty, the LSC coordinator will serve as a liaison between him/her and faculty member
4. Remind an instructor of the need for the accommodation, for extended time and/or quiet room accommodations for testing, before each test

Instructor's responsibilities

 Instructors should not compromise the academic integrity of a course by giving passing grades to students who have failed to demonstrate the required level of understanding or performance. Once instructors have provided accommodations, they should grade the work of students with special need as they would grade the work of any other students.

 An instructor who has difficulty providing the accommodations or who disagrees with the accommodations should contact the LSC coordinator or the AVP of Student Affairs.

 If the instructor and LSC are not able to come to agreement about an accommodation, they may contact VPAA who can assist in resolving the issue.

 Instructors should not provide academic accommodations without notification from the Learning Support Center.

 Instructors should ensure that all classroom materials, such as presentations, readers, handouts, media, and websites, are fully accessible.

 Instructors will maintain student confidentiality.

Academic Support Program (ASP) for Undergraduate Students on Academic Probation and at Risk

The aim of the academic support program is to assist students to retain good academic standing at the KIMEP U. In order to ensure that students are able to meet the academic requirements in offline educational format and make the academic support program more comprehensive, the LSC established the following strategies:

● Identify freshmen at risk of academic failure (English proficiency, math skills, UNT score, place of origin, etc. at entry level) before their first semester begins. Meet face-to-face with each student and assign an advisor to the student who will meet with the student on a weekly basis to hold the student accountable and help with potential problems before they develop.

● Require all faculty who teach freshmen courses to submit reports every 3rd and 5th weeks on attendance, performance and skills deficiency.

● Provide all at risk freshmen students with individual counseling, early alert intervention and tutoring sessions.

The Academic Support Program is mandatory for undergraduate students placed on AP or at risk statuses. The Program is available for students who were identified by faculty as in need of learning support. Students with more than one "F" or "W" in one semester are flagged for early intervention and must take part in the support program.

Early Alert Intervention System

The Early Alert Intervention System have been introduced by the Learning Support Center to identify at risk freshmen students based on their attendance, performance and skills deficiency.

In order to ensure smooth and successful transfer of freshmen students to the second year of their study and increase the retention rate, faculty teaching general education and some program required courses, enter data on freshmen attendance and performance into the Early Alert Intervention System after the 3rd and 5th weeks of the semester.

Program Outcomes:

Depending on their specific needs, students will be equipped with the skills of:

 Effective Use of Resources

 Successful Application of Learning Strategies

 Effective Use of Self-Assessment Strategies

Students will also:

 Gain "learning survival knowledge"

 Summarize major principles of self-motivation

 Define what an active learner is

 Come up with strategies for returning to a good academic standing

Program requirements:
 Be enrolled for current semester;
 Register for the LSP and attend individual mentoring sessions;
 Attend at least 10 tutoring sessions per semester;
 Attend the mandatory counseling with the KIMEP University psychologist if poor academic performance is caused by behavioral problems rather than skills deficiency.

PEER TUTORING PROGRAM

Program Description
KIMEP U Tutoring Program is a program designed for students who are seeking additional assistance to improve their academic performance. Tutors are available for most of the general education and program required courses. The Peer Tutoring Program is primarily targeting freshmen and first year students, students on Academic Probation and those at risk of academic failure.
 Tutors are students who have been selected by the LSC and approved by faculty and completed a tutor training program conducted by the LSC. Tutors are trained to help students to understand the fundamental concepts, acquire problem solving, critical thinking, and research skills. However, the student is expected to put his/her effort to learn the course materials on their own, attend lectures, and make home assignments by deadline.
 A tutor will not directly help students with course assignments, as this would violate the academic integrity.
 Small group and drop-in by appointments tutoring are available at no additional cost to students. Some of the high demand and repeating courses may automatically be open to small groups.
 Peer tutoring begins on the second week of classes and ends the last day of classes.

RESIDENCE LIFE AND HOUSING

RESIDENCE HALL
Student housing is conveniently located on campus. Residence hall may accommodate 406 students. There are comfortable and clean rooms served by a polite and friendly staff. Residence hall also has: four laundry rooms, study rooms & TV rooms on each floor, kitchens that are available for student use 24 hours a day. Utilities such as Wi-Fi, cable television, electricity and water are included in the Residence Hall rate. Residence hall, as well as the KIMEP University campus, offers a secure environment 24/7.

APPLICATION
It is the responsibility of all applicants and current students who desire campus housing to apply for it by the deadline.

ELIGIBILITY CRITERIA
Applicants for the Residence Hall space are prioritized as the following:

- Orphans and special need students
- Incoming Kazakhstan regional students and international students
- Exchange students (both graduate and undergraduate)
- CAUS and other international scholarship holders
- Undergraduate and Graduate international students
- Residential assistants
- Other returning students

Residence Hall accommodation is provided for one academic year with possible prolongation if resident meets the eligibility criteria (scholarship, GPA, full time status, etc.).

For freshmen students, academic criteria are applied as soon as the overall GPA is accumulated. All returning students, except for orphans and students with special needs, should have full-time status -12 credits for bachelor and 9 credits for master students, and accumulated GPA of 2.67. For students with special needs and orphans GPA should be 2.00 or above.
Students on Disciplinary or Academic probation shall not be granted a place in the RH.
Students may stay in the Residence Hall during Summer I and II semesters only if they apply for prolongation, meet eligibility criteria and register for the courses.
All eligible returning students are required to reapply for the next year prolongation of the residency by the end of the Spring semester through the Residence Life online booking system. Please note, placement is not guaranteed after the freshmen year.

BOOKING POLICY AND ROOMMATE REQUEST

In order to book a room a student first should read and sign Residence Hall rules and contract.
Online booking system is available on Student Portal. Students could book a room through the student portal at https://my.kimep.kz//. The detailed booking procedure is available at https://kimep.kz/current-students/student-affairs/housing/.
Roommate requests should be submitted to the Residence Hall Administration not earlier than two weeks after move in. Both roommates should be of the same gender and be enrolled at the KIMEP U. All roommate requests must be mutual – each student must have requested the other. We strive to assign preferred roommates together, and it is usually possible to honor roommate preferences. However, if the number of places is limited, the request might be rejected. Final roommate assignment is left at the discretion of the Residence Hall administration.
IMPORTANT!

1. If a student is not able to move into the Residence Hall within the indicated period due to reasonable excuse, then he/she has one more chance to rebook the room one week prior the arrival date.
2. If a student decides to live off campus, s/he has to cancel the booking one week prior the arrival date.

WAITING LIST PLACEMENT POLICY

If the number of students willing to apply for on campus residence exceeds the Residence Hall capacity, the students should register in the waiting list, on the Student and Applicant Portal. If some of the residents, who booked a room and received confirmation, decide to live off campus, the remaining places are distributed by the KIMEP U Selection Committee. The Selection Committee consists of one representative of Financial Aid, International Office, Student Affairs and Residence Hall representative.
The Committee decision is based on the eligibility criteria. High academic achievements, community service, involvement into the student life, reference letters, etc. serve as competitive advantage.
Please note, the Residence Hall space is limited and the priority is given to those eligible candidates who make advanced payment.

ASSIGNMENT OF SPACE

Assignment to the university residence hall is made without regard to race, ethnicity, gender, or religion. When possible, the assignments would take into account preferences of the applicants. Assignment procedure as well as other housing policies and procedures are subject to change and it's applicant responsibility to learn new rules and regulations.
There is no coed dwelling in the Residence Hall – all rooms are single sex.
In case of place availability students may book an entire room and pay double payment for single occupancy. However, if student wants to live alone or is already living alone in a standard room while there is a lack of available places in the Residence Hall, he/she has to move to another room with a roommate or provide double payment.

MOVE-IN PROCEDURE

A student granted a place in the KIMEP University Residence Hall shall

- Pay semester residence fee
- Pay damage deposit fee
- Go through check up in the KIMEP U Medical Center (basement floor of RH)
- Visit Residence Hall administration to complete paperwork
- Receive key, bed linen
- Go with residential assistant to the assigned room, check the facilities, furniture, equipment and sign "Assets handover" form

CHECKUP AND MOVE IN HOURS

All incoming and returning students should go through checkup before move in. The check-up is performed by the KIMEP U Medical Center staff during working hours only.

Students arriving at the Residence Hall should schedule the arrival based on the working days and hours of the Residence Life and Housing Department.

Working hours: Monday to Friday 8-00 AM to 5-00 PM, Saturday and Sunday are days-off.

<u>If the arrival is scheduled for night time, holidays or weekend, students should temporarily stay in the hotels/hostels.</u>

ROOM CHANGE

A room is assigned for the entire academic year. Requests for room changes based upon roommate incompatibility will be considered upon application of the student residents after they have been in residence for two weeks.

MOVE OUT PROCEDURE

Move out hours: Monday to Friday from 8.00 a.m till 5.00 p.m

Before move out, all residents must

- Inform the RH Administration 2 weeks prior the move out date
- Sign and submit "Move out Asset Handover" form to the RH Administration.

RESIDENCE HALL ACCOMMODATION PAYMENT POLICY

<u>The semester fee is fixed and does not depend on move in and move out dates.</u>

At the beginning of the academic year, before move in, students have three options for paying residence fee:

1. Pay fee for one academic year.
2. Pay the semester fee
3. Pay the semester fee in three equal installments:
   - First payment should be done prior move in,
   - Second and third payment due dates coincide with the tuition payment deadlines.

Payment by installment is applied for regular semesters only. Summer semesters require 100% prepayment.

RESIDENCE FEE REFUND POLICY

- 100% refund of overpaid amount before 3rd week of classes
- 50% refund of overpaid amount before 4th week of classes
- 0% refund after 4th week of classes

Any resident who is dismissed from the Residence Hall because of behavioral misconduct is not eligible for refund. Summer I and Summer II payments **are not refundable.**

DEPOSIT FEE

A deposit is required prior to moving into KIMEP Residence Hall. During the occupancy of a room by the applicant, the deposit will be held until the student moves out of campus housing permanently.

Students are responsible for taking care of all residence area property and damage payments. If damage is found and residents deny taking the responsibility, the cost of repairs will be deducted from every resident of the room or floor.

Any damages that are assessed will be withheld from this deposit, as will any other charges owed to KIMEP University including accommodation fee debt, and the balance will be refunded to the depositor.

COMMON AREA DAMAGE

Damages occurring in the public places such as TV room, study room, kitchen, computer lab and laundry are charged to the individual or group responsible when that can be determined. When this is not possible, all residents of the Residence Hall or separate floor will become collectively responsible for the costs involved. If students would like to anonymously report common damages can send email at atokina@kimep.kz

LOST KEYS AND LOCK CHANGES

Each resident receives one set of keys and is financially responsible for maintaining them. Students are strongly encouraged not to loan out your keys, leave them out unattended as this creates a potential security problem or use them in a way that bends or breaks them. Moreover, all residence room keys are the sole property of KIMEP U Residence Hall and may not be duplicated. Keys, locks are essential components for the safety and security of students and their belongings. Safety and security is the responsibility of students. Therefore, residents are expected to keep their keys with them at all times.

Missing or damaged keys create a security risk to you and your community and must be reported to RH Administration immediately, and the door must be rekeyed under any of the circumstances listed below. The cost for the key is KZT 3 500-8 000 depending upon the number of doors and keys affected, and the final amount is charged from the student's damage deposit. Students will be charged for:

- Damaged keys
- Failure to return a lockout key within 24 hours
- Failure to turn in keys when you check out
- Missing, lost, or stolen keys

LAUNDRY FACILITIES

Laundry facilities are located in each floor of Residence Hall and laundry service is free of charge, but if laundry machines are broken and no one takes responsibility for damage, the repair costs will be shared by all residents and charges from their damage deposits.

DEPOSIT REFUNDS

Students must follow and complete the move-out procedures in order to receive a refund of deposit. After vacating the residence room, students will have time until the end of the following term to request the refund of their deposit, or it will be forfeited. Residents must request the return of the deposit by completing the Residence Hall Move-Out Form and submitting it to the Residence Hall administration.

Damage deposit refund will be transferred to a payer account after successful completion of the move out procedures and paperwork. Please note, the transfer may take up to 15 working days.

RESIDENTIAL ASSISTANT PROGRAM

The Residential Assistants help other students with their questions about on-campus living, payment arrangements, housing policies, and other topics. Students should feel free to discuss any concerns with their Residential Assistant.

Compensation for RAs includes free room in Residence Hall for the length of their term of service.

ELIGIBILITY CRITERIA
At the moment of application, the student should

1. Be full time
2. Have Regular status
3. Have GPA 2.67 and above for undergraduate applicants and 3.00 for graduate students
4. Do not have Incomplete grade/s

SELECTION PROCESS
The RA Selection Process is a multi-step process. The descriptions below are meant to help residents understand each phase and their role in the process.

APPLICATION
The first stage of the selection process is filling out the RA application form and collect all needed documents listed below.
APPLICATION PACK
Required:

- Application form and CV
- Motivation Letter
- Transcript
- Reference letter from faculty, administration staff or Student Government
- Recommendation by KIMEP Psychologist

Optional:

- Copies of certificates of achievements
- New proposed events and action plans

SELECTION PROCESS
The RA Selection committee consists of one representative of International Office, Student Learning Support Center, Student Affairs and Residence Hall representatives (including RH staff member and RA). The RA Selection Committee reviews the candidates' applications and checks if they meet the criteria.

APPLICATION PACK REVIEW

- Review of the candidates' applications and check if they meet the criteria
- Identify shortlisted candidates
- Schedule interview dates

INTERVIEW SELECTION CRITERIA
During the interview, candidates are expected to demonstrate:

- motivation
- maturity
- responsibility
- creative thinking
- enthusiasm
- conflict resolution skills
- loyalty and commitment

RESIDENCE HALL CODE OF CONDUCT

Occupancy of Residence Hall is a privilege extended to the student by the University.
KIMEP University requires adult and professional behavior and conduct from the residents.
Red and yellow warnings are used to differentiate between **severe or less severe student's Behavioral Misconduct.** A red warning may result in the possible suspension or dismissal from the Residence Hall. Please note, that two yellow warnings are equal to one red warning.
The University is entitled to terminate the contract on providing a living place in the Dormitory unilaterally if the Resident has three or more warnings (red warnings) during the term of the contract (period of residence).
The list of prohibited activities and penalties for the violation are the following (but not limited to):

	SEVERE BEHAVIORAL MISCONDUCT THAT LEADS TO DISMISSAL FROM THE RESIDENCE HALL	**SANCTION**
1	Physically assaulting a neighbor or other residents with a weapon (knife, bat, traumatic gun, etc)	1st offense: Immediate dismissal from Residence Hall and report to SADC
2	Physically fighting with neighbor, staff member or other residents	1st offense: Immediate dismissal from Residence Hall and report to SADC
3	Being identified as dealer and/or provider of drugs in Residence Hall	1st offense: Immediate dismissal from Residence Hall and report to SADC
4	Possession and consumption of alcohol, Unlawful Substances (drugs) in Residence Hall	1st offense: Immediate dismissal Residence Hall and report to SADC
5	Theft of property	1st offense: Immediate dismissal Residence Hall and report to SADC
6	Sexual harassment/assault	1st offense: Immediate dismissal from Residence Hall and report to SADC
7	Intimate relationship	1st offense: Immediate dismissal from Residence Hall
8	Hazing	1st offense: Immediate dismissal from Residence Hall and report to SADC
	LESS SEVERE BEHAVIORAL MISCONDUCT	**SANCTION**

1	Arriving at the dormitory under alcohol/drug intoxication	1st offense: Reprimand letter, a red warning, mandatory psychologist counselling and report to RHDC 2nd offence: two red warnings, dismissal from Residence Hall and report to SADC
2	Smoking is banned (cigarettes, electronic cigarettes, water pipes etc.)	1st offense: Reprimand letter, a red warning, mandatory psychologist counselling and report to RHDC 2nd offense: two red warnings, dismissal from Residence Hall and report to SADC
3	Verbally threatening /using abusive language /discrimination of any aspects towards another student or faculty/staff member with harmful intent	1st offense: Reprimand letter, two red warnings, mandatory psychologist counselling and report to RHDC 2nd offense: Dismissal from Residence Hall and report to SADC
4	Groundless accusation	1st offense: Reprimand letter, a red warning, mandatory psychologist counselling and report to RHDC 2nd Offense: two red warnings, Immediate dismissal from Residence Hall and report to SADC
5	Organization of commercial or gambling associated with winning and losing	1st offense: Reprimand letter, a red warning, mandatory psychologist counselling and report to RHDC 2nd offense: two red warnings, dismissal from Residence Hall and report to SADC
6	Playing cards in the rooms	1st offense: Reprimand letter, a red warning, mandatory psychologist counselling and report to RHDC 2nd offense: two red warnings, Immediate dismissal from Residence Hall and report to SADC

7	Giving the room's key to the third person	1st offense: Reprimand letter, a red warning, 2nd offense: two red warnings, dismissal from Residence Hall and report to RHDC
8	Unauthorized resettlement to another room	1st offense: Reprimand letter, a red warning and report to RHDC 2nd offense: two red warnings, dismissal from Residence Hall and report to SADC
9	Having animals	1st offense: Reprimand letter, a red warning 2nd offense: a red warning, and report to RHDC 3rd offense: a red warning, dismissal from Residence Hall and report to SADC
10	The use of electrical appliances in rooms of Residence Hall: electric cookers, electric kettles, microwave ovens, heaters of an open type	1st offense: Reprimand letter, a red warning and report to RHDC 2nd offense: a red warning and report to RHDC 3rd offense: a red warning, dismissal from Residence Hall and report to SADC
11	Noise (shouts, loud music)	1st offense: Reprimand letter, a red warning, mandatory psychologist counselling and report to RHDC 2nd offense: two red warnings, Immediate dismissal from Residence Hall and report to SADC
12	Damage to Residence Hall property	1st offense: Reprimand letter, a red warning and charge from damage deposit 2nd offense: a red warning, mandatory psychologist counselling and charge from damage deposit and report to RHDC 3rd offense: a red warning, charge from damage deposit, dismissal from Residence Hall and report to SADC

13	Keep garbage in the room or nearby premises outside of the garbage can Throwing garbage out the window	1st offense: Reprimand letter, a red warning, community service up to 4 hours on campus under the supervision of the RLHD administration and report to RHDC 2nd offense: a red warning, community service up to 4 hours on campus under the supervision of the Office of Student Affairs, mandatory counselling 3rd offense: a red warning, Immediate dismissal from Residence Hall and report to SADC
14	Storage and drying of belongings in corridors, halls and on balcony railings	1st offense: Reprimand letter, a red warning 2nd offense: a red warning and report to RHDC 3rd offense: a red warning, dismissal from Residence Hall and report to SADC

Note: For other violations**, which are not specified in the list above will also be subject to Disciplinary Committee penalties.**

RESIDENCE HALL DISCIPLINARY COMMITTEE

The Residence Hall Disciplinary Committee has the jurisdiction to investigate any non- academic student violations of rules and regulations of the Residence Hall.

The Residence Hall Disciplinary Committee members shall be the Executive Director of Student Affairs, Director of Residence Life and Housing Department, RH Coordinator, two Residential Assistants, and one KSA representative.

The student(s) named in the complaint will be told to attend a meeting of the RHDC in most cases three days in advance. Exceptions to this policy may occur if an emergency situation exists. The student(s) MUST appear at this meeting. Failure to do so without giving advance notice of extenuating circumstances is taken as an admission of guilt. The RHDC 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 RHDC makes a decision. A simple majority constitutes a decision. The Chairperson has the casting vote in the event of a tie. The person(s) about whom the complaint was lodged is then notified in writing within five working days of the Committee decision after signing the minutes of RHDC hearings. Upon the issuing reprimand or dismissal/suspension letter, the decision must be immediately obeyed. Failure to do this will open the person penalized to further disciplinary action.

All appeals must be submitted to the office of Student Affairs within one week of the decision of the RHDC. Student Affairs will create an appeal committee. The decision of this Committee is final.

Severe Behavioral Misconduct that leads to immediate Suspension and likely immediate Dismissal from the Residence Hall.

Less Severe Behavioral Misconduct that leads to immediate Suspension and likely Dismissal from the Residence Hall with time period - 7 working days until finding suitable accommodation.

COUNSELLING & PSYCHOLOGICAL SERVICES

Counselling & Psychological Services provides a variety of services to enrolled KIMEP students. Individual counselling services are designed for students who can benefit from short-term therapy. Often, a few individual meetings with a psychologist can help better identify, understand, and resolve emotional barriers that may be interfering with personal well-being and academic success. These confidential services are for KIMEP U students at no cost. If a student's situation requires longer-term therapy, referrals can be made to off-campus resources.

FACULTY HOUSING

Faculty Housing offers on-campus, off-campus and short-term housing options.

ON-CAMPUS FACULTY HOUSE ACCOMMODATION AND WAITING LIST POLICY

Occupancy is granted according to the priority list indicated below:

- Foreign, local faculty and staff with special needs
- Foreign faculty and staff with children
- All other foreign faculty and staff
- Local faculty and staff with children
- Local faculty and staff

The lease contract is signed from the date of occupancy until end of the academic year with possible prolongation.

Once a year, the rent prices of the apartments might be revised and changed based on actual market value.

SERVICES

In case of any issues related to the plumbing, electricity, carpentering and others, it is necessary to fill in an online request form located on Intranet or contact the Residence Life and Housing Department (ext.1022/1229).

SMOKING

Since August 2009, KIMEP has been a Smoke-Free zone. It is prohibited to smoke in the apartments, stairways and on campus. In case the tenant breaks the rules, an administrative sanction will be applied in accordance with the KIMEP U and the state rules.

PETS IN HOUSING

Pets are not allowed

SAFETY

The tenant is obliged to switch off all electric utilities and gas supply except refrigerators, whenever leaving the apartment. The tenant should not clog the pipes in the apartment, since this may cause flooding. In case of such an event, all of the fees for the repair are to be burdened by the tenant. The resident should not leave his/her door unlocked.

KIMEP GUEST HOUSE ACCOMMODATION

The KIMEP Guest House is an apartment in a residential house located on campus with 4 double bed guest rooms, TV lounge, porch, kitchen, 1 WC room and 2 washrooms (bathroom and shower room). KIMEP guests will share the common areas of the house. The Guest House was created for two purposes – to reduce hotel expenses for new faculty and to have an on-campus place for visitors.

New full-time foreign faculty, visiting faculty who will be teaching at KIMEP for one semester or less, visiting international students, who are writing research papers or staff, and guests will be permitted to utilize housing for KZT 10 000 per day.

In the event that an exception to this policy is requested, permission of the Provost and General Deputy to the President respectively is required.

HOTEL ACCOMMODATION

If the Guest House is fully occupied, the department will help to book the room in one of the partner hotels that provide a fair discount.

MEDICAL SERVICES

KIMEP U Medical Center is focused on high-quality, safe care and exceptional service, and provides outpatient medical care for KIMEP students, faculty, and staff.

Health care service on campus includes physicians and nurses who provide primary care services including checkups, preventive care, and first aid care. The Medical Center is also responsible for collecting and verifying all medical documentation submitted by incoming and returning students.

Students, faculty, and staff may visit the Medical Center during working hours. The Medical Center office is located inside the Residence Hall building on the ground floor.

REQUIRED DOCUMENTS FOR NEWLY ADMITTED STUDENTS

All applicants have to submit the following documents to the Medical Center:

1. Health certificate #075/y, which includes checkup by physician, psychiatrist, and narcologist.
2. Copy of form #065/y (vaccinations records).
3. Chest x-ray film and its summary, double signed and double stamped by a doctor/s
4. International students have to submit a copy of their childhood vaccination records and must go through checkup in Almaty and submit health care certificate #075/y upon the arrival.
5. X-ray film and summary from abroad must be verified in Almaty by a relevant specialist.

Note: International and regional students are strongly recommended to have health insurance from local companies. Students may learn more about health insurance options in the Medical Center.

SICK LEAVE CERTIFICATES

The Medical Center receives and verifies sick leave certificates of students (certificate # 037/y) and employees. The Medical Center confirms short-term and long-term absences due to illness or injury and works with students to ensure appropriate documentation. If a student is hospitalized or has a serious, ongoing illness or injury, the Medical Center will, at the student's request and with the student's consent, communicate with the student's academic adviser. Students are instructed to contact their professor/instructor/coach in the event that they need to miss class, etc. due to an illness, injury, or an emergency. All decisions about the impact of an absence, as well as any arrangements for making up work, rest with the instructors. Academic advisers are available to provide assistance to students or faculty members who have concerns about attendance issues.

The Medical Center reserves the right to verify medical certificates submitted by a student. In case of false submission, the student's case is redirected to the SADC for disciplinary hearings.

All medical care provided at the Medical Center is strictly confidential. No one, on or off-campus, other than the Medical Center staff, has access to medical records without written permission from the student, faculty, or staff.

MEDICAL CENTER HOURS

Working hours of the medical center are: Monday to Friday 8-00 AM to 8-00 PM, Saturday 9-00 AM to 2-00 PM, Sunday is a day off.

MEDICAL FEE

The annual checkup fee is charged to all undergraduate degree students at the beginning of the Fall semester along with the student fee and the first installment of the tuition fee. The checkup results will allow students to attend the Sports Center Gym.

SPORT CENTER

The mission of Sports Center is to provide a wide range of sports activities, recreation, fitness, sport events, and wellness opportunities for students, faculty, staff, and alumni. We strive to enhance healthy lifestyle and well-being on KIMEP campus in a safe and welcoming environment.
Students at KIMEP benefit from a fully-equipped sports complex located on campus, including gyms: aerobics, cardio, free weights, and universal hall. A number of showers and lockers are also available, and entry and use of the facilities are free for all KIMEP Community. Students enjoy exercises on the "Workout zone", play basketball, volleyball and football on the street ball and soccer fields. KIMEP sport teams participate in local, regional, and international competitions in various sports, and also play in several internal leagues. KIMEP University is unique in being home for the first American football team created in Kazakhstan – the Titans
Starting from 2014, KIMEP University offers students the 2 credit Physical Education courses such as: Pilates, fitness, cardio, aerobics, basketball, volleyball, ping-pong, and chess. Students are expected to complete 4 credits of Physical Education courses within the degree.

SPORT TEAMS PROVISION

In addition to this provision, each sport team may determine additional membership rules. However, the membership requirements must be free from discrimination based on race, sex, religion, ethnic group. All Sport Team members must sign a membership form annually to be an active member of a recognized sport team.

SPORT TEAM SELECTION PROCESS

Eligibility criteria

General to all candidates:
Full time KIMEP students and alumni
Good Health status (health certificate)
Approval of the Director of the Sport Center and AVPSA
For students only:
GPA of 2,5 and above
The following, will give a competitive advantage to the candidates:
Sport achievements including professional degrees in relative field
Membership in the professional sport team or association
Participation in city and republican championships

APPLICATION

The first stage of the selection process is filling out the application form and collect all needed documents listed below:
Required:
Application form and CV
Motivation Letter
Transcript
Optional:
Copies of certificates of achievements
All interested candidates must fill in and submit application form by the designated due date

SELECTION PROCESS

The Selection Process is a multi-step process. The descriptions below are meant to help applicants understand each phase and their role in the process.
Selection process

Fill and submit application form
Pass the physical ability test
Go through the interview by the selection committee
All candidates are expected to demonstrate maturity, responsibility, creative thinking, enthusiasm and commitment.

SELECTION
The committee makes a decision and letters are sent to all applicants indicating if they are being offered a membership during 3 working days after the interview.

SPORT CENTER CODE OF CONDUCT

Occupancy of Sports Center is a privilege extended to the student by the University.
The list of prohibited activities and penalties for the violation are the following (but not limited to):

Severe Behavioral Misconduct that leads to dispatched to the Disciplinary Committee		**Sanction**
1	Physically fighting with students, staff member or visitors	1st offense: dismissal from the Sport Center and report to SADC
2	Theft of property	1st offense: dismissal from the Sport Center and report to SADC
3	Sexual harassment/assault	1st offense: dismissal from the Sport Center and report to SADC
4	Vandalism or deliberate damage to KIMEP University property or the property of other individual	1st offense: damage expenses coverage, dismissal from the Sport Center and report to SADC
Less severe behavioral misconduct		**Sanction**
1	Smoking is banned (cigarettes, electronic cigarettes, water pipes etc.)	1st offense: Verbal warning 2nd offense: dismissal from the Sport Center and report to SADC
2	Verbally threatening /using abusive language /discrimination of any aspects towards another student or faculty/staff member with harmful intent	1st offense: Written warning, mandatory counselling 2nd offense: dismissal from the Sport Center and report to SADC

PART VI. UNIVERSITY CODE OF CONDUCT

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

All members of this academic community entitled the same basic freedoms, rights and responsibilities. In particular, students and faculty at KIMEP University should exercise freedoms and responsibilities related to the educational process. In order for this to happen, teachers should be free to teach, conduct research, and publish findings in the spirit of free inquiry, and to exercise academic responsibility in the classroom in examining and discussing subjects in a spirit of freedom. For students, attending KIMEP University is a privilege. In order to maintain the ideals of scholarship, character and commitment to excellence, KIMEP University establishes these rules and regulations to further these ideals within the university community. Students must understand that individual rights bring associated responsibilities and that individual rights must be viewed in relationship to the health, safety and welfare of the university community. Faculty, students and administrators who are found by the appropriately constituted committee(s) to have contravened any KIMEP University regulation designed to protect the above principles will have the right to due process. Due process means the confidential and impartial consideration of their case by the appropriate committee, with the right to appeal any decision taken. These rules apply to all members of the university community equally. All members of the university community are responsible for the rules enforcement. Any KIMEP University student, teacher or employee who is aware of an offense and who does not act to prevent it, if possible, or to report it to the properly constituted authorities is also considered to be guilty in connection with the offense. All are also required to give evidence of what they saw, heard or perceived by other means before the appropriate committees when a case is under consideration.

POLICY ON SEXUAL, RELIGIOUS, AND ETHNIC HARASSMENT

It is the policy of KIMEP University to provide a safe and positive learning environment for all faculty, staff and students. To ensure such an environment, KIMEP University will not tolerate acts of sexual harassment or retaliation for filing a charge of sexual harassment against or by any employee or student. The following provides a definition of sexual harassment, any potential retaliation, and the procedures to be followed in cases related to sexual harassment. Furthermore, it is a violation of KIMEP University policy to knowingly lodge a false complaint of sexual harassment or give false information regarding such a complaint. This policy applies to all faculty, staff, and students of KIMEP University. There are many definitions of sexual harassment.

Sexual harassment consists of interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature under the following conditions.

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

Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

Or the conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment.

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

It is a violation of KIMEP University policy to engage in retaliatory acts against any employee or student who reports an incident of alleged sexual harassment, or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing related to such allegation of sexual harassment. Students and employees who believe they have been retaliated against because of testifying, assisting or participating in a proceeding, investigation, or hearing relating to an allegation of sexual harassment, should meet with and seek the advice of the Chair of KIMEP University Disciplinary 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. It is forbidden to pressure students or any member of the KIMEP University community for sexual favors or to insult, harass, threaten or assault any person for reason of their religion, ethnicity, gender or sexual orientation.

Cases where evidence of harassment is discovered will automatically be referred to KIMEP University authorities and then reviewed and discussed by the Disciplinary Committee. The Disciplinary Committee will make recommendations to the Provost and General Deputy to the President of the KIMEP University for appropriate action.

KIMEP UNIVERSITY DRUG AND ALCOHOL POLICY

The President's Cabinet reaffirms legislation that KIMEP University cannot sell alcoholic beverages, including beer, on campus. Based on this, a decision was made to prohibit the possession and consumption of alcoholic beverages, including beer, on campus by students, faculty, and staff.

It is also prohibited to sale or distribute of alcoholic beverages, including beer, in the Faculty and Staff Lounge. For other events on campus involving faculty, staff and guests, permission to serve alcoholic beverages must be approved in advance by the Office of the President of KIMEP University.

Cases where evidence of possession or use of these substances is discovered at "student events" on campus will automatically be referred to KIMEP University authorities and then reviewed and discussed by the Student Affairs Disciplinary Committee.

KIMEP UNIVERSITY GAMBLING POLICY

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

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

Cases where there is evidence that there has been a violation of this policy will automatically be referred to KIMEP University authorities and then reviewed and discussed by the Student Affairs Disciplinary Committee.

SMOKING AND CHEWING GUM POLICY

a) Beginning Fall 2009 smoking is prohibited throughout all of the KIMEP University campus. Also, smoking is prohibited in toilet facilities.

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

CAMPUS CLEANLINESS

KIMEP University seeks to keep our campus as clean as possible. The students have a responsibility with regards to their personal conduct. Students must use proper disposal places for their cigarette butts, chewing gum, and other trash. To encourage students to use proper disposal places, KIMEP University has implemented a disciplinary procedure for those who do not comply. After one written warning by the security staff or other KIMEP University personnel, the student will be referred to the SA 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.

USE OF KIMEP UNIVERSITY FACILITIES FOR ACTIVITIES

The use of KIMEP University facilities for activities and events is considered as a privilege. Therefore, any conduct that in any way deliberately vandalizes or damages property; poses risks to staff, faculty or students; and, in general, is not adult or professional behavior will not be tolerated. Unacceptable behavior includes but not limited to 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. The policy outlined in this Code of Conduct is not to restrict the freedom but only to protect KIMEP University property, members, and their guests. The following rules must be adhered to at any event held using facilities and will be strictly enforced. Students, student organizations, faculty or staff may use facilities for any event they choose. The Office of Student Affairs must be notified at least two weeks in advance of any plans to conduct an event on campus. The administration reserves the right to refuse usage of facilities to any entity for any event.

Ultimately, it is the responsibility of the Event Host to make sure that all participants are obeying KIMEP University rules and regulations.

The policy towards events on campus that involve the consumption of alcohol is as follows:

In the event that any violation of these rules occurs and the on-duty Security is unable to manage the situation, then the Head of Security shall be contacted immediately. The Head of Security shall use all resources at his discretion to rectify the situation.

In the event that such violations pose grave risks to students or KIMEP University property, and the Head of Security is convinced that the safety and security of students are in danger and he is unable to manage the situation, then the proper law enforcement authorities shall be contacted immediately.

In the event that such violations are illegal by Kazakhstan law, the Head of Security has the right to contact the appropriate law enforcement authorities without further consideration.

In the event of such gross violations, the Head of Security shall at the first opportunity inform the administration and shall make a formal report informing all relevant administration officials of the details of the event. These matters shall be reported to the Student Affairs Disciplinary Committee for action. The Student Affairs Disciplinary Committee will make recommendations to the Provost and General Deputy to the President of the KIMEP University for appropriate action.

GENERAL CONDUCT POLICY

STUDENT CENTERED LEARNING

"Any definition of student centered learning has both an academic and a social dimension. Student centered learning requires seeing students as people who have a certain 'personal autonomy'.

Seeing students as partners in the construction of knowledge is a radically different view to seeing them as consumers, or as individuals who simply reproduce knowledge." (Koen Geven, Robert Santa, 2010)

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

FACULTY CONDUCT POLICY

Violations of published laws; policies or rules and regulations may subject violators to appropriate disciplinary action by KIMEP University authorities. Faculty members who have engaged in misconduct, or whose poor work performance is due to culpable behavior (with blame) on the part of the staff member, will be subject to a progressive discipline process. Where the University believes that a faculty member may have engaged in misconduct or is not living up to their professional and work responsibilities due to culpable behavior, the

University will first investigate the circumstances surrounding the allegations. Faculty members are expected to fully co-operate with any such investigation.
As part of this investigation the University will provide the faculty member the opportunity to present the facts of their case and to respond to the issues that the University may rely on in determining whether discipline is required and the extent of the disciplinary penalty.

EXAMPLES OF FACULTY MISCONDUCT

"Personal misconduct" includes, but is not limited to:

Criminal acts such as assault of a student

Bullying and other forms of mental and / or physical harassment including behaving aggressively and / or in a manner likely to cause distress to students, staff or another faculty

Fighting while on KIMEP premises

Unprofessional behavior such as *Yelling* or *Screaming* at staff or students

Harassment on the grounds of sex, marital status, disability, race, ethnic origin, nationality, age, religious or political beliefs or socio-economic background;

Acts while under the influence of alcohol that threaten the integrity and image of the institution

Distribution of confidential, slanderous or libelous information that tarnishes the image of the institution and disturbs peace and harmony within the KIMEP community

Incapacity at work from alcohol or being under the influence of illegal drugs;

Other unethical behavior as stated in the Labor Law of Kazakhstan.

Note: other types of misconduct, which are not specified in the list above will be also subject to a progressive discipline process

DISCIPLINARY PROCEDURES

All members of the KIMEP University community are required to give true and accurate testimony during any of the procedures listed below. Giving false or misleading testimony to an official of KIMEP University who is investigating a complaint, or to any official body that is judging a complaint may result in disciplinary action. Violations of published laws; policies or rules and regulations may subject violators to appropriate disciplinary action by KIMEP University authorities.

COMPLAINTS ABOUT FACULTY CONDUCT

KIMEP University respects the academic freedom of the faculty and will not interfere with it regarding the content or style of teaching activities. At the same time KIMEP University recognizes its responsibility to provide students with a procedure for addressing complaints concerned with incompetent or inefficient service, physical or mental incapacity, biased attitude, and harassment of any kind – sexual, ethnic, religious, etc.
Students may receive advice in the student affairs office or Learning Support Center about complaint procedure. The procedure is the following:

Informal resolution. First of all, students are encouraged to resolve complaints informally with the faculty member or to seek the assistance of the department chair or dean to facilitate the discussion.

Formal complaint. If facilitation is unsuccessful or student does not wish resolve the situation informally, or if faculty misconduct is too severe, the student must file a written complaint with the department chair or dean if the academic unit does not have departments (Law School, Language Center). Any evidence supporting the case should be included with the complaint.

Case review. This step includes a review of the alleged violation(s), the associated information, and evidence by the chair/dean/director of the Department/College/School/Center. If it is determined that the case has merit, the process will move forward to the next step. If it is determined that the case does not have merit, student is informed about the decision within 10 working days. Merit is determined based on the facts and evidence presented by a complainant.

An administrative resolution will occur between the chair/director/dean and the accused faculty member. This process will allow the faculty member an initial response to the claim and may involve admission of responsibility and acceptance of sanctions, or explanation. The outcome of the process will be a decision by the chair/dean/director either: a) to apply sanctions (in cases of admission of responsibility), b) to proceed to disciplinary hearings (in cases with continuing merit), or c) to withdraw the case (in situations where explanation indicates the case no longer.

Disciplinary Hearings. If the administrative resolution concludes the case should continue to disciplinary hearing, the chair/dean/director will schedule a meeting of the Disciplinary Committee within 10 working days after the complaint was filed. The committee membership must consist, at minimum, of a committee chair, two faculty members, one student, and one administrative staff 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**.** The faculty named in the complaint will be invited to attend a meeting of the committee three days in advance. Exceptions to this policy may occur if an emergency situation exists. The faculty is expected to appear at this meeting. Failure to do so without giving advance notice of extenuating circumstances will mean a decision can be taken without presentation of evidence by the faculty member. The Committee will hear from both sides and both parties have the right to hear all evidence presented. The person(s) facing the complaint and those bringing the complaint will then be asked to leave the room while the Committee makes a decision. A simple majority constitutes a decision. The Chairperson has the casting vote in the event of a tie.

Decision. After hearing all relevant testimony, the Committee will deliberate in private. The decision of the Committee will be released within 10 working days after disciplinary hearings.

Appeal. If either the student or the faculty member is not satisfied with the decision of the committee, they may file a written appeal to the next level committee (college or KIMEP; if hearings started from the department level, there shall be two levels for the appeal- College and university) within ten working days of receiving the decision. The chief academic officer (dean or VPAA) shall serve as the chairperson of an Appeals Committee, which shall also include the chief student affairs representative, 3 faculty members, and one student representative. The committee shall issue a written decision within twenty calendar days of receiving the appeal. A copy of the decision shall be sent to the student, the faculty member, the department chairperson, and the president.

Disciplinary charges. Following the completion of these procedures, the committee shall decide on the appropriate action, if any, to take, for example: verbal warning, warning letter, reprimand letter, termination.

COMPLAINTS ABOUT STAFF CONDUCT

Professionalism

Administrative staff are expected to proceed in their daily duties to demonstrate their professionalism with clear understanding of responsibilities, commitment to respectful, responsive communication, excellence and quality in all they do, and student-centered attitude.

Application of the Code

The Provost and General Deputy Office together with the Associate Vice President of Student Affairs will exercise jurisdiction over the relevant units and members conduct.

Sanctions for the conduct listed below may be imposed on any administrative, professional, or supervisory member found responsible for violating the Code of Ethics.

The Provost Office together with the Student Affairs office has responsibility for adjudicating cases based on allegations of misconduct. Ordinarily the University will proceed with written complaints but reserves the right to proceed without a written complaint.

Professional Conduct

KIMEP U expects all administrators to conform to the explicit standards of professionalism defined in this policy. Any administrator who demonstrates behavior that does not comply with or that is inconsistent with the minimal standards of professionalism may be subject to the range of disciplinary actions.

1. An administrator shall carry out the duties of the office with competence and strive to maintain and quality of service;

An administrator has the obligation, within the scope of his/her authority, to insure compliance with the KIMEP Core Values;

An administrator should see students as partners in the construction of knowledge and personal growth;

An Administrator should promote student well-being, retention, progression, and achievement;

An administrator should understand the value and impact of services that support students;

An administrator should refuse to accept any gift, favor, service, or other item of significant value from any person, group, private business, or public agency which may affect the impartial performance of one's duties;

An administrator should not create any obstacles and hassles in administrative procedures and be able to address student inquiry correctly. If an administrator is not able to provide correct information or service, he/she should find the resource person who would be able to do so.

An administrator should not involve students in unnecessarily time-consuming, confusing, and unreliable bureaucratic procedure.

An administrator should not create the situation when students feel that needed information is both in short supply and hidden in balkanized departments for which they have lack an overall roadmap.

Staff shall treat other staff and students with dignity. Free from harassment, gossip, slanderous accusations, or inappropriate confrontations.

PROCEDURES FOR COMPLAINTS

The following procedures comprise the conduct process:

Complaint Reported. Complaints should be reported in writing and registered in Clerical Office. Then complaints are submitted to the Human Resource Office. HR Office reports on incoming complaint to Provost & GDP.

Case review. This step includes a review of the alleged violation(s) and the associated information and evidence by HR Head, the Provost, The VPAA and KIMEP Legal Office. If it is determined that the case has merit, the process will move forward to the next step. If it is determined that the case does not have merit the HR Head and the Provost will meet with the complaining party and explain, why the complaint will not be pursued.

An administrative resolution will be attempted between the two parties. This process will allow the staff to admit responsibility for violation(s) of the Code and accept the sanctions.

Disciplinary Hearings. If the case is not handled an administrative resolution, the HR Office and Provost will pass the case to a KIMEP Disciplinary Committee. Committee members (3) are selected by the Provost, HR, and Legal Office. KIMEP Disciplinary Committee will be scheduled within 7 working days after the employee has been charged. Committee membership will be on annual basis and shall consist of 1 member of the HR department, 1 SA representative, 1 general body staff representative. The chair position is rotating on annual basis. The secretary is also on a rotating annual basis. KIMEP Disciplinary committee will review the case with all relevant evidences; will hear witness statements if any and interview the charged individual. Charged individuals, must be given the opportunity for an interview by the committee. If the committee has question related to KZ Labor policy or laws, they may request answers in writing to specific questions from the Legal Office or HR. If the Committee needs help in investigative work, they may meet with the HR Head and the Provost to determine exactly what is needed and who can help.

The Committee member will serve for one year and will not serve two years in a row.

The Committee work is confidential, outside involvement or interference is considered a violation of the integrity of the committee and a violation of the confidentiality agreement signed by al members.

Decision. The decision of the Committee will be released within 5 working days after disciplinary hearings.

Appeal Process. If staff member disagrees with the Committee decision, the appeal should be submitted to the President's Cabinet. The decision of the President's Cabinet is final.

Sanctions:

1. Reprimand letter
2. Admonition
3. Reprimand
4. Severe reprimand
5. Termination of employment contract upon initiative of the Employer

STUDENT CODE OF NON – ACADEMIC CONDUCT

The Student Code of Non-Academic Conduct reflects the university expectation that all students will follow generally accepted norms of behavior, University policies and procedures, state norms and regulations. The Code outlines examples of misconduct (both on and off campus) for misconduct against persons, university and community members' property, committing offenses, alcohol, drugs, assaults and/or weapons, etc.

All members of the KIMEP University community are required to give true and accurate testimony during any of the procedures listed below. Giving false or misleading testimony to an officer of KIMEP University who is investigating a complaint, or to any official body that is judging a complaint may result in disciplinary action. (Faculty or Employee misconduct cases are reviewed in accordance with Faculty Code of Practice and Employees Hand Book).

Violations of published laws; policies or rules and regulations may subject violators to appropriate disciplinary action by KIMEP University authorities. All non-academic misconduct cases shall be reported to the Student Affairs office.

The following procedures comprise the conduct process:

- **Complaint Reported**. Complaints should be reported in writing and registered in the SA Office.
- **Case review.** This step includes a review of the alleged violation(s) and the associated information and evidence by AVPSA. These include the report, explanatory note from a student named in the complaint, witness statements if any, other evidence of misconduct. If it is determined that the case has merit, the process will move forward to the next step. If it is determined that the case does not have merit the AVPSA and SA Executive Director will meet with the complaining party and explain why the complaint will not be pursued.
- **An administrative resolution** will be attempted between the two parties. This process will allow the students to admit responsibility for violation(s) of the Code and accept the sanctions. This step may happen only in case of a minor misconduct.

Disciplinary Hearings

1. The Student Affairs Disciplinary Committee mandate and membership

The Student Affairs Disciplinary Committee has the jurisdiction to investigate any non- academic student violations of rules and regulations of the institution.

The Student Affairs Disciplinary Committee members shall be one faculty member from each College/School, nominated by the Dean, one KSA representative and the Executive Director of Student Affairs. The Executive Director of Student Affairs shall be a chair of the committee.

In instances where non-academic offenses are of a severe and sensitive nature, including but not limited to sexual, racial or ethnic harassment, and could potentially have a significant impact on the well-being of the university community or its members, the Student Affairs Disciplinary Committee **may convoke without the inclusion of student.**

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 corresponding College Dean/Unit Head/KSA President.

Eligibility Criteria for Membership:

Members of the Student Affairs Disciplinary Committee shall be selected based on their expertise, impartiality, and commitment to upholding the university's values. Faculty, staff members and student chosen to serve on the committee shall demonstrate knowledge of the university's policies and procedures, as well as a willingness to engage constructively in disciplinary proceedings. Student members shall be in good academic standing and have a demonstrated record of responsible conduct.

The members of the committee shall not have any contacts with an alleged student, his/her relatives or any other advocates before, during and after the hearings.

2. Voting Procedure and Use of Proxy Voting

The voting procedure for the Student Affairs Disciplinary Committee involves all eligible committee members participating in person or virtually during deliberations. Each member is expected to review the case materials, engage in thoughtful discussions, and cast their vote based on their assessment of the evidence and relevant policies.

Student Affairs Disciplinary Committee members shall use one of the three distinct types of votes for each case:

a. "in favor" vote - indicates the committee member's endorsement of a proposed course of action or decision. It reflects the member's agreement with the presented evidence, policies, and arguments, indicating their support for the resolution under consideration.

b. "oppose" vote - signifies dissent and opposition to the proposed course of action or decision. This vote underscores the committee member's disagreement with the presented information and suggested resolution.

c. "abstain" vote - committee members choose not to cast a vote either in favor or against the proposed resolution.

Use of Proxy:

Proxy voting, which involves one committee member voting on behalf of another. The use of proxy voting raises concerns about the authenticity of the vote and the representation of the absent member's perspective. Considering the potential challenges associated with proxy voting, **its use within the Student Affairs Disciplinary Committee should not be practiced**.

3. Confidentiality of Voting

The Student Affairs Disciplinary Committee recognizes the importance of maintaining the confidentiality of voting. Confidentiality is upheld as a fundamental principle in the committee's decision-making process. All committee members should sign “confidentiality agreement” and are expected to uphold the confidentiality of discussions, votes, and any related information related to the cases under review.

Any breach of confidentiality shall lead to disciplinary actions again a committee member and hearing results reassessed.

Modes of Voting:

The policy acknowledges that different cases may require distinct modes of voting to best serve the interests of fairness and justice. Two primary modes of voting are outlined: confidential voting and open voting.

a. Confidential Voting: In cases where the nature and severity of the offense demand a higher level of sensitivity and protection of involved parties' privacy, confidential voting will be prescribed.

b. Open voting: Open voting is employed in cases that typically involve non-academic offenses that are less severe and do not involve issues of personal privacy or vulnerability.

Balancing Considerations: The decision to implement open voting is balanced against the need to respect the privacy and rights of all parties involved. The decision to implement either confidential or open voting is at the discretion of the committee chair.

Procedure

1. The student(s) named in the complaint will be invited to attend a meeting of the SADC in most cases three days in advance. Exceptions to this policy may occur if an emergency situation exists.
   The student(s) have to appear at this meeting. Failure to do so without giving advance notice of extenuating circumstances is taken as an admission of guilt.

2. The SADC 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 SADC makes a recommendation.

   A simple majority constitutes a decision. The Chairperson has the casting vote in the event of a tie.

3. The recommendation is submitted to the Vice President of Students Affairs and after her/his review a decision is made within 3 working days.

4. If the committee does not recommend suspension or dismissal, the AVPSA issues a reprimand letter and passes it to the student. Once the reprimand letter is received, the decision must be immediately obeyed. Failure to do this will open the person penalized to further disciplinary action.

5. If the committee recommends suspension or dismissal, the AVPSA passes the report to the office of Provost and General Deputy to the President within one working day (if the procedure was violated or not all documents were presented, the report would be submitted once the pack is ready) of the decision of the SADC.

6. The Provost and General Deputy to the President will create a university ad hoc disciplinary committee to review the case and make a decision. The committee members shall be Law School faculty member, KIMEP U Senior Legal Advisor and Director of the Registrar Office.
   The person(s) about whom the complaint was lodged is then notified in writing within five working days of the Committee decision after signing the minutes of the committee hearings.

7. All appeals must be submitted to the senior management disciplinary committee within one week once a dismissal/suspension letter is received and signed by a student.
   The decision of this Committee is final.

Actions of the committee

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

Dismissal

The student is told to leave campus and not allowed to return to KIMEP University. Any degree candidacy or academic standing is automatically nullified. The student is forbidden to enter KIMEP University buildings and premises.

Suspension

The student is told to leave KIMEP University for a period deemed appropriate for the offense. During this time the student is forbidden to enter KIMEP University buildings and premises.

Disciplinary Probation

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

Reprimand letter is an official document that can be issued by the AVPSA to a student for behavioral misconduct. It serves as a formal warning and is used to inform the student that his/her actions are not acceptable and must be corrected.
The letter should include clear details about what the behavior was and any consequences that may result from future occurrences.
Mandatory Counseling There are circumstances where the Committee may feel that the student should have consultation(s) with a mental-healthcare professional before the student can be reintegrated into the KIMEP University academic community. Records of such consultations are entirely confidential.
Community Service/Work Experience
The student is asked to perform a specified number of hours of volunteer work, either at KIMEP University or in the wider community. In certain circumstances, the Committee may require that the student find regular paid employment and demonstrate a period of time working in that job.
Monetary Compensation for Damages from the Student
In cases where property has been damaged (E.g. computers, software, fixtures etc.), the Committee may offer the student an opportunity to compensate KIMEP University for the damage caused. In case of serious damage, the Committee may impose either suspension or expulsion, or recommend that KIMEP University sue the student in a civil court action to recover the cost of the damages.

Examples of Misconduct
I. Severe Behavioral Misconduct that leads to immediate Suspension and likely Dismissal

	Behavioral Misconduct Includes:	**Normal sanction**
1	Physically Assaulting Another Student or Faculty/Staff Member or visitor with a Weapon (knife, bat, traumatic gun)	Suspension and probability of permanent dismissal from KIMEP University
2	Physically Fighting or Displaying Physical Aggressiveness & Contact Towards Faculty or staff member or visitor	Suspension and probability of permanent dismissal from KIMEP University
3	Being identified as dealer and/or provider of drugs on campus	Suspension and probability of permanent dismissal from KIMEP University
4	Unlawful Possession of Substances on Campus (drugs)	Suspension and probability of permanent dismissal from KIMEP University
5	Sexual Harassment/Assault	Suspension and probability of permanent dismissal from KIMEP University
6	Threatening bodily harm to another person with a knife, firearm, club, or another object that could be construed as a weapon.	Suspension and probability of permanent dismissal from KIMEP University
7	Theft of KIMEP U, students, faculty or staff property	Suspension and probability of permanent dismissal from KIMEP University
8	Hazing	Suspension and probability of permanent dismissal from KIMEP University
9	Falsification of official documents	Suspension and probability of permanent dismissal from KIMEP University

10	Physically Fighting or Displaying Physical Aggressiveness & Contact Towards Another Student	1st Offense: suspension and Mandatory Counseling 2nd Offense: Permanent Dismissal from KIMEP University
11	Undermining the KIMEP U reputation while studying in a partner university (any reported academic misconduct should be referred to the college; non-academic misconduct to SADC)	1st Offense: suspension and Mandatory Counseling 2nd Offense: Permanent Dismissal from KIMEP University

II. Behavioral Misconduct that leads to Disciplinary Probation and after 2nd offense to Dismissal

1	Verbally threatening /using abusive language /discrimination of any aspects towards another student or faculty/staff member with harmful intent	1st Offense: Disciplinary Probation & Mandatory Counseling 2nd Offense: suspension and probability of Dismissal from KIMEP University
2	Groundless accusation	1st Offense: Disciplinary Probation and Mandatory Counseling 2nd Offense: suspension and probability of Permanent Dismissal from KIMEP University
3	Being found in possession of any kind of weapon (For example: a knife, firearm, or club).	1st Offense: Disciplinary Probation and Mandatory Counseling 2nd Offense: suspension and probability of Permanent Dismissal from KIMEP University
4	Alcohol Intoxication/Possession Unlawful Substances on Campus	1st Offense: Immediate confiscation of the substance by security personnel. Disciplinary Probation and Mandatory Counseling 2nd Offense: suspension and probability of permanent dismissal.
5	Smoking is banned at KIMEP University (cigarettes, electronic cigarettes, water pipes etc.). Violating the smoking policy anywhere at KIMEP University Campus is prohibited.	Immediate confiscation of cigarettes by security personnel 1st Offense: Disciplinary Probation 2nd Offense: Mandatory Counseling and community service 3rd offense: suspension and probability of permanent dismissal.
6	Vandalism or deliberate damage to KIMEP University property or the property of other individuals	1st Offense: Disciplinary Probation 2nd Offense: Suspension or Dismissal
7	Offensive behavior in the classroom or corridors of the university (For example: spitting, shouting, offensive behavior towards classmates/faculty members along with ethnic, religious or racial slurs, etc.)	1st Offense: Disciplinary Probation and Mandatory Counseling 2nd Offense: Suspension or Dismissal
8	Littering On Campus Grounds (This would include the improper disposal of cigarette butts, chewing gum, and other trash, etc.)	1st Offense: Official reprimand letter 2nd Offense: Community Service 3d Offense: Suspension or Dismissal

9	The playing of cards for the purpose of gambling and/or gambling on campus grounds	1st Offense: immediate confiscation of cards by KIMEP University Official and Official reprimand letter 2nd Offense: Disciplinary Probation and Mandatory Counseling 3rd Offense: Suspension or Dismissal

Note: For other actions, which are not specified in the list above will also be subject to Disciplinary Committee penalties.

All members of the KIMEP University community are required to give true and accurate testimony during any of the procedures listed below. Giving false or misleading testimony to an officer of KIMEP University who is investigating a complaint, or to any official body that is judging a complaint may result in disciplinary action. (Faculty or Employee misconduct cases are reviewed in accordance with Faculty Code of Practice and Employees Hand Book).

Violations of published laws; policies or rules and regulations may subject violators to appropriate disciplinary action by KIMEP University authorities. All non-academic personal behavior cases shall be reported to the Student Affairs Disciplinary Committee.

The following procedures comprise the conduct process:

Complaint Reported. Complaints should be reported in writing and registered in the SA Office.

Case review. This step includes a review of the alleged violation(s) and the associated information and evidence by AVPSA. If it is determined that the case has merit, the process will move forward to the next step. If it is determined that the case does not have merit the AVPSA and SA Executive Director will meet with the complaining party and explain, why the complaint will not be pursued.

An administrative resolution might be attempted between the two parties. This process will allow the staff to admit responsibility for violation(s) of the Code and accept the sanctions.

DISCIPLINARY HEARINGS

The Student Affairs Disciplinary Committee has the jurisdiction to investigate any non- academic student violations of rules and regulations of the institution. The Student Affairs Disciplinary Committee members shall be the Executive Director of Student Affairs, one faculty member from each College/School, nominated by the Dean, and representative of Financial Aid, International Office, and three KSA representatives.

The rotating chair position will change each academic year. 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.

The student(s) named in the complaint will be told to attend a meeting of the SADC in most cases three days in advance. Exceptions to this policy may occur if an emergency situation exists.

The student(s) MUST appear at this meeting. Failure to do so without giving advance notice of extenuating circumstances is taken as an admission of guilt.

The SADC 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 SADC makes a decision.

A simple majority constitutes a decision. The Chairperson has the casting vote in the event of a tie.

The person(s) about whom the complaint was lodged is then notified in writing within five working days of the Committee decision after signing the minutes of SADC hearings.

Upon the issuing reprimand or dismissal/suspension letter, the decision must be immediately obeyed. Failure to do this will open the person penalized to further disciplinary action.

All appeals must be submitted to the office of Provost and General Deputy to the President within one week of the decision of the SADC. Provost and General Deputy to the President together with the Vice President of Academic Affairs and the Vice President of Finance will consider an appeal within one week and serve as an appeal committee. The decision of this Committee is final.

ACTIONS OF THE COMMITTEE

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

DISCIPLINARY PROBATION

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

SUSPENSION

The student is told to leave KIMEP University for a period deemed appropriate for the offense. During this time the student is forbidden to enter KIMEP University buildings and premises.

DISMISSAL

The student is told to leave campus and not allowed to return to KIMEP University. Any degree candidacy or academic standing is automatically nullified. The student is forbidden to enter KIMEP University buildings and premises.

COMMUNITY SERVICE/WORK EXPERIENCE

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

MONETARY COMPENSATION FOR DAMAGES FROM THE STUDENT

In cases where property has been damaged (E.g. computers, software, fixtures etc.), the Committee may offer the student an opportunity to compensate KIMEP University for the damage caused. In case of serious damage the Committee may impose either suspension or expulsion, or recommend that KIMEP University sue the student in a civil court action to recover the cost of the damages.

COURSE OF CONSULTATION WITH A PSYCHOLOGIST OR PSYCHIATRIST

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

ENROLLMENT IN SPECIFIC CLASSES

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

BAN FROM COMPUTER FACILITIES AND LABORATORIES

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

STUDENT ACADEMIC CODE OF BEHAVIOR

Student academic behavior at KIMEP University should support the principle of freedom of expression for both instructors and students. The university respects the rights of instructors to teach and students to learn. Any action that impedes these rights is prohibited. The expectation is that students:

1. Arrive on time for class (after 10 minutes instructors have the right to refuse entry if instructor arrives on time for the start of class).

Obtain the instructor's permission if there is a legitimate need to leave class early.

Turn off all mobile phones and electronic devices if requested to do so by instructor. (Instructors have the right to confiscate mobile phones that have not been turned off for the remainder of the class period.)

Refrain from talking to other students except during structured classroom activities. (Instructors have the right to direct offending students to leave the classroom.)

Refrain from making disruptive noises such as slamming doors.

Behave in a respectful manner towards the instructor and other students. (Incidents of insulting behavior and/or use of offensive language or gestures can be forwarded to a disciplinary committee for sanctions.)

Respect the opinions and beliefs of others even if there is disagreement.

These guidelines are appropriate for all academic situations whether in lectures, seminars, tutorials, or in interaction in instructor office.

DISRUPTIVE CLASSROOM BEHAVIOR POLICY

Students are not permitted to engage in classroom behavior that interferes with the instructor's ability to conduct the class or with the ability of other students to profit from the instruction. An individual engaging in disruptive classroom behavior will be subject to: First offense: warning from instructor. Second offense: removal from class. Third offense: sanction by the College Disciplinary Committee.

"Disruptive," as applied to the academic setting, means verbal and other behavior in the classroom that a reasonable faculty member would judge as contrary to normal academic functions. Examples include, but are not limited to, speaking persistently without being recognized, frequently interrupting other speakers, constantly making statements that are off the topic, use of intimidation, physical threats, harassing behavior, use of mobile telephones, personal insults, physical contact, and refusal to comply with faculty direction. The

institution reserves the right to move directly to removal from class or sanction by the College Disciplinary Committee, depending on the nature and severity of the misconduct.

CLASS ATTENDANCE POLICY

KIMEP benchmarks best practices from top universities when developing equitable academic policies. The attendance policy at KIMEP is participatory with general guidelines being provided, while Colleges (through faculty governance) shall have final approval that optimizes student learning in their specific disciplines. Moreover, each faculty member may modify College policy based on best pedagogical practices for his/her course. This is a generally accepted and recognized practice across higher education.

If a student fails to attend classes, that equals more than 20% of classroom instruction, then penalties will incur. It is the responsibility of instructors to monitor regular attendance. All attendance policies shall be clearly stated on each course syllabus.

Penalties may be including reduction of grades, failure of the course or course withdrawal. This is at the discretion of College and ultimately, course instructors. In not attending the 20% of the course, the student will not have to show cause*. It is up to the student to monitor his/her own attendance, which starts from the first day of class until the end of the semester.

**Note: Those with special circumstances, such as pregnancy, military service, disability, severe illness, etc., the student must discuss, provide appropriate documentation and be granted any accommodation in the faculty member's discretion, before such circumstance requires total absences in a course to exceed twenty percent in order to avoid strict application of this policy in their situations.*

MAKE-UP CLASS POLICY

All contact hours declared in the schedule shall be maintained (for example, for a three credit course, 45 contact hours is typically expected). The academic department and faculty monitor the completion of required contact hours. KIMEP University recognizes the official holidays of the Republic of Kazakhstan. With the purpose of maintaining the excellence in education, both instructors and students of KIMEP University are expected to follow the class make-up policies:

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

When an Instructor cancels a class due to the sick leave, conference trip, or any authorized absence, a make-up class is expected. The class should be scheduled, taking into consideration both instructor's and students' time. Make-up classes are monitored by the department chairs and deans.

Class cancellations by the University or instructor due to the weather or unexpected circumstances should be made up. Depending on the case, the scheduling is made either by the institution or instructors. Make-up classes are monitored by the department chairs and deans.

EXAMINATION RULES

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

3. Proctors have the right to demand ID cards upon entrance to the examination room or at any time during the exam.

All coats, bags, brief cases and other materials must be placed in the designated area, usually adjacent to the senior proctor's table.

All reference books, materials, papers, magazines and journals must be deposited at the senior proctor's table. Unless otherwise indicated, they must not be within the sight or reach of students.

Students may not borrow anything from other students.

It is the students' responsibility to know whether translation dictionaries are permitted or not.

Possession of unauthorized notes or reference material whether referred to or not, may be taken as proof of cheating regardless of their nature.

Students may not leave the room once the examination has started for any reason. Students leaving the examination room will not be allowed to return. Students are advised to use the restrooms immediately before an examination.

Talking to anyone other than the proctor in the examination room is not permitted.

Student may not use cell phones, pagers or any text messaging devices.

Students must stop working at the end of the time allowed for the exam. Continuing to work on the exam after the allotted time is considered as cheating.

Communicating answers to other students is as serious as receiving answers. Students who assist others are subject to disciplinary action and penalties.

ACADEMIC INTEGRITY/VIOLATIONS POLICY

University considers academic integrity to be essential for students' intellectual development. Incidents of academic dishonesty/violations can also seriously damage the reputation of the university.

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

ZERO TOLERANCE POLICY

KIMEP University has a "zero tolerance" policy for all forms of academic dishonesty. "Zero tolerance means no rule (academic or extracurricular) violation will be accepted". Zero tolerance applies to homework, quizzes, assignments, papers, presentations and midterm exams, the same as for final exams. Zero tolerance applies to admission and diagnostic tests, the same as for classroom assessments. And zero tolerance applies to faculty the same as to students. Faculties are expected to lead by example.

PLAGIARISM

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

4. Directly copies one or more sentences of another person's written work without acknowledgment.

Closely paraphrases one or more paragraphs without acknowledgment of the origin of the ideas.

Uses facts, figures, drawings or charts without acknowledging the source.

Fails to put a word for word citation in quotation marks assuming that referencing the source is sufficient (i.e. a referenced work created by "cut" and "paste").

Turns in an assignment done by someone else.

LEVELS OF ACADEMIC VIOLATIONS

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

Level 1 incidents are situations in which the dishonesty would have only a small impact on the person's academic record. Examples would be falsifying an attendance sheet, copying a homework assignment, copying from another student's answer sheet during a quiz, or instances of plagiarism where only a part of an assignment is plagiarized. Dishonest behavior on an exam, quiz or assessment activity that counts for 10% or less of the total assessment is level 1 dishonesty.

Level 2 incidents are intentional and preplanned. The outcome of the dishonesty is significant enough that it might have an impact on a final grade or on some desired outcome. Examples include preparation and/ or use of cheat notes during an exam, communicating or receiving answers during an exam, submitting papers or assignments done by others, plagiarism, falsifying documents and/or forging approval signatures.

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

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

REVIEW PROCEDURES

(See also flow chart for the review process)

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

For level 1 violations the faculty member or person responsible may handle the academic dishonesty at a personal level. If the person(s) involved accept the decision or penalty, then no further action is required. If the people accused of academic dishonesty disagree with the penalty or feel that the charge of academic dishonesty is incorrect, they may request a hearing with the College Academic Integrity Committee. If second offense for level 1 violation, then instructor informs department chair in writing.

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

Any incident which has an impact of more than 10 percent of a grade is automatically level 2 and must be reported. Normally the report is submitted to department chair of the college responsible for the course in which the student is enrolled. If an incident involves persons from more than one School or College, then the Vice President of Academic Affairs will decide which committee is the most appropriate committee to hear the case.

Upon receiving the incident report, the chair of the College Academic Integrity Committee notifies the person of the charge of academic dishonesty and indicates the time and date of the next committee meeting. The College Academic Integrity Committee evaluates the evidence, determines whether or not academic violations

have occurred and determines an appropriate penalty. If further investigation is necessary, the committee may meet several times in order to determine the outcome of a case.

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

The academic integrity committee should examine the record of academic violations (if applicable) of the accused to determine an appropriate penalty. Once a decision has been reached, the College Disciplinary Committee must report in writing by letter the findings to the instructor, the student and the Registrar within 5 working days (excluding holiday and break periods).

Students have the right to appeal the decision of a College Academic Integrity Committee to the University Academic Integrity Committee.

The appeal should be submitted in writing to the Academic Affairs Office within 5 working days (excluding holiday and break periods) of receipt of the written letter of the College Academic Integrity Committee. If the appeal has a basis on the grounds of new evidence or due process violations, the appeal is heard by the KIMEP University Academic Integrity Committee. In order to have the appeal heard, the defendant must state a specific reason: a) new evidence not considered by the college/school academic integrity committee has been provided or b) due process violations occurred. A defendant may not use the appeal process to simply plead for a lighter sanction.

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

PENALTY GUIDELINES

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

For a Level 1 offense, appropriate penalties are:
• A grade of zero (0) for the assignment. The 0 is used in the calculation of the final grade.
• A reduction in the grade for the course.
• Additional coursework or a project to encourage ethical behavior..

For a Level 2 offense penalties may include:
• A grade of zero (0) for the assignment. The 0 is used in the calculation of the final grade.
• A reduction in the grade for the course.
• A grade of "F" for the course. (In such cases the student may not withdraw from the course.)
• Suspension for one semester.
• Additional coursework or a project to encourage ethical behavior.

For a Level 3 offense, penalties may include:
• A grade of "F" for the course. (In such cases the student may not withdraw from the course.)
• Forced withdrawal from all courses for the current semester.
• Suspension for one to three semesters.
• Expulsion from KIMEP University.
• Additional coursework or a project to encourage ethical behavior.

For a Level 4 offense, penalties may include:
• Forced withdrawal from all courses for the current semester.
• Suspension for 1 - 2 years.
•Expulsion from KIMEP University. Students who received sanctions from an academic disciplinary committee are placed on academic integrity probation for a minimum of one semester.

PART VII. ACADEMIC UNITS

BANG COLLEGE OF BUSINESS

ADMINISTRATION

Dean
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Associate Dean for Graduate Programs
Yelizaveta Rybina, DBA

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Yuliya Frolova, DBA

Director for Executive Education Center
Bakytgul Tundikbayeva, MBA

Research Director
Alimshan Faizulayev, Ph.D.

Department of Accounting and Finance Chair,
Mira Nurmakhanova, Ph.D.

Department of Management and Marketing Chair,
Alma Alpeissova, DBA

GENERAL INFORMATION

VISION STATEMENT

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

MISSION STATEMENT

The Bang College of Business:

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

VALUES

The Bang College of Business values:

- Shared governance and transparency;
- Decision making based on consensus;
- Teamwork and collaboration among faculty, staff, and students;
- Contributions of each individual and our relationships with each other;
- Opportunity and desire for life-long learning;
- Innovation and continuous improvement in curriculum and pedagogy ;
- Creation of knowledge and its dissemination to students, businesses and to the community at-large.

STATEMENT OF PURPOSE

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

PROFILE

The Bang College of Business continues to develop future leaders by providing world-class business education through our cutting-edge Bachelor, MBA, Executive MBA (EMBA), Master of Management, Master of Marketing, Master of Finance, Master of Accounting and Audit and doctoral (PhD and DBA) programs. We are aggressively pursuing accreditation by most prestigious agencies to become an internationally renowned business college. Currently, we possess program accreditation from the European Foundation for Management Development (EFMD), institutional and program accreditation by Foundation for International Business Administration accreditation (FIBAA) and institutional accreditation from the Independent Agency for Quality Assurance in Education (IQAA). Historically, we held Level III (International) accreditation for Bachelor, MBA and EMBA programs by the Asian Forum on Business Education (AFBE) and international accreditation from Austria Quality Assurance and Accreditation Agency (AQAAA). In 2010, the BCB became a full member of the prestigious American accreditation agency - the Association to Advance Collegiate Schools of Business, AACSB International. In 2016, BCB acquired a full membership in the European Foundation for Management Development (EFMD).
BCB has graduate dual-degree arrangements with IESEG School of Management of France (KIMEP MBA + IESEGMaster of International Business), ESC Rennes School of Business of France (KIMEP MBA + ESC Rennes MSc in International Management), and the Universitat International de Catalonia of Spain (KIMEP MBA + Universitat International de Catalonia Master in Entrepreneurship, Venture Capital and Private Equity). More such arrangements are in progress.

We have high proportion of faculty members with doctoral degrees from leading international universities, who have solid experience not only in teaching and research, but also in industry and innovation, and will add many more to our existing high-credentialed faculty. Our administrators and faculty strive for continuous improvement in curricula, pedagogy, facilities, community relationship, andshared governance. The BCB intends to involve students in greater "active learning" and plans to have more guest lecturers from the real-world in its classes, stronger corporate connections, and further internationalization. We have further strengthened our Bachelor, MBA, EMBA and specialized Master programs by revising their curricula to be more application-oriented.

We respect diversity, not only of ethnicity, but also diversity in thinking, creativity, and approach to solving problems. The Administration and faculty encourage and support students to communicate their new ideas, leverage their strengths and perspectives, explore diverse projects, work collaboratively towards a common goal, and apply critical thinking and innovation at work. Our program managers, specialists and faculty members are always willing to advise students pertaining to course and project selection, internship opportunities, and graduation requirements. The Bang College of Business has the student-centered philosophy of teaching/learning and educates world-class business leaders.

The Bang College of Business has grown steadily since its inception in 1992. It currently has around 1200 undergraduate students, 160 master students and 15 doctoral students. BCB has a well-balanced mix of local and foreign faculty members who are academically qualified (AQ) or professionally qualified (PQ) or both. A core of highly qualified Kazakhstani faculty - many with North American and European degrees - is supplemented by a body of foreign faculties who bring a wealth of international experience and cross-cultural knowledge to the college's learning community.

DEGREE PROGRAMS AT BCB

The Bang College of Business offers five undergraduate degree programs with various specializations, five graduate Master's degree programs, and Doctor of Philosophy (Ph.D.) and Doctor of Business Administration (DBA) degrees. The degree programs are:

- Bachelor of Accounting and Auditing (BACTA)
- Bachelor of Finance (BFIN)
- Bachelor of Management (BMGT)
- Bachelor of Marketing (BMKT)
- Master of Accounting and Auditing (MACTA)
- Masters of Business Administration (MBA)
- Master of Finance (MFIN)
- Master of Management (MMGT)
- Master of Marketing (MMKT)
- Executive Masters of Business Administration (EMBA)
- Doctor of Philosophy (Ph.D) in Accounting and Auditing (DACTA)
- Doctor of Philosophy (Ph.D) in Finance (DFIN)
- Doctor of Philosophy (Ph.D) in Marketing (DMKT)
- Doctor of Philosophy (Ph.D) in Management (DMGT)
- Doctor of Business Administration (DBA)

DEPARTMENT OF ACCOUNTING AND FINANCE

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MISSION STATEMENT

The Accounting and Finance Department provides students with internationally competitive quality education in the areas of Accounting and Finance. As the constituent unit of the Bang College of Business,its core mission is to prepare students who are trained well in Accounting and Financial skills and tools to cater for the needs of the businesses, financial institutions and other organizations in Kazakhstan and Central Asia.
It provides an opportunity to citizens of Kazakhstan and other countries including Central Asia to gain specialized knowledge in Accounting and Finance areas, learn how to emerge as competent professionals imbued with high ethical values, to expose themselves to entrepreneurial and leadership qualities to be able to work in national and international organizations and assume challenging roles in an ever changing complex economic, social and financial environment. The Department is also highly committed to promote research interest among its faculty and students with a Central Asian focus to contribute to the development and prosperity of Kazakhstan and the global economy.

OBJECTIVES

The Objectives of the Department are:

1. To prepare professionals in Accounting and Finance capable of taking on challenging jobs and roles in all types of business organizations including corporations, financial institutions, regulatory agencies and markets.
2. To provide students with an exposure to critical thinking and analytical skills in the specialized areas to be able to carry out research and solve problems facing businesses, financial institutions, markets and economies around the world.
3. To enable students with a solid foundation to successfully pursue higher studies in the specialized fields of knowledge.

The Department offers degrees in Accounting and Audit and in Finance at the undergraduate, graduate and doctoral levels. It also supports MBA, EMBA and DBA programs through offerings of foundation, specialization, major and minor courses inthe areas of Accounting and Finance.

DEPARTMENT OF MANAGEMENT AND MARKETING

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MISSION STATEMENT

The Department of Management and Marketing provides high level of business education both for local and international companies according to the needs of globalized world. Educating the future leaders,

providing students with analytical and practical skills, and making them to be a part of the decision-making process as well as foster their critical and analytical thinking are the main goals of the Department.

The Department realizes its goals through a diverse and highly qualified local and foreign faculty and support staff. Faculty members have a wealth of both industrial and academic experience, practicing real-world problems as well as giving a strong background to the students.

Graduates are able to identify and analyze problems, markets, and industries and take corrective actions since they have been trained through case studies in the disciplines through innovative teaching. Theywill understand the concepts, theories, and methodologies used in the disciplines so that they can integrate theoretical knowledge and practical experience.

The Department offers degrees in Management and in Marketing at the undergraduate, graduate and doctorate levels. It also supports MBA, EMBA and DBA programs through offerings of foundation, specialization, major and minor courses in the areas of Management and Marketing.

CENTER FOR ENTREPRENEURSHIP & INNOVATION AT BCB

There is both a need and an opportunity for KIMEP to make an impact on entrepreneurship in Kazakhstan.The new Center for Entrepreneurship will be based in the Bang College of Business and reach out to the entire University and the community beyond. Our vision is for the Center to have three pillars: research, education, and practice. Research in entrepreneurship will commence in collaboration with the Global Entrepreneurship Monitor (GEM) Consortium (www.gemconsortium.org). Since 1999 GEM has led an annual, internationally coordinated, cross country assessment of national and regional entrepreneurial activity. Through the Center's initiative, Kazakhstan will join the other 59 nations in collecting and analyzing this data nationally andthen provide the data for a global assessment. This information will be available for KIMEP scholars to conduct further research which may have a profound impact on public policy decisions and economic development in the region.

Education in entrepreneurship will be enhanced with the introduction of an entrepreneurship minor, available to all KIMEP students with the design of additional courses for both business and non-business majors. In addition, we plan to develop workshops and certificate programs on how to launch start-ups in Kazakhstan for the greater community through the Executive Education Center.

The Center for Entrepreneurship will not only enhance research and education in entrepreneurship, it is our intention to help create new businesses in practice. We will do this by initiating an annual business plan competition. The judges of the competition will be actual successful entrepreneurs from KIMEP's vast alumni network. Eventually we would like to create an association of angel investors who are prepared to actually fund students' new venture ideas. In the future we may consider creating an incubator at KIMEP to help nurture start-ups.

LEADERSHIP DEVELOPMENT PROGRAM (LDP)

Statement of Purpose

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

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

The Program brings an academic focus to the study and development of leadership by:

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

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

Program Description

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

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

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

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

- Marketing Audit and Communication Program Development (joint project with Almaty Botanical Garden).
- New Product Development and Soft Drinks Market (joint project with Raimbek Bottlers).
- Greenery Design Market (joint project with Beauty Flora).
- Leadership of the Kazakhstan Banking System in the CIS: Myth or Reality? (Joint project with ICC Business Advisors).
- New methods and tools to promote products on the market: Winston case (project for JTI Kazakhstan Company).
- Promotional Activation Program on Jacobs Coffee Mixes Market (joint project with Jacobs)

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

Program highlights

Module 1. Visionary leadership
Module 2. Leadership across sectors
Module 3. Building values and developing actions

Module 4. Power and leadership
Module 5. Leading change
Module 6. Building trust and commitment
Module 7. Strategic thinking
Module 8. Leading organizational design
Module 9. Influential leadership and communication
Module 10. Simulation game "FLIGBY" (Flow is Good Business for You)
Module 11. Leading organizational performance

KIMEP LEADERS FORUM

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

The Program already featured the speakers from such companies as Samruk Kazyna, Kazakhtelecom, Singapore Airlines, Google, Air Astana, National Bank of the Republic of Kazakhstan, Jusan Bank, Steppe, Colliers, PwC, MARS, Nestle Eurasia, Halyk Bank, KPMG, Deloitte, Ernst & Young, Genezis, Grand Thornton, Mega Kz, Aport Mall, Philip Morris, Danone, METRO Cash& Carry, Magnum, Ramstore, L'Oreal, Proctor & Gamble, Microsoft, Nokia, Kcell, Toyota, Siemens Kazakhstan, Kaspi Bank, Zebra Coffee, Avon, BSH Home Appliances, Royal Flowers and many others.

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

EXECUTIVE EDUCATION CENTER (EEC)

ADMINISTRATION

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Facebook: https://www.facebook.com/eeckimep
LinkedIn: https://www.linkedin.com/in/executive-education-kimep-75226319b?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base_contact_details%3BGH41LbCEQjqERrrMhfbCrw%3D%3D
Marketing club: https://t.me/+rapT8Czwnt84MjBi
HR club: https://t.me/+D2rnPQicLBkwNDJi

GENERAL INFORMATION

STATEMENT OF PURPOSE
The main goal of the Executive Education Center (EEC) is to encourage lifelong learning and provide inspiring, innovative and effective personal and professional development opportunities.

The Center accomplishes its purpose by offering courses, training, seminars, workshops, forums and conferences catered to a wide range of interests.
Through the Center's commitment to collaboration with business, government and non-profit sectors, we have been able to contribute to many facets of Kazakhstani society and have consistently provided relevant and practical skills and knowledge. We serve the education needs of learners in Almaty and beyond via both traditional face-to-face interaction and online instruction. With over two thousand registrations annually, our clients range from university students, enhancing leadership skills, to government leaders and businesses exploring issues of national interest.

MISSION

The mission of the Center is to provide cost-effective, accessible, quality and recognized career-enhancing trainings and courses for students and employees alike.
The EEC provides flexible access for working professionals throughout Central Asia to obtain up-to-date skills and business knowledge in economics, management, finance, accounting and other related fields for both individuals and companies. 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. Executive Education Center at KIMEP University helps individuals and organizations develop and sustain this competitive advantage.

OVERVIEW

Since 1994, the Executive Education Center (EEC) at KIMEP University5 has offered dynamic programs that allow professionals to further upgrade their skills and gain a competitive edge in the labor market. As part of the University's commitment to lifelong learning, the EEC addresses this for further skill development through two separate tracks. First, it provides a range of opportunities for middle managers and experienced professionals to come to KIMEP University and receive focused training in a flexible format that suits their schedules. This wide array of offerings includes a market-leading Executive MBA, professional development programs, international certifications and regular roundtables on issues facing the Kazakhstani business community.
EEC also works closely with partners to ensure that they have access to programs that are specifically tailored to meet their particular needs. This makes EEC an excellent platform for business companies, NGOs and Governmental bodies wishing to acquire the necessary tools and global knowledge to adapt to meet rapidly changing market opportunities.
For example, EEC collaborated with the Eurasia Foundation and USAID to establish a Leadership Learning Center for American Energy Services, a global leader in the production of industrial valves. Using facilities provided by the Kazakh-American Free University in Oskemen, KIMEP trained 650 mid to senior-level managers. The project was so successful that the center has become a permanent institution, continuing to offer targeted trainings and opportunities for professional development. It is just one example of how the EEC serves Kazakhstan by supporting professional capacity building and providing various forums for the exchange of ideas and information.
A similar success story is demonstrated by the launch of the International Institute of Banking (IIB), the first major initiative of EEC funded by USAID. The success of IIB encouraged KIMEP to engage in further outreach to the financial sector, and many successful programs followed. EEC trained 4,014 Kazakhstani bankers since 1994, along with an additional 192 from other parts of the CIS, giving them access to intensive training sessions led by experienced Western financial professionals. Without a doubt, the experience these professionals gained at EEC has directly contributed to the reform and explosive growth of Kazakhstan's banking sector over the last twenty years, which has transformed Almaty into a regional hub for financial services.
EEC has also made a considerable contribution to the development of Kazakhstan's oil and gas industry. The Natural Resource Executive Management Training Program (NREMTP) was established, funded by the

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

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

In these projects and many others, EEC has provided targeted training to more than 12,200 professionals from 193 companies before the pandemic. This includes 34 banks, nine government departments, and a variety of UN agencies and NGOs.

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

EEC also benefits the local business community through several free forums. The KIMEP HR Club, established in 2009, is a bimonthly roundtable that serves as a discussion forum and networking platform for HR professionals. In 2010, KIMEP delivered its first International Human Resources Conference, focusing on "Training for Superior Results." KIMEP University Marketing Club "Navigator" serves a role for marketing similar to the HR club. Both professional platforms have been actively gathering businesses since today.

Through EEC, KIMEP University can make a sustained improvement in the professional skills base of KIMEP employees and the Republic as a whole. Anyone at any stage of their career can access this resource to gain additional qualifications, benefiting themselves, their companies and the community at large. KIMEP EEC has established key partnerships with some of the largest professional service Almaty companies to deliver other international professional qualifications, which will push EEC into the forefront of executive education, making it an invaluable resource for the Republic of Kazakhstan. EEC training programs are also available for KIMEP employees through the KIMEP HR department.

EEC PROGRAMS ACCREDITATION

The KIMEP EMBA program was initially accredited for five years in 2012-2013 by three international agencies simultaneously: the *Asian Forum on Business Education (AFBE)* on Level 3 (Full International, exceeds expectations), the *Agency for Quality Assurance and Accreditation Austria (AQAAA)*, and the *Foundation for International Business Administration Accreditation (FIBAA)* with a Quality Seal in Higher Education without conditions.

The Executive Education Center's Executive MBA and Mini-MBA Programs fully met and in some points exceeded the quality requirements of the Foundation for International Business Administration Accreditation (FIBAA) and were re-accredited for seven years without any conditions by this agency from 2018 until the Spring Semester of 2025. Before re-accreditation in November 2017, the FIBAA accredited both EEC programs EMBA and MiniMBA in 2012 for five years also successfully.

The purpose of FIBAA is to promote quality and transparency in education and science by awarding quality certificates to educational programs and institutions in the areas of higher education and continued professional development, according to the organization's website.

THE EXECUTIVE EDUCATION CENTER PROGRAMS AND OFFERINGS

Executive Master of Business Administration (EMBA) - academic program

Mini-MBA Program – professional certification program

Professional Development and Certificate Program (PDCP) - short-term trainings

World Languages and Preparatory Program (WLPP)

International Professional Certification Programs: The Chartered Financial Analyst (CFA) Program, Advanced Diploma in Taxation (ADIT),

Association of Chartered Certified Accountants (ACCA), etc.
EEC partnerships and Center sponsored conferences, forums, clubs, roundtables, workshops

PROFESSIONAL DEVELOPMENT AND CERTIFICATE PROGRAM (PDCP) AND MINI-MBA

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STATEMENT OF PURPOSE

The Professional Development and Certificate Program provide learning and networking opportunities for working professionals. In operation since 1994 it services both individuals and organizations alike. A full program of courses, trainings and workshops is regularly scheduled and customized trainings is developed on demand. The program offers a 'stand-alone' and integrated series of courses, seminars and trainings. Participants can gain knowledge of the fundamentals and then, if they choose, pursue an advanced understanding of topics including management, accounting and finance, marketing and sales, human resource management, information technologies, and business administration. New offerings and learning opportunities are introduced every year.

MISSION

The mission of the Professional Development and Certificate Program is to deliver high-quality learning opportunities to meet customer needs and to support the viability of the Central Asia business community. The program strives to develop and offer opportunities that:
Are relevant to the current business environment.
Provide excellent value and a sound investment in career enhancement and human capital.
Instill knowledge and skills that are immediately applicable in the workplace.
Are delivered at times and by means accessible to any professional.

PROGRAM OFFERING

Courses and trainings are offered in a variety of different learning modes to maximize accessibility:
Short-term (2-5 days) intensive trainings are regularly scheduled throughout the week.
Meeting weeknights and on the weekend, are scheduled over longer periods of study, usually lasting 4-6 weeks.
Hybrid trainings and courses, combining face-to-face and online learning are also offered.
Some training is also provided via self-study with a trainer available for consultation as needed.
Participants in this program can earn various levels of certification including:
"Certificate of Completion": This is a certificate confirming participation in a specific course.
"Certificate of Specialization": Students wishing to pursue one field of study may earn a certificate of specialization by successfully completing 4 courses.
'Mini MBA Professional Diploma": This program is developed for business managers wishing to gain enhanced skills and knowledge in the field of Business Administration. They may choose to complete 6 courses composed of 12 modules from the list in major areas: Finance and Accounting, Management, Marketing and Sales; Human Resource Management.
The duration or number of contact hours/days of Mini MBA as well as other short-term trainings and the methods of student evaluation vary according to the learning objectives, the nature of the course content and the mode of delivery.
The language of presentations of all PDCP programs is Russian. Trainings in English or Kazakh are upon the client's request.
Teaching techniques utilized in all PDCP (including Mini MBA) programs differ from traditional methods in the local training market. They consider the specific needs and goals of adult training. An interactive approach

is utilized to involve all participants in the modular learning process. Discussions and teamwork also promote knowledge sharing and networking.
PDCP utilize its wide network of adjunct faculty drawn from both the corporate and academic world to deliver its training. Their skills and knowledge make training practical and applicable to everyday business.
The Mini-MBA Program and its courses have been accredited since 2012 several times. Executive Education Center currently holds the FIBAA Quality Seal for an accredited Mini-MBA Program. This is the only professional development program in Kazakhstan and CA which has received such high-level international recognition.

CERTIFICATE OF COMPLETION:
This is a certificate confirming participation in a specific course.

CERTIFICATE OF SPECIALIZATION
Students wishing to pursue one field of study may earn a certificate of specialization by successfully completing 4 courses in the following list of area specialization.

LIST OF AREAS OF SPECIALIZATION

- ✓ Finance and Accounting
- ✓ Marketing and Sales
- ✓ Management
- ✓ Human Resource Management
- ✓ Administrative and Secretarial Skills
- ✓ Applied IT Courses for Business
- ✓ Leadership

LIST OF COURSES OFFERED IN AREA OF SPECIALIZATION

Area of Specialization	List of courses
Finance/Accounting:	1. Business Macroeconomics 2. Business Microeconomics 3. Finance and Accounting for Non-Finance Managers 4. Managerial accounting. Cost accounting 5. Corporate finance 6. Financial reporting analysis. Financial ratios analysis. 7. International Financial Reporting System, IFRS 8. Operational risk management 9. Investment risk management 10. Budgeting, planning and controlling 11. Internal auditing 12. Financial Statements: how to develop, read and interpret 13. Financial Statement Analysis in Excel 14. Accounting/Finance Principles 15. Budgeting, Planning and Controlling 16. Taxation and VAT 17. Financial Performance Analysis 18. Financial Accounting 19. Financial Modeling & Data Analysis in Microsoft Excel 20. Total Quality Management

Marketing and Sales:	1. Principles of Marketing 2. Electronic Marketing (E-Marketing) 3. Product and Brand Strategy 4. Brand Management 5. New Product Development 6. Business Development and Promotion 7. Marketing Research 8. Consumer Behavior 9. Consumer Service 10. Conflicts and Stress Management 11. Strategic Marketing 12. Effective Business Communication Skills 13. Sales from Start to Finish 14. Services/Consumer Marketing 15. Making Successful Presentations 16. Effective Negotiation Skills
Management:	1. Principles of Management 2. Principles of Personnel Management 3. Organizational Behavior 4. Presentations and Public Speaking 5. Win-Win Negotiations 6. Time Management 7. Conflicts and Stress Management 8. Principle of Project Management 9. Decision Making 10. Innovations and Change Management 11. Strategic Management 12. Managing Employer-Employee Relations 13. Delegating and Motivation 14. Personnel Performance Evaluation and Promotion 15. Essential Management Skills 16. Effective Business Communication Skills 17. Conflict and Stress Management 18. Making Successful Presentations 19. Effective Negotiation Skills 20. Project Management 21. Team Building 22. Managing Innovations 23. Decision Making in Challenging Environments 24. Legal and Regulatory Issues on Tenders 25. Business Plan Development 26. Small Business and Entrepreneurship
Human Resource Management:	1. Principles of Human Resource Management 2. Hiring: Interview, Selection, Adaptation 3. Performance Evaluation and Promotion 4. Managing subordinates 5. Delegating and Motivation 6. Team building 7. Change Management 8. Conflicts and Stress Management

	9. Managing the Employer-Employee Relations 10. Administration of employment contracts. Contract law issues. 11. RK Labor Code and Regulations 12. Effective Business Communication Skills 13. Team Building 14. Compensation: Effective Reward Programs 15. HR Document Maintenance: Monitoring and Legal Support
Administrative and Secretarial Skills:	1. Skills for Success: Guide for Secretaries and Administrative Assistants 2. Customer Service 3. Effective Business Communication Skills 4. Telephone Selling 5. Conflict and Stress Management 6. Time Management 7. Essential Management Skills 8. Team Building 9. Making Successful Presentations 10. Archive/Documentation Administration and Legislation
Applied IT Courses for Business:	1. IT-Driven Business Model 2. Software Engineering Concepts 3. Project Management 4. Business process design and management 5. Database Maintenance (Microsoft Access) 6. Advanced EXCEL 7. Auto CAD for Businesses 8. Data Analysis Using SPSS 9. MS Project 10. Multimedia Technologies to Develop Presentations 11. E-document Circulation and ERP System for Management 12. Financial Statement Analysis Using EXCEL 13. Financial Modeling & Data Analysis in Microsoft Excel 14. Power Query, Power Pivot, Power BI for business data analysis
Leadership:	1. Finance Management I. 2. Change Management 3. Conflict Management 4. Innovative Thinking & Innovation Management 5. Customer Oriented Approach 6. Contemporary Marketing 7. Strategic Management 8. Situational Leadership 9. Building Effective Team 10. Fundamentals of Law 11. Sales for Non-Salesmen 12. Simulation

MINI - MBA CERTIFICATE PROGRAM

Mini-MBA participants will develop the strategic thinking necessary in today's world of business to gain an increased understanding of the total organization to achieve and maintain a competitive advantage.

The Mini-MBA Program was successfully accredited in 2012 and re-accredited in November 2017 by the Foundation for International Business Administration Accreditation (FIBAA) and received a Quality Seal in Higher Education for 7 years until the Spring Semester of 2025.

The program is offered in a flexible learning model that allows for active full-time employment while simultaneously achieving the professional Mini-MBA certification. It is a transformational experience in terms of personal and professional development. The program equips participants with the skills, knowledge, networking environment and world-class standards that encourage professional development in the direction selected by the participants. Taught by world-renowned academic faculty of KIMEP and business experts, program participants benefit from the diverse perspectives of peers from a wide variety of nationalities, job functions, and industry sectors.
The Mini-MBA program comprises of 18 credits, made up of 12 required course credits and 6 module credits in specialization.
Requirements for the Mini-MBA are as follows:

Coursework required for Completing the Mini-MBA program	**KIMEP credits**	**ECTS**
8 required learning modules	12	20
4 modules in one specialization (specializations in: management, marketing, finance and accounting)	6	10
TOTAL	**18**	**30**
Cumulative GPA (at or above): 3.00		

INTENDED PROGRAM LEARNING OUTCOMES
After successful completion of Mini - MBA, learners will be able to:
Identify organizational, personal, and cultural issues that impact Ethics as leaders lead culturally diverse work teams to success.
Describe the underlying concepts, techniques, analyses and methods by which the accounting functions support management decision-making.
Describe and analyze the key concepts in strategic marketing and asses their relative importance.
Analyze an organization's financial performance (present and future), and maintain sustainability and transparency to keep shareholders/investors informed about the business.
Identify theories and concepts which underlie cost accounting and budgeting related to real business activities to apply to financial sustainability management decision-making.
Evaluate financial statements to make financial decisions that affect the well-being of the business and the general health of the economy.
Identify the key understanding concepts of the specific provisions of the tax law to comply with the legal taxation principles and practices and international standards.
Access, analyze and prevent (mitigate when possible), monitor and control risks to reduce their impact on business.
Identify unrecognized conflicts and their causes; develop systems of conflict assessment and resolution to build business relationships in everyday activities.
Design and develop presentation structure, and content, identify multimedia and other techniques to introduce, promote and sell ideas, products and services convincingly.
Identify the current discourse and trends related to human resource management at both the strategic and international levels and provide easy access to these issues for both managers and non-experts.
Identify and analyze regulations and procedures to comply with laws to improve labor relationships in the organization.

PROGRAM REQUIRED MODULES IN MINIMBA (TOTAL OF EIGHT MODULES REQUIRED)

Course Code	Course Title	KIMEP credits	ECTS
	Foundation Management (core)	**3**	**5**
MM5003	Finance and Accounting for Non-Financial Managers	1.5	2.5
MM5004	Principles of Management	1.5	2.5
	Economics (core)	**3**	**5**
MM5002	Business Microeconomics	1.5	2.5
MM5001	Business Macroeconomics	1.5	2.5
	Organizational Behavior and Development (core)	**3**	**5**
MM5005	Principles of Human Resources Management	1.5	2.5
MM5006	Organizational Behavior	1.5	2.5
	Business Communication (core)	**3**	**5**
MM5007	Presentation and Public Speaking	1.5	2.5
MM5008	Win-Win Negotiations	1.5	2.5
TOTAL	***8 required learning modules***	***12***	***20***

Mini – MBA specialization in Finance and Accounting

Course Code	Course Titles	KIMEP credits	ECTS
	Modules in Finance and Accounting specialization (choose any 4 modules from given groups)	***6***	***10***
	Finance and Accounting: Theory and Applications		
MM5101	Managerial Accounting. Cost Accounting	1.5	2.5
MM5102	Corporate Finance	1.5	2.5
	Financial Reporting		
MM5103	Financial Reporting Analyses. Financial ratios analysis. Breakeven point calculation	1.5	2.5
MM5104	International Financial Reporting Standards (IFRS)	1.5	2.5
	Risk Management		
MM5105	Operational Risk Management	1.5	2.5
MM5106	Investment Risk Management	1.5	2.5
	Decision Making		
MM5107	Budgeting, Planning and Controlling	1.5	2.5
MM5108	Internal Audit	1.5	2.5
	Applied Finance		
MM5109	Financial Statement Analysis in Excel	1.5	2.5
MM5110	Financial Statements: how to develop, read and interpret	1.5	2.5

Mini – MBA specialization in Management

Course Code	Course Title	KIMEP Credits	ECTS
	Modules in Management specialization (choose any 4 modules from given groups)	***6***	***10***
	Managing People or Personnel Management		

MM5201	Time Management	1.5	2.5
MM5202	Conflict and Stress Management	1.5	2.5
	Project Management		
MM5203	Principles of Project Management	1.5	2.5
MM5204	Decision Making	1.5	2.5
	Strategic Management		
MM5205	Innovations and Change Management	1.5	2.5
MM5206	Strategic Management	1.5	2.5
	Managing the Employer-Employee Relations		
MM5207	Delegating and Motivation	1.5	2.5
MM5208	Personnel Performance Evaluation and Promotion	1.5	2.5
	Leadership and Ethics Development		
	Leader and Team	1.5	2.5
	Situational Leadership	1.5	2.5

Mini – MBA specialization in Marketing and Sales

Course Code	Course Title	KIMEP credits	ECTS
	Modules in Marketing and Sales specialization (choose any 4 modules from given groups)	***6***	***10***
	Principles of Marketing		
MM5301	Principles of Marketing	1.5	2.5
MM5302	Electronic Marketing (E-Marketing)	1.5	2.5
	Product and Brand Strategy		
MM5303	Brand Management	1.5	2.5
MM5304	New Product Development	1.5	2.5
	Business Development and Promotion		
MM5305	Marketing Research	1.5	2.5
MM5306	Consumer Behavior	1.5	2.5
	Customer Service		
MM5202	Conflict and Stress Management	1.5	2.5
	Market Oriented Strategy		
	Strategic Marketing	1.5	2.5
	Strategic Marketing Planning	1.5	2.5

Mini – MBA specialization in Human Resource Management

Course Code	Course Title	KIMEP credits	ECTS
	Modules in HRM specialization (choose any 4 modules from given groups)	***6***	***10***
	Principles of Human Resource Management		
MM5401	Hiring: Interview, Selection, Adaptation	1.5	2.5
MM5402	Introduction Performance Evaluation and Promotion	1.5	2.5
	Managing Subordinates		
MM5207	Delegating and Motivation	1.5	2.5

MM5403	Team Building	1.5	2.5
	Managing People and Solving Problems		
MM5404	Change Management	1.5	2.5
MM5202	Conflict and Stress Management	1.5	2.5
	Managing Employer-Employee Relations		
MM5405	Administration of Employment Contracts. Contract Law Issues	1.5	2.5

Mini – MBA specialization in IT

Course Code	Course Title	KIMEP credits	ECTS
	Modules in Specialization in IT specialization	***6***	***10***
MM5501	IT-Driven Business Model	1.5	2.5
MM5502	Software Engineering Concepts	1.5	2.5
MM5503	Project Management	1.5	2.5
MM5504	Business process design and management	1.5	2.5

All Mini-MBA Modules (in three languages):

Code	KIMEP Credits	ECTS Credits	Title	Title in Russian	Title in Kazakh
MM5001	1,5	2,5	Business Macroeconomics	Бизнес Макроэкономика	Бизнестегі макроэкономика
MM5002	1,5	2,5	Business Microeconomics	Бизнес Микроэкономика	Бизнес Микроэкономика
MM5003	1,5	2,5	Finance and Accounting for Non-Finance Managers	Финансы и бухгалтерский учет для менеджеров не-финансистов	Қаржы және қаржылық емес менеджерлерге арналған бухгалтерлік есеп
MM5004	1,5	2,5	Principles of Management	Основы менеджмента	Менеджмент негіздері
MM5005	1,5	2,5	Basics of Human Resources Management	Основы управления персоналом	Персоналды басқару негіздері
MM5006	1,5	2,5	Organizational Behavior	Организационное поведение	Ұйымдық мінез-құлық
MM5007	1,5	2,5	Presentations and Public Speaking	Презентации и публичные выступления	Презентация жасау және көпшілік алдында сөз сөйлеу
MM5008	1,5	2,5	Win-Win Negotiations	Переговоры без проигравших	Жеңілгендерсіз келіссөз жүргізу
MM5101	1,5	2,5	Managerial accounting. Cost accounting	Управленческий учет. Учет затрат	Басқарушылық есеп. Шығындар есебі
MM5102	1,5	2,5	Corporate finance	Корпоративные финансы	Корпоративті қаржы

MM5103	1,5	2,5	Financial reporting analysis. Financial ratios analysis. Breakevenpoint calculation	Анализ финансовой отчетности. Анализ финансовых коэффициентов. Расчет точки безубыточности	Қаржылық есептілік анализі. Қаржылық коэффициенттерді талдау. Шығынсыздық нүктесін есептеу
MM5104	1,5	2,5	International Financial Reporting Standards (IFRS)	Международные стандарты фин отчетности (МСФО)	ҚЕХС
MM5105	1,5	2,5	Operational risk management	Управление операционными рисками	Операциялық тәуекелдерді басқару
MM5106	1,5	2,5	Investment risk management	Управление инвестиционными рисками	Инвестициялық тәуекелдерді басқару
MM5107	1,5	2,5	Budgeting, planning and controlling	Бюджетирование, планирование и контроль исполнения	Бюджеттендіру, жоспарлау және орындалуын бақылау
MM5108	1,5	2,5	Internal audit	Внутренний аудит	Ішкі аудит
MM5109	1,5	2,5	Financial Statements: how to develop, read and interpret	Финансовая отчетность: как составлять, читать и интерпретировать	Қаржылық есеп беру: қалай дайындау, оқу және түсіндіру
MM5110	1,5	2,5	Financial Statement Analysis in Excel	Анализ финансовой отчетности в Excel	Excel бағдарламасындағы қаржылық есептерді талдау
MM5201	1,5	2,5	Time Management	Управление временем	Уақытты басқару
MM5202	1,5	2,5	Conflicts and Stress Management	Управление конфликтами и стрессом	Дау және стрессті басқару
MM5203	1,5	2,5	Principle of Project Management	Основы управления проектами	Жоба басқару негіздері
MM5204	1,5	2,5	Decision Making	Принятие решений	Шешім қабылдау
MM5205	1,5	2,5	Innovations and Change Management	Управление изменениями и инновациями	Өзгерістер мен инновацияларды басқару
MM5206	1,5	2,5	Strategic Management	Стратегический менеджмент	Стратегиялық менеджмент
MM5207	1,5	2,5	Delegating and Motivation	Делегирование и мотивация	Өкілеттікті табыстау және мотивация
MM5208	1,5	2,5	Personnel Performance Evaluation and Promotion	Оценка деятельности персонала и продвижение сотрудников	Қызметкерлердің жұмысын бағалау және қызметкерлерді жоғарылату
MM5301	1,5	2,5	Principles of Marketing	Основы маркетинга	Маркетинг негіздері
MM5302	1,5	2,5	Electronic Marketing	Электронный маркетинг	Электронды маркетинг

MM5303	1,5	2,5	Brand Management	Бренд-менеджмент	Бренд-менеджмент
MM5304	1,5	2,5	New Product Development	Разработка нового продукта	Жаңа тауарды әзірлеу
MM5305	1,5	2,5	Marketing Research	Маркетинговые исследования	Маркетингтік зерттеулер
MM5306	1,5	2,5	Consumer Behavior	Потребительское поведение	Тұтынушы мінез-құлқы
MM5401	1,5	2,5	Hiring: Interview, Selection, Adaptation	Приём на работу: интервью, отбор, адаптация персонала	Жұмысқа қабылдау: сұхбаттасу, іріктеу, қызметкерлерді бейімдеу
MM5402	1,5	2,5	Introduction Performance Evaluation and Promotion	Оценка деятельности персонала и продвижение сотрудников	Қызметкерлердің жұмысын бағалау және қызметкерлерді жоғарылату
MM5404	1,5	2,5	Team building	Построение команды	Команда құру
MM5405	1,5	2,5	Change Management	Управление изменениями	Өзгерістерді басқару
MM5407	1,5	2,5	Administration of employment contracts. Contract law issues.	Администрирование трудовых договоров. Проблема контрактного права.	Еңбек шартын әкімшілендіру. Шарт құқығы мәселесі.
MM5501	1,5	2,5	IT - Driven Business Model	Бизнес-модель, основанная на информационных технологиях	Ақпараттық технологияға негізделген бизнес моделі
MM5502	1,5	2,5	Software Engineering Concepts	Концепции разработки программного обеспечения	Бағдарламалық қамтамасыз етуді әзірлеу тұжырымдамалары
MM5503	1,5	2,5	Project Management	Управление проектом	Жобаны басқару
MM5504	1,5	2,5	Business process design and management	Проектирование и управление бизнес-процессами	Бизнес-процестерді жобалау және басқару

MINI-MBA (and PDCP) COURSE DESCRIPTIONS

Accounting/Finance Principles

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

Managerial/Cost Accounting

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

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

Financial Statements: How to Develop, Read and Interpret
This course has been specifically designed for the practicing manager and those with managerial aspirations. It includes teacher-led instruction, self-study as well as communication between attendees and instructors through many exercises.
Financial statements communicate important facts about an organization. Users of financial statements rely on these facts to make decisions that affect the well-being of businesses and the general health of the economy. Therefore, financial statements must be both reliable and useful for decision-making. Useful accounting and financial data is information that makes managers more effective - it makes managers better decision makers.

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

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

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

Financial Statement Analysis in Excel
This course introduces participants to various MS Excel tools of financial analysis that can be used to get insight into real problems and make business decisions.
It continues with a study of IT principles and how they apply to financial analysis through the use of MS Excel worksheets, graphs, and step-by-step examples. Participants will learn to perform financial analysis and conduct research.

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

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

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

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

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

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

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

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

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

Conflict and Stress Management
Introducing conflict as an ordinary event in any system, the course uses generated contradictions as its engine for further development. On the one hand, conflict can draw attention to necessary change. On the other hand, conflict can act as a driver for; building better relationships between groups; developing more precise

organizational structures; and strengthening organizational behavior integrity. Attendees will understand how dangerous unrecognized conflicts can be and learn to develop systems of conflict identification, assessment, and resolution. Case studies offered for discussions have been tailored to real relationships that arise in everyday business situations.

Strategic Marketing

This course introduces key marketing strategies and their implementation. The main objectives of the course are to:

Study specifics of strategic marketing.

Learn key marketing strategies.

Analyze different methods of estimating a product's and company's competitiveness.

Analyze market opportunities.

Discuss different approaches to marketing planning.

Services Marketing

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

Making Successful Presentations

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

Effective Negotiation Skills

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

Brand Management

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

Essential Management Skills

This course is a study of key approaches in organizational management. It introduces the essential issues of modern business management such as planning, organization design, organizational change, leadership, motivation, group dynamics, etc. The theory will be complemented by a number of cases tailored to actual business thus supporting a better understanding of the topic.

Fundamentals of Human Resource Management

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

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

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

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

Finance and Accounting for Non –Financial Managers
This course provides an introduction to finance and accounting principles as well as managerial accounting basics in compliance with International Financial Reporting System standards. The course is designed for accountant/finance freshmen, line managers and those interested in the use of accounting and finance data to enhance decision-making. The objective of the course is to instill an understanding of accounting methodologies, procedures; balance sheets; income and cash flow statement development and interpretation and its use to analyze financial performance.

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

Small Business and Entrepreneurship
This course provides an introduction to entrepreneurship, including an understanding of 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.

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

Advanced EXCEL
The objective of this course is to provide attendees with the most effective means of data processing, a study of relational calculus, data security and integrity, and specific commercial database development techniques

using Microsoft Excel applications. The course is designed for computer-literate users who need to enhance their skills and knowledge in solving complicated IT issues when working with documents. Excel instruments and functions will be developed using practical exercises.

MS Project

This course is designed to train attendees to be able to effectively implement projects. Attendees will learn to use MS Project programs to develop project plans and monitor/manage their implementation. During sessions, participants will learn to use software to optimize project implementation processes and procedures. The course is designed for project managers, IT support people, and those who are interested in automating project management processes.

Performance Evaluation and Promotion

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

Learn how to encourage subordinates to undertake new tasks and face challenges.

Gain 5-step motivation enhancement tools.

Learn to make risk-weighted decisions and become more creative.

RK Labor Code and Regulations

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

HR Document Maintenance/Monitoring and Legal Support

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

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

Skills for Success: Guide for Secretaries and Administrative Assistants

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

Customer Service

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

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

PREPARATIONS TO THE INTERNATIONAL PROFESSIONAL CERTIFICATION PROGRAMS

CERTIFICATE IN TAXATION PROGRAM (ADIT)

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Executive Education Center (EEC) at KIMEP University launched the professional education program – KIMEP Certificate in Taxation, which is offered in conjunction with international professional qualification in taxation "Advanced Diploma in International Taxation" (ADIT), which is administered by the UK-based Chartered Institute of Taxation (CIOT).
The KIMEP Certificate in Taxation is offered as a series of 3 courses provided in executive format, which are aimed as preparatory courses for the ADIT examination:
International Tax Law (1st ADIT Paper)
Tax Law in Kazakhstan (2nd ADIT Paper – in the form of dissertation/paper)
Taxation of Multinational Enterprises (3rd ADIT Paper – Transfer Pricing)
The program is offered to professionals in Taxation: Accountants, Corporate Tax Managers, Tax Preparers, Attorneys, and Financial Advisors, Government and Non-Profit Financial Professionals, business students and others who have good technical skills and/or are interested in pursuing a course of study in taxation.

LEARNING OUTCOMES
Upon completion of the program, the learners will be able to:
1. Identify the problems related to international taxation as well as develop comprehensive solutions;
2. Analyze the relevance of anti-avoidance provisions as well as the General Anti-Avoidance Rules and determine the implications on business operations of Multinational Enterprises;
3. Justify the purpose of government regulations such as taxes and tariffs and clarify the way they affect Multinational Enterprises' tax obligations and tax planning strategies;
4. Analyze real business cases, identify issues and design constructive detailed solutions;
5. Break down and carry out benchmarking of Kazakhstan's Legislation, International Tax Treaties, and Foreign Tax Legislation in the areas relevant to Multinational Enterprises;
6. Comprehend the tax planning opportunities for Multinational Enterprises.

THE CHARTERED FINANCIAL ANALYST (CFA) PROGRAM
Office: #201a (Dostyk bld.)
Tel: +7 (727) 270-42-20 (2125)
Website: http://www.kimep.kz/eec/

The CFA charter is a qualification for finance and investment professionals, particularly in the fields of investment management and financial analysis of stocks, bonds and their derivative assets. The program focuses on portfolio management and financial analysis and provides generalist knowledge of other areas of finance. CFA is a graduate-level self-study program offered by the CFA Institute to investment and financial professionals. KIMEP EEC prepares candidates for the CFA examination.

ACCA (the Association of Chartered Certified Accountants)

Office: #201a (Dostyk bld.)
Tel: +7 (727) 270-42-20 (2125)
Website: http://www.kimep.kz/eec/

ACCA (the Association of Chartered Certified Accountants) is the global body for professional accountants. The ACCA Qualification is the world-leading accountancy qualification for aspiring financial professionals - providing students with the skills, knowledge and values to have successful careers and lead the organizations they work with into the future.
KIMEP EEC prepares candidates for the examination.

CONFERENCES, CLUBS AND WORKSHOPS

Office: #201a (Dostyk bld.)
Tel: +7 (727) 270-42-20 (2125)
Website: http://www.kimep.kz/eec/

The Executive Education Center supports the business community by introducing new alternative learning and networking opportunities. These take many forms and can be designed to serve audiences ranging from the general community to specific industries or business functions.
EEC along with organizing its own conferences, seminars and benchmark testing of employees, helps to organize KIMEP University-wide seminars, conferences, symposiums both in-house and virtually, and hosts HR and Marketing Clubs. EEC also cooperates closely with other KIMEP University Colleges and Units in hosting different events and offers various trainings for outside clients.

KIMEP HR CLUB

Executive Education Center at KIMEP University continues to create learning and networking opportunities that will benefit working professionals of Kazakhstan. Created in 2009 in the Executive Education Center, the KIMEP HR Club (Forum) provides HR Directors and other HR representatives from the KIMEP University EEC partner companies with the opportunity to discuss the challenges they are facing in their organizations and to collectively seek solutions. Within the three years of its active work, the Forum has grown professionally and is considered one of the best platforms for HRM in the area. The Forum offers a series of "workshops" designed for people working in Human Resources. The workshops provide the HR representatives with practical solutions and modern instruments and have wide media coverage. Apart from the main target, it also gathers together experienced HR coaches, business consultants, trainers and private business owners. HR Club members meet every second month of the year, ultimately, as a result of the Forum discussions, each year the EEC organizes International HR conferences for both members and non-members of the Club. Participants come from different companies in Kazakhstan, Russia and Kyrgyzstan. The practical role of the HR Forum meetings cannot be overestimated as the HR Forum serves as a strong networking point for local and international HR specialists. The Club functions in English and Russian languages.

INTERNATIONAL KIMEP HR CONFERENCES

The International HR Conferences in KIMEP “HRM Architecture Building” with the slogan “Train for superior results” are successfully held at the KIMEP University campus. The target audience is executives, governmental bodies, mid-managers, HR directors of business companies, HR practitioners, consultants, educators, Business School students and graduates from different regions of Kazakhstan and guests from Kyrgyzstan and CIS countries. Supporters of KIMEP HR Conferences are EEC partner companies from industries, Almaty Akimat, guests from Kyrgyzstan, Uzbekistan and International corporation executives. KIMEP Executive Education Center invites outstanding key speakers from the area each year. Speakers’ key messages are: “Any organization shall be aware of its potential for developing talents, and be professional in

identifying, motivating and retaining those". The professional audience has a brilliant opportunity to familiarize themselves with the latest trends in business education, compare the Kazakhstani trends with the best practices of other countries and look into the global achievements in the field. Finally, they have tools and new ideas in HRM drawn from the conference to apply those in their organizations to achieve ever-higher results. The conference participants also have a great opportunity to participate in Educational Exhibitions.

KIMEP MARKETING CLUB "NAVIGATOR"

The mission of the KIMEP EEC's Marketing Club "Navigator" is to build a platform for working professionals to enhance their knowledge and understanding of modern marketing practices and important professional skills. We also strive to provide the Club members with the exclusive opportunity to network with representatives from the most distinguished companies of Almaty city and the chance to interact socially with their peers.

According to the mission of the Marketing Club, the major focus of its activities is: being a platform number 1 for marketers from industry to discuss, and share the trends in marketing, brand management and communication. More importantly, the Club participants are offered to speak out on different topics and the audience is encouraged to actively discuss the practical significance of these issues and challenges that they pose towards local marketers, and ways to adjust them to the local business environment. In general, the practical implication of the Club sessions is difficult to undervalue as the Club serves as an effective experience-sharing and strong network-creating platform for local marketers.

PARTNERSHIPS

MEMORANDUMS OF UNDERSTANDING (MOU)

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

The EEC has signed the MOUs with the American Chamber of Commerce in Kazakhstan; EUROBAK - European Business Association of Kazakhstan; KAZKA – Kazakhstan Association of Entrepreneurs; Almaty Business Association, CMC Kazakhstan - Kazakhstan Chamber of Management Consultants; AWARD.kz (IT Conferences and Business Labs schools); Intercomp Global (organizing professional Forums); Step & Grow Academy (projects in coaching and mentoring); Key Partners (HRM events); BIRK (partnership in creating HR Forum in Atyrau); the Human Capital Lead, the Association of HR professionals in the Republic of Kazakhstan (cooperation in the implementation of HR Certification Program) and others.

CORPORATE PARTNERSHIPS

KIMEP IETC and AES (American Energy Service Co)- 250 trainees

LCCIIQ – KIMEP EEC yearly international certification

KIMEP - Food Master (Corporate Executive MBA)

The Eurasia Foundation-KIMEP Project in "Ust-Kamenogorsk Leadership Learning Center Establishment"- 650 trainees, contribution to the establishment of a self-sustainable Leadership Learning Center in Oskemen.

KIMEP Advanced Management Program (AMP) - The sessions were specifically structured for senior-level business and government executives. The outstanding speakers of the program were the CEOs, Chairmen of Governmental Bodies, and KIMEP Senior Faculty members.

Air Astana-KIMEP- English for specific purposes training sessions for supervisors and managers

JTI – KIMEP Project – 840 employees trained

Borusan Makina Kazakhstan – KIMEP: The Leadership program of BMK is aimed at leadership profile and the MiniMBA Corporate training since 2010

AMA – KIMEP – 361 trainees and 42 graduates awarded with certificates in Advanced Management

Petro KZ & KIMEP - Specialization in Project Management in Oil and Gas

KIMEP – Ministry of Defense of the Republic of Kazakhstan – Corporate Executive MBA
KIMEP – KarazhanbasMunai (Aktau) – Corporate Executive MBA
KIMEP – Aktau See Port – Corporate Executive MBA
KIMEP – KazTransGas Corporation in Astana – Corporate Executive MBA
Ramstore (Almaty)- KIMEP EEC – Corporate training
Astana Akimat – KIMEP EMBA
The President's Administration – KIMEP EMBA
Samruk Kazyna – KIMEP EEC
KazEnergy (Astana) - KIMEP EMBA
USKO (Almaty) – KIMEP cooperation via EMBA program
Astana International Financial Center (AIFC) – KIMEP EEC
Agip Karachaganak (Astana) – KIMEP EMBA
Transtelecom (Astana) – KIMEP MiniMBA
AVC group – KIMEP EEC
LLP "Scientific Research Center "Youth" – KIMEP EEC
Kazakhtelecom JSC – KIMEP EEC
Almaty Toastmaster Club Association – KIMEP EEC

WORLD LANGUAGE & PREPARATORY PROGRAM

Tel: + 7 (727) 270-44-83, ext. 2319
E-mail: wlp@kimep.kz

The World Languages and Preparatory Program (WLPP) provides its customers with a wide range of high-quality language courses (English, Kazakh, Russian, and other languages), language clubs and preparatory courses for exams required for local and international study such as GMAT, GRE, KGET, KTA, TOEFL, IELTS, SAT.
Both local and native speakers teach in the program. We aim to bring the highest quality education and teaching materials (published by Macmillan, Longman, Cambridge and Oxford University Press among other noted publishers) to as many people as possible. This is done by offering the majority of our language courses outside of regular working hours. During the teaching sessions in KIMEP, participants have the opportunity to communicate with native speakers from English-speaking countries.
As the World Languages and Preparatory Program, we are pleased to provide our customers with a much wider choice of courses varying from tailored corporate business English courses to preparation for internationally recognized language and university entrance certificates and in-class language courses.

MISSION OF THE PROGRAM

The mission of the World Languages and Preparatory Program is to offer and deliver the best quality and most relevant courses to any individual or company that needs to improve their language skills or to raise their educational skills and qualifications to the highest level possible to follow a university education either in Kazakhstan or abroad. We also strive to offer these courses at the best possible price and to deliver them at a time and place that is most convenient for the client.

- Almost 30 years of successful exam and language preparation experience
- Internationally certified experts and qualified technologists of the NTC
- The Program is there with learners, every step of the way
- Lessons are in small (10 students) and medium (18 sts) groups
- Convenient time

- KIMEP quality

Language courses for all:
- English
- Kazakh
- Russian

Provisional English Program:
Provides intensive one-semester training and teaches all aspects of academic English proficiency for applicants of KIMEP University and other HEIs with English language instruction
Preparatory courses for:
- IELTS, GMAT, GRE, SAT, KEPT, UNT

General English - English for All
Our General English courses are designed for people of all ages, from 16 to upwards. The classes focus on all aspects of the language, including grammar, vocabulary, pronunciation, speaking, listening, reading and writing. All our lessons allow students to learn and use English in realistic situations.

The program offers studies of English delivered in eight levels ranging from Elementary to Advanced. To place the applicants at the appropriate level of English, the WLP conducts an Entrance Test prior to the beginning of each session. For those who have never studied English before, an Absolute beginner level is offered. Applicants with a low entry test score have to start with the Elementary (low) level. A performance assessment is made at the end of each level and those students with a passing grade can proceed up to the next level. After completion of the first eight levels, students are awarded KIMEP Certificates of Completion. If students study for a further 12 weeks at the “Advanced” level, they receive a second “Advanced” certificate.
The duration of each level is 7 weeks (2 evening sessions a week). The exception is “Advanced”, the duration of which is 12 weeks.
Course period: 7 weeks/ one level
Number of students: 8+
Schedule: 2 times a week
Time: 18:50 - 21:05
Need to pass a placement test.

General English Levels: from Beginner to Advanced:
- (Optional) Absolute Beginner
- Elementary (low) Level 1
- Elementary (high) Level 2
- Pre-Intermediate (low) Level3
- Pre-Intermediate (high) Level 4
- Intermediate (low) Level 5
- Intermediate (high) Level 6
- Upper-Intermediate (low) Level 7
- Upper-Intermediate (high) 8
- (Optional) Advanced

Provisional English Program
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 a Provisional English Program - a Certification Program for high-school students for entering KIMEP or other English medium universities. These courses are specially designed to help students pass the KIMEP English Placement Test (KEPT).
A Provisional Program for high-school students (10th-11th grades), a certificate program:
Main purpose: to prepare applicants for all aspects of academic English proficiency to succeed in their studies at KIMEP University or other HEIs worldwide with English language instruction.
It consists of 3 levels: A / B / C
One-level duration: 6 months, 225 academic hours
Schedule: 3 times a week
(Mondays/ Wednesdays/ Fridays at 18.00 - 20.15)
Online and offline modes of studies
The Provisional Program Certificate is issued upon successful completion of the course and exempts from the KIMEP English entrance test (KEPT)
Certificate validity: two years since issuance
The Program is taught by qualified lecturers (MA TESOL, CELTA, DELTA, etc.) and benefits from small class sizes.

Preparation for IELTS/TOEFL
Our courses will teach you valuable English skills and strategies for taking the IELTS exam, helping you to achieve a better score.
Preparation for IELTS/TOEFL in groups:
Level: Intermediate
Duration: 6 weeks
Number of students: 8+
Schedule: 3 times a week at 18:50 - 21:05
Individual training is available

Preparation for SAT, GMAT, GRE, KGET
A perfect option for students who want personalized attention and tailored plans to meet their goals. Sessions are arranged to suit the student's schedule.
Mathematical part/ Verbal part
In groups:
Duration: 40 /20 academic hours
Number of students: 8+
Schedule: 2-3 a week
Individual training is available

Preparation for UNT/KTA
Besides gaining a better understanding of the material to be tested on, our students also learn time-management techniques and organizational skills. A high score on a national test helps get them into the college they desire and can lead to grants and scholarships.
Subjects: History of Kazakhstan, World History, Math, English, Kazakh and Russian languages
Duration: 5/7 weeks
Number of students: 8 +
Schedule: 2-3 times a week
Individual training is available

In Company English/Business English

Individual or group English/Business English courses are tailored to the specific language requirements of companies. If required, the WLP teachers visit the company at their location during the schedule that best suits the staff or classes can be held at KIMEP.

Russian/Kazakh for Foreigners
A minimum 20-hours course is offered individually. Also offered is on-site instruction in Russian for foreigners working in international companies.

COLLEGE OF SOCIAL SCIENCE (CSS)

ADMINISTRATION

Dean, TBA
Office: #505 (Valikhanov Bld.)
E-mail:
Office: # 503/505 (Valikhanov Bld.)
Tel.: +7 (727) 270-43-49 (ext. 3274)

Associate Dean
TBA

Research Director
TBA

Department of Economics
Chair, Eldar Madumarov, PhD

Department of Media & Communications
Chair, Milen Filipov, PhD

Department of Public Administration
TBA

Department of Political Science & International Relations
Chair, Nygmet Ibadildin, PhD

GENERAL INFORMATION

STATEMENT OF PURPOSE
The College promotes understanding about society, its structure, its relationship to both the state and the marketplace, and the means by which information is disseminated throughout society. The College accomplishes its purpose by:
developing graduates who are independent and highly qualified critical thinkers, who are well prepared for graduate social sciences study in English, and who can become the future leaders of the public and private sectors, including news media, in a modern Kazakhstan;
conducting and disseminating applied and academic research for the betterment of Kazakhstan and
Central Asia more generally; and contributing, through our graduates, to the securing of the foundations for democratic government, strong civil society, good laws and fair law enforcement in the region.

MISSION STATEMENT

The goal of the College is to aid in the building of civil society in Kazakhstan and, through our graduates who move beyond its borders, in Central Asia and elsewhere. The College strives to play a significant role in promoting societal and political liberalization throughout the region, thereby contributing to the quality of people's lives both materially and culturally.

The Strategy for achieving the mission is to develop and disseminate knowledge of diversified human economic, social and political experience relevant to Central Asia. We recognize that life is complex and that not all the situations our graduates will face will be easily understood. That's why we prepare them to think analytically and critically about past and present human experience at the individual, group national and global level. That is also why we provide our students with the values, the basic analytical knowledge and techniques, and the employment-relevant and problem-solving skills they needed to be able to address both the anticipated and the unknown challenges that lie ahead in the twenty-first century. Our students are prepared for a wide variety of graduate programs in the social sciences and for career opportunities in business, journalism, government, social services and education.

We want all our students to experience a vibrant academic community, one in which they have opportunities:

to mix with foreign exchange and visiting field-work students;

to learn from, and to be mentored by our well qualified and experienced foreign and local faculty and visiting professors;

to study abroad for credits at one of our world-class partner universities; and

to be paid teaching and research assistance working with faculty committed to delivering high quality teaching and learning, and research.

PROFILE

The College is a union of four disciplines that range from classical social science theory to professionally oriented curricula. The faculty is a mix of both foreign faculty and Kazakhstani faculty. Not only are the faculty academically qualified but they possess a wealth of professional experience which is important in developing and mentoring the professionals of the future.

DEPARTMENT OF ECONOMICS

Department Chair

Eldar Madumarov, PhD
Office № 507 (Valikhanov Building)
Tel: +7 (727) 270-42-71, ext. 3071
Email: madumarov@kimep.kz

MISSION STATEMENT

The Department of Economics provides global-standard education in economics. The Department is a center of education with relevance to the region and beyond.

The Department's core mission is to train students to comprehend the structure and functioning of the global economy, national economies, and reach a deep understanding of local social, business, and economic policy issues. The goal is to enable students to compete on an equal footing with graduates from top-ranking departments anywhere in the world. The graduates of Economics program lead and support decision making processes at all levels in business and government, by providing them theoretical and empirical frameworks of analysis, conceptual apparatus, and state-of the-art techniques, to transcend cultural boundaries and parochialism.

The Department prepares students for a wide range of career choices in business and government, financial institutions – private and public – and non-governmental organizations as well as multilateral institutions. The Department provides students with educational and professional development via a choice of courses and specializations, such that they can match their educational profile to the career they wish to pursue. The greatest strength of our education in economics lies, however, in the flexibility with which our students can apply

themselves, with rigor and clarity of thinking, by developing a framework of coherent investigation for each specific, new problem they may face.

DEGREE PROGRAMS

The Department of Economics offers a Bachelor of Economics (BAE) at the undergraduate level, a Master of Economics (MAE) at the graduate level, and a Doctor of Philosophy (PhD) in Economics degree at the postgraduate level.

DEPARTMENT OF MEDIA & COMMUNICATIONS

Department Chair

Milen Filipov, PhD
Office № 411 (Valikhanov building)
Tel.: +7 (727) 270-42-96, ext. 3164
E-mail: mfilipov@kimep.kz

MISSION STATEMENT

The Department of Media and Communications offers the skills and understanding needed for success in professional communication, in such fields as Public Relations, online and print Journalism, Management of media organizations, and Broadcasting. In an age of Internet-propelled change, effective communication is essential. We are the leading program in Central Asia for preparing students for professional and academic excellence. Courses are taught in English, giving graduates the strong language skills that help them achieve their dreams around the world.

The Department offers international-level opportunities to aspiring communication specialists. We have strong ties with Journalism, Broadcast and Public Relations leaders, both internationally and in Kazakhstan. This helps our graduates gain key positions in a full range of media companies. Beyond media employment, many graduates become leaders in commercial, governmental and non-governmental organizations, which increasingly demand communication and media expertise.

At the same time, the Department prepares students for academic prominence. Our graduates earn Ph.D.s in leading Western universities. Analytical and research skills, valued by employers all over the world, are a central part of each course.

Students learn from highly qualified international professors with a wealth of both professional and academic experience. Instructors from Kazakhstan combine Western training with extensive local knowledge. The DMC department is strongly student-focused and supportive. We treat each student as an individual, helping them complement practical skills with a superb knowledge base. Departmental facilities are exceptional, giving graduates outstanding hands-on skills and problem-solving abilities.

The Department of Media and Communications is Kazakhstan's leader in professional communication education at an international level. We are committed to the success and satisfaction of our students, and to the development of Kazakhstan in an interconnected world of information.

DEGREE PROGRAMS

The Department of Media and Communications offers a Bachelor of Journalism and a Master of International Journalism programs.

DEPARTMENT OF PUBLIC ADMINISTRATION

Department Chair
TBA
Office № 503/505 (Valikhanov Bld.)
Tel.: +7 (727) 270-43-40 (ext. 3274)
E-mail:

MISSION STATEMENT

The mission of the Department of Public Administration is to deliver international-standard education and

research in public policy, administration, and management relevant to Kazakhstan and the Central Asian region. The department's operational goals are:

to educate Kazakhstani and Central Asian professionals for future leadership in government, business, and the NGO sector;

to provide students with the analytical and practical skills needed for them to be successful researchers, policymakers, and managers; and to foster within students an ethos of public service and active citizenship.

The Department realizes its goals through a diverse and highly qualified local and foreign faculty and support staff. It offers an interdisciplinary range of courses in areas such as financial management, public administration, environment, health, and education, while encouraging students in a broad range of research endeavors of their own choice. Its program is rounded out through a Public Administration Internship which places candidates in their choice of public, private, and non-government organizations, including the Parliament of Kazakhstan. Graduates of the Department of Public Administration are accepted into top Western universities.

The Department is an institutional member of various organizations, such as the National Association of Schools of Public Affairs and Administration (NASPAA), the Network of Asia-Pacific Schools and Institutes of Public Administration and Governance (NAPSIPAG), and the Network of Institutes and Schools of Public Administration in Central and Eastern Europe (NISPAcee).

DEGREE PROGRAMS

The Department of Public Administration offers Public and Municipal Administration degree programs at undergraduate, graduate and doctoral levels.

DEPARTMENT OF POLITICAL SCIENCE & INTERNATIONAL RELATIONS

Department Chair

Nygmet Ibadildin, PhD
Office #111 (Valikhanov building)
Tel: +7 (727) 270-42-12, ext. 3085
Email: nygmet@kimep.kz

MISSION STATEMENT

The Department of Political Science & International Relations is designed to produce graduates capable of taking on leadership roles in the challenging arena of world affairs, including positions within the diplomatic corps, multinational corporations, education and non-governmental organizations. Our multidisciplinary program provides a cutting-edge, well-rounded education, modeled on and delivered according to the highest international standards. Our program of study has received international recognition from top programs – the Department is a member of the international consortium of universities and offers a joint Master's degree - the Erasmus Mundus International Master in Central, Eastern European and Eurasian Studies program and Glasgow University, UK is a main coordinator of this program. By closely cooperating with KIMEP-based research institutes, like the Central Asian Studies Center (CASC), the Department is establishing itself as an internationally-recognized base of excellence in research and the training of future scholars. Advisory board of the department consists of the professionals in the field, academicians, alumni and best students of the department and it is active in sharing ideas and projects with faculty and students.

OBJECTIVES

The Objectives of the Department are:

To train professionals capable of taking on challenging jobs and playing leadership roles in the international arena, as diplomats, consular agents, communications officers, international affairs analysts and advertising specialists; and

To provide a solid foundation for future scholars who want to pursue graduate study and research in international relations and related fields in the social sciences and humanities.

To foster students' critical and analytical thinking and to expand their linguistic, technical, research and communication skills.

To analyze the core fields and sub-fields in the discipline through innovative teaching

To develop student/faculty collaboration that allows students to attain the 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.

DEGREE PROGRAMS

The Department of Political Science & International Relations offers a Bachelor of International Relations (BIR) and Bachelor of Political Science (BPS) for undergraduate students and a Master in International Relations (MIR) for graduate students.

RESEARCH CENTERS

THE DPRK (NORTH KOREA) STRATEGIC RESEARCH CENTER (DSRC)

Founder and Principal Investigator:
Dr Chan Young Bang, the president of KIMEP

Research and Communications Assistant to the President:
Anthony William Rowett, Master of Research
E-mail: a.rowett@kimep.kz Official website: https://kimep.kz/dprkstrategy/

The DPRK Strategic Research Center, nested in the College of Social Sciences (CSS), was established in 2018 at the initiative of the president of the university. The Center closely follows North Korean developments and collaborates with policy makers and experts in Korean and Northeast Asian affairs. The center's mission is to construct policy recommendations for the establishment of peace and prosperity on the Korean Peninsula through political and economic reform and opening. Two full-time faculty members of the Department of International Relations and Regional Studies and Economics of Social Science are currently affiliated with the Center.

THE CENTRAL ASIAN STUDIES CENTER (CASC)

CASC Director: TBA
Facebook: CASC Almaty
Website: http://www.casc.kz

Since the Academic Year 2010-11 the College of Social Sciences (CSS) of KIMEP University has created the Central Asian Studies Center (CASC) based in the College of Social Sciences (CSS) - led by the Department of International Relations and Regional Studies and including academics from all the four departments of the college - for fostering cooperation on research with international scholars.

CHINA AND CENTRAL ASIA STUDIES CENTER (CCASC)

CCASC Director: Xiaotong Zhang,
E-mail: CCASC@kimep.kz xiaotongzhang@kimep.kz
Official website: www.chinacentralasia.org

The center aims to study the political, economic and social aspects of the growing Chinese engagement in Central Asian countries with the special focus on the implementation of the Silk Road Economic Belt/Belt and Road Initiative. It will conduct and facilitate research on:

1) Chinese direct investments in Central Asia;

2) Bilateral trade between China and Central Asian states and trade regimes;
3) Financial flows;
4) Labor migration and employment;
5) Impact of China's engagement on regional economic integration;
6) Best practices of Chinese economic and social reforms applicable in Kazakhstan/Central Asia.

The center was launched in December 2017 by KIMEP College of Social Sciences.

CCASC ADVISORY BOARD

Bernt Berger, a Senior fellow and Head of Asia Programme at German Council on Foreign Relations.
Alexander Gabuyev, a Senior fellow and the chair of the Russia in the Asia-Pacific Program at the Carnegie Moscow Center.
Oraz Jandosov, the Director of RAKURS Center for Economic Analysis and Principle Partner of RAKURS Consulting Group LLP.
Marc Lanteigne, a Senior Lecturer at the Centre for Defence and Strategic Studies (CDSS), Massey University, Auckland, New Zealand.
Philippe Le Corre, a Senior Fellow with the Harvard Kennedy School's Mossavar-Rahmani Center for Business and Government and a Research Fellow with the Belfer Center for Science and International Affairs

CCASC PARTNERS

Rakurs Consulting Group LLP (Kazakhstan)
University of Agder (NO-UiA) (Norway)

LAW SCHOOL

ADMINISTRATION

Dean
Michael Blasie, JD

Associate Dean
Rustam Atadjanov, Dr. iur., Interim Dean

Director of Experiential Learning
Alina Davar, LL.M.,
a.davar@kimep.kz

Internship and Research Programs Manager
Yelena Glazova, B.S.,
glazova@kimep.kz

College Coordinator and Student Advisor
TBA
lawcoord@kimep.kz

Marketing Communications Officer
TBA

College Office: #121 New Academic Building
Tel.: +7 (727) 271-72-72, ext. 2727

Fax: +7 (727) 271-71-71, ext. 2728

GENERAL INFORMATION

Statement of Purpose

The School of Law provides undergraduate and graduate education in national and international law. It prepares students for the practice of law and to take leadership roles in the profession, as well as in business, international organizations, and in the non-profit and government sectors.

Mission

The mission of the School of Law is to provide students with a deep understanding of substantive and procedural Kazakhstan and international law, and of the role of the Rule of Law in the development of functional and prosperous societies. In addition, the School develops lawyering skills through Experiential Learning, equipping graduates to identify and solve the problems of society, enterprises and individuals. Our graduates develop professional identities as lawyers, based on their common comprehension of the history and traditions of legal practice, and the attorney's obligations to clients and the larger community.

Profile

The School of Law incorporates the best academic practices in teaching, research and service as practiced by leading law schools throughout the world. In addition to KIMEP's distinctive North American-style general education, the Law School utilizes Western pedagogy to provide comprehensive education in fundamental and elective law subjects. Extensive law-related co-curricular events and activities are conducted for and by students and alumni. In addition to teaching, the faculty engages in international-standard scholarly and service activities, such as publications, participation in KIMEP, national and international conferences, as well as practical activities involving their particular areas of expertise.

Faculty

The Faculty of the School of Law consists of prominent foreign and local scholars and practitioners. The School of Law stresses high-quality teaching and aspires to advance knowledge through scholarship. The faculty routinely publishes articles and reviews in recognized international and national journals and produces noted law books. The full-time faculty is augmented by distinguished adjunct practitioners and scholars who contribute immensely to legal education at KIMEP, both in and out of the class room.

Degree Programs and Minors

The School of Law offers two undergraduate programs: a Bachelor of Jurisprudence (LL.B.), with majors in Public Jurisprudence or Private Jurisprudence, and the Bachelor of International Law (B.I.L.) with majors in Public International Law or Private International Law.

The Law School also has a graduate program leading to the Master of International Law (LL.M.) degree, with an emphasis in either International Human Rights Law or International Commercial Law.

In addition, the School of Law offers two different minors in Legal Studies (one track focused on Public Law, the other on Private Law) to undergraduate students from other KIMEP colleges. Also, a three-credit "Business Law" course is provided to undergraduates enrolled in the Bang College of Business.

EXPERIENTIAL LEARNING FOR PRACTICE

Both students participate in the KIMEP Legal Clinic, a non-profit legal practice serving the public interest as an academic unit of the School of Law. The Clinic is a provider of free legal services to vulnerable populations in the Almaty area and online throughout the Republic of Kazakhstan. Supervised by Law School faculty members, lawyer graduate students and other attorneys from our partner organizations, law students interview clients, write legal memoranda, draft documents, and produce necessary paperwork to assist clients in applying for different social assistance programs. They may also represent some clients before government agencies under supervision.

In addition to the flagship Legal Clinic student practice, Experiential Education at KIMEP includes mandatory participation in the Ask-a-Lawyer project, which provides written advice to online legal questions from the public.

Qualified students participate in international moot activities such as the Jessup moot court and Vis moot arbitration competitions. Further integration in to the legal profession and awareness of professional responsibility is promoted by frequent guest lectures, skills seminars and a one-credit professionalism seminar during first semester of both first and second years.

Students prepare for their future roles in public service and participation in the largely self-regulating legal profession as members of the Tauke-khan Chamber of Student Lawyers – KIMEP Student Bar Association (Tauke-khan Chamber-KIMEP SBA), which takes a major role at the Law School in promoting academic and professional integrity.

GLOBAL EDUCATION

Junior/Third Year Semester Abroad: Undergraduate students are able to undertake a semester abroad at many of KIMEP's European partner universities with a full load of classes pre-approved for application to their degree program. Scholarships are available for qualified applicants and study abroad should cause no delay to timely completion of the degree.

INTERNATIONAL CENTER ON HUMAN RIGHTS LAW

International Center on Human Rights Law focuses on an area of particular expertise at the Law School, public and private international law and practice. Faculty members associated with the Center collaborate with KIMEP, local and international colleagues, students, practitioners and others to generate scholarship, host speakers and international exchanges, hold workshops and symposia, as well as designing programs, curricula and other media to engage multiple audiences, addressing areas of concern such as main principles of international law, current challenges facing international law and its enforcement and implementation, human rights and freedoms, violations of international law and international crimes, and development of

COLLEGE OF HUMAN SCIENCES AND EDUCATION

DEPARTMENTS
DEPARTMENT OF EDUCATION
DEPARTMENT OF LINGUISTICS AND COGNITIVE SCIENCE
DEPARTMENT OF MODERN LANGUAGES AND TRANSLATION
DEPARTMENT OF PSYCHOLOGY
DEPARTMENT OF ENGLISH
DEPARTMENT OF GENERAL EDUCATION

PROGRAMS
UNDERGRADUATE DEGREE PROGRAMS
BACHELOR OF ARTS IN FOREIGN LANGUAGE: TWO FOREIGN LANGUAGES (BAFL)
BACHELOR OF ARTS IN ENGLISH AND TRANSLATION STUDIES (BATS)
BACHELOR OF ARTS IN COGNITIVE SCIENCE (BACS)
BACHELOR OF SCIENCE IN PSYCHOLOGY (BSP)

GRADUATE DEGREE PROGRAMS
MASTER OF ARTS IN FOREIGN LANGUAGE: TWO FOREIGN LANGUAGES (MAFL)
MASTER OF ARTS IN EDUCATION POLICY AND MANAGEMENT (MEPM)
MASTER OF SCIENCE IN PSYCHOLOGY (MSP)

DOCTORAL DEGREE PROGRAM
DOCTOR OF PHILOSOPHY IN EDUCATION POLICY AND MANAGEMENT (DEPM)

ADMINISTRATION

Dean
Juldyz Smagulova, PhD, CSc
Professor

Associate Dean of Undergraduate Studies
Karina Narymbetova, CSc, MA in TESOL
Assistant Professor

Associate Dean of Graduate Studies and Research
TBA

Associate Dean of General Education
TBA

Department Chairs:
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Department of Modern Languages and Translation (BATS)
Dr. Ariya Azamatova
a.azamatova@kimep.kz

Department of Linguistics and Cognitive Science (BACS)
Dr. Hamid Shahbazkia
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Department of Psychology (BSP, MSP)
Dr. Matthew Hall
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Department of English (Academic English, Foundation English)
Dr. Karina Narymbetova
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Department of General Education
TBA

Administrative Manager
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Email:

https://www.kimep.kz/college-humanities-education/en/
Instagram: @kimep_che

PROFILE
College of Human Sciences and Education (CHSE) has a dual focus: delivering impactful general education courses to all university students and offering its own major and minor degrees at undergraduate, graduate and doctoral levels.

Student-centeredness is our core value; students are given the opportunity to practice and develop in a supportive environment using constructive feedback. CHSE emphasizes fostering analytical and creative thinking, human understanding, and innovative action to prepare our graduates to challenges and complexities of changing global and local communities.

Our **mission** is:

- To promote quality education through training, research and its dissemination, and through improving standards for instruction.
- To help students build a solid foundation for successful careers in many fields by developing students' discipline based skills as well as transferable and marketable skills necessary for lifelong learning such as analytical and critical thinking, effective communication, multilingual skills, and creativity.
- To promote academic excellence by involving students in creating, comprehending, and interpreting different kinds of texts in various media.
- To reinforce the crucial role of the humanities and human sciences in instilling critical thinking, research skills, and creativity.
- To imbue students with the university's values of academic integrity and work ethic, responsibility, transparency and accountability, and engaged citizenship.

DEPARTMENT OF EDUCATION

Dr. Maganat Shegebayev, Chair
Office # 225/ Dostyk bld.
Tel: +7 (727) 270-43-67 (ext. 2137)
Email: magas@kimep.kz

MISSION STATEMENT

The Department contributes scholarship and teaching intended to examine educational policy and practice in Kazakhstan and in the Central Asia region. The main mission of the department is to prepare future educators, school leaders, and educational policy makers. Our programs are designed to enrich knowledge, skills, and values essential to effective leadership and to effective teaching and research in various educational settings. We teach future educators to critically examine theoretical, philosophical, historical, and sociological foundations of education that impact teaching and learning at all levels.

DEPARTMENT OF LINGUISTICS AND COGNITIVE SCIENCE

Dr. Hamid Shahbazkia, Chair
Office # 206B/ Dostyk bld.
Tel: +7 (727) 270-43-14
Email: h.shahbazkia@kimep.kz

MISSION STATEMENT

The mission of the department is to advance our understanding of human language, to instill an appreciation for the diversity and complexity of human language and its vital importance in society. The department has dual concentration: Firstly, the department focuses on the application of linguistic knowledge to language pedagogy, particularly the teaching of English to speakers of other languages. Secondly, the department provides a bridge between the humanities and STEM, particularly with focus on cognitive science and computational linguistics.
The main objective of the department is to provide quality training of English language teachers and specialists in computational linguistics, AI and data analytics, who are internationally competitive.

The Department offers a BA in Foreign Languages and BA in Cognitive Sciences programs.

DEPARTMENT OF MODERN LANGUAGES AND TRANSLATION

Dr. Ariya Azamatova, Chair
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Email: a.azamatova@kimep.kz

MISSION STATEMENT
The Department's mission is to train competent translators who could effectively apply their knowledge of working languages (English, Russian and/or Kazakh), command of the cultural background, translation theory and research skills in practice. The special focus is on developing technology skills to use cutting-edge software and applications that can facilitate and improve translation workflow and output.
In addition, the Department of Translation and Modern Languages is responsible for providing Kazakh, Russian and literature courses to all undergraduate students. In doing so, the department seeks to enhance students' multilingual skills and instill appreciation of literature.
The Department offers a BA in English and Translation Studies.

DEPARTMENT OF PSYCHOLOGY

Dr. Matthew Hall, Chair
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Email: m.hall@kimep.kz
MISSION STATEMENT

To deliver internationally recognized standards of excellence in teaching, research, management, administration, and accreditation of the psychology programs delivered that respond to glocal stakeholder needs and align with the relevant UN SDGs.

The Department offers undergraduate and graduate degrees in psychology.

DEPARTMENT OF ENGLISH

Karina Narymbetova, Chair
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Tel: +7 (727) 270-43-71 (ext.2179)
Email: nkarina@kimep.kz

MISSION STATEMENT
The Department of English strives to develop reading, writing and communication skills of students, increase their understanding of contemporary discourse and literary works, and strengthen their creative and analytical abilities.
The Department offers Academic English and Foundation English courses for all KIMEP students.

DEPARTMENT OF GENERAL EDUCATION

Associate Dean for GE, TBA

MISSION STATEMENT

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

GOALS AND OBJECTIVES

The experiences of General Education encourage students to develop a critical and inquiring attitude, an appreciation of the interdisciplinary nature of subject areas, acceptance of persons of different backgrounds or values, and a deepened sense of self. In their lives and in their careers, students must be prepared to grasp complex problems, develop a global perspective on the diversity of human experience and knowledge, respond to changing demands, and articulate innovative responses and solutions. GE seeks to grow students': Creative and intellectual engagement. Civic, personal and social responsibility. Dedication to lifelong learning to enable them to thrive in a knowledge-intensive economy and a society where new ideas are essential for progress.
The Department offers General Education courses for all KIMEP students.

CENTER FOR EDUCATIONAL EXCELLENCE (CEE)

College of Human Sciences and Education houses Center for Educational Excellence (CEE). The aim of this center is to provide a life-long professional development, internship and re-qualification for professionals in the field of education. The CEE strives to enhance the quality of learning, teaching, scholarship and educational management by being a change agent supporting the transformation of Kazakhstan's system of education.
CEE offers professional development in three main areas:

- Excellence in Educational Leadership – training educational managers (rectors, deans, school principals, administrators, etc.) to develop their capacity to guide effective change within major educational reforms in Kazakhstan. The special focus will be on program evaluation, international accreditation process and organizational change:
- Excellence in Teaching and Learning – training university instructors primarily and school teachers to enhance the quality of education in Kazakhstan's higher education institutions and schools. The program aims to promote evidence-based pedagogical practices that foster student academic engagement, learning, and success. Special focus will be on English-medium instruction and multilingual education.
- Excellence in Research – training young researchers to increase their research capacity in aspects such as advanced-level academic writing, research design, data collection and analysis, dissemination of data and scholarly publishing.

SCHOOL OF COMPUTER SCIENCE AND MATHEMATICS

ADMINISTRATION

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Administrative manager
Kamila Syzdykova
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Program Coordinator
TBA

Chair of Department of Natural Sciences & Mathematics
TBA

Chair of Department of Computer Science
TBA

College Office: #415 Valikhanov Building
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Tel.: +7 (727) 271-72-72, ext 3063

DEPARTMENTS

COMPUTER SCIENCE
NATURAL SCIENCES AND MATHEMATICS

PROGRAMS

BACHELOR OF INFORMATION SYSTEMS
BACHELOR OF SCIENCE IN COMPUTER SCIENCE

DEAN'S STATEMENT

Greetings, prospective students! Over thirty years ago, I stood in your shoes, closing one chapter of my life and wondering what the next would bring. My journey started in the Ozark Mountains, and I never dreamed I would one day work in Central Asia beneath the majestic Tien-Shan Mountains. With increased international opportunities and technological breakthroughs, the world is becoming smaller and more accessible. As you contemplate your future, I invite you to consider the School of Computer Science and Mathematics as the next crucial step on your journey.

KIMEP has spent decades building a reputation for quality and transparency that is unmatched in Central Asia. The School of Computer Science and Mathematics has gathered top-notch faculty, world-class facilities, and an American-style curriculum - all designed to prepare students for successful careers in various technical fields. In the School of Computer Science and Mathematics, you will work closely with faculty on meaningful capstone projects and polish your professional skills through internships, club-sponsored competitions, and extensive hands-on laboratory activities built into the curriculum.

I don't know where your journey will take you, but I can tell you with 100% certainty that th School of Computer Science and Mathematics will provide you with the tools you need to succeed. We would love to meet you, so please take the time to visit our campus. One of our faculty members or I will happily show you around and tell you about our programs. We are proud of KIMEP, and we would love to have you as a member of our unique community!

GENERAL INFORMATION

INTRODUCTION

Central Asia has seen explosive growth in the quality and quantity of technology companies, and Kazakhstan has become a significant player in the world's technology ecosystem. Developing and retaining local talent is critical for the country's future as we continue to strengthen our infrastructure, increase the competitiveness of our local industries, and expand our ability to conduct cutting-edge research. The School of Computer Science and Mathematics is uniquely qualified to provide students wishing to learn technical disciplines with a world-class education that allows them the flexibility to enter the market upon graduation or pursue graduate studies at top international universities. Our programs represent excellent opportunities for students, and these students are invaluable assets to Kazakhstan.

MISSION STATEMENT

The School of Computer Science and Mathematics' mission is to educate students and produce graduates who are prepared to enter the workforce or seek graduate-level education at reputable international universities. School of Computer Science and Mathematics graduates are ethical, tech-savvy communicators with the critical thinking skills necessary to thrive in any environment.

ACADEMIC DEPARTMENTS

The School of Computer Science and Mathematics faculty are organized into two academic departments:

COMPUTER SCIENCE
NATURAL SCIENCES AND MATHEMATICS

PART VIII. DEGREE PROGRAMS

UNDERGRADUATE DEGREE PROGRAMS

GENERAL EDUCATION PROGRAM REQUIREMENTS

The courses are offered by the departments that are most in line with the specific area of general education. General Education courses will still refer to the goals and objectives that are listed under this section.

MISSION

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

GOALS AND OBJECTIVES

The experiences of General Education encourage students to develop a critical and inquiring attitude, an appreciation of the interdisciplinary nature of subject areas, acceptance of persons of different backgrounds or values, and a deepened sense of self. In their lives and in their careers, students must be prepared to grasp complex problems, develop a global perspective on the diversity of human experience and knowledge, responds to changing demands, and articulate innovative responses and solutions. GE seeks to grow students':

Creative and intellectual engagement.

Civic, personal and social responsibility.

Dedication to lifelong learning to enable them to thrive in a knowledge-intensive economy and a society where new ideas are essential for progress.

INTENDED LEARNING OUTCOMES

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

1. Demonstrate analytical skills.
2. Demonstrate effective problem solving and critical thinking skills.
3. Demonstrate awareness of topics in history, geography, and economy.
4. Demonstrate awareness of ethical and philosophical topics.
5. Demonstrate awareness of topics in political science.
6. Demonstrate awareness of topics in psychology
7. Demonstrate knowledge and skills in information technology

GENERAL EDUCATION COURSES: 36 CREDITS

I. Required Disciplines

Each student is required to take 33 credits according to the following table requirements:

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
GEN/IRL1000	History of Kazakhstan	3	5	ENG0101 Foundation English Level C
GEN/LAW 1000	History of Kazakhstan	3	5	ENG0101 Foundation English Level C
ENG1110	Academic Listening and Note Taking	3	5	ENG0103 Foundation English Level A or direct admission to Academic English Program
ENG1120	Academic Reading and Writing I	3	5	ENG0103 Foundation English Level A or direct admission to Academic English Program
KAZxxxx	Kazakh language 1 (semester 1)	3	5	None
KAZxxxx	Kazakh language 2 (semester 2)	3	5	KAZxxxx Kazakh language 1
GEN/IRL2500	Introduction to Philosophy	3	5	ENG/GEN1100 Academic Speaking

				and ENG/GEN1120 Academic Reading and Writing I
GEN/OPM1300 or GEN/OPM2301	Information and Communication Technologies or Business Computer Applications	3	5	ENG0102 Foundation English Level B
GEN2501 GEN2502	The Module of Socio-Political Knowledge (Sociology, Political Science, Psychology, Cultural Studies)	8	8	See Module description table below
GENxxxx	Physical Training	4	8	None
GENxxxx	IHE Component and/or Elective Component (ASC Elective)	3	5	ENG0102 Foundation English Level B
TOTAL		**36**	**56**	

*** The Module of Socio-Political Knowledge (Sociology, Political Science, Cultural Studies, Psychology) (8 credits): Introduction to Social Science (Sociology, Political Science, Psychology) (3 credits), Cultural Studies 1 Kazakhstan (2 credits), Cultural Studies 2 ASC Elective (3 credits)**

Course Code	Module – 8 credits	Credits	ECTS	Prerequisite
GEN2501	**Introduction to Social Sciences (Sociology, Political Science, Psychology)**	**3**	**3**	ENG/GEN1121 Academic Reading and Writing II
GEN2502	**Cultural Studies 1 Kazakhstan**	**2**	**2**	ENG0102 Foundation English Level B
XXXX	**Cultural Studies 2 ASC elective**	**3**	**3**	**See specific course**

General Education Arts, Society, and Culture Courses (ASC)
Courses in this category will be offered according to student interest and faculty availability.

Course Code	Course Title	Credits	ECTS	Prerequisites
GEN/ASC 2103.3	Introduction to Drama	3	5	ENG0103 Foundation English Level A
GEN/ASC1623	Introduction to Theatre	3	5	ENG0103 Foundation English Level A
GEN/ASC 2108.3	Introduction to Films	3	5	ENG0103 Foundation English Level A
GEN/ASC 2102.3	Introduction to World Literature	3	5	ENG0103 Foundation English Level A
GEN/ASC 1102	Mythology and Folklore	3	5	ENG0103 Foundation English Level A

JMC/ASC 2126	Design Thinking for Innovation	3	5	ENG0103 Foundation English Level A
GEN/ASC 2104.3	Digital photography	3	5	ENG0103 Foundation English Level A
GEN/CLP 2103	Introduction to Computer Science	3	5	ENG0103 Foundation English Level A
GEN/ASC 3202	The History of Writing	3	5	ENG0103 Foundation English Level A
GEN/ASC 2105	Drawing and Painting	3	5	ENG0103 Foundation English Level A
GEN/ASC 2127	Kazakh Spirituality	3	5	ENG0103 Foundation English Level A
GEN/ASC 2209	Introduction to Fashion Design	3	5	ENG0103 Foundation English Level A
GEN/ASC 2106.3	Art and Visual Culture	3	5	ENG0103 Foundation English Level A
GEN/ASC 2107.3	Introduction to World Art History	3	5	ENG0103 Foundation English Level A
ENG/GEN2100	Introduction to Creative Writing	3	5	ENG0103 Foundation English Level A
GEN/ASC 2110.3	Transmedia: The Art of Contemporary Storytelling	3	5	ENG0103 Foundation English Level A
GEN/ASC 2112.3	History of Social Media	3	5	ENG0103 Foundation English Level A
GEN/ASC 2113.3	Globalization and Diversity: A World Regional Approach	3	5	ENG0103 Foundation English Level A
GEN/ASC 2114.3	Cheating, Corruption and Fraud in Society	3	5	ENG0103 Foundation English Level A
GEN/ASC 2115	Law and the Arts	3	5	ENG0103 Foundation English Level A
GEN/ASC 2116	Animals and Society	3	5	ENG0103 Foundation English Level A

GEN/ASC 2117	Design Foundations	3	5	ENG0103 Foundation English Level A
GEN/ASC 2118	Applied Arts and Design	3	5	ENG0103 Foundation English Level A
GEN/ASC 2204	Introduction to Language and Society	3	5	ENG0103 Foundation English Level A
GEN/ASC 2125	Audio Storytelling	3	5	ENG0103 Foundation English Level A
GEN/ASC 2123	Nutrition in the Modern World	3	5	ENG0103 Foundation English Level A
GEN/ASC 2124	Cold War Culture	3	5	ENG0103 Foundation English Level A
GEN/ASC 2208	Film Noir	3	5	ENG/GEN1120 Academic Reading and Writing I
COGN/GEN1201	Introduction to Psychology	3	5	ENG/GEN1121 Academic Readingand Writing II
ENG/GEN2101	Introduction to Literary Studies	3	5	ENG/GEN 1120 Academic Readingand Writing I
ENG/GEN2201	Introduction to British Literature	3	5	ENG/GEN 2101 Introduction to Literary Studies
ENG/GEN2202	Introduction to American Literature	3	5	ENG/GEN 2101 Introduction to Literary Studies
ENG/GEN3102	Introduction to Rhetoric and Composition	3	5	ENG/GEN1120 Academic Reading and Writing I
LING/GEN1101	Fundamentals of Linguistics	3	5	ENG0103 Foundation English Level A
LING/GEN2202	Latin	3	5	ENG0103 Foundation English Level A

PSY/GEN 1201	Mental Health and Wellbeing	3	5	ENG0103 Foundation English Level A
GEN/DA2205	Introduction to Criminal Forensics	3	5	ENG0103 Foundation English Level A
GEN/DA 2206	Understanding Digital Media	3	5	ENG0103 Foundation English Level A
GEN/ASC 2121	Elective 1	3	5	ENG0103 Foundation English Level A
GEN/ASC 2120	Elective 2	3	5	ENG0103 Foundation English Level A

PHYSICAL EDUCATION REQUIREMENTS (4 CREDITS)
Students should take the Physical Education required courses.

GENERAL RULES
The Ministerial course requirements apply to all undergraduate degree students (including students from outside Kazakhstan). Non-degree students (including non-degree international exchange students) are exempt from these Ministerial requirements, as they are not seeking a KIMEP undergraduate degree. Anyway, if non-degree students later decide to enroll as regular students, they will be required to take the courses required by the Ministry of Education in order to complete their programs.
The General Education curriculum consists of preparatory courses that develop the skills necessary to succeed in other core courses. These courses include English, Kazakh, Introduction to Computers and History of Kazakhstan. They must be completed in the first year of study to ensure that students are prepared to do well in more challenging courses. For some of them there are course options that are designed specifically for students in certain fields.
Students should complete GEN1000 History of Kazakhstan during the first year of their study at KIMEP. Sections of this course taught in Russian and Kazakh are available, although students are strongly encouraged to take the course in English.
Students (except non-degree international exchange students) must study two semesters of Kazakh language. The program in Kazakh includes suitable courses at various levels, from beginner to advance, for students who enter with different levels of Kazakh proficiency. Students should read the course descriptions in order to ensure 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.
After all preparatory courses have been completed, students are encouraged to make regular progress on the other advanced General Education courses, such as their data analysis course, arts courses and Introduction to Philosophy by taking *at least* two General Education courses per semester, or as specifically recommended by a student's department of major, until all requirements have been completed.
Courses taken during an exchange semester must be pre-approved by the General Education office, not individual instructors.

The following general rules and procedures apply to the State Exam for "History of Kazakhstan" in effect at KIMEP U from Spring 2013:

1. State Exam for "History of Kazakhstan" is conducted during the final examination period based on the approved academic calendar.

2. All students enrolled in any bachelor program are required to take the State Exam for "History of Kazakhstan" after the full completion of the course and at the same semester.

   The Department of International Relations under the supervision of CSS Dean's Office, and in cooperation with Office of Academic Affairs organizes state Exam preparation work.

The Faculty Members who are teaching the course are responsible for developing a unified course structure including content, assessment scheme, and syllabus. These must follow Ministerial standards, and must be approved by the KIMEP Academic Council.

The State Exam conducted in written form, counts as the course final exam.

The Membership of the State Examination Commission is formed for the one academic year, and should be approved by the President of KIMEP University. The candidate for the Chair of the State Examination Commission should be sent to the relevant state organ at the latest by November 1, and be approved by the MES at the latest by December 1.

The Office of the Registrar must schedule the meeting of State Examination Commission. This meeting's purpose is to ratify and approve those students eligible to take the State Exam. This meeting must take place two weeks before the State Exam date, and its duration must not exceed 6 hours.

The minutes (online protocol) of State Examination Commission meeting should be prepared for each individual student. The signed original hard copies should be submitted to the Office of Registrar in the Ministerial required format (numbered, officially bound, and stamped). The other copies should be kept in the Department of International Relations.

The grading system for State Exam is the same as that used at KIMEP University.

If a student has failed the State Exam for "History of Kazakhstan" s/he must retake the course. To retake the course, a student should pay registration and tuition fee just as for the other courses. The student must attend class sessions (lectures) and complete all assignments and exams, the same as if s/he was taking the course for the first time. The student may not recycle assignments or exam scores from a previous enrollment, nor can a student use current assignments or exam grades to raise a grade from the previous semester. To retake the course for the third time a student needs the approval of the dean of the student's enrolled college. A forth and subsequent retake require the approval of Vice- President of Academic Affairs.

If a student receives a passing grade (at least D-) on State Exam for "History of Kazakhstan" s/he is not permitted to retake the course.

If a student feels that a grade is incorrect s/he should go through an official process (write an official appeal request and submit to State Examination Commission for future consideration).

The Chair of State Examination Commission is responsible for preparation of the State Exam report. The report should be approved by KIMEP Academic Council, and to be sent to the MES during the period of one month after State Exam's completion.

Credits for "History of Kazakhstan" taken at other institutions of higher education will only be transferred if the student has earned a "C" or higher grade in the state exam.

PHYSICAL EDUCATION

The undergraduate academic curriculum includes physical education courses that adhere to the current legislative standards of the Republic of Kazakhstan. Physical Education courses are compulsory and not included in the GE curriculum. Physical education (PE) emphasizes the development of physical skills; improvement in physical self- education, shaping the need for regular physical activities, and the acquisition of knowledge that contributes to a healthy lifestyle.

A total of 4 credits in physical education need to be completed in order to earn a bachelor degree. Special arrangements have been made for students with disabilities and other health-related conditions.

MATH STUDY SUPPORT

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

GENERAL EDUCATION FOR TRANSFER STUDENTS FROM INSTITUTIONS OF HIGHER EDUCATION

Students who have completed general education course requirements at other institutions of higher education may transfer these courses subject to the following conditions:

3. Course being transferred must be sufficiently similar in content to KIMEP University course description.

A grade of "C"or higher must be earned for any course being transferred.

Any course being transferred must have at least the number of credits as the corresponding KIMEP University GE courses

No letter grade is assigned to transferred courses, meaning such courses do not figure into the calculation of grade point average.

Credits for "History of Kazakhstan" will only be transferred if the student has earned a "C" or higher grade in the state exam.

GENERAL EDUCATION COURSE COMPLETION

Please note:

A student must have fulfilled his/her General Education requirements by the completion of 60 credits or, if he/she has not completed the required GE courses at the 60-credit point, he/she must be enrolled in GE concurrent with other courses; and a student must have totally completed all GE courses by 75 credit hours. If a student has not completed his/her GE by 75 credit hours, the student will be limited to taking only GE courses until the GE requirement has been met. GE required courses are offered in Fall and Spring only.

UNDERGRADUATE LANGUAGE REQUIREMENTS

Although English is the medium of instruction at KIMEP University, it is not an admission criterion. The university admits students on academic merit and the College of Human Sciences and Education supports them in reaching the level of English that is essential for success in their studies. As part of the admission process, students must take an English proficiency test. Usually students will take the KIMEP Entrance Placement Test (KEPT), which is administered by KIMEP.

New students except those who have a valid TOEFL or IELTS certificate must take a placement test (KEPT) prior to the start of classes. The information about dates and testing procedure should be obtained from the Admission Office. The Advising Office in the College of Human Sciences and Education can provide additional information about testing.

FOUNDATION ENGLISH

Placement in Foundation English Courses

Upon admission to KIMEP, undergraduate students are placed in an English course according to their level of proficiency. This level is ascertained by reference to the KIMEP English Entrance Test (KEPT) or an equivalent instrument, such as a TOEFL or IELTS score. In the Foundation English phase, there are three levels of English, each requiring a total of 225 contact hours. The total number of courses that a student needs to complete will depend on his/her proficiency in English.

The Foundation English courses are as follows:

Course Code	Course Title	Level of Proficiency at entry *	Level of Proficiency upon completion*	Duration in contact hours	Prerequisites
ENG0101	Foundation English Level C	Beginner	A1 +	225 contact hours	Determined by KEPT**
ENG0102	Foundation English Level B	A1 +	B1 Mid	225 contact hours	ENG0101 (or requisite KEPT)
ENG0103	Foundation English Level A	B1 Mid	B2 Mid	225 contact hours	ENG0102 (or requisite KEPT)

* Levels are defined in terms of the Common European Framework of Reference (CEFR).

** KIMEP English Placement Test

Confirmation of Level

Although the KEPT (or equivalent) is used as the primary reference for placement, new students will receive an assessment during the first week of classes in order to confirm their suitability to the level in which they have been placed. This assessment procedure is recommended for all newly admitted students. After the consultation and the approval of the Dean of the College, an instructor may advise a student to move to a higher or a lower level. All such moves are exclusively in the interests of the student. Students may refuse to move to a higher or lower level but will be required to sign a document in which they take full responsibility for rejecting the advice given.

Aims of the Foundation English Courses

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

- To offer intensive practice in the use of English in all four skill areas (speaking, listening, reading and writing).
- To guide students from the outset in the acquisition of effective study methods, sound academic skills, higher-order thinking and problem-solving, and critical thinking.
- To support students in taking responsibility for their learning and becoming increasingly independent learners.
- Classes are heavily learner-centered and task-based. Great emphasis is placed on encouraging students to realize the crucial importance of diligent study habits both in and outside the classroom. Assessment is continuous and feedback is constructive and frequent.

Course Duration

Each Foundation English course requires 225 contact hours. The course runs for a semester. At the end of the course a final result is issued and students can then move up to the next level (either a Foundation English course or the first two courses in English for Academic Purposes) or repeat the course, if necessary. The College Advising Coordinator is available to assist students in making appropriate choices.

Concurrent Study

Concurrent enrollment is permitted only within the following guidelines:

Course Code	Students may take concurrently:
ENG0101 Undergraduate Foundation C	Russian or Kazakh Language/History of Kazakhstan /Physical Education (maximum 6 credits)
ENG0102 Undergraduate Foundation B	Russian or Kazakh Language, Modern History of Kazakhstan, and/or Physical Education (maximum 6 credits)
ENG0103 Undergraduate Foundation A	Russian or Kazakh Language, Modern History of Kazakhstan, Physical Education, and/or Business Computer Applications/Introduction to Computers (maximum 6 credits)

No exceptions to the above table will be considered. Students should refer to the Academic Program sections for any restrictions that might apply to courses that can be taken concurrently with ENG0103.

Final Results

Students do not receive a letter grade for Foundation English courses. Instead they receive either a Pass or a Fail. In the event of a Fail, the student must repeat the course. KIMEP's policy on grade appeal applies equally to Foundation English courses. Information on the College of Human Sciences and Education's appeal procedure can be obtained from the Advising Coordinator of the College in Room 228, Dostyk Building or Administration Manager in Room 227, Dostyk Building.

ACADEMIC ENGLISH

KIMEP is an English-medium university. A basic knowledge of English is insufficient because the English used in the classroom is academic English. Academic English is different from general English in many significant ways. Because of this, the College of Human Sciences and Education offers a number of courses in English for Academic Purposes to help students succeed in their studies. Every student must participate in some or all of these courses and receive a passing grade.

After completing (or being exempted from) Foundation English, students proceed to four courses in Academic English. Each course is worth three credits. Details and regulations can be found in the General Education section of this catalog and in the sections dealing with specific programs.

The following four Academic English courses are required:

ENG/GEN1110 Academic Listening and Note Taking
ENG/GEN1120 Academic Reading and Writing I (not offered in Summer)
ENG/GEN1100 Academic Speaking
ENG/GEN1121 Academic Reading and Writing II (not offered in Summer)

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

ENG/GEN1110 and ENG/GEN1120 form part of the General Education program, whereas ENG/GEN1100 and ENG/GEN1121 are located under Program Foundation Disciplines in each academic program. For further details, refer to the General Education section or the specific program.

Students are welcome to approach the College's Advising Coordinator or the Associate Dean for further guidance.

English Completion

Please note:

A student must have totally completed all English courses by 45 credit hours; and

If a student has not completed his/her English by 45 credit hours, the student will be limited to taking only English language courses until the English language requirement has been met.

ENG/GEN1120 Academic Reading and Writing I and ENG/GEN1121 Academic Reading and Writing II are offered only in Fall and Spring semesters.

KAZAKH LANGUAGE

Because Kazakh is the state language, all Kazakhstani undergraduate students are required to take two courses (six credits) of the general Kazakh language. Only one Kazakh language course is permitted per semester.

Kazakhstani students will be given a diagnostic test on the first day of class to determine their level of proficiency and to ensure that they have registered for an appropriate course.

In addition to required 6 credits of General Kazakh language, Kazakhstani students should choose one of the professional language courses according to the type of school they attended:

- Students who graduated from a Russian-medium school take a course in Professional Kazakh.
- Students who graduated from a Kazakh-medium school take a course in Professional Russian.

International students can choose and take 8 credits of either Kazakh or Russian.

The following Kazakh courses are offered to international students:

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
KAZ1501	Beginning Kazakh	3	5	None
KAZ1502	Elementary Kazakh	3	5	KAZ1501 Beginning Kazakh
KAZ1504	Pre-Intermediate Kazakh	3	5	KAZ1502 Elementary Kazakh
KAZ2101	Professional Kazakh 1	2	3	KAZ1502 Elementary Kazakh or KAZ 1504 Pre-Intermediate Kazakh

The following Kazakh courses are offered to graduates of Russian-medium schools:

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
KAZ1502	Elementary Kazakh	3	5	None
KAZ1504	Pre-Intermediate Kazakh	3	5	KAZ1502 Elementary Kazakh
KAZ1506	Intermediate Kazakh	3	5	KAZ1504 Pre-Intermediate Kazakh
KAZ1508	Upper Intermediate Kazakh	3	5	KAZ1506 Intermediate Kazakh
KAZ2101	Professional Kazakh 1	2	3	KAZ1504 Pre-Intermediate Kazakh
KAZ2102	Professional Kazakh 2	2	3	KAZ1506 Intermediate Kazakh, KAZ1508 Upper Intermediate Kazakh

The following courses are offered for graduates of Kazakh-medium schools:

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
KAZ2001	Business Correspondence in Kazakh	3	5	KAZ2004 Public Speaking in Kazakh
KAZ2004	Public Speaking in Kazakh	3	5	None
KAZ2005	Academic Writing in Kazakh	3	5	KAZ2004 Public Speaking in Kazakh
RUS2103	Professional Russian 3	2	3	KAZ2001 Business Correspondence in Kazakh or KAZ2004 Public Speaking in Kazakh or KAZ2005 Academic Writing in Kazakh

RUSSIAN LANGUAGE

Students will be given a diagnostic test on the first day of class to determine their level of proficiency and to ensure that they have registered for an appropriate course. Placement is determined by diagnostic tests, interviews and consultations. Based on the placement test, a student might be recommended to change his/her level.

The following Russian language courses are offered to international students (except CIS):

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
RUS1301	Beginning Russian	3	5	None
RUS1302	Elementary Russian	3	5	RUS1301 Beginning Russian
RUS1304	Pre-Intermediate Russian	3	5	RUS1302 Elementary Russian

RUS1306	Intermediate Russian	3	5	RUS1304 Pre-Intermediate Russian
RUS2101	Professional Russian 1	2	3	RUS1302 Elementary Russian or RUS 1304 Pre-Intermediate Russian
RUS2102	Professional Russian 2	2	3	RUS1304 Pre-Intermediate Russian or RUS1306 Intermediate Russian

The following Russian language courses are offered to international students from CIS countries:

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
RUS1308	Upper Intermediate Russian	3	5	None
RUS2001	Advanced Russian	3	5	RUS1308 Upper Intermediate Russian
RUS2103	Professional Russian 3	2	3	RUS2001 Advanced Russian

Intensive Russian Program

The College of Human Sciences and Education offers an Intensive Russian program for international exchange and international non-degree students. The requirements for completion of the program are as follows:

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
RUS1101	Intensive Russian	6	10	None
RUS1201	Intensive Russian (Level 2)	6	10	None
RUS1102	Speaking Practice	3	5	None
RUS1202	Speaking Practice (level 2)	3	5	None

Kazakh / Russian language completion

Please note:

A student must have fulfilled his/her Kazakh/Russian requirements (all eight credits) by the completion of 75 credits.

If a student has not completed his/her Kazakh/Russian (all eight credits) by 75 credit hours, the student will be limited to taking only Kazakh/Russian language until the Kazakh/Russian language requirement has been met.

Where to go?

In case of questions regarding registration block and other Kazakh / Russian course registration issues, please address CHSE Undergraduate Program Manager at nurbeine.k@kimep.kz

ACADEMIC LEARNING STUDIO

The Academic Learning Studio was established by the College of Human Sciences and Education in order to help students achieve better results in courses and programs offered at KIMEP University. The Studio is a place where students can find many multimedia resources and materials to help them with their language learning and other studies. It is open to all students, from those enrolled in Foundation English to Master's and Doctoral level courses. It works closely with other programs to assist in assignments across the KIMEP curriculum. Support services are offered in English, Kazakh and Russian. Details are available from the Academic Learning Studio (Room 230, Dostyk Building).

More information can be found at: http://www.kimep.kz/lc/en/studio/

BANG COLLEGE OF BUSINESS UNDERGRADUATE PROGRAMS

GENERAL INFORMATION

The Bang College of Business (BCB) offers the following undergraduate degree programs:

1. Bachelor of Accounting and Auditing (BACTA)
2. Bachelor of Finance (BFIN)
3. Bachelor of Management (BMGT)
4. Bachelor of Marketing (BMKT)

COMMOM PURPOSE OF PROGRAMS

The common purpose of all undergraduate programs is to:

- Offer integrated multi-disciplinary curriculum in business administration comparable in terms of quality and standards to programs of leading US and European universities;
- Educate and develop business leaders capable of effectively and ethically managing local and international organizations;
- Provide students with undergraduate-level, cross-functional knowledge in the areas of Accounting andAuditing, Finance, Management, Marketing and Information System;
- Foster students' critical thinking, develop and improve their analytical and communication skills;
- Educate undergraduate students the importance of social responsibility and business ethical behavior;
- Provide opportunities to apply knowledge and skills and learn the professions through internships and various projects;
- Prepare graduates who can make significant contributions to the community, whether in business orin public and non-profit sectors.

COMMON INTENDED LEARNING OUTCOMES (ILOs)

After successful completion of the bachelor program, students will be able to:

1. Describe and articulate key concepts and major paradigms and theoretical perspectives within thechosen specialization;
2. Understand the key principles of accounting, finance, management and marketing, and informationtechnology;
3. Analyze and solve business problems, using the necessary quantitative and qualitative tools;
4. Use information technology for the retrieval, analysis, and presentation of information for effectivemanagement of business organizations and its processes;
5. Communicate ideas and information clearly and effectively in written and oral forms;
6. Work effectively with others in the pursuit of common objectives;
7. Describe and apply the concepts and theories of business ethics;

8. Synthesize and apply integrated knowledge for effective operational and strategic management oforganizations;
9. Undertake independent research, involving the synthesis and application of theoretical constructs totopics in the fields of specialization.

BACHELOR PROGRAMS STRUCTURE

To earn an undergraduate degree from the Bang College of Business, a student must earn a minimum of 146 credits or equivalent 240ECTS.
The following table illustrates a structure of the bachelor program in the Bang College of Business.

Category of Courses	KIMEP credits	ECTS
General Education	36	56
Program Foundation	68	113
Program Specialization	36	60
Final Attestation	6	11
TOTAL	**146**	**240**

SPECIALIZATION
Students usually declare a specialization at the second year of study. At the time of declaration, students can choose any specialization that is being offered. The Bang College of Business offers the following specializations:
1. Accounting and Auditing
2. Finance
3. Management
4. Marketing

The BCB is responsive to changes in students' interests and there may be additional specializations, majors orminors available in the future. Thus, at the time of declaration, the available options may be different from those stated in the catalog of the year of entry.
Each major and minor sets its own course requirements. In addition to course requirements, some majors may have the Grade Point Average requirements that must be met in order to qualify for the major or minor.
Once a student declares a specialization, major or minor and enrolls to the required courses, the BCB is committed to allowing the student to complete the program under the declared specialization/major/minor. If specialization, major or minor requirements or course availability change before the student graduates, the program office can assist the student in finding substitute courses or in arranging for an independent study.
As a matter of policy, students have the option of completing the specialization, major or minor based on the requirements that are current at the time of graduation.
MAJOR
Students are free to choose a major under the chosen specialization. They can also graduate without majoring. Graduating without majoring provides more flexibility in selecting courses because major requires students to take a particular set of courses.

DESCRIPTIONS OF MAJORS ARE PROVIDED UNDER EACH PROGRAMS'S SECTIONS

FINAL ATTESTATION
Final Attestation Requirements consist of two options:

OPTION 1
(1) Research Methods in Business Studies (3 credits/5 ECTS)
(2) Thesis (3 credits/ 6 ECTS) or

OPTION 2
(1) Research Methods in Business Studies (3 credits/5 ECTS)
(2) State Examination (1 credit/2 ECTS)
(3) State Specialized Examinations (2 credits/4 ECTS)

THESIS, 3 CREDITS/6 ECTS
Students are required to write a thesis on a topic that is relevant to their degree program. Students will be supervised by faculty members in the process. Further details on thesis requirements are provided under the KIMEP University regulations on this matter.

STATE EXAMINATION, 1 CREDIT/2 ECTS
Students are required to take the state examination. Further details on this requirement are provided under the KIMEP University regulations on this matter.

STATE SPECIALIZED EXAMINATIONS, 2 CREDITS/4 ECTS
Specialized examination covers two subjects from area of specialization/major. Further details on this requirement are provided under the KIMEP University regulations on this matter.

MINORS FOR STUDENTS OF THE BANG COLLEGE OF BUSINESS
Students are free to choose among different minors. They can also graduate without taking any minor. Graduating without a minor provides more flexibility in selecting elective courses because major requires students to take a particular set of courses.
To gain a minor the BCB students shall take particular courses for a total of **9** KIMEP credits/15 ECTS. A particular course cannot be counted towards both a specialization and a minor.
Table below lists the requirements for **MINORS** for the BCB students.

Minor Area	Code	Course Title	KIMEP credits	ECTS	Prerequisite
Accounting	ACC3101	Financial Accounting II	3	5	ACC2102
	ACC3201	Intermediate Financial Accounting I	3	5	ACC3101
	ACC3202	Intermediate Financial Accounting II	3	5	ACC3201
Finance (any 3 courses)	FIN4211	Financial Modelling	3	5	FIN3210
	FIN3220	Investments	3	5	FIN3210
	FIN3211	Advanced Corporate Finance	3	5	FIN3210

	FIN3231	Risk Management and FinTech	3	5	FIN3210
Information Systems in Business (any 3 courses)	CIT2302	Database Management Systems in Business	3	5	GEN/OPM 1300 or GEN/OPM2301
	CIT1303	Computer Networks	3	5	GEN/OPM 1300 or GEN/OPM2301
	IFS3745	Information Security Management	3	5	GEN/OPM 1300 or GEN/OPM2301
	IFS4204	Decision Support System	3	5	GEN/OPM 1300 or GEN/OPM2301
Computer Applications	CIT2731	Data Visualization in Business	3	5	GEN/OPM 1300 or GEN/OPM2301
	IFS4204	Decision Support System	3	5	GEN/OPM 1300 or GEN/OPM2301
	CIT3734	Enterprise Web Applications	3	5	GEN/OPM 1300 or GEN/OPM2301
Management (any 3 courses)	MGT3206	Leadership and Motivation	3	5	MGT3001
	MGT3208	Innovation Management	3	5	MGT3001
	MGT3210	International Business	3	5	MGT3001
	MGT3212	Organizational Behavior	3	5	MGT3001
Leadership	LDP3201	Leadership: Principles and Best Practices	3	5	None
	LDP4201	Leadership: Making Principles Work	3	5	None
	LDP4202	Leadership in Action	3	5	LDP 3201
Human Resources Management	MGT3204	Human Resource Management	3	5	MGT3001
	MGT4208	Training and Development	3	5	MGT3204
	MGT4210	Compensation and Performance Management	3	5	MGT3204
Entrepreneurship MGT3211+ any 2	MGT3211	Principles of Entrepreneurship	3	5	None
	MGT3218	Business Model Innovation	3	5	None

courses from the list	MGT3217	Building and Accelerating the Venture	3	5	None
	BUS4201	Social Entrepreneurship	3	5	None
Marketing (MKT3150 and any 2 other courses)	MKT3150	Strategic Marketing	3	5	MKT3130
	MKT3201	Consumer Behavior	3	5	MKT3150
	MKT3202	Marketing Communications	3	5	MKT3130
	MKT3214	Brand Management	3	5	MKT3150
	MKT4203	Marketing Research	3	5	MKT3150
Tourism and Hospitality Management (any 3 courses)	MKT3221	Tourism Practices and Principles	3	5	None
	MGT3215	Hospitality Management	3	5	None
	MKT3222	Cross-Cultural Tourism Marketing	3	5	None
	MKT3223	Niche Tourism	3	5	None
Big Data Management and Analysis (*IFS4203 and any 2 courses*)	IFS3202	Database Management Systems	3	5	GEN/OPM1300 or GEN/OPM2301
	IFS4203	Big Data Management and Analysis	3	5	GEN/OPM1300 or GEN/OPM2301
	IFS4204	Decision Support Systems	3	5	GEN/OPM1300 or GEN/OPM2301
	IFS4302	IT project management	3	5	GEN/OPM1300 or GEN/OPM2301; MKT 3130
	CIT3908	Cybersecurity	3	5	GEN/OPM1300 or GEN/OPM2301
	CIT3809	Mobile Programming	3	5	GEN/OPM1300 or GEN/OPM2301
Logistics and Supply Chain Management (OPM3205 and any 2courses)	OPM3205	Logistics and Supply Chain Management	3	5	OPM3131
	OPM4201	Purchasing and Material Management	3	5	OPM3205
	OPM4501	Transportation Carrier Management	3	5	OPM3131
	OPM4206	Project Management Supply Cost and Risk Management	3	5	OPM3131
Taxation (any 3 courses)	ACC3205	Principles of Taxation	3	5	ACC2102
	ACC3210	Taxation in Kazakhstan	3	5	ACC3205
	ACC4240	Transfer Pricing and Taxation of Multinational Enterprises	3	5	ACC3205
	ACC4220	Tax Planning	3	5	ACC3205

Cybersecurity (IFS3745, CIT3908 and any one course)	CIT3908	Cybersecurity	3	5	GEN/OPM 1300 or GEN/OPM 2301
	IFS3745	Information Security Management	3	5	GEN/OPM 1300 or GEN/OPM 2301
	CIT3809	Mobile Programming	3	5	GEN/OPM1300 or GEN/OPM2301
	IFS3201	Blockchain and Cryptocurrency	3	5	OPM3011, FIN3121, GEN2402 or IFS2402
	CIT3806	Cryptographic Data Security	3	5	IFS2204
Software Development (CIT2735, IFS2204 and any one course)	CIT2735	Introduction to Programming	3	5	GEN/OPM 1300 or GEN\OPM 2301
	IFS2204	Algorithms and Data structures	3	5	none
	CIT4242	Advanced Programming	3	5	CIT2735
	CIT3807	Programming in Java	5	5	IFS2204
	CIT3812	Programming in C	3	5	IFS2204
	CIT3803	Python Programming	3	5	IFS2204
	IFS3202	ERP Development and Programming	3	5	IFS2204, CIT2302
	CIT3815	Database Development with SQL	3	5	IFS2204
	CIT3809	Mobile Programming	3	5	GEN/OPM 1300 or GEN/OPM 2301
Auditing (ACC3101 and any 2 courses)	ACC3101	Financial Accounting II	3	5	ACC 2102
	ACC4203	Auditing	3	5	ACC 3101
	ACC4209	Principles of Fraud Examination	3	5	ACC 3101
	ACC4216	Professional Auditing	3	5	ACC 4203
	ACC3204	International Financial ReportingStandards	3	5	ACC3202

MINORS FOR STUDENTS OF OTHER COLLEGES

The Bang College of Business also offers the opportunity to gain minor for non-business students of KIMEP University. To gain a minor the non-BCB student shall take particular courses for a total of **12** KIMEP credits/20 ECTS.

Table below lists the requirements for **Minors for the non-BCB students.**

Minor Area	Code	Course Title	KIMEP credits	ECTS	Prerequisite
	ACC2102	Financial Accounting I	3	5	None

Accounting	ACC3201	Financial Accounting II	3	5	ACC2102
	ACC2201	Management Accounting I	3	5	ACC2102
	ACCxxxx	Any course from accounting area	3	5	
Finance	FIN3121	Financial Management	3	5	None
	FIN3210	Corporate Finance	3	5	FIN3121
	FIN3211	Advanced Corporate Finance	3	5	FIN3210
	FINxxxx	Any elective course from finance area	3	5	
Information Systems in Business	IFS3202	Database Management Systems in Business	3	5	GEN/OPM 1300 or GEN/OPM2301
	CIT1303	Information Systemsand Networking	3	5	GEN/OPM 1300 or GEN/OPM2301
	IFS3745	Information Security Management	3	5	GEN/OPM 1300 or GEN/OPM2301
	IFS4204	Decision Support System	3	5	GEN/OPM 1300 or GEN/OPM2301
Computer Applications	CIT2731	Data Visualization in Business	3	5	GEN/OPM 1300 or GEN/OPM2301
	IFS4204	Decision Support System	3	5	GEN/OPM 1300 or GEN/OPM2301
	CIT3734	Enterprise Web Applications	3	5	GEN/OPM 1300 or GEN/OPM2301
	CIT/IFSxxxx	Any elective course under BIS area	3	5	
Management	MGT3001	Principles of Management	3	5	None
	MGT3212	Organizational Behaviour	3	5	MGT3001
	MGT3213	Managing Change	3	5	MGT3001
	MGTxxxx	Any elective course from management area	3	5	
	MGT3211	Principles of Entrepreneurship	3	5	None

Entrepreneurship	MGT3218	Business Model Innovation	3	5	None
	MGT3217	Building and accelerating the venture	3	5	None
	BUS4201	Social Entrepreneurship	3	5	None
Leadership	MGT3001	Principles of management	3	5	None
	LDP3201	Leadership: Principles andBest Practices	3	5	MGT3001
	LDP4201	Leadership: Making Principles Work	3	5	MGT3001
	LDP4202	Leadership in Action	3	5	LDP 3201
Human Resource Management	MGT3001	Principles of Management	3	5	None
	MGT3204	Human Resource Management	3	5	MGT3001
	MGT4210	Compensation and Performance management	3	5	MGT3204
	MGTxxxx	Any elective course from management area	3	5	
Marketing	MKT3130	Principles of Marketing	3	5	None
	MKT3201	Consumer Behavior	3	5	MKT3150
	MKT3150	Strategic Marketing	3	5	MKT3130
	MKTxxxx	Any elective course from marketing area	3	5	
Tourism and Hospitality Management	MKT3221	Tourism Practices and Principles	3	5	None
	MGT3215	Hospitality Management	3	5	None
	MKT3222	Cross-Cultural Tourism Marketing	3	5	None
	MKT3223	Niche Tourism	3	5	None
Big Data	IFS3202	Database Management Systems	3	5	GEN/OPM1300 or GEN/OPM2301
	IFS4203	Big Data Management and Analysis	3	5	GEN/OPM1300 or GEN/OPM2301, GEN2402
	IFS4204	Decision Support Systems	3	5	GEN/OPM1300 or GEN/OPM2301

Management and Analysis (*IFS4203 and any3 courses*)	IFS4302	IT Project management	3	5	GEN/OPM1300 or GEN/OPM2301; MKT 3130
	CIT3908	Cybersecurity	3	5	GEN/OPM1300 or GEN/OPM2301
	CIT3809	Mobile Programming	3	5	GEN/OPM1300 or GEN/OPM2301
Logistics andSupply ChainManagement (OPM3205, GEN2402, OPM3131 and any course from the list)	OPM3205	Logistics and Supply Chain Management	3	5	OPM3131
	GEN/OPM2402	Business Statistical Analysis	3	5	MATH1202/GEN1201
	OPM3131	Introduction to Operations Management	3	5	GEN/OPM2402 or IFS2402
	OPM3215	Business Time Series Analysis	3	5	GEN/OPM2402 or IFS2402
	OPM4201	Purchasing and Material Management	3	5	OPM3205
	OPM4501	Transportation Carrier Management	3	5	OPM3131
	OPM4206	Project Management SupplyCost and Risk Management	3	5	OPM3131
Taxation ACC2102 Financial Accounting I + any 3 courses from the list	ACC3205	Principles of Taxation	3	5	ACC2102
	ACC3210	Taxation in Kazakhstan	3	5	ACC3205
	ACC4240	Transfer Pricing and Taxation of Multinational Enterprises	3	5	ACC3205
	ACC4220	Tax Planning	3	5	ACC3205
Cybersecurity (IFS3745, CIT3908 and any 2 courses)	CIT3908	Cybersecurity	3	5	GEN/OPM 1300 or GEN/OPM 2301
	IFS3745	Information Security Management	3	5	GEN/OPM 1300 or GEN/OPM 2301
	CIT3809	Mobile Programming	3	5	GEN/OPM1300 or GEN/OPM2301
	IFS3201	Blockchain and Cryptocurrency	3	5	OPM3011, FIN3121, GEN/OPM2402 or IFS2402
	CIT3806	Cryptographic Data Security	3	5	IFS2204
Software Development (CIT2735, IFS2204 and any 2 courses)	CIT2735	Introduction to Programming	3	5	GEN/OPM 1300 or GEN\OPM 2301
	IFS2204	Algorithms and Data structures	3	5	none
	CIT4242	Advanced Programming	3	5	CIT2735

	CIT3807	Programming in Java	5	5	IFS2204
	CIT3812	Programming in C	3	5	IFS2204
	CIT3803	Python Programming	3	5	IFS2204
	IFS3202	ERP Development and Programming	3	5	IFS2204, CIT2302
	CIT3815	Database Development with SQL	3	5	IFS2204
	CIT3809	Mobile Programming	3	5	GEN/OPM 1300 or GEN/OPM 2301
Auditing (ACC 2102, ACC3101 and any 2 courses)	ACC3101	Financial Accounting II	3	5	ACC 2102
	ACC4203	Auditing	3	5	ACC 3101
	ACC4209	Principles of Fraud Examination	3	5	ACC 3101
	ACC4216	Professional Auditing	3	5	ACC 4203
	ACC3204	International Financial Reporting Standards	3	5	ACC3202

PROGRAM FOUNDATION ELECTIVE BASIC DISCIPLINE COURSES (12 CREDITS / 20 ECTS)

Student of a particular specialized bachelor degree program must choose elective courses from a different area of study, thus:

- A student of Bachelor of Accounting and Audit (BACTA) must choose non-accounting courses (non- ACC coded);
- A student of Bachelor of Finance (BFIN) must choose non-Finance courses (non-FIN coded);
- A student of Bachelor of Management (BMGT) must choose non-Management courses (non-MGT coded);
- A student of Bachelor of Marketing (BMKT) must choose non-Marketing courses (non-MKT coded);
- A student of Bachelor of Information Systems (BIS) must choose non-Information Systems in Business (non- Information Systems in Business)

The list of Foundation Elective Basic Discipline Courses includes the following courses (may be changed by the departments):

Course Code	Course Title	KIMEP credits	ECTS
CIT2731	Data Visualization in Business	3	5

CIT3734	Enterprise Web Applications	3	5
IFS4302	IT Project Management	3	5
CIT3908	Cybersecurity	3	5
CIT4740	Human Computer Interaction	3	5
CIT3809	Mobile Programming	3	5
IFS 4204	Decision Support Systems	3	5
IFS3202	Database Management Systems in Business	3	5
IFS2204	Algorithms and Data Structures	3	5
IFS3211	Information Systems Security	3	5
CIT1303	Computer Networks		
IFS3201	Blockchain and Cryptocurrency	3	5
ACC3212	Accounting Information Systems	3	5
ACC3101	Financial Accounting II	3	5
ACC3201	Intermediate Financial Accounting I	3	5
ACC3202	Intermediate Financial Accounting II	3	5
ACC3205	Principles of Taxation	3	5
ACC3210	Taxation in Kazakhstan	3	5
ACC3204	International Financial Reporting Standards	3	5
ACC3299	Selected Topics in Accounting	3	5
ACC4201	Advanced Accounting	3	5
ACC4208	Financial Statement Analysis	3	5
ACC4209	Principles of Fraud Examination	3	5
ACC4211	Cases in Accounting	3	5
ACC4216	Professional Auditing	3	5
ACC3110	Management Accounting II	3	5
ACC4203	Auditing	3	5
FIN3210	Corporate Finance	3	5
FIN3211	Advanced Corporate Finance	3	5
FIN3220	Investments	3	5

FIN3231	Risk Management and Fintech	3	5
FIN4211	Financial Modeling	3	5
FIN4224	Financial Derivatives	3	5
FIN4235	International Finance and Cryptocurrencies	3	5
FIN4250	Personal and Entrepreneurial Finance	3	5
FIN4212	Mergers and Acquisitions	3	5
FIN4214	Financial Statement Analysis	3	5
FIN4221	Investment Banking	3	5
FIN4225	Fixed-Income Securities	3	5
FIN4232	Risk Management	3	5
FIN4241	Case Studies in Finance	3	5
FIN4242	Selected Topics in Finance	3	5
FIN4246	Insurance	3	5
MGT3210	International Business	3	5
MGT3212	Organizational Behavior	3	5
MGT3204	Human Resource Management	3	5
MGT3206	Leadership and Motivation	3	5
MGT3208	Innovation Management	3	5
MGT3205	Decision Making	3	5
MGT3207	Managing Negotiation	3	5
MGT3209	International Management	3	5
MGT3211	Small Business Management	3	5
MGT3213	Managing Change	3	5
MGT3215	Hospitality Management	3	5
MGT3299	Selected Topics in Management	3	5
MGT4210	Compensation and Performance Management	3	5
MGT4208	Training and Development	3	5
MKT3210	Services Marketing	3	5
MKT3201	Consumer Behavior	3	5
MKT3202	Marketing Communication	3	5
MKT3150	Strategic Marketing	3	5

MKT3214	Brand Management	3	5
MKT4203	Marketing Research	3	5
MKT3216	New Product Development	3	5
MKT3205	Retailing	3	5
MKT3212	Fundamentals of Selling	3	5
MKT3221	Tourism Practices and Principles	3	5

Other courses may be taken with the approval of the Dean of BCB.

BACHELOR OF ACCOUNTING AND AUDIT (BACTA) – 6B04104

STATEMENT OF PURPOSE

The purpose of the Bachelor of Accounting and Auditing (BACTA) program is to train highly qualifiedpersonnel for accounting and auditing, owning multiculturalism, communicative skills, capable of creatively and highly professionally solving socially significant tasks in the field of activity at the modern scientific and practical level, as well as having high social and personal responsibility, able to carry out professional activities in the areas of accounting, auditing and taxation.

INTENDED LEARNING OUTCOMES (ILOs) OF THE BACTA PROGRAM

After successful completion of the BACTA program, graduates will be able to:

- Demonstrate a proficiency in a second foreign language for efficient verbal and written business communication;
- Demonstrate and apply tools of mathematical and statistical analysis, and contemporary information technologies in solving managerial issues related to business processes and projects;
- Demonstrate and apply core business, management, and leadership principles and skills (in the field of management, marketing, operations management and business law), and integrate theory to practice aiming to solve managerial problems;
- Demonstrate and apply contemporary data collection methods related to business transactions and preparation of financial reports, as well as financial analysis and rational allocation of company's resources;
- Identify the present and potential issues related to ethics, responsibility and sustainability in the field of accounting and audit, and to provide recommendations applying the main theories and concepts of ethics, responsibility and sustainability;
- Collect and analyze data related to company's business transactions and prepare financial reports applying IFRS;
- Collect, classify, synthesize, and analyze the operational data applying tools of management accounting, in order to make operational and strategic decisions;
- Identify risks, select and apply the appropriate control and audit procedures, prepare the opinion and communicate it to main stakeholders;
- Be able to use the contemporary information technologies to collect and process data necessary for preparation of financial and tax reports, managerial decision making, and internal and external control needs;
- Prepare tax returns for individuals and enterprises in compliance with laws and regulations and

the tax code.

BACTA CURRICULUM

To earn the Bachelor in Accounting and Auditing degree, students should complete 146 KIMEP creditsor 240 ECTS. The following table illustrates the structure of the BACTA Program.

Category of Courses	KIMEP credits	ECTS
General Education	36	56
Program Foundation	68	113
Program Specialization	36	60
Final Attestation	6	11
TOTAL	**146**	**240**

For General Education component please refer to "GENERAL EDUCATION REQUIREMENTS" part.

PROGRAM FOUNDATION COURSES (68 KIMEP CREDITS/113 ECTS/):

(1) Program foundation required courses (56 KIMEP credits/93 ECTS)
(2) Program foundation elective courses (12 KIMEP credits/20 ECTS)

Program Foundation Courses		KIMEP credits	ECTS	Prerequisite
Program Foundation Required Courses		**56**	**93**	60 KIMEP credits completed
BUS4251.1	**OPTION 1** Internship Program I	1	2	
ACC4251.2	Internship Program in AccountingII	2	3	
ACC4211	**OPTION 2** Cases in Accounting as Internship substitute	3	5	ACC2102
ENG/GEN1100	Academic Speaking	3	5	
ENG/GEN1121	Academic Reading and Writing 2	3	5	
KAZ2103 or RUS2103	Professional Kazakh (Russian)	2	3	
FIN2105	Business Microeconomics	3	5	ENG/GEN1120/ GEN1011
FIN2106	Business Macroeconomics	3	5	FIN2105
MGT3001	Principles of Management	3	5	ENG/GEN1120/ GEN1011
ACC2102	Financial Accounting, I	3	5	FIN2105
FIN3121	Financial Management	3	5	ACC2102, GEN/OPM 2402 or IFS2402
IFS2203	Management Information Systems	3	5	GEN/OPM1300/2301
MKT3130	Principles of Marketing	3	5	ENG/GEN1120/ GEN1011

OPM3131	Introduction to OperationsManagement	3	5	GEN/OPM2402 or IFS2402
GEN/OPM2402	Business Statistical Analysis	3	5	MATH1202/GEN1201
ACC2201	Management Accounting, I	3	5	ACC2102
FIN3101	Corporate Finance	3	5	FIN3121
LAW2202	Business Law	3	5	
MGT4201	Strategy and Business Policy	3	5	MGT3001,MKT3130, FIN3121, ACC2201+ to be 4th year student
OPM3011	Quantitative Methods for Business Data Analysis	3	5	GEN/OPM2402 or IFS2402
GEN1201	Mathematics for Business andEconomics	3	5	None
Program Foundation Elective Courses		**12**	**20**	
XXXX	Elective 1	3	5	
XXXX	Elective 2	3	5	
XXXX	Elective 3	3	5	
XXXX	Elective 4	3	5	
TOTAL		**68**	**113**	

BUS4251.1 Internship Program I and ACC4251.2 Internship Program in AccountingII must be taken concurrently.

PROGRAM SPECIALIZATION COURSES (36 KIMEP CREDITS/ 60 ECTS):

(1) Required specialization courses (27 KIMEP credits/ 45 ECTS) and
(2) Elective specialization courses (9 KIMEP credits/ 15 ECTS).

Program Specialization Courses		KIMEP credits	ECTS	Prerequisite
Program Specialization Required Courses		**27**	**45**	
ACC3101	Financial Accounting II	3	5	ACC 2102
ACC3201	Intermediate Financial Accounting I	3	5	ACC3101
ACC3202	Intermediate Financial Accounting II	3	5	ACC3201
ACC3110	Management Accounting II	3	5	ACC 2201
ACC4203	Auditing	3	5	ACC 3101
ACC3210	Taxation in KZ	3	5	ACC 2102
ACC4201	Advanced Accounting	3	5	ACC 3202
BUS3334	Ethics, Responsibility and Sustainability in Business	3	5	MGT3001
ACC4251.3	Internship Program in Accounting III	3	5	BUS4251.1 ACC4251.2 or ACC4211
Program Specialization Elective Courses		**9**	**15**	

ACC3204	International Financial ReportingStandards	3	5	ACC3202
ACC3205	Principles of Taxation	3	5	ACC 2102
ACC3299	Selected Topics in Accounting	3	5	ACC2102
ACC3212	Accounting Information Systems	3	5	ACC 3101 and GEN/OPM 1300 /2301
ACC4208/FIN4214	Financial Statement Analysis	3	5	ACC3110
ACC4209	Principles of Fraud Examination	3	5	ACC3101
ACC4210	International Accounting	3	5	ACC3101
ACC4211	Cases in Accounting	3	5	ACC2102
ACC4216	Professional Auditing	3	5	ACC 4203
ACC4220	Tax Planning	3	5	ACC 3210
ACC4240	Transfer Pricing and Taxation of Multinational Enterprises	3	5	ACC3205 or ACC3210
ACC4800	Digital Transformation of Accounting and Finance	3	5	ACC3101
ACC4880	Social Media and Accounting	3	5	ACC3101
CIT3805	Big Data Analytics	3	5	OPM3011
ACC4207	Internal Auditing	3	5	ACC3101
ACC3290	New Trends in Accounting	3	5	ACC2102
TOTAL		**36**	**60**	

BACTA SPECIALIZATIONS/MAJORS:

- Professional Accounting
- Auditing
- Taxation

PROFESSIONAL ACCOUNTING (36 KIMEP CREDITS / 60 ECTS)

Course Code	Course Title	KIMEP credits	ECTS
All 9 Program Specialization Required Courses and		27	45
ACC3204	International Financial Reporting Standards	3	5
ACC3212	Accounting Information Systems	3	5
Any one course from accounting area ACCxxxx		3	5
TOTAL		**36**	**60**

AUDITING (36 KIMEP CREDITS / 60 ECTS)

Course Code	Course Title	KIMEP credits	ECTS
All 9 Program Required Specialization Courses and		27	45
ACC4209 ACC4207	Principles of Fraud Examination or Internal Auditing	3	5

ACC4216	Professional Auditing	3	5
Any one course from accounting area ACCxxxx		3	5
TOTAL		**36**	**60**

TAXATION (36 KIMEP CREDITS / 60 ECTS)

Course Code	Course Title	KIMEP credits	ECTS
All 9 Program Required Specialization Courses and		27	45
ACC3205	Principles of Taxation	3	5
ACC4220	Tax Planning	3	5
Any one course from accounting area ACCxxxx		3	5
TOTAL		**36**	**60**

FINAL ATTESTATION (6 KIMEP CREDITS/11 ECTS)

OPTION 1

Final Attestation Courses		KIMEP credits	ECTS	Prerequisite
BUS4271	Research Methods in Business Studies	3	5	3rd year student and GEN/OPM2402 or IFS2402
ACC4272	Thesis	3	6	128 credits and BUS4271
TOTAL		**6**	**11**	

OPTION 2

FINAL ATTESTATION (6 KIMEP CREDITS/11 ECTS)

Final Attestation Courses		KIMEP credits	ECTS	Prerequisite
BUS4271	Research Methods in Business Studies	3	5	3rd year student and GEN/OPM2402 or IFS2402
ACC 4277 ACCxxxx	State Examination State Specialized Examinations	1 2	6	128 credits and BUS4271
TOTAL		**6**	**11**	

BACHELOR OF FINANCE (BFIN) – 6B04105

STATEMENT OF PURPOSE

The purpose of the Bachelor in Finance (BFIN) program is to equip students with knowledge and skills required to work in the fields of corporate finance, investments and risk management. Upon graduation students will demonstrate a strong theoretical and practical knowledge of how the financial markets and financial institutions operate, have understanding of different financial instruments and risk management techniques. They will be able to manage the financial flows of the business and know how to make investmentdecisions.

INTENDED LEARNING OUTCOMES (ILOs) OF THE PRGRAM

After successful completion of the BFIN program, graduates will be able to:

- Demonstrate a proficiency in a second foreign language for efficient verbal and written business communication;
- Demonstrate and apply tools of mathematical and statistical analysis, and contemporary information technologies in solving managerial issues related to business processes and projects;
- Demonstrate and apply core business, management, and leadership principles and skills (in the field of management, marketing, operations management and business law), and integrate theory to practice aiming to solve managerial problems;
- Demonstrate and apply contemporary data collection methods related to business transactions and preparation of financial reports, as well as financial analysis and rational allocation of company's resources;
- Detect and correct present and potential issues related to ethics, responsibility and sustainability in the field of finance;
- Analyze the current business and investment environment, and effect of changes on exchange rates, interest rates, inflation, in making investment and portfolio management decisions;
- Apply analytical and quantitative skills in planning capital investments, making and evaluating investment decisions, managing an investment portfolio, determining the optimal level of capital structure and assessing financial risks;
- Apply analytical skills of financial statements analysis taking into account economic characteristics of various industries;
- Determine the company's financial policy, complying with the requirements of the regulators, the principles of interaction between the constituent industries of the financial market (insurance, banking, securities, real estate and financial planning).

BFIN CURRICULUM

To earn the Bachelor of Finance degree, students must complete 146 KIMEP credits or 240 ECTS. The following table illustrates the structure of the BFIN

Category of Courses	KIMEP credits	ECTS
General Education	36	56
Program Foundation	68	113
Program Specialization	36	60
Final Attestation	6	11
TOTAL	**146**	**240**

For General Education component please refer to "GENERAL EDUCATION REQUIREMENTS" part.

PROGRAM FOUNDATION COURSES (68 KIMEP CREDITS/113 ECTS/):

(1) Program foundation required courses (56 KIMEP credits / 93 ECTS)
(2) Program foundation elective courses (12 KIMEP credits/ 20 ECTS)

Program Foundation Courses		KIMEP credits	ECTS	Prerequisite
Program Foundation Required Courses		**56**	**93**	
BUS4251.1	**OPTION 1** Internship Program I	1	2	60 KIMEP credits completed
FIN4251.2	Internship Program in Finance II	2	3	
FIN4241	**OPTION 2** Cases in Finance as Internship substitute	3	5	FIN3210 FIN3220
ENG/GEN1100	Academic Speaking	3	5	
ENG/GEN1121	Academic Reading and Writing 2	3	5	
KAZ2103 or RUS2103	Professional Kazakh (Russian)	2	3	
FIN2105	Business Microeconomics	3	5	ENG/GEN1120/ GEN1011
FIN2106	Business Macroeconomics	3	5	FIN2105
MGT3001	Principles of Management	3	5	ENG/GEN1120/ GEN1011
ACC2102	Financial Accounting I	3	5	FIN2105
FIN3121	Financial Management	3	5	ACC2102, GEN/OPM2402 or IFS2402
IFS2203	Management Information Systems	3	5	GEN/OPM1300/2301
MKT3130	Principles of Marketing	3	5	ENG/GEN1120/ GEN1011
OPM3131	Introduction to Operations Management	3	5	GEN/OPM2402 or IFS2402
GEN2402	Business Statistical Analysis	3	5	MATH1202/ GEN1201
ACC2201	Management Accounting, I	3	5	ACC2102
FIN3210	Corporate Finance	3	5	FIN3121
LAW2202	Business Law	3	5	
MGT4201	Strategy and Business Policy	3	5	MGT3001,MKT3130, FIN3121, ACC2201+ to be 4th year student
OPM3011	Quantitative Methods for Business Data Analysis	3	5	GEN/OPM2402 or IFS2402
GEN1201	Mathematics for Business and Economics	3	5	None
Program Foundation Elective Courses		**12**	**20**	
XXXX	Elective 1	3	5	
XXXX	Elective 2	3	5	
XXXX	Elective 3	3	5	

XXXX	Elective 4	3	5	
TOTAL		**68**	**113**	

BUS4251.1 Internship Program I and FIN4251.2 Internship Program in Finance II must be taken concurrently.

PROGRAM SPECIALIZATION COURSES (36 KIMEP CREDITS/ 60 ECTS):

(1) Required Specialization Courses (27 KIMEP credits/ 45 ECTS) and
(2) Elective Specialization Courses (9 credits/ 15 ECTS).

Program Specialization Courses		KIMEP credits	ECTS	Prerequisite
Program Specialization Required Courses		**27**	**45**	
BUS3334	Ethics, Responsibility and Sustainability in Business	3	5	MGT3001
FIN3211	Advanced Corporate Finance	3	5	FIN3210
FIN3231	Risk Management and FinTech	3	5	FIN3210
FIN3220	Investments	3	5	FIN3210
FIN4211	Financial Modelling	3	5	FIN3220
FIN4224	Financial Derivatives	3	5	FIN3210
FIN4235	International Finance and Cryptocurrencies	3	5	FIN3210
FIN4214	Financial Statement Analysis	3	5	FIN3210
FIN4251.3	Internship Program III	3	5	BUS4251.1FIN4241.2 or FIN4241
Program Specialization Elective Courses		**9**	**15**	
FIN4250	Personal and Entrepreneurial Finance	3	5	FIN3210
FIN4212	Mergers and Acquisitions	3	5	FIN3210
FIN4220	Real Estate Finance	3	5	FIN3210
FIN4221	Investment Banking	3	5	FIN3210
FIN4225	Fixed-Income Securities	3	5	FIN3220
FIN4231	Commercial Bank Management	3	5	FIN3210
FIN4240	Security Analysis and Portfolio Management	3	5	FIN3220
FIN4241	Case Studies in Finance	3	5	FIN3210 FIN3220
FIN4242	Selected Topics in Finance	3	5	FIN3210 FIN3220
FIN4246	Insurance	3	5	FIN3210
FIN4201	Foundation of FinTech	3	5	FIN3210, FIN3220
FIN4202	Behavioral Finance	3	5	FIN3210, FIN3220
FIN4203	Applications in Entrepreneurial FinTech	3	5	FIN3210, FIN3220
FIN4204	Best Practices in Islamic Finance	3	5	FIN3211
FIN4205	Introduction to Blockchain and Cryptocurrency	3	5	FIN3210, FIN3220
FIN4206	Corporate Governance and Sustainability	3	5	FIN3211
FIN4248	Islamic Banking and Finance	3	5	FIN3211
OPM3215	Business Time Series Forecasting	3	5	GEN/OPM2402 or

				IFS2402
FIN4232	Financial Risk Management and Decision Making	3	5	FIN3211
CIT3805	Big Data Analytics	3	5	OPM3011
FIN3290	New Trends in Finance	3	5	FIN3210
TOTAL		**36**	**60**	

BFIN SPECIALIZATIONS/MAJORS:

CORPORATE FINANCE AND INVESTMENT (36 KIMEP CREDITS / 60 ECTS)

Course Code	Course Title	KIMEP credits	ECTS
All 9 Program Required Specialization Courses and		27	45
FIN4225	Fixed-Income Securities	3	5
Any one course from:			
FIN4212 FIN4221	Mergers and Acquisitions Investment Banking	3	5
FINxxxx	Any 1 course from Finance elective courses	3	5
TOTAL		**36**	**60**

FINANCIAL INSTITUTIONS AND RISK MANAGEMENT (36 KIMEP CREDITS / 60 ECTS)

Course Code	Course Title	KIMEP credits	ECTS
All 9 Program Required Specialization Courses and		27	45
FIN4232	Financial Risk Management and Decision making	3	5
Any one course from:			
FIN4231 FIN4248 FIN4246 FIN4204	Commercial Bank Management Islamic banking and Finance Insurance Best Practices in Islamic Finance	3	5
FINXXX	Any 1 course from Program Elective SpecializationCourses	3	5
TOTAL		**36**	**60**

FINAL ATTESTATION (6 KIMEP CREDITS/ 11 ECTS)

OPTION 1

Final Attestation Courses		KIMEP credits	ECTS	Prerequisite
BUS4271	Research Methods in Business Studies	3	5	3rd year student and GEN/OPM2402 or IFS2402

FIN4272	Thesis	3	6	128 credits and BUS4271
TOTAL		**6**	**11**	

FINAL ATTESTATION (6 KIMEP CREDITS/ 11 ECTS)

OPTION 2

Final Attestation Courses		KIMEP credits	ECTS	Prerequisite
BUS4271	Research Methods in Business Studies	3	5	3rd year student and GEN/OPM2402 or IFS2402
FIN4277 FINxxxx	State Examination State Specialized Examinations	1 2	6	128 credits and BUS4271
TOTAL		**6**	**11**	

BACHELOR OF MANAGEMENT (BMGT) – 6B04103

STATEMENT OF PURPOSE

The Bachelor of Management (BMGT) program prepares students to meet the diverse needs of the contemporary Kazakhstan and the worldwide employment markets. Upon graduation students will demonstrate theoretical and practical knowledge of business administration. They will understand how different functions of the company like accounting, finance, sales and marketing, and information systems operate. By applying their skills and knowledge, the Bachelor of Management graduates will make significant contributions to the community in which they work, whether in business or in the public sector.

INTENDED LEARNING OUTCOMES (ILOs) OF THE PROGRAM

After successful completion of the BMGT program, graduates will be able to:

- Demonstrate a proficiency in a second foreign language for efficient verbal and written business communication;
- Demonstrate and apply tools of mathematical and statistical analysis, and contemporary information technologies in solving managerial issues related to business processes and projects;
- Demonstrate and apply core business, management, and leadership principles and skills (in the field of management, marketing, operations management and business law), and integrate theory to practice aiming to solve managerial problems;
- Demonstrate and apply contemporary data collection methods related to business transactions and preparation of financial reports, as well as financial analysis and rational allocation of company's resources;
- Detect and correct present and potential issues related to ethics, responsibility and sustainability in the field of management;
- Demonstrate the knowledge and its application to change and innovation management;
- Apply the knowledge of the key concepts and contemporary approaches to entrepreneurship and its application;
- Demonstrate the knowledge of international business and cross-cultural management issues and

their practical application;

- Demonstrate conceptual knowledge and skills to analyze managerial problems, various approaches to decision-making, people management and proficiency to influence and communicate effectively with different company stakeholders;
- Undertake supervised practical training and independent research as well as individual managerial project involving the synthesis and application of theoretical constructs to topics in the fields of management.

BMGT CURRICULUM

To earn the Bachelor of Management degree, students must complete 146 KIMEP credits or 240 ECTS. The following table illustrates the structure of the BMGT Program.

Category of courses	KIMEP credits	ECTS
General Education	36	56
Program Foundation	68	113
Program Specialization	36	60
Final Attestation	6	11
TOTAL	**146**	**240**

For General Education component please refer to "GENERAL EDUCATION REQUIREMENTS" part.

PROGRAM FOUNDATION COURSES (68 KIMEP CREDITS / 113 ECTS):

(1) Program foundation required courses (56 KIMEP credits/93 ECTS)

(2) Program foundation elective courses (12 KIMEP credits/20 ECTS)

Program Foundation Courses		KIMEP credits	ECTS	Prerequisite
Program Foundation Required Courses		**56**	**93**	
BUS4251.1	**OPTION 1** Internship Program I	1	2	60 KIMEP credits completed
MGT4251.2	Internship Program in Management II	2	3	
MGT4204	**OPTION 2** Cases in Management as Internship substitute	3	5	MGT3001
ENG/GEN1100	Academic Speaking	3	5	
ENG/GEN1121	Academic Reading and Writing 2	3	5	
KAZ2103 or RUS2103	Professional Kazakh (Russian)	2	3	
FIN2105	Business Microeconomics	3	5	ENG/GEN1120/ GEN1011
FIN2106	Business Macroeconomics	3	5	FIN2105
MGT3001	Principles of Management	3	5	ENG/GEN1120/ GEN1011

ACC2102	Financial Accounting, I	3	5	FIN2105
FIN3121	Financial Management	3	5	ACC2102, GEN/OPM2402 or IFS2402
IFS2203	Management Information Systems	3	5	GEN/OPM1300/2301
MKT3130	Principles of Marketing	3	5	ENG/GEN1120/ GEN1011
OPM3131	Introduction to Operations Management	3	5	GEN/OPM2402 or IFS2402
GEN2402	Business Statistical Analysis	3	5	MATH1202/GEN1201
ACC2201	Management Accounting I	3	5	ACC 2102
FIN3210	Corporate Finance	3	5	FIN3121
LAW2202	Business Law	3	5	
MGT4201	Strategy and Business Policy	3	5	MGT3001,MKT3130, FIN3121, ACC2201+ to be 4th year student
OPM3011	Quantitative Methods for Business Data Analysis	3	5	GEN/OPM2402 or IFS2402
GEN1201	Mathematics for Business and Economics	3	5	None
Program Foundation Elective Courses		**12**	**20**	
XXXX	Elective 1	3	5	
XXXX	Elective 2	3	5	
XXXX	Elective 3	3	5	
XXXX	Elective 4	3	5	
TOTAL		**68**	**113**	

BUS4251.1 Internship Program I and MGT4251.2 Internship Program in Management II must be taken concurrently.

PROGRAM SPECIALIZATION COURSES (36 KIMEP CREDITS / 60 ECTS credits):

(1) Required Specialization Courses (27 KIMEP credits/ 45 ECTS) and
(2) Elective Specialization Courses (9 KIMEP credits/ 15 ECTS)

Program Specialization Courses		**KIMEP credits**	**ECTS**	**Prerequisite**
Program Specialization Required Courses		**27**	**45**	
BUS3334	Ethics, Responsibility and Sustainability in Business	3	5	MGT3001
MGT3204	Human Resource Management	3	5	MGT3001
MGT3206	Leadership and Motivation	3	5	MGT3001
MGT3208	Innovation Management	3	5	MGT3001
MGT3210	International Business	3	5	MGT3001
MGT3212	Organizational Behavior	3	5	MGT3001
MGT3211	Principles of Entrepreneurship	3	5	MGT3001
MGT3213	Managing Change	3	5	MGT3001

MGT4251.3	Internship Program III	3	5	MGT4251.2 BUS4251.1 or MGT4204
Program Specialization Elective Courses		**9**	**15**	
BUS4201	Social Entrepreneurship	3	5	None
MGT3217	Building and Accelerating the Venture	3	5	None
MGT3218	Business Model Innovation	3	5	None
MGT3207	Managing Negotiation	3	5	MGT3001
MGT3205	Decision Making	3	5	MGT3001
MGT3209	International Management	3	5	MGT3001
MGT3215	Hospitality Management	3	5	MGT3001
MGT3299	Selected Topics in Management	3	5	MGT3001
MGT4210	Compensation and Performance Management	3	5	MGT3204
MGT4208	Training and Development	3	5	MGT3204
MGT4204	Cases in Management	3	5	MGT3001
LDP3201	Leadership: Principles and Best Practices	3	5	MGT3001
LDP4201	Leadership: Making Principles Work	3	5	MGT3001
LDP4202	Leadership in Action	3	5	LDP3201
MGT4800	Business Strategy Simulation	3	5	MGT3001, MKT3130, FIN3121, ACC2201
MGT4801	Competitive Dynamics	3	5	MGT3001, MKT3130, FIN3121, ACC2201
MGT3800	Real Estate Management	3	5	MGT3001
OPM3215	Business Time Series Forecasting	3	5	GEN2402
MGT3219	Corporate Social Responsibility	3	5	MGT3001
IFS3201	Project Management	3	5	OPM3131
MGT3220	HR Analytics	3	5	MGT3204
MGT3290	New Trends in Management	3	5	MGT3001
TOTAL		**36**	**60**	

BMGT SPECIALIZATIONS/MAJORS:

(1) Human Resource Management
(2) Leadership

To gain specialization in **Human Resource Management**, students are required to complete the following courses:

Course	Course Title	KIMEP credits	ECTS

Code			
All 9 Program Required Specialization Courses and		27	45
MGT4208	Training and Development	3	5
MGT4210	Compensation and Performance Management	3	5
Any one course from:			
MGT3205	Decision Making	3	5
MGT3207	Managing Negotiation	3	5
MGT3299	Selected Topics in Management	3	5
MGT4204	Cases in Management	3	5
TOTAL		**36**	**60**

To gain specialization in **Leadership**, students are required to complete the following specialized courses:

Course Code	Course Title	KIMEP credits	ECTS
All 9 Program Required Specialization Courses and		27	45
LDP3201	Leadership: Principles and Best Practices	3	5
LDP4201	Leadership: Making Principles Work	3	5
LDP4202	Leadership in Action	3	5
TOTAL		**36**	**60**

FINAL ATTESTATION (6 KIMEP CREDITS/11 ECTS)

OPTION 1

Final Attestation Courses		KIMEP credits	ECTS	Prerequisite
BUS4271	Research Methods in Business Studies	3	5	3rd year student and GEN/OPM2402 or IFS2402
MGT4272	Thesis	3	6	128 credits and BUS4271
TOTAL		**6**	**11**	

OPTION 2

Final Attestation Courses		KIMEP credits	ECTS	Prerequisite
BUS4271	Research Methods in Business Studies	3	5	3rd year student and GEN/OPM2402 or IFS2402
MGT4277 MGTxxxx	State Examination State Specialized Examinations	1 2	6	128 credits and BUS4271
TOTAL		**6**	**11**	

BACHELOR OF MARKETING (BMKT) – 6B04102

STATEMENT OF PURPOSE

The purpose of the Bachelor of Marketing (BMKT) program is to prepare students for a work in sales, advertising, media, research and development and other functions associated with marketing. Our graduates can manage brands, engage in sales and marketing communications and conduct

digital marketing for local as well as international companies. By applying their skills and knowledge, the Bachelor of Marketing graduates will make significant contributions to the community in which they work, whether in business or inthe public sector.

INTENDED LEARNING OUTCOMES (ILOs) OF THE BMKT PROGRAM

After successful completion of the BMKT program, graduates will be able to:

- Demonstrate a proficiency in a second foreign language for efficient verbal and written business communication;
- Demonstrate and apply tools of mathematical and statistical analysis, and contemporary information technologies in solving managerial issues related to business processes and projects;
- Demonstrate and apply core business, management, and leadership principles and skills (in the field of management, marketing, operations management and business law), and integrate theory to practice aiming to solve managerial problems;
- Demonstrate and apply contemporary data collection methods related to business transactions and preparation of financial reports, as well as financial analysis and rational allocation of company's resources;
- Detect and correct present and potential issues related to ethics, responsibility and sustainability in the field of marketing;
- Demonstrate the knowledge of the basic marketing concepts such as customer value, customer satisfaction, marketing mix, and environmental scanning for marketing opportunity;
- Analyze marketing strategies as applied to segmentation, targeting, and positioning;
- Demonstrate conceptual knowledge and skills in relation to branding (as a differentiator), brand equity and dealing with competition;
- Plan and manage marketing research, distribution channels, retailing, and integrated marketing communication;
- Apply local, regional, and global strategies as to design and implement tactical and strategic marketing tools as well as differentiating adaptation and standardization.

BMKT CURRICULUM

To earn the Bachelor of Marketing degree, students must complete 146 KIMEP credits or 240 ESTS. Thefollowing table illustrates the structure of the Program.

Category of courses	KIMEP credits	ECTS
General Education	36	56
Program Foundation	68	113
Program Specialization	36	60
Final Attestation	6	11
TOTAL	**146**	**240**

For General Education component please refer to "GENERAL EDUCATION REQUIREMENTS" part.

PROGRAM FOUNDATION COURSES (68 KIMEP CREDITS / 113 ECTS):

(1) Program foundation required courses (56 KIMEP / 93 ECTS)
(2) Program foundation elective courses (12 KIMEP / 20 ECTS)

Program Foundation Courses	KIMEP credits	ECTS	Prerequisite
Program Foundation Required Courses	**56**	**93**	

BUS4251.1	**OPTION 1** Internship Program I	1	2	60 KIMEP credits completed
MKT4251.2	Internship Program in Marketing II	2	3	
MKT4201	**OPTION 2** Cases in Marketing as Internship substitute	3	5	MKT3150
ENG/GEN1100	Academic Speaking	3	5	
ENG/GEN1121	Academic Reading and Writing 2	3	5	
KAZ2103 or RUS2103	Professional Kazakh (Russian)	2	3	
FIN2105	Business Microeconomics	3	5	ENG/GEN1120/ GEN1011
FIN2106	Business Macroeconomics	3	5	FIN2105
MGT3001	Principles of Management	3	5	ENG/GEN1120/ GEN1011
ACC2102	Financial Accounting I	3	5	FIN2105
FIN3121	Financial Management	3	5	ACC2102, GEN/OPM2402 or IFS2402
IFS2203	Management Information Systems	3	5	GEN/OPM1300/2301
MKT3130	Principles of Marketing	3	5	ENG/GEN1120/ GEN1011
OPM3131	Introduction to Operations Management	3	5	GEN/OPM2402 or IFS2402
GEN2402	Business Statistical Analysis	3	5	MATH1202/GEN1201
ACC2201	Management Accounting, I	3	5	ACC 2102
FIN3210	Corporate Finance	3	5	FIN3121
LAW2202	Business Law	3	5	
MGT4201	Strategy and Business Policy	3	5	MGT3001,MKT3130, FIN3121, ACC2201+ to be 4th year student
OPM3011	Quantitative Methods for Business Data Analysis	3	5	GEN/OPM2402 or IFS2402
GEN1201	Mathematics for Business and Economics	3	5	None
Program Foundation Elective Courses		**12**	**20**	
XXXX	Elective 1	3	5	
XXXX	Elective 2	3	5	
XXXX	Elective 3	3	5	
XXXX	Elective 4	3	5	
TOTAL		**68**	**113**	

BUS4251.1 Internship Program I and MKT4251.2 Internship Program in Marketing II must

be taken concurrently.

PROGRAM SPECIALIZATION COURSES (36 KIMEP CREDITS / 60 ECTS credits):

(1) Required specialization courses (27 KIMEP credits/ 45 ECTS) and
(2) Elective specialization courses (9 KIMEP credits/ 15 ECTS).

Program Specialization Courses		KIMEP credits	ECTS	Prerequisite
Program Specialization Required Courses		**27**	**45**	
BUS3334	Ethics, Responsibility and Sustainability in Business	3	5	MGT3001
MKT3210	Services Marketing	3	5	MKT3150
MKT3201	Consumer Behavior	3	5	MKT3150
MKT3202	Marketing Communications	3	5	MKT3150
MKT3214	Brand Management	3	5	MKT3150
MKT3150	Strategic Marketing	3	5	MKT3130
MKT4203	Marketing Research	3	5	MKT3150
MKT4251.3	Internship Program in Marketing III	3	5	BUS4251.1 MKT4251.2 or MKT4201
MKT4210	Digital Marketing	3	5	MKT3202
Program Elective Specialization Courses		**9**	**15**	
MKT3216	New Product Development	3	5	MKT3130
MKT3205	Retailing	3	5	MKT3130
MKT3212	Fundamentals of Selling	3	5	MKT3130
MKT3221	Tourism Practices and Principles	3	5	None
MKT3222	Cross-Cultural Tourism Marketing	3	5	None
MKT3223	Niche Tourism	3	5	None
MKT3275	Advertising Management	3	5	MKT3202
MKT4201	Cases in Marketing	3	5	MKT3150
MKT4208	International Marketing	3	5	MKT3150
MKT4219	Event Marketing	3	5	MKT3150
MKT4299	Selected Topics in Marketing	3	5	MKT3150
MGT3215	Hospitality Management	3	5	None
MKT3277	Sustainable Marketing	3	5	MKT3150
CIT3805	Big Data Analytics	3	5	OPM3011
MKT3290	New Trends in Marketing	3	5	MKT3150
TOTAL		**36**	**60**	

BMKT SPECIALIZATIONS/MAJORS:

1) Marketing Communications
2) Branding
3) Tourism and Hospitality

MARKETING COMMUNICATIONS (36 KIMEP credits / 60 ECTS)

Course	Course Title	KIMEP credits	ECTS

Code			
All 9 Program Required Specialization Courses and		27	45
Any 2 courses from the following:			
MKT3212	Fundamentals of Selling	3	5
MKT3275	Advertising Management	3	5
MKT4219	Event Marketing	3	5
And any one course from **Program Elective Specialization Courses**		3	5
TOTAL		**36**	**60**

BRANDING (36 KIMEP CREDITS / 60 ECTS)

Course Code	Course Title	KIMEP credits	ECTS
All 9 Program Required Specialization Courses and		27	45
MKT3216	New Product Development	3	5
Any 2 courses from **Program Elective Specialization Courses***:*			
MKTxxxx MKTxxxx		3 3	5 5
TOTAL		**36**	**60**

TOURISM AND HOSPITALITY MANAGEMENT (36 KIMEP CREDITS / 60 ECTS)

Course Code	Course Title	KIMEP credits	ECTS
All 9 Program Required Specialization Courses and		27	45
MKT3221	Tourism Practices and Principles	3	5
MGT3215	Hospitality Management	3	5
And any one course from **Program Elective Specialization Courses**			
MKTxxxx		3	5
TOTAL		**36**	**60**

FINAL ATTESTATION (6 KIMEP CREDITS/11 ECTS):

OPTION 1

Final Attestation Courses		KIMEP credits	ECTS	Prerequisite
BUS4271	Research Methods in Business Studies	3	5	3rd year student and GEN/OPM2402 or IFS2402
MKT4272	Thesis	3	6	128 credits and BUS4271
TOTAL		**6**	**11**	

OPTION 2

Final Attestation Courses	KIMEP credits	ECTS	Prerequisite

BUS4271	Research Methods in Business Studies	3	5	3rd year student and GEN/OPM2402 or IFS2402
MKT4277 MKTxxxx	State Examination State Specialized Examinations	1 2	6	128 credits and BUS4271
TOTAL		**6**	**11**	

COLLEGE OF SOCIAL SCIENCE UNDERGRADUATE PROGRAMS

To earn a degree from the College of Social Sciences, a student must fulfill the following requirements:

- Fulfillment of all KIMEP degree requirements, which include the completion of all General Education Requirements and completion of a minimum of 146 credits.
- Completion of 36 credits of General Education Required courses
- Completion of 68 credits of Program foundation courses.
- Completion of 39 Major requirements including completion of an internship (6 credits) as specified by the program requirements.
- Completion of the requirements of a degree program offered by the College of Social Sciences.
- Completion of the physical education, internship and final attestation requirements.

The College of Social Sciences offers the following undergraduate degree programs:

- Bachelor of Economics (BAE)
- Bachelor of Journalism (BJ)
- Bachelor of International Relations (IR)
- Bachelor of Political Science (BPS)
- Bachelor of Public and Municipal Administration (BPMA)

Each degree program has one or more options for a major and minor. In some programs the student is not required to complete a major. A student who graduates without a major has more flexibility in selecting elective courses within the program.
The following table illustrates the general structure of the degree programs in the College of Social Sciences. The exact details are given under each degree program.

	KIMEP credits	**ECTS**
General Education Requirements	36	56
Program Foundation Requirements	68	112
Program Required Courses	39	64
Final Attestation	3	8
Total Required for Graduation	**146**	**240**

General Education Requirements can be found in the General Education section of the Catalog.

BACHELOR OF ECONOMICS (BAE) – 6B04106

STATEMENT OF PURPOSE

The BAE program teaches students how to examine economies in their entirety as well as to investigate specific economic issues that arise in any given economy. Such an approach provides students flexibility in problem solving and in choice of career. The program encourages intuition, followed by reasoned scrutiny of intuitive impressions by beans of rigorous theoretical modelling and empirical economic analysis.

LEARNING OBJECTIVES

- In order to ensure that graduates have the critical perspective necessary to lead and the skills to support decision making, the BAE program aims to impart knowledge of core concepts and theories of economics sciences and the ability to put them into perspective, that is to compare their predictions and to critically assess their applicability in different circumstances;
- the ability to structure and analyse situations and to critically assess and evaluate solutions;
- practical skills to establish relationships between economic variables;
- the ability to communicate ideas and information clearly and effectively in oral and written English;
- the ability to work effectively with others in the pursuit of common objectives.

BAE CURRICULUM

To earn a Bachelor of Arts in Economics a student must complete 146 KIMEP credits or 240 ECTS.

	KIMEP credits	**ECTS**
General Education Requirements	36	56
Program Foundation Requirements	68	112
Program Required Courses	39	64
Final Attestation	3	8
Total Required for Graduation	**146**	**240**

Students should consult academic advisors for their General Education course selection. General Education Requirements can be found in the General Education section of the Catalog.

PROGRAM FOUNDATION REQUIREMENTS (68 KIMEP CREDITS / 112 ECTS)

Program Foundation: Required Courses (32 KIMEP credits/52 ECTS)

Course Code	**Course Title**	**KIMEP credits**	**ECTS**	**Prerequisites**
KAZ/RUS21021.2	Prof Kazakh (Russian) Language	2	3	None
ENG1110	Academic Speaking	3	5	None
ENG1121	Academic Reading and Writing II	3	5	None
ECN1201	Math for Business and Economics	3	5	ENG0004
ECN2083	Introduction to Statistics	3	5	ECN1201
ECN2103	Principles of Microeconomics	3	5	ENG0004 – cannot be counted as a separate

				course from FIN2105 Business Microeconomics
ECN2102	Principles of Macroeconomics	3	5	ENG0004 – cannot be counted as a separate course from FIN2106 Business Macroeconomics
ECN3184	Econometric Methods	3	5	ECN2103, ECN2102 & ECN2083
ECN3888	Academic Internship	3	5	None
PAD2700	Fundamentals of Sociology	3	4	ENG0004
ECN4121	Public Economics	3	5	ECN2103
Total		**32**	**52**	

PROGRAM FOUNDATION: ELECTIVE COURSES

Group A) Program Foundation Elective Courses in Economics

Students choose 18 KIMEP credits / 30 ECTS from the following courses:

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
ECN1101	Introduction to Economics	3	5	
ECN2101.3	Professional Foreign Language	3	5	None
ECN3151	Managerial Economics	3	5	ECN2103
ECN3350	Financial Economics[6]	3	5	ECN3081 (cannot be counted as separate course from FIN3220)
PAD3521	Global Sustainable Development	3	5	PAD2111 or ECN2103 or ECN1101
ECN/IRL4000	The EU as a Role Model for Economic and Political Regional Integration	3	5	ECN2103
ECN4086	Applied Microeconomics	3	5	ECN3081
ECN4140	Introduction to Game Theory	3	5	ECN1201 & ECN3081
ECN4169	Development Economics[7]	3	5	ECN2103 and ECN2102 or equivalents
Total		**18**	**30**	

Group B) KIMEP-wide Elective Courses (18 credits/30 ECTS)

Students may also choose from the following list Program Foundation Elective Courses

Course Code	Course Title	Credits	ECTS	Prerequisite
ECN2020	Global Economics	3	5	ENG0004
ECN2021	Health Economics	3	5	None
ECN2202	Business Law	3	5	GE English courses

[6] prerequisite for major in Financial Economics

[7] prerequisite for major in Public Policy

ECN2360	Intro to Personal Finance	3	5	ECN2103
ECN4125	Monetary Economics	3	5	ECN3082
ECN4185	Applied Econometrics	3	5	ECN3184
CSS/ECN2210/CLP 2201	Fundamentals of Programming I	3	5	
CSS/ECN2211/CLP22 02	Fundamentals of Programming II	3	5	
ECN/2083/PSY2201	Introduction to Statistics I	3	5	
PSY/2202/CSS/ECN 3240	Introduction to Statistics II: Analyzing and Modeling Data	3	5	
CSS/ECN3450	Data Science	3	5	CLP2201 or CIT2735 or ECN2210
CSS/ECN3240	Analyzing and Modeling Data	3	5	ECN2083 or equivalent
MATH2001	Linear Algebra	3	5	ECN1201
MATH2401/CLP1202	Calculus	3	5	ECN1201
MATH3001	Introduction to Analysis	3	5	ECN1201
MATH3002	Differential Equations	3	5	MATH2001 & MATH3001
MATH4001	Discrete Mathematics	3	5	ECN1201
MATH4002	Probability Theory and Statistics	3	5	ECN2083 & MATH2401/MATH3001
MATH4003	Intro to Multivariate Statistics	3	5	MATH3001
IRL2512	Fund. International Relations	3	5	
PAD 3524	Leadership & Management	3	5	ENG0004
PAD3521	Global Sustainable Development	3	5	ECN1101 or ECN2103
PAF3535	Fundamentals of Financial Accounting	3	5	
ACC3101	Financial Accounting II	3	5	
ACC3201	Inter Financial Accounting I	3	5	
ACC3202	Inter Financial Accounting II	3	5	

ACC3212	Accounting Info Systems	3	5	
FIN3121	Principles of Finance	3	5	
FIN3210	Corporate Finance	3	5	
FIN3220	Investments 3	3	5	
FIN3230	Fin Institutions Management	3	5	cannot be counted as a separate course from ECN3230
MKT3130	Principles of Marketing	3	5	
OPM3131	Intro to Operations Mgt.	3	5	
	Minor course or any KIMEP-wide elective	3	5	
	Minor course or any KIMEP-Wide elective	3	5	
	Minor course or any KIMEP-wide elective	3	5	
	Minor course or any KIMEP-Wide elective	3	5	

Students may choose any course necessary to study towards a minor or double major degree and count it towards the KIMEP-wide elective category. They may replace a course in category B with a course from category A of this section.

PROGRAM REQUIREMENTS (39 KIMEP CREDITS/64 ECTS)

The BAE program offers three majors: Business Economics, Financial Economics, and Public Policy. Students who want a flexible curriculum may choose to graduate without a major by earning 9 credits from economics elective courses.

Business Economics prepares students for work in the private sector with an emphasis on courses which combine decision theory with the analysis of interaction in markets. Several electives allow a more focused specialization in institutions and organizations in financial markets.

Financial Economics prepares students for work in the financial sector. The courses are designed to meet the qualification profile of financial analysts, risk-performance analysts, investment bankers, investment brokers, and financial consultants.

Public Policy prepares students to work with international organizations such as IMF, World Bank, WTO, newly created Asian Infrastructure Development Bank, multinational organizations, international law firms, financial institutions, government agencies, such as ministry of commerce and trade and research organizations.

MAJOR REQUIRED COURSES (24 KIMEP CREDITS/39 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
ECN3081	Intermediate Microeconomics	3	5	ECN2103/FIN2105
ECN3082	Intermediate Macroeconomics	3	5	ECN2102/FIN2106
ECN3083	Mathematical Economics	3	5	ECN1201
ECN3189	Economy of Kazakhstan	3	5	ECN2103 and ECN2102

ECN4104	Research Methods and Methodology	3	5	ECN3184
ECN4112	International Economics	3	5	ECN2102, ECN2103
ECN4154	Government and Business	3	5	ECN3081
ECN3888.1	Professional Internship	3	4	ECN3888

MAJOR ELECTIVE COURSES

In addition to the major required courses, students choose 15 credits from the following courses:

Major in Business Economics (15 KIMEP credits/25 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
ECN3030	Economics of the European Union	3	5	ECN2103 & ECN2102
ECN3040	Market Regulation & Antitrust Policy	3	5	ECN2103
ECN3155	Money and Banking	3	5	ECN2102 cannot be counted as a separate course from FIN3101 Financial Institutions and Markets
ECN3161	Natural Resource Economics	3	5	ECN2103
ECN3230	Financial Institutions Management	3	5	ECN2103 cannot be counted as a separate course from FIN3230
ECN4122	Labor Economics	3	5	ECN2103
ECN4152	Industrial Organization	3	5	ECN3081
ECN4153	Law and Economics	3	5	ECN2103
ECN4181	Special Topics in Economics	3	5	ECN2103
ECN4350	Advanced Financial Economics	3	5	ECN3184, ECN3081, ECN3082
ECN4351	Foreign Exchange Markets	3	5	ECN2103 & ECN2102
ECN4359	Investing in Emerging Markets	3	5	ECN2103 & ECN2102
Total		**15**	**25**	

Major in Financial Economics (15 KIMEP credits/25 ECTS)

In addition to the major required courses, students choose 15 credits from the following courses:

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
ECN3155	Money and Banking	3	5	ECN2102 cannot be counted as a separate course from FIN3101 Financial Institutions and Markets

ECN3210	Corporate Finance	3	5	ECN2103
ECN3230	Financial Institutions Management	3	5	ECN2103 cannot be counted as a separate course from FIN3230
ECN4181	Special Topics in Economics	3	5	ECN2103
ECN4350	Advanced Financial Economics	3	5	ECN3184, ECN3081, ECN3082
ECN4351	Foreign Exchange Markets	3	5	ECN2102
ECN4352	Financial Econometrics	3	5	ECN3184
ECN4359	Investing in Emerging Markets	3	5	ECN2102 & ECN2103
Total		**15**	**25**	

Major in Public Policy (15 KIMEP credits / 25 ECTS)
Students choose ECN4169 (Development Economics) and 12 credits from the following electives:

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
ECN2020	Global Economics	3	5	ENG0004
ECN3030	Economics of the European Union	3	5	ECN2103 & ECN2102
ECN3040	Market Regulation & Antitrust Policy	3	5	ECN2103
ECN3161	Natural Resource Economics	3	5	ECN2103
ECN4122	Labor Economics	3	5	ECN2103
ECN4152	Industrial Organization	3	5	ECN3081
ECN4153	Law and Economics	3	5	ECN3081
ECN4182	Special Topics in Economics	3	5	ECN2103
ECN4359	Investing in Emerging Markets	3	5	ECN2102 and ECN2103
Total		**12**	**20**	

FINAL ATTESTATION (3 KIMEP CREDITS/8 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
ECN4183/ECN4 XXX	Thesis[8] or State Exam	3	8	ECN4104
Total		**3**	**8**	

BACHELOR OF INTERNATIONAL RELATIONS (BIR) - 6B03101

MISSION OF THE BIR PROGRAM

[8] In exceptional circumstances as exhaustively described in GOSO students may be allowed to replace thesis with a written exam.

Our mission is to prepare leading professionals and scholars in the fields of International Relations while providing students with solid training in the social sciences and liberal arts. After completion of the program, students are expected to be familiar with all aspects of international and comparative politics.

STATEMENT OF PURPOSE OF THE BIR PROGRAM

The BIR Program is designed to:

- produce graduates capable of taking on leadership roles in the challenging arena of world affairs, including positions within the diplomatic corps, multinational corporations, education and non-governmental organizations.
- offer an integrated multidisciplinary curriculum program that compares favorably in standards and quality to comparable programs in Western universities.

OBJECTIVES OF THE PROGRAM

The objectives of BIR program are:

1. to train professionals capable of taking on challenging jobs and playing leadership roles in the international arena, as diplomats, consular agents, communications officers, international affairs analysts and advertising specialists; and
2. to provide a solid foundation for future scholars who want to pursue graduate study and research in international relations and related fields in the social sciences and humanities.
3. to foster students' critical and analytical thinking and to expand their linguistic, technical, research and communication skills.
4. to analyze the core fields and sub-fields in the discipline through innovative teaching
5. to develop student/faculty collaboration that allows students to attain the political literacy necessary for good citizenship.
6. to help students understand the concepts, theories and methodologies used in the disciplines so that students can integrate theoretical knowledge and practical experience.

LEARNING OBJECTIVES

In line with the University's development strategy to 2021, which has at its heart the development of a transparent learning process, learning objectives have been developed. In many respects, the BIR has built this process in advance of the rest of the Institute. The BIR's program's learning objectives are to ensure that graduates have:

A satisfactory level of knowledge of:

- the concepts and theories that inform the field of international relations, political theory, comparative politics and regional studies;
- the nature of the international system and its relationship to individuals, socio-economic and cultural groups, states, international organizations, international law, global civil society, and private multinational corporations;
- the economic perspectives on global, international and regional governance;
- ethics as they apply to international affairs;
- the differences between political systems in terms of constitutional frameworks, social and cultural traditions and practices, and political participation;
- one or more areas of specialization in international and regional studies (including security, natural resources, geopolitics, foreign policy history and decision-making, bilateral relations, diplomacy, and governance of international organizations);

And the necessary cognitive, inter-personal and self-management skills to:

- undertake research that synthesizes, integrates and applies theoretical constructs to define, analyze and address issues in the fields of international relations, comparative politics, and regional studies;
- communicate ideas and information clearly and effectively in oral and written English;
- make appropriate use of information technology for the retrieval, analysis, and presentation of information;
- work effectively with others in the pursuit of common objectives.

INTENDED LEARNING OUTCOMES

At the successful completion of the program, graduates will be able to:

1. describe and articulate the key concepts, major paradigms and theoretical perspectives within the discipline;
2. appraise the impact of cultural, historical, geographic, and economic factors on the formation of different states, regions and civilizations within the international system;
3. analyze the structure and dynamics shaping the contemporary international system and regional structures such as the European Union, NATO, the Eurasian Economic Union, the Shanghai Cooperation Organization, the Asia Pacific Economic Conference, and others;
4. explain the behavior and interactions of the primary actors within the international system and regional subsystems, so as to be able to explain their impact on state-level policy decision-making, risk assessment and conflict resolution;
5. appraise the structure of political systems and the impact of social classes, ethnic groups, social/political movements and interest groups on the formation of foreign and domestic policy in various states;
6. evaluate the role of global institutions, international law, and fundamental values or ethical considerations in the formulation of foreign and domestic policy;
7. assess the impact of major threats to the global order, including the breakdown of the global financial system, economic and social polarization, geopolitical rivalry, resource scarcity, environmental degradation, terrorism and nuclear proliferation;
8. utilize the skills and knowledge noted above to frame the policies of Kazakhstan and other Central Asian states in a global context;
9. implement basic social scientific research skills oriented towards autonomous and independent learning, critical thinking models and effective communication techniques in the preparation of original compositions in the field of international relations and regional studies; and
10. work effectively with others in the pursuit of common objectives.

TRANSFER POLICY

Credits earned in another program can be transferred to the extent that the course is equivalent to a course in the KIMEP program. For transfers from bachelor to bachelor level course KIMEP rules apply. A department committee decides case by case.

For joint, dual, and multiple degree programs different rules may apply as determined by specific agreements.

CURRICULUM

Program Structure

Like all undergraduate degrees at KIMEP University, the BIR has five study program categories.

To earn a Bachelor of International Relations a student must complete 146 KIMEP credits equivalent to 240 ECTS.

	KIMEP credits	ECTS
General Education Requirements	36	56

Program Foundation Requirements	68	112
Program Required Courses	39	64
Final Attestation	3	8
Total Required for Graduation	**146**	**240**

General Education Requirements can be found in the General Education section of the Catalog.

Program Foundation Courses (68 KIMEP credits equivalent to 112 ECTS)

PROGRAM FOUNDATION: REQUIRED COURSES (32 KIMEP CREDITS EQUIVALENT TO 52 ECTS)

*Pre-requisites: All International Relations majors are required to take IRL2512.2 "Fundamentals of International Relations" prior to admission into other program-foundation and program-major classes.

All language courses offered by the College of Humanities and Education are exempted from these prerequisites (GEN1110, GEN1121, Kazakh or Russian Professional Language).

Also exempted from these prerequisites are GEN/POL2600 "History of Civilizations 1", GEN/POL2601 "History of Civilizations 2" and IRL3541 "Contemporary World History".

NOTICE: Program foundation required courses are normally offered once a year. Students should carefully decide what courses to take on a yearly basis.

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites *All IR majors are required to take IRL 2512 prior to admission to other program – foundation and program major classes except **
GEN 1100	Academic Speaking	3	5	
GEN 1121	Academic Reading and Writing II	3	5	
IRL2512	Fundamentals of International Relations	3	5	GEN1100 and GEN1120
KAZ/RUS21021.2	Prof Kazakh (Russian) Language	2	3	None
IRL3544	Diplomatic and Consular Service	3	5	
IRL 3521	Theories of International Relations	3	5	
IRL3539	History of Diplomacy 1648 to 1815	3	5	
IRL3540	History of Diplomacy 1815 to 1945	3	5	
GEN/PAD 2700	Fundamentals of Sociology	3	4	ENG0004
ECN1101	Introduction to Economics	3	5	ENG0004
IRL4596	Academic Internship in International Relations for BIR	3	5	
Total		**32**	**52**	

PROGRAM FOUNDATION: ELECTIVE COURSES (39 KIMEP CREDITS EQUIVALENT TO 64 ECTS)

Program foundation elective courses are normally offered once every two years. Students should carefully decide what courses to take on that basis.

Group A) Program Foundation Elective Courses in the International Relations Area (24 KIMEP credits / 40 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
POL3512	Comparative Politics	3	5	
IRL 3523	International Political Economy	3	5	ECN1101
POL 3534	Social and Political Theory	3	5	
IRL/POL3515	Political Geography	3	5	
IRL3545	Diplomatic Protocol and Documents	3	5	
IRL2510.3	Professional Foreign Language: Strategic Communications in International Affairs	3	5	
IRL3545	Diplomatic Protocol and Documents	3	5	
IRL/POL 4534	Politics of the European Union	3	5	
IRL4519	Globalization: Current Issues	3	5	
IRL3550	United Nations: Structure and Practices	3	5	
IRL 4527	Ethics in International Affairs	3	5	
ECN/IRL4000	The EU as a Role Model for Economic and Political Regional Integration	3	5	ECN1101
IRLXXXX	International Trade	3	5	
PAD3521	Global Sustainable Development	3	5	PAD2111 or ECN2103 or ECN1101
IRL/POL4515	Diplomatic Negotiations	3	5	
IRL/POL4516	Business Diplomacy	3	5	

Group B) KIMEP-wide Elective Courses (12 KIMEP credits / 20 ECTS)

Students may take a minor (see separate part of the catalog) and elect courses necessary to take the minor to count towards the category KIMEP-wide elective courses. Alternatively, they may choose 12 credits (20ECTS) from the following list:

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
GEN/POL 2600	History of Civilizations 1	3	5	
IRL3541	Contemporary World History 1945 to Present	3	5	
CSS/IRL3XXX	Computational Social Science	3	5	none
GEN/POL 2601	History of Civilizations 2	3	5	
GEN1610	Great Traditions and Culture of Kazakhs	3	5	
IRL/POL2513	Discourse and Narrative Practices	3	5	
CHN1301	Beginning Chinese	3	5	
CHN1302	Elementary Chinese[9]	3	5	

[9] Prerequisite CHN1301

GER1301	Beginning German	3	5	
GER1302	Elementary German[10]	3	5	
GER1303	Elementary German[11]	3	5	
LAW4502	Law of the WTO	3	5	
LAW4503	Law of the European Union	3	5	
LAW4504	International Human Rights Law	3	5	
LAW4514	Law of International Treaties	3	5	
LAW4515	International Criminal Law	3	5	
ECN1101	Introduction to Economics	3	5	
ECN2103	Microeconomics	3	5	
ECN2102	Macroeconomics	3	5	
ECN4169	Development Economics	3	5	
ECN4121	Public Economics	3	5	
ECN3193	Project Appraisal	3	5	
ECN2020	Global Economics	3	5	
CSS/ECN2210/CLP2201	Fundamentals of Programming I	3	5	
CSS/ECN2211/CLP2202	Fundamentals of Programming II	3	5	
ECN2083/PSY2201	Introduction to Statistics I	3	5	
PSY2202/CSS/ECN3240	Introduction to Statistics II: Analyzing and Modeling Data	3	5	
MATH2401/CLP1202	Calculus	3	5	
JMC 4690	Special Topics in Journalism and Mass Communications	3	5	
JMC3605	Political Communication	3	5	
JMC 4702	Government Media Relations	3	5	
JMC 3621	International Relations and Journalism	3	5	
JMC 3201	Media Writing	3	5	
JMC 4201	Advanced Media Writing	3	5	
PAD3542	Public Policy Analysis	3	5	
PAD4443	Public Management	3	5	
PAD3533	Organization Theory and Design	3	5	
PAD2111	Theories of Public Administration	3	5	
PAD3521	Global Sustainable Development	3	5	PAD2111or ECN1101 or ECN2103
PAD3511	Fundamentals of Public Financial Management	3	5	
PAD3523	HR Management	3	5	
	Minor course or any KIMEP-wide elective	3	5	

[10] Prerequisite GER1301

[11] Prerequisite GER1302 or equivalent

	Minor course or any KIMEP-Wide elective	3	5	
	Minor course or any KIMEP-wide elective	3	5	
	Minor course or any KIMEP-Wide elective	3	5	

Students may maximally take two language courses in this category unless they take them within a minor.

PROGRAM REQUIREMENTS (39 KIMEP CREDITS EQUIVALENT TO 64 ECTS)

The Department of International Relations and Regional Studies offers the following specializations to students:

- Major in Global Security and International Affairs
- Major in Regional Studies and Energy Politics
- Major in European Studies

Major Required Courses (18 KIMEP credits equivalent to 29 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
IRL3520	Foreign Policy of Kazakhstan	3	5	
IRL4590	Undergraduate Seminar in International Relations	3	5	
IRL4512	Multivector Diplomacy: Central Asia in Global Politics	3	5	
IRL3517	International Institutions and Law	3	5	
IRL3595	Research Deasign and Methods	3	5	90 credit hours
IRL4597	Professional Internship in International Relations	3	4	

Major Electives in Global Security and International Affairs (21 KIMEP credits equivalent to 35 ECTS)

Major elective courses are normally offered once a year. Students should carefully decide what courses to take on a yearly basis.

Students need to take 7 courses from the list below:

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
IRL3526	Domestic Politics and Foreign Policy of the USA	3	5	
IRL3527	Domestic Politics and Foreign Policy of the Russian Federation	3	5	
IRL3528	Domestic Politics and Foreign Policy of the People's Republic of China	3	5	
IRL 4525	Asian Security: Theory and Practice	3	5	
IRL3524	Global Security and International Conflict Resolution	3	5	
IRL 3516	Terrorism and Security	3	5	
IRL3547	Security Studies	3	5	
IRL3564	Political Communication in International Affairs	3	5	
IRL4562	Environmental Politics, Development and Global Governance	3	5	

IRL4550	Emerging Powers	3	5	
IRL 3546	Selected Topics in International Relations	3	5	
Total		**21**	**35**	

Major Electives in Regional Studies and Energy Politics (21 KIMEP credits equivalent to 35 ECTS)
Major elective courses are normally offered once a year. Students should carefully decide what courses to take on a yearly basis.

Students need to take 7 courses from the list below:

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
IRL4532	Domestic Politics and Foreign Policy of Central Asia and the Caucasus	3	5	
IRL/POL 4530	Middle East and North Africa in International Affairs	3	5	
POL 4537	Society and Culture of Central Asia	3	5	
IRL4531	Political Economy of Central Asia	3	5	ECN1101
IRL4513	International Migration and Urbanization Studies	3	5	
IRL 4521	Petropolitics	3	5	
IRL/POL4540	Geopolitics and Political Economy of Natural Resources	3	5	
IRL4526	Comparative Foreign Policy	3	5	
IRL 4528	Central Asia-Russia Relations	3	5	
POL 3546	Selected Topics in Regional Studies	3	5	
Total		**21**	**35**	

Major Electives in European Studies (21 KIMEP credits equivalent to 35 ECTS)
Major elective courses are normally offered once a year. Students should carefully decide what courses to take on a yearly basis.
Students need to take 7 courses from the list below:

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
IRL/GEN2602.1	Western Civilization 1 (Ancient Greece to Renaissance)	3	5	
IRL/GEN2602.2	Western Civilization 2 (Enlightenment to 21st Century)	3	5	
IRL/POL4534	Politics of the European Union	3	5	
IRLXXXX	Topics in the History/Politics/Culture of Europe	3	5	
IRL4590	Undergraduate Seminar in International Relations	3	5	
IRL3542	Contemporary European History	3	5	
IRL3543	Nationalism, Populism and Ethnic Conflict in Contemporary Europe	3	5	
IRL3548	European Social Movements	3	5	
POL4535	Institutions of the European Union	3	5	

ECN3030	Economics of the European Union	3	5	
LAW4503	Law of the European Union	3	5	
Total		**21**	**35**	

FINAL ATTESTATION (3 KIMEP CREDITS EQUIVALENT TO 8 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
IRL4599.3	Thesis and Thesis Defense or State Exam	3	8	IRL3595
Total		**3**	**8**	

BACHELOR OF POLITICAL SCIENCE (BPS) – 6B03103

MISSION OF THE BPS PROGRAM

The mission of this program is to prepare leading professionals and scholars in the fields of Political Science by providing high-quality education and promoting critical thinking and analytical skills, complying with the highest Western educational standards and with values of freedom, equality and inclusiveness.

STATEMENT OF PURPOSE OF THE BAPS PROGRAM

The BPS Program is designed to:

- produce graduates capable of taking on leadership roles in the challenging arena of world affairs, including positions within the diplomatic corps, multinational corporations, education and non-governmental organizations.
- offer an integrated multidisciplinary curriculum program that compares favorably in standards and quality to comparable programs in Western universities.

OBJECTIVES OF THE PROGRAM

The objectives of BPS program are:

7. to train professionals capable of taking on roles in leadership, government, research institutions and political consulting;
8. to provide a solid foundation for future scholars who want to pursue graduate study and research in Political Science and related fields in the social sciences and humanities;
9. to foster students' critical and analytical thinking and to expand their linguistic, technical, research and communication skills;
10. to analyze the core fields and sub-fields in the discipline through innovative teaching
11. to develop student/faculty collaboration that allows students to attain the political literacy necessary for good citizenship;
12. to help students understand the concepts, theories and methods used in Political Science so that students can integrate theoretical knowledge and practical experience.

INTENDED LEARNING OUTCOMES

Upon the successful completion of the program, graduates will be able to:

11. describe and articulate the key concepts, major paradigms and theoretical perspectives within the discipline of Political Science;
12. appraise the impact of cultural, historical, geographic, and economic factors on the formation of different states, regions and civilizations;

13. analyze the structure and dynamics shaping politics in Kazakhstan and the wider world;
14. explain the behavior and interactions of the primary political actors;
15. appraise the structure of political systems and the impact of social classes, ethnic groups, social/political movements and interest groups on the formation of foreign and domestic policy in various states;
16. evaluate the role of institutions and fundamental values or ethical considerations in the formulation of foreign and domestic policy;
17. frame the policies of Kazakhstan and other Central Asian states;
18. implement basic social scientific research skills oriented towards autonomous and independent learning, critical thinking models and effective communication techniques in the preparation of original compositions in the field of Political Science; and
19. work effectively with others in the pursuit of common objectives.

TRANSFER POLICY

Credits earned in another program can be transferred to the extent that the course is equivalent to a course in the KIMEP program. For transfers from bachelor to bachelor level course KIMEP rules apply. A department committee decides case by case.

For joint, dual, and multiple degree programs different rules may apply as determined by specific agreements.

CURRICULUM

Program Structure

Like all undergraduate degrees at KIMEP University, the BPS has five study program categories. To earn a Bachelor of Political Science, a student must complete 146 KIMEP credits equivalent to 240 ECTS.

	KIMEP credits	ECTS
General Education Requirements	36	56
Program Foundation Requirements	68	112
Program Required Courses	39	64
Final Attestation	3	8
Total Required for Graduation	**146**	**240**

Program Foundation Courses (68 KIMEP credits equivalent to 112 ECTS)

PROGRAM FOUNDATION: REQUIRED COURSES (32 KIMEP CREDITS EQUIVALENT TO 52 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
GEN 1100	Academic Speaking	3	5	
GEN 1121	Academic Reading and Writing II	3	5	
IRL2512	Fundamentals of International Relations	3	5	GEN1100 and GEN1120
KAZ/RUS21021.2	Prof Kazakh (Russian) Language	2	3	None
POL3519	Domestic Politics and Institutions of Kazakhstan	3	5	
ECN2181	Introduction to Statistics			
POL2001	Introduction to Political Theory	3	5	

POL3512	Comparative Politics	3	5	
GEN/PAD 2700	Fundamentals of Sociology	3	4	ENG0004
ECN1101	Introduction to Economics	3	5	ENG0004
POL4596	Academic Internship in Political Science	3	5	
Total		**32**	**52**	

Group A) Program Foundation elective courses: 24 credits, 40 ECTS
Students need to choose 8 courses in this category. They may choose other foundation electives from the list of foundation electives group A of the BIR program or any course for obtaining a double major degree (see section at the end of the program descriptor).

Course Code	Course Title	Credits	ECTS	Prerequisites
ECN4181	Introduction to Game Theory	3	5	
IRL 3523	International Political Economy	3	5	
POL 3534	Social and Political Theory	3	5	
IRL/POL3515	Political Geography	3	5	
IRL3517	International Institutions and Law	3	5	
PAD3521	Global Sustainable Development	3	5	
PAD4541	Gender and Public Policy	3	5	
PAD3547	Social Policy in Transitional Countries	3	5	
PAD4003	Public Policy of Kazakhstan	3	5	
IRL/POL4540	Geopolitics and Political Economy of Natural Resources	3	5	
POL4535	Institutions of the European Union	3	5	
LAW4503	Law of the European Union	3	5	
IRL3548	European Social Movements	3	5	
PAD4443	Public Management	3	5	
IRL3543	Nationalism, Populism and Ethnic Conflict in Contemporary Europe	3	5	
CSS/IRL3501	Computational Social Sciences	3	5	
IRL/POL4515	Diplomatic Negotiations	3	5	
IRL/POL4516	Business Diplomacy	3	5	
Total		**24**	**40**	

KIMEP-wide electives 12 credits, 20 ECTS

Group B) KIMEP-wide Elective Courses (12 KIMEP credits / 20 ECTS)
Students may take a minor (see separate part of the catalog) and elect courses necessary to take the minor to count towards the category KIMEP-wide elective courses. Alternatively, they may choose 12 credits (20ECTS) from the list of Group B KIMEP-wide electives included in the BIR program.

PROGRAM REQUIREMENTS (39 KIMEP CREDITS EQUIVALENT TO 64 ECTS)

Major Required Courses (18 KIMEP credits equivalent to 29 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
POLXXXX or PSY2202/ CSS/ECN3240	Data Analysis for Politics Or Introduction to Statistics II: Analyzing and Modelling Data	3	5	
POL3511	Political Analysis	3	5	
POL4590	Undergraduate Seminar in Political Science	3	5	
PAD3542	Public Policy Analysis	3	5	
IRL3595	Research Design and Methods	3	5	90 credit hours
POL4597	Professional Internship in Political Science	3	4	

Major Electives (21 KIMEP credits equivalent to 35 ECTS)
Students need to take 7 courses from the list below:

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
IRL3521	Theories of International Relations	3	5	
IRL3520	Foreign Policy of Kazakhstan	3	5	
IRL4531	Political Economy of Central Asia	3	5	ECN1101
POL4510	Public Opinion and Polling	3	5	
POL4511	Political Parties, Campaigns and Elections	3	5	
POL4512	Special Topics in Methods and Models	3	5	
POL 4537	Society and Culture of Central Asia	3	5	
IRL3526	Domestic Politics and Foreign Policy of the USA	3	5	
IRL3527	Domestic Politics and Foreign Policy of the Russian Federation	3	5	
IRL3528	Domestic Politics and Foreign Policy of the People's Republic of China	3	5	
IRL/POL4534	Politics of the European Union	3	5	
JMC3605	Political Communication	3	5	
IRL3530	Topics in the History/Politics/Culture of Europe	3	5	
IRL/POL4530	Middle East and North Africa	3	5	
POL3533	Political Sociology	3	5	
Total		**9**	**15**	

FINAL ATTESTATION (3 KIMEP CREDITS EQUIVALENT TO 8 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
POL4599	Thesis and Thesis Defense or State Exam	3	8	IRL3595
Total		**3**	**8**	

DOUBLE MAJOR IN POLITICAL SCIENCE AND INTERNATIONAL RELATIONS

For a double major in Political Science and International Relations, students have to elect in the category Program Foundations Electives Group A or Group B:

Required courses for the double-major: 18 credits, 30 ECTS

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
POL3512	Comparative Politics	3	5	
POL3511	Political Analysis	3	5	
POL2001	Introduction to Political Theory	3	5	
POL3510 or PSY2202/CSS /ECN3240	Data Analysis for Politics or Introduction to Statistics II: Analyzing and Modeling Data	3	5	
IRL3519	Politics and Institutions of Kazakhstan	3	5	
ECN2181	Introduction to Statistics	3	5	

This double major is also available for BIR students with previous catalogs. GEN/POL 2701.2 Fundamentals of Political Science (2cr, 3 ECTS) replaces the course Introduction to Political Theory if taken as part of the three 3 credit courses Introduction to Economics, Fundamentals of Political Science and Fundamentals of Sociology within the rules of previous catalog.

BIR students, including those with previous catalogs, may elect any POL or IRL course not in their catalog as part of their foundation elective category A or B.

BACHELOR OF PUBLIC AND MUNICIPAL ADMINISTRATION (BPMA) – 6B04101

STATEMENT OF PURPOSE

The purpose of the Bachelor of Public and Municipal Administration at KIMEP is to prepare professionals for careers in the public, non-profit, and private sectors through an intellectual and practical interdisciplinary approach. The program prepares prospective managers with skills that enable them to adapt to changing demands within different sectors.

LEARNING OBJECTIVES

The BPMA program equips students with the essential knowledge for professional, managerial, and, ultimately, executive positions in the public, non-profit and private sectors. The program's learning objectives are to ensure that they have a satisfactory level of knowledge of:

- the concepts and theories that have informed the development of public administration, public policy and public management;
- the nature of the public sector and its relationship to government, civil society and the marketplace, and how it can be institutionally arranged and reformed;

- the concepts and theories of public finance (taxation and expenditure), governmental budgeting and financial management;
- the nature of public organizations and impact of their structure and culture on organizational performance; the concepts and theories of motivation, leadership, job design and organizational change that can be applied to improve the performance of public organizations; and
- one or more areas of public policy specialization (including natural resources, urban development, social policy, and environmental policy).

Students also acquire the necessary cognitive, inter-personal and self-management skills to:

- undertake research involving the synthesizing and applying of theoretical constructs to define, analyze and address issues in the fields of public administration, public policy and public management;
- communicate ideas and information clearly and effectively in oral and written English;
- make appropriate use of information technology for the retrieval, analysis and presentation of information; and
- work effectively with others in the pursuit of common objectives.

BPMA CURRICULUM

To earn a Bachelor Public and Municipal Administration a student must complete 146 KIMEP credits or 240 ECTS.

	KIMEP credits	**ECTS**
General Education Requirements	36	56
Program Foundation Requirements	68	112
Program Required Courses	39	64
Final Attestation	3	8
Total Required for Graduation	**146**	**240**

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

General Education Requirements can be found in the General Education section of the Catalog.

PROGRAM FOUNDATION COURSES (68 KIMEP credits/112 ECTS)

Program Foundation Required Courses (32 KIMEP credits/52 ECTS)

Course Code	**Course Title**	**KIMEP credits**	**ECTS**	**Prerequisites**
KAZ2101 Or RUS 2101	Professional Kazakh Language Or Professional Russian Language	2	3	
GEN1201	Mathematics for Business and Economics	3	5	

ECN2103	Principles of Microeconomics	3	5	All required GE English courses
PAF3531/ECN4121	Public Finance/Public Economics	3	5	PAD2111 ECN2103
ENG 1100	Academic Speaking	3	5	
GEN 1121	Academic Reading and Writing II	3	5	
ECN2103	Introduction to Statistics	3	5	None
PAD2111	Fundamentals of Public Administration	3	5	None
GEN/PAD 2700	Fundamentals of Sociology	3	4	ENG0004
ECN2102	Principles of Macroeconomics	3	5	ENG0004
PAD3115	Academic Internship in Public Administration for BPMA	3	5	
Total		**32**	**52**	

PROGRAM FOUNDATION: ELECTIVE COURSES

Group A) Electives in the Public Administration Area

Students choose 24 KIMEP credits / 40 ECTS from this group

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
ECN1101	Introduction to Economics	3	5	ENG0004
PAD 3523	Human Resource Management	3	5	PAD2111 or PAD2700 or FIN2105
PAD4443	Public Management	3	5	PAD2111 or PAD2700 or FIN2105
PAD4520	Program Evaluation	3	5	PAD2111 or PAD2700 or FIN2105
PAD3521	Global Sustainable Development	3	5	PAD2111 or ECN2103 or ECN1101
PAD3522	Decision-making	3	5	PAD2111 or PAD2700 or FIN2105
PAD 3533	Organization Theory and Design	3	5	PAD2111 or PAD2700 or FIN2105
PAD3XXX	NGO Management	3	5	PAD2111 or PAD2700 or FIN2105
PAF4534	Public Budgeting	3	5	PAD2111 or PAD2700 or FIN2105
ECN2102	Principles of Macroeconomics	3	5	All required GE English courses
PAD4541	Gender and Public Policy	3	5	PAD2111 or PAD2700 or FIN2105
PAD4442	Comparative Public Administration	3	5	PAD2111 or PAD2700 or FIN2105
PAD4702	CSR and International Development	3	5	PAD2111 or PAD2700 or FIN2105
PAD3541	Environmental Management and Natural Resources	3	5	PAD2111 or PAD2700 or FIN2105

Group B) KIMEP-wide Elective Courses (12 KIMEP credits/20 ECTS)

Students may choose any course necessary to study towards a minor and count the credits towards this section.
They may also choose from the following list Program Foundation Elective Courses or any course not selected in group A

Students may choose any of the following courses:

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
PAF2211	Public Marketing	3	5	None
PAD 3524	Leadership and Management	3	5	PAD2111 or PAD2700 or FIN2105
PAD3541	Natural Resources Management	3	5	
PAD3544	Law and Development	3	5	None
ECN/IRL4000	The EU as a Role Model for Economic and Political Regional Integration	3	5	ECN1101
CSS/ECN2210/CLP2201	Fundamentals of programming I (Python)	3	5	
CSS/ECN2211/CLP2202	Fundamentals of Programming II	3	5	
ECN2083/PSY2201	Introduction to Statistics I	3	5	
PSY2202/CSS/ECN3240	Introduction to Statistics II: Analyzing and Modelling Data	3	5	
MATH2401/ CLP1202	Calculus	3	5	
	Minor course or any KIMEP Wide- elective	3	5	
	Minor course or any KIMEP Wide- elective			
	Minor course or any KIMEP Wide- elective			
	Minor course or any KIMEP Wide- elective			
Total		**12**	**20**	

PROGRAM REQUIREMENTS (39 KIMEP credits/64 ECTS)

Major Required Courses (18 KIMEP credits/29 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
PAD4553	Local Government (Municipal Management in GOSO)	3	5	PAD2111
PAD 3542	Public Policy Analysis	3	5	PAD2111
PAF3511	Fundamentals of Public Financial Management	3	5	PAD2111 or ECN2103 or ECN1101.2 or ECN1101 or FIN2105

PAD2430.3	Research, Reading, Writing (Professional Foreign Language)	3	5	None
PAD3116	Methods of Social Research	3	5	90 credit hours
PAD3115	Professional Internship in Public Administration	3	4	
Total		**18**	**29**	

The Department of Public and Municipal Administration offers two majors that are very relevant in today's global environment for successful careers in business, government, international organizations, and the third sector. Graduates of the program are heads of major companies in Kazakhstan and hold top government positions in the country. Some of our graduates also work for the World Bank and the United Nations. The two majors are as follows:

Major in Public Policy and Sustainability (7 courses, 21 KIMEP credits, 35 ECTS)

Effective policy-making skills are crucial in today's global environment, especially when it comes to bringing international best practices into national development. The issue of sustainability is of great concern to both public and business organizations. Graduates of this major are equipped with the skills and competencies to develop and implement policies that address governance and sustainability issues at both the national and global levels. Graduates pursue careers in government agencies, business entities, Big 4 consulting firms (such as Deloitte and Touch, Ernst and Young, PWC, etc.) as well as international agencies (such as the IMF, World Bank, UN, etc.). The major provides students with the foundational skills and knowledge needed for understanding the policy process, as well as analytical skills and critical thinking skills.

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
PAD4443	Public Management	3	5	PAD2111
PAD3536	Organizational Behavior	3	5	PAD2111
PAD3540	Governance and Development	3	5	PAD2111
PAD3543	Urban Development	3	5	PAD2111
PAD3547	Social Policy in Transitional Countries	3	5	PAD3542
PAD3550	NGOs and Development	3	5	PAD2111
PAD3544	Law and Development	3	5	PAD2111
PAD4441	Energy Policy	3	5	ECN2103 or ECN1101.2 or ECN1101 or FIN2105
PAD4542	Current Issues in Public Policy and Administration	3	5	PAD3542
PAD4003	Public Policy of Kazakhstan	3	5	PAD3542
ECN2020	Global Economics (by Economics)	3	5	ENG0004
ECN4169	Development Economics (by Economics)	3	5	ECN2103
PAD4542	Selected Topics in International Development and Public Policy	3	5	PAD3542
PAD2431	Population Health Management	3	5	none

PAD3553	Disaster Management	3	5	none
PAD3541	Natural Resource Management	3	5	
PAD3603	Biodiversity	3	5	

Major in Financial Management and Public Audit (7 Courses, 21 KIMEP credits, 35 ECTS)

This major provides an opportunity to acquire the knowledge and skills required to make financial policy decisions and become effective financial managers in business and public organizations. It is designed to prepare students to pursue careers as financial analysts, financial advisors, budget analysts, and financial managers in the private sector, Big 4 consulting firms (such as Deloitte and Touche, Ernst and Young, PWC, etc.) government organizations, as well as international organizations, such as the World Bank, United Nations, National Bank of Kazakhstan, etc. Our graduates are currently working in these sectors and are heads of many business organizations in Kazakhstan. The coursework in this track focuses on analytical, problem-solving, and critical thinking skills that help graduates excel in their careers.

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
PAF4535	Public Sector Auditing	3	5	ECN2103 or ECN1101.2 or ECN1101 or FIN2105
PAF3534	Taxation and Spending in Selected Countries	3	5	ECN2103 or ECN1101.2 or ECN1101 or FIN2105
PAF3535/ECN2201	Fundamentals of Financial Accounting/Accounting and Auditing (as substitute for ACC2101 for Econ)	3	5	PAF3511
PAF/FIN4531	Investment Management/Investments (by BCB)	3	5	PAF3511
PAF 4533	Financial Management in the Public Sector	3	5	PAF3511
PAF4536	Project Appraisal and Management	3	5	PAF3511
PAF4532.4	Managerial Accounting/Management Accounting (by BCB)	3	5	PAF3511
PAF/ECN3532	Government and Business (with Economics)	3	5	ECN2103
PAF4532	Basics of Fiscal Governance	3	5	PAF3511
PAF4537	Audit and Corporate Governance	3	5	ECN2103 or ECN1101.2 or ECN1101 or FIN2105
ACC4203	Auditing (by BCB)	3	5	see BCB part of catalog
PAD4543	Selected Topics in Financial Management and Public Audit	3	5	PAF3511

FINAL ATTESTATION (3 KIMEP credits, 8 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
PAD4559 or PAD4XXX	Thesis or State Exam	3	8	PAD3116
Total		**3**	**8**	

BACHELOR OF JOURNALISM (BJ) – 6B03201

STATEMENT OF PURPOSE

The Department of Media and Communications prepares well-trained communicators, providing them theoretical knowledge and practical, technical and language skills necessary to develop Kazakhstan's media environment. The Bachelor of Journalism (BAJ) is a four-year program that primarily enrolls recent high school graduates who want to pursue careers in mass media and mass communication.

MISSION

The Bachelor of Journalism program provides theoretical and practical education to prepare undergraduate students for careers or for continuing education at the master's level in media and communications or related fields. Students develop professional skills built on a strong theoretical foundation, which prepares them for success as working professionals or as advanced students in higher education.

LEARNING OBJECTIVES

Students who graduate with a Bachelor of Journalism degree will be prepared to enter employment in media and communication fields including journalism, public relations, or broadcasting, or to related positions outside the media sector. They will also be prepared for further study at the graduate level in media and communication or related fields. This preparation is based on developing theoretical understanding and practical skills, including the abilities to:

- understand and apply key theories and concepts central to the academic fields of media and communication;
- comprehend the role of professional communication in Kazakhstan and the world;
- investigate and become skilled at the practices of media and communication;
- understand and apply ethical standards related to the practices of professional communication;
- learn and apply legal issues related to the practice of communication in Kazakhstan;
- understand the impact of new information technologies on the practice of Public Relations, Management, Broadcasting and Journalism;
- comprehend historical and contemporary practices in CIS and Kazakhstan and in other regions of the world, as well as major social, economic, and political issues affecting those practices;
- develop the analytical skills to critically evaluate verbal and visual communication;
- gain the analytical skills to conceive and produce professional and/or academic communication materials;
- enhance practical skills for effective traditional and online communication;
- learn the skills and understanding needed to conduct journalistic research, using a variety of method; and
- gain practical experience as an intern in a professional communication workplace.

INTENDED LEARNING OUTCOMES

Upon successful completion of the program, BJ graduates will be able to:

- explain the role of media and communications, and particularly journalism and public relations in society;
- identify and apply theoretical knowledge of media and communications practices;
- apply foundation practices in professional communication, such as writing, planning, analysis, and research;
- follow ethical and professional practices related to media and communications;
- work with legal issues and procedures related to the practice of journalism and mass communication in Kazakhstan;
- manage and explain the role of new information technologies in the practice of mass communication;
- engage with, and advance, communication practices in CIS and Kazakhstan and in other regions of the world, in ways that reflect the major social, economic, and political aspects and impacts of those practices;
- develop the analytical skills needed to critically evaluate professional communication materials and performances;
- master the practical skills needed to conceive, report, and produce news for online, print, broadcast and other media;
- adopt the language, management and technical skills needed to communicate effectively;
- demonstrate understanding of commercial and academic research, including a variety of methods;
- demonstrate the technical skills necessary to communicate effectively in a multimedia environment; and
- undertake at least one semester of work in a mass communication role or field.

DEPARTMENT OF MEDIA AND COMMUNICATION POLICIES

Advanced undergraduate students may enroll in graduate-level courses for undergraduate credit with permission of the Department. The content of such courses must not substantially duplicate the content of a course the student has previously taken or is currently taking.

Any BJ student may use any offered JMC course for which she/he meets prerequisites to fulfill any JMC elective requirement, regardless of whether that course is specifically listed in that student's catalog.

BACHELOR OF JOURNALISM CURRICULUM

To earn a Bachelor of Journalism, a student must complete 146 KIMEP credits or 240 ECTS.

	KIMEP credits	**ECTS**
General Education Requirements	36	56
Program Foundation Requirements	68	112
Program Required Courses	39	64
Final Attestation	3	8
Total Required for Graduation	**146**	**240**

General Education Requirements can be found in the General Education section of the Catalog.

PROGRAM FOUNDATION REQUIREMENTS (68 KIMEP CREDITS / 112 ECTS):

Program Foundation Required Courses: (32 KIMEP credits / 52 ECTS)
Program Foundation Elective Courses in Media and Communication: (24 KIMEP credits / 40 ECTS)
KIMEP-wide Electives or Minor Courses: (12 KIMEP credits / 20 ECTS)

Program Foundation Required Courses: (32 KIMEP credits / 52 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
ENG 1100	Academic Speaking	3	5	
ENG 1121	Academic Reading and Writing II	3	5	
JMC 2605	Media and Society	3	5	None
JMC 2607	Ethical and Legal Issues in Media and Communication	3	5	None
JMC 2611	Introduction to Journalism	3	5	None
JMC/ASC2126	Design Thinking for Innovation	3	5	None
JMC 2615	Media Writing	3	5	None
ECN 1101	Introduction to Economics	3	4	ENG0004
GEN/PAD 2700	Fundamentals of Sociology	3	5	ENG0004
JMC 3616.2 or JMC 3615.2	Writing for Russian/ Kazakh Media	2	3	None
JMC 3611	Internship I	3	5	None
TOTAL:		**32**	**52**	

Program Foundation Elective Courses in Media and Communication (24 KIMEP credits / 40 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	
JMC2608/GEN2812	Introduction to Public Relations	3	5	None
JMC2609	Psychology in Communication	3	5	None
JMC 3617	Creative Thinking and Critical Writing	3	5	None
JMC 2778	Russian (Kazakh) Language Practicum	3	5	None
JMC3608	Journalism in Kazakhstan	3	5	None
JMC 3609	Principles of Media Management	3	5	None
JMC 3750	Social Media Marketing	3	5	None
JMC 4602	Podcasting	3	5	None
JMC3709	Social Media Influencers	3	5	None
JMC 4614	Media Analysis	3	5	None
JMC 4615	Multimedia Storytelling	3	5	None
JMC 4622	Copywriting	3	5	None
JMC 4704	Brand/Image Management	3	5	None
PAD3521	Global Sustainable Development	3	5	PAD2111 or ECN2103 or ECN1101

KIMEP-wide Electives or Minor Courses: (12 KIMEP credits / 20 ECTS)

Course Code:	Course title:	KIMEP Credits	ECTS	
JMC 1750/GEN 2813	Media and Information Literacy	3	5	None
JMC 3770	Digital Studies	3	5	None

JMC 4705	Video Documentary	3	5	None
JMC 4706	Creative Workshop	3	5	None
JMC 4708	Public Speaking	3	5	None
JMC3710	Marketing Public Relations	3	5	None
	Minor Course 2 or any KIMEP-wide elective	3	5	
	Minor Course 3 or any KIMEP-wide elective	3	5	
	Minor Course 4 or any KIMEP-wide elective	3	5	

NOTE: In this section, students may elect courses necessary to study a minor and count the credits towards this section. To select a minor, please see minors offered by CSS and other schools and colleges of KIMEP University.

PROGRAM REQUIREMENTS (39 KIMEP CREDITS / 64 ECTS)

The BJ program offers two majors: **Digital Journalism & Public Relations**

Students who want a flexible curriculum may choose to graduate without a major. In that case, Major Required Courses should be treated as Program Elective Courses and selected with the advice of DMC faculty.

Digital Journalism is designed for students who want to work as journalists, or as specialists in other fields applying the knowledge and skills required of journalists in a digital environment. Students develop skills in effectively identifying, gathering information, and telling compelling factual stories in a digital media environment. .

Public Relations is designed to prepare students to become well-rounded online and offline communicators. They will learn to establish mutually beneficial relationships between organizations and their stakeholders. Students will learn to develop the image, reputation and the brand of a person or an organization. They will learn communication skills needed to advise management, set policies, and plan and execute strategic campaigns.

Required Courses for Digital Journalism Major: (24 KIMEP credits / 39 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
JMC 3211	Editing	3	5	None
JMC 3605	Political Communication	3	5	None
JMC 3623	Broadcast Journalism	3	5	JMC 2615
JMC 3627	Audience Engagement	3	5	None
JMC4602	Podcasting	3	5	None
JMC 4616	Theories of Media and Communication	3	5	None
JMC4701	Communication Research	3	5	90 credit hours
JMC 3612	Internship II	3	4	None
TOTAL:		**24**	**39**	

Elective Courses for Digital Journalism Major: (15 KIMEP credits / 25 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
JMC 2703	Visual Storytelling	3	5	None
JMC 2704	Persuasive Communication	3	5	None
JMC 3603	Business News	3	5	None
JMC 4709	Media Relations	3	5	None

JMC 4711	Special Event Management and Design	3	5	None
JMC 4201	Advanced Media Writing	3	5	JMC 2615
JMC 4612	Online Journalism	3	5	JMC2615
JMC 4627	Public Relations Campaigns	3	5	None
JMC 4690	Special Topics in J and Communication	3	5	None
JMC 4703	Crisis Communication	3	5	None
JMC 4714	Fashion and Lifestyle Journalism	3	5	None
JMC 4715	Media Design	3	5	None
TOTAL:		**15**	**25**	

Required Courses for Public Relations Major: (24 KIMEP credits / 39 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
JMC 2704	Persuasive Communication	3	5	None
JMC 4703	Crisis Communication	3	5	None
JMC 4709	Media Relations	3	5	None
JMC 4711	Special Event Management and Design	3	5	None
JMC 4601	Advertising and Media Sales	3	5	None
JMC 4616	Theories of Media and Communication	3	5	None
JMC4701	Communication Research	3	5	90 credit hours
JMC 3612	Internship II	3	4	None
TOTAL:		**24**	**39**	

Elective Courses for Public Relations Major (15 KIMEP credits / 25 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
JMC 3211	Editing	3	5	None
JMC 3602	Business Communication	3	5	None
JMC3605	Political Communication	3	5	None
JMC 3623	Broadcast Journalism	3	5	JMC2615
JMC 3709	Social Media Influencers	3	5	None
JMC 4201	Advanced Media Writing	3	5	JMC 2615
JMC4602	Podcasting	3	5	None
JMC 4612	Online Journalism	3	5	JMC2615
JMC 4627	Public Relations Campaigns	3	5	None
JMC 4690	Special Topics in J and Communication	3	5	None
JMC 4715	Media Design	3	5	None
TOTAL:		**15**	**25**	

FINAL ATTESTATION (3 KIMEP CREDITS EQUIVALENT TO 8 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
JMC4070.2/JMC4XXX	Thesis/Professional Project or State Exam	3	8	JMC4701
Total		**3**	**8**	

INTERNSHIPS IN THE DEPARTMENT OF MEDIA AND COMMUNICATIONS

Internships provide students with the opportunity to gain work experience in organizations such as media outlets, communication and PR agencies, production and film studios, corporate media, non-government organizations and government agencies and to acquire marketable skills in the areas of their specialization. BJ students are required to complete 6 total credits of internship.

PREREQUISITE COURSES AND PROGRAM PROGRESSION

Students are strongly advised to take courses that serve as prerequisites for other courses at the earliest possible time in their academic careers. There are many upper-level courses which cannot be taken by students who have not taken the required prerequisite. These courses include: JMC 2605, Media and Society; JMC 2608, Introduction to Public Relations; JMC 2615/JMC 3201, Media Writing. In general, students should try to take 1000-level courses in the first year of study; 2000-level courses the second year; and 3000-level and 4000-level courses in the final two years of study.

MINORS OFFERED BY THE COLLEGE OF SOCIAL SCIENCES

MINORS OFFERED BY THE ECONOMICS DEPARTMENT

MINOR IN MATHEMATICS

A Minor in Mathematics at KIMEP consists of 4 courses: a student is to take and successfully complete any four courses from the table below to complete the requirements for the minor in mathematics. No course may simultaneously count towards fulfillment of the graduation requirements of a major and a minor.

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
MATH2001	Linear Algebra	3	5	ECN1201
MATH3001	Introduction to Analysis	3	5	ECN1201
MATH3002	Differential Equations	3	5	MATH2001, MATH3001
MATH4001	Discrete Mathematics	3	5	ECN1201
MATH4002	Probability Theory and Statistics	3	5	ECN2083 & MATH2401/MATH3001
MATH4003	Introduction to Multivariate Statistics	3	5	MATH3001
Total		**12**	**20**	

MINOR IN ECONOMIC POLICY AND DEVELOPMENT

This minor requires that students take any 4 of the courses listed in the table below provided all four courses are not counted as their program required courses.

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
ECN2020	Global Economics	3	5	ENG0004
ECN2102	Principles of Macroeconomics	3	5	ENG0004
ECN2103	Principles of Microeconomics	3	5	ENG0004
ECN3189	Economy of Kazakhstan	3	5	ECN2103(FIN2105) & ECN2102(FIN2106)

ECN4121	Public Economics	3	5	ECN2103
ECN4169	Development Economics	3	5	ECN 2103 and ECN2102
Total		**12**	**20**	

MINOR IN ECONOMICS AND LAW

This minor requires that students take any 4 of the courses listed in the table below provided all four courses are not counted as their program required courses.

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
ECN2103	Principles of Microeconomics	3	5	ENG0004
ECN3040/LAW3040	Market Regulation & Antitrust Policy	3	5	ECN2103
ECN4153	Law and Economics	3	5	ECN2103
LAW4502	Law of the WTO	3	5	None
LAW4505	International Investment Law	3	5	None
LAW4507	Law of Energy and Natural Resources	3	5	None
Total		**12**	**20**	

MINOR IN FINANCIAL ECONOMICS

This minor requires that students take any 4 of the courses listed in the table below provided all four courses are not counted as their program required courses.

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
ECN3081	Intermediate Microeconomics	3	5	ECN2103 or FIN2105 or B in ECN1101
ECN3350	Financial Economics	3	5	ECN3081 (cannot be counted as separate course from FIN3220)
ECN4351	Foreign Exchange Markets	3	5	ECN2102
ECN4350	Advanced Financial Economics	3	5	ECN3350
ECN4352	Financial Econometrics	3	5	ECN3184
ECN3230	Financial Institutions Management	3	5	ECN2103 (cannot be counted as separate course from FIN3230)
ECN4359	Investing in Emerging Markets	3	5	ECN2102 and ECN2103
ECN4181	Special Topics in Economics	3	5	ECN2103
ECN4141	Introduction to Game Theory	3	5	ECN2103
Total		**6**	**10**	

MINOR IN DATA ANALYTICS

The minor in Data Analytics at KIMEP consists of 4 courses (12 credits/20 ECTS). A student is to take and successfully complete two minor required courses (6 credits/10 ECTS) and any two minor elective courses (6 credits/10 ECTS) in the table below to complete the requirements for the minor program. No course may simultaneously count towards fulfillment of the graduation requirements of a major and a minor.

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
Minor Required Courses (2 courses/6 credits/10 ECTS)				
CSS/ECN3450	Data Science	3	5	CLP2201 or CIT2735 or ECN2210
CSS/ECN3240	Analyzing and Modeling Data	3	5	ECN2083 or equivalent
Minor Elective Courses (2 courses/6 credits/10 ECTS)				
CSS/ECN2210, CLP2735 or CIT2201	Introduction to Programming	3	5	none
ECN2083/PSY 2201	Introduction to Statistics I	3	5	none
PSY2202/CSS /ECN3240	Introduction to Statistics II: Analyzing and Modeling Data	3	5	
CSS/IRL3xxxx	Computational Social Science	3	5	None
ECN3184	Econometric Methods	3	5	ECN2103, ECN2102 & ECN2083
ECN4181.07	Special Topics in Economics: Data Science and Its Applications	3	5	None
ECN4185	Applied Econometrics	3	5	ECN3184
CIT2302	Database Management Systems in Business	3	5	GEN/OPM 1300 or GEN/OPM2301
CIT3803	Python Programming	3	5	CIT2735
CIT3815	Programming in SQL	3	5	CIT2735
CLP3102	Introduction to Machine Learning	3	5	CLP2103 and CLP2202
CLP3202	Neural networks	3	5	CLP2103 and CLP2202

CLP3301	Text Mining	3	5	CLP2103 and CLP2202 and LING3306
CLP3302	Human-Computer Interaction	3	5	CLP2103 and CLP2202
IFS2204	Algorithms. Data structures and Programming	3	5	PHYS1201 and MATH1202
MATH3001	Introduction to Analysis	3	5	ECN1201
MATH4001	Discrete Mathematics	3	5	ECN1201
MATH4002	Probability Theory and Statistics	3	5	ECN2083 & MATH2401/MATH3001
MATH4003	Intro to Multivariate Statistics	3	5	MATH3001
Total		**12**	**20**	

MINOR IN ECONOMICS AND BUSINESS REPORTING (12 KIMEP CREDITS / 20 ECTS)
The minor in Economics and Business Reporting is designed for students from Economics Department and students from other programs who want to work as economic and financial journalists or communicators who are the voice of large business or public organizations.
Minor Required Courses: 3 KIMEP credits / 5 ECTS
Minor Elective Courses: 9 KIMEP credits / 15 ECTS
TOTAL: 12 KIMEP credits / 20 ECTS

Minor Required Course: 3 KIMEP credits / 5 ECTS

All students will complete:		KIMEP credits	ECTS	Prerequisites
JMC2615	Media Writing	3	5	None

Minor Elective Courses: 9 KIMEP credits / 15 ECTS

Students must choose any 3 (three) of the following DMC courses:		KIMEP credits	ECTS	Prerequisites
JMC 3603	Business news	3	5	JMC2615
JMC 4709	Media Relations	3	5	JMC2615
JMC 3623	Broadcast Journalism	3	5	
JMC 3709	Social Media Influencers	3	5	

MINORS OFFERED BY THE DEPARTMENT OF POLITICAL SCIENCE & INTERNATIONAL RELATIONS:

MINOR IN INTERNATIONAL RELATIONS (12 CREDITS)
Students may choose any four 3-credit courses with IRL code. No course may simultaneously count towards fulfillment of the graduation requirements of a major and a minor.

MINOR IN REGIONAL STUDIES AND ENERGY POLICY (12 CREDITS)
Students may choose any four courses from the following list:

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
IRL4532	Domestic Politics and Foreign Policy of Central Asia and the Caucasus	3	5	
IRL/POL 4530	Middle East and North Africa in International Relations	3	5	
POL 4537	Society and Culture of Central Asia	3	5	
IRL4531	Political Economy of Central Asia	3	5	ECN1101
IRL4513	International Migration and Urbanization Studies	3	5	
IRL 4521	Petropolitics	3	5	
IRL/POL4540	Geopolitics and Political Economy of Natural Resources	3	5	
IRL4526	Comparative Foreign Policy	3	5	
IRL 4528	Central Asia-Russia Relations	3	5	
POL 3546	Selected Topics in Regional Studies	3	5	
PAD4441	Energy Policy	3	5	

No course may simultaneously count towards fulfillment of the graduation requirements of a major and a minor.

MINOR IN EUROPEAN STUDIES (12 CREDITS EQUIVALENT)

Any four courses from the following list:

Course Code	Course Title	KMIEP credits	ECTS	Prerequisites
IRL/GEN2602.1	Western Civilization 1 (Ancient Greece to Renaissance)	3	5	
IRL/GEN2602.2	Western Civilization 2 (Enlightenment to 21st Century)	3	5	
IRL/POL4534	Politics of the European Union	3	5	
IRLXXXX	Topics in the History/Politics/Culture of Europe	3	5	
IRL4590	Undergraduate Seminar in International Relations	3	5	
IRL3542	Contemporary European History			
IRL3543	Nationalism, Populism and Ethnic Conflict in Contemporary Europe			
IRL3548	European Social Movements			
POL4535	Institutions of the European Union			
ECN3030	Economics of the European Union			
LAW4503	Law of the European Union			

No course may simultaneously count towards fulfillment of the graduation requirements of a major and a minor.

MINOR IN GLOBAL SECURITY AND INTERNATIONAL AFFAIRS (12 CREDITS)

Any four courses from the following list:

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites

IRL3526	Domestic Politics and Foreign Policy of the USA	3	5	
IRL3527	Domestic Politics and Foreign Policy of the Russian Federation	3	5	
IRL3528	Domestic Politics and Foreign Policy of the People's Republic of China	3	5	
IRL 4525	Asian Security: Theory and Practice	3	5	
IRL3524	Global Security and International Conflict Resolution	3	5	
IRL 3516	Terrorism and Security	3	5	
IRL3547	Security Studies	3	5	
IRL3518	Political Communication in International Affairs	3	5	
IRL4562	Environmental Politics, Development and Global Governance	3	5	
IRL4550	Emerging Powers	3	5	
IRL 3546	Selected Topics in International Relations	3	5	

MINOR IN HISTORY (12 CREDITS)
Any four of the following courses:

GEN/POL2600	History of Civilizations 1	3	5	
GEN/POL 2601	History of Civilizations 2	3	5	
GEN1610	Great Traditions and Culture of Kazakhs	3	5	
IRLXXXX	Topics in the History/Politics/Culture of Europe	3	5	
IRL3542	Contemporary European History	3	5	

No course may simultaneously count towards fulfillment of the graduation requirements of a major and a minor.

MINOR IN MEDIA AND POLITICS (12 KIMEP CREDITS / 20 ECTS)
The minor in Media and Politics is designed for students of the Bachelor of International Relations program.
Minor Required Courses: 3 KIMEP credits / 5 ECTS
Minor Elective Courses: 9 KIMEP credits / 15 ECTS
TOTAL: 12 KIMEP credits / 20 ECTS
Minor Required Course: 3 KIMEP credits / 5 ECTS

All students will complete:		**KIMEP credits**	**ECTS**	**Prerequisites**
JMC3605	Political Communication	3	5	None

Minor Elective Courses: 9 KIMEP credits / 15 ECTS

Students must choose any 3 (three) of the following DMC courses:		**KIMEP credits**	**ECTS**	**Prerequisites**
IRL xxxx or POL xxxx	Any IRL or POL Course	3	5	None
JMC 2615	Media Writing	3	5	None
JMC 3623	Broadcast Journalism	3	5	JMC 2615

JMC 4201	Advanced Media Writing	3	5	JMC2615
JMC 4612	Online Journalism	3	5	JMC2615
JMC 4709	Media Relations	3	5	None
JMC 2704	Persuasive Communication	3	5	None
JMC 4690	Special Topics in Journalism and Communication	3	5	None

MINOR IN POLITICAL SCIENCE (12 CREDITS/ 20 ECTS)

Any four courses from the following list:

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
POL3512	Comparative Politics	3	5	
POL3511	Political Analysis	3	5	
POL3510	Introduction to Political Theory	3	5	
POL3510 or PSY2202/CSS/ECN3240	Data Analysis for Politics or Introduction to Statistics II: Analyzing and Modeling Data	3	5	
POL3519	Domestic Politics and Institutions of Kazakhstan	3	5	
POL4510	Public Opinion and Polling	3	5	
POL4511	Political Parties, Campaigns and Elections	3	5	
POL4512	Special Topics in Methods and Models	3	5	
POL3533	Political Sociology	3	5	

An introductory statistics course may count towards the minor if a course at the same level is not taken as part of a program.

MINORS OFFERED BY THE DEPARTMENT OF PUBLIC ADMINISTRATION:

Students with majors in other Departments and colleges at KIMEP University may also choose to have a Minor in any of two areas by taking 4 courses in their respective areas of Minor. The two areas for minors are:

1. Financial Management and Public Audits
2. Public Policy and Sustainability

No course may simultaneously count towards fulfillment of the graduation requirements of a major and a minor.

MINOR IN FINANCIAL MANAGEMENT AND PUBLIC AUDITS (12 KIMEP credits / 20 ECTS)

Any four of the following courses:

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
PAF 4533	Financial Management in the Public Sector	3	5	PAF3511 or equivalent
PAF4535	Public Sector Auditing	3	5	PAF3511 or equivalent
PAF4532.4	Managerial Accounting/Management Accounting	3	5	PAF3511 or equivalent
PAF4536	Project Appraisal and Management	3	5	PAF3511 or equivalent
PAF4537	Audit and Corporate Governance	3	5	PAF3511 or equivalent

No course may simultaneously count towards fulfillment of the graduation requirements of a major and a minor.

MINOR IN PUBLIC POLICY AND SUSTAINABILITY

Any four of the following courses

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
PAD4443	Public Management	3	5	PAD2111
PAD3540	Governance and Development	3	5	PAD2111
PAD3543	Urban Development	3	5	PAD2111
PAD3547	Social Policy in Transitional Countries	3	5	PAD3542
PAD3550	NGOs and Development	3	5	PAD2111
PAD4441	Energy Policy	3	5	ECN2103 or ECN1101.2 or ECN1101 or FIN2105
PAD4542	Current Issues in Public Policy and Administration	3	5	PAD3542
PAD4003	Public Policy of Kazakhstan	3	5	PAD3542
PAD4542	Selected Topics in International Development and Public Policy	3	5	PAD3542
PAD3541	Natural Resource Management	3	5	
PAD3603	Biodiversity	3	5	

MINOR IN PUBLIC PRESS OFFICE (12 KIMEP credits / 20 ECTS)

The Minor in Public Press Office (PPO) is for students from Public Administration and other undergraduate programs and departments who want to increase their job opportunities. With this PPO Minor, they upgrade their majors with expertise in effective communication with mainstream media, social media influencers, and other stakeholders on behalf of large public and private organizations. Students can work as public information officers, press officers, and communication directors.

Minor Required Courses: 3 KIMEP credits / 5 ECTS

Minor Elective Courses: 9 KIMEP credits / 15 ECTS

TOTAL: 12 KIMEP credits / 20 ECTS

Minor Required Course: 3 KIMEP credits / 5 ECTS

All students will complete:		KIMEP credits	ECTS	Prerequisites
JMC 4709	Media Relations	3	5	None

Minor Elective Courses: 9 KIMEP credits / 15 ECTS

Students must choose any 3 (three) of the following DMC courses:		KIMEP credits	ECTS	Prerequisites
JMC2615	Media Writing	3	5	None
JMC3623	Broadcast Journalism	3	5	JMC2615
JMC 4703	Crisis Communication	3	5	
JMC 3709	Social Media Influencers	3	5	

MINORS OFFERED BY THE DEPARTMENT OF MEDIA AND COMMUNICATIONS:

The Department of Media and Communications offers the following minors:
Minor in Communications, 12KIMEP credits/20 ECTS
Minor in Digital Storytelling, 12 KIMEP credits/20 ECTS
Minor in Public Press Office, 12 KIMEP credits/20 ECTS
Minor in Public Governance for Communicators, 12 KIMEP credits/20 ECTS
Minor in Economics for Public Communication, 12 KIMEP credits/20 ECTS
Minor in Reporting on Economics and Business, 12 KIMEP credits/20 ECTS
Minor in Politics and Media, 12 KIMEP credits/20 ECTS
Minor in Media and Politics, 12 KIMEP credits/20 ECTS
NOTE: Credits earned for one minor cannot be counted for the other minor/s and/or majors.

MINOR IN COMMUNICATIONS (12 KIMEP CREDITS, 20 ECTS)
The minor in Communications is designed for students from other undergraduate programs and departments.
Minor Required Courses: 3 KIMEP credits / 5 ECTS
Minor Elective Courses: 9 KIMEP credits / 15 ECTS
TOTAL: 12 KIMEP credits / 20 ECTS
Minor Required Course: 3 KIMEP credits / 5 ECTS

All students will complete:		**KIMEP credits**	**ECTS**	**Prerequisites**
JMC 2615	Media Writing	3	5	None

Minor Elective Courses: 9 KIMEP credits, 15 ECTS

Students must choose any 3 (three) of the following DMC courses:		**KIMEP credits**	**ECTS**	**Prerequisites**
JMC 2608	Introduction to Public Relations	3	5	None
JMC 3211	Editing	3	5	None
JMC 3605	Political Communication	3	5	None
JMC 3608	Journalism in Kazakhstan	3	5	None
JMC 3623	Broadcast Journalism	3	5	JMC2615
JMC 4601	Advertising and Media Sales	3	5	None
JMC 4612	Online Journalism	3	5	JMC2615
JMC 4622	Copywriting	3	5	None
JMC 4690	Special Topics in Journalism & Mass Communication	3	5	None
JMC 4704	Brand/Image Management	3	5	None
JMC 4705	Video Documentary	3	5	None

MINOR IN DIGITAL STORYTELLING (12 KIMEP CREDITS, 20 ECTS)

The minor in Digital Storytelling is designed for students from other undergraduate programs and departments.
Minor Required Courses: 3 KIMEP credits / 5 ECTS
Minor Elective Courses: 9 KIMEP credits / 15 ECTS
TOTAL: 12 KIMEP credits / 20 ECTS
Minor Required Course: 3 KIMEP credits / 5 ECTS

All students will complete:		**KIMEP credits**	**ECTS**	**Prerequisites**
JMC 4615	Multimedia Storytelling	3	5	None

Minor Elective Courses: 9 KIMEP credits / 15 ECTS

Students must choose any 3 (three) of the following DMC courses:		**KIMEP credits**	**ECTS**	**Prerequisites**
JMC2609	Psychology in Communication	3	5	None
JMC 2615	Media Writing	3	5	None
JMC 2703	Visual Storytelling	3	5	None
JMC 2777	Creative Thinking and Critical Writing	3	5	None
JMC 2778	Russian (Kazakh) Language Practicum	3	5	None
JMC 3709	Social Media Influencers	3	5	None
JMC 3750	Social Media Marketing	3	5	None
JMC 3770	Digital Studies	3	5	None
JMC 4201	Advanced Media Writing	3	5	JMC 2615
JMC 4602	Podcasting	3	5	None
JMC 4612	Online Journalism	3	5	JMC 2615
JMC 4690	Special Topics in Journalism and Communication	3	5	None
JMC 4704	Brand/Image Management	3	5	None
JMC 4705	Video Documentary	3	5	None
JMC 4706	Creative Workshop	3	5	None
JMC 4708	Public Speaking	3	5	None
JMC4709	Media Relations	3	5	None
JMC 4715	Media Design	3	5	None

MINOR IN PUBLIC GOVERNANCE FOR COMMUICATORS (12 KIMEP credits, 20 ECTS)

The minor in Public Governance for Communicators is designed for students of the Bachelor of Journalism program who want to add public management and administration expertise to their digital journalism or public relations majors. Thus, they develop a strong market edge.
Minor Required Courses: 3 KIMEP credits/ 5 ECTS
Minor Elective Courses: 9 KIMEP credits / 15 ECTS
TOTAL: 12 KIMEP credits / 20 ECTS
Minor Required Course: 3 KIMEP credits / 5 ECTS

All students will complete:		KIMEP credits	ECTS	Prerequisites
PAD2111	Fundamentals of Public Administration	3	5	None

Minor Elective Courses: 9 KIMEP credits / 15 ECTS

Students must choose any 3 (three) of the following DMC courses:		KIMEP credits	ECTS	Prerequisites
PAF2211	Public Marketing	3	5	None
PAD4443	Public Management	3	5	None
PAD3540	Governance and Development	3	5	None
PAD3524	Leadership and Management	3	5	PAD2111 or equivalent

MINOR IN ECONOMICS FOR PUBLIC COMMUNICATORS (12 KIMEP credits / 20 ECTS)

The minor in Economics for Public Communication is designed for students of the Bachelor of Journalism who want to work as in economic and financial journalists or public relations specialists working for private or public financial organizations.

Minor Required Courses: 3 KIMEP credits / 5 ECTS
Minor Elective Courses: 9 KIMEP credits / 15 ECTS
TOTAL: 12 KIMEP credits / 20 ECTS
Minor Required Course: 3 KIMEP credits / 5 ECTS

All students will complete:		KIMEP credits	ECTS	Prerequisites
ECN2102	Principles of Macroeconomics	3	5	None

Minor Elective Courses: 9 KIMEP credits / 15 ECTS

Students must choose any 3 (three) of the following DMC courses:		KIMEP credits	ECTS	Prerequisites
ECN2103	Principles of Microeconomics	3	5	
ECN2020	Global Economics	3	5	
ECN3155	Money and Banking	3	5	ECN2102
ECN3230	Financial Institutions Management	3	5	ECN2103

MINOR IN MEDIA AND POLITICS (12 KIMEP CREDITS, 20 ECTS)

The minor in Politics and Media is designed for students of the Bachelor of Journalism program.

NOTE: A course cannot count towards a minor if it is already counted towards the graduation requirements of a major.

Minor Required Courses: 3 KIMEP credits/ 5 ECTS
Minor Elective Courses: 9 KIMEP credits / 15 ECTS
TOTAL: 12 KIMEP credits / 20 ECTS
Minor Required Course: 3 KIMEP credits / 5 ECTS

All students will complete:		**KIMEP credits**	**ECTS**	**Prerequisites**
IRL 2512	Fundamentals of International Relations	3	5	None

Minor Elective Courses: 9 KIMEP credits / 15 ECTS

Students must choose any 3 (three) of the following DMC courses:		KIMEP credits	ECTS	Prerequisites
IRL xxxx or POL xxxx	Any IRL or POL Course	3	5	None
IRL xxxx or POL xxxx	Any IRL or POL Course	3	5	None

IRL xxxx or POL xxxx	Any IRL or POL Course	3	5	None
JMC 2704	Persuasive Communication	3	5	None
JMC 4201	Advanced Media Writing	3	5	JMC2615
JMC 4690	Special Topics in Journalism and Communication	3	5	None
JMC 4709	Media Relations	3	5	None

CERTIFICATE PROGRAMS OFFERED BY THE COLLEGE OF SOCIAL SCIENCE

A certificate program at bachelor level consists of 9 credits/15 ECTS, a certificate program at master level consists of 6 credits/10 ECTS. In the case of a certificate program at bachelor level, at least 6 credits/10 ECTS have to be taken from courses that do not count towards the graduation requirements of a major or specialization but that may count as KIMEP-wide electives or foundation electives.

PUBLIC PROJECT MANAGEMENT CERTIFICATE PROGRAM

Undergraduate level

This 9-credits certificate program is designed for current KIMEP University undergraduate students from all departments and majors.

Students must take three courses in order to complete the certificate program.

Required Course for the certificate:

Course Code	Course Title	Credits	ECTS	Prerequisites
PADXXXX/IRL3546.08	Project Management	3	5	PAD2111 or equivalent

Plus any two of the following courses:

Course Code	Course Title	Credits	ECTS	Prerequisites
PAD3522	Decision-making	3	5	PAD2111 or equivalent
PAD3524	Leadership and Management	3	5	“
PAD3542	Public Policy Analysis	3	5	“
PAD4443	Public Management	3	5	“
PAF2211	Public Marketing	3	5	“
PAD4520	Program Evaluation	3	5	“
JMC 3xxx	Business Communication	3	5	

MEDIA LITERACY CERTIFICATE PROGRAM (9 CREDITS/15 ECTS)

Undergraduate level

This 9-credits certificate program is designed for current KIMEP University undergraduate students from all departments and majors.

Students must take the following three courses in order to complete the certificate program:

Course Code	Course Title	KIMEP Credits	ECTS

JMC 1750	Media and Information Literacy	3	5
JMC 2607	Ethical and Legal Issues in Media and Communication	3	5
JMC 3770	Digital studies	3	5
Total Required		**9**	**15**

NOTE: KIMEP students of BJ program are not eligible for this certificate program.

BUSINESS COMMUNICATION CERTIFICATE PROGRAM (6 CREDITS/10 ECTS)
Graduate level
This 6-credits certificate program is designed for media, communication and PR professionals.
NOTE: KIMEP students of MAIJ program are not eligible for this certificate program.
In order to complete the program, certificate program students must complete the following:

	KIMEP Credits	**ECTS**
Core Course	3	5
Elective Course	3	5
Total Required for Certificate Completion	6	10

Students must take the following core course (3 credits/5 ECTS):

Course Code	**Course Title**	**KIMEP Credits**	**ECTS**
JMC 5613	Advanced Business Communication	3	5

Students must take one course from the following list of electives (3 credits/5 ECTS):

Course Code	**Course Title**	**KIMEP credits**	**ECTS**
JMC 5619	Advertising and Media Sales	3	5
JMC 5658	Reputation Management	3	5
JMC 5690	Special Topics in Journalism and Communication	3	5
JMC 5650	Digital Public Relations	3	5
JMC 5704	Negotiation and Persuasion	3	5
JMC 5707	Social Media Marketing	3	5
JMC 5713	Advanced Multimedia Storytelling	3	5
JMC 5711	Special Event Management	3	5

SCHOOL OF LAW UNDERGRADUATE PROGRAMS

The School of Law offers the following two undergraduate programs that qualify graduates academically to practice law in Kazakhstan, to advance other vocational objectives or to pursue further legal education:

1. Bachelor of Jurisprudence (LL.B.), Major in Public Jurisprudence or Major in Private Jurisprudence.
2. Bachelor of International Law (B.I.L.), Major in Public International Law or Major in Private International Law.

Program Descriptions

The **Bachelor of Jurisprudence** program provides students with a comprehensive education in law that will enable them to acquire both theoretical knowledge and practical skills. In accordance with international best practices, the KIMEP degree integrates the study of Kazakhstan's substantive law and procedure with critical thinking and problem solving abilities, and with drafting, negotiating and advocacy skills. As a result, students who earn the LL.B. degree are highly professional lawyers who are well prepared to practice law in Kazakhstan. The program requires that students complete 146 credits of education. If a student passes an average of 18 credits per academic semester and successfully completes a Summer Session internship, the program may be completed within four academic years. Absent extraordinary circumstances, students are expected to complete their programs within four years.

The **Bachelor of International Law** program provides a basic education in law, augmented with specialization in the legal regulation of inter-state relations, and of private and business relations between natural persons and legal entities from different national jurisdictions. This set of knowledge and practical skills enables graduates to become legal professionals in public and private practice. In particular, B.I.L. graduates are suited to practice in many government agencies, global inter-governmental and non-governmental organizations, private companies, as well as with law and consultancy firms. The program requires that students complete 146 credits of education. If a student passes an average of 18 credits per academic semester and successfully completes a Summer Session internship, the program may be completed within four academic years. Absent extraordinary circumstances, students are expected to complete their programs within four years.

Program Objectives

The Program Objectives of the Bachelor of Jurisprudence are:

- To train students for entry-level positions that require professional legal knowledge and skills so that they can become leading members of the Kazakhstani bar by developing the professional competencies to:
  - apply statutes and regulations, particularly as to civil and commercial matters;
  - draft legal documents, such as pleadings and statutes, in both English and Russian;
  - communicate and negotiate with professional peers, subordinates and superiors;
  - give professional and useful advice, counsel and representation to clients.
- To provide an academic foundation for lifelong learning, including graduate studies in law, particularly the development of legal research, writing and speaking skills.
- To foster students' critical and analytical thinking abilities.
- To instill a knowledge of and appreciation for professional ethics that will enable and motivate them to identify ethical issues and act in accordance with their professional responsibilities.

The Program Objectives of the Bachelor of International Law are:

- To train students for entry-level positions that require legal knowledge and skills in the areas of public and/or private international law by developing the professional competencies to:
  - Apply international treaties and other sources of international law, national laws/regulations and other legal authorities in a variety of matters;
  - draft legal documents, such as pleadings and international agreements, in both English and Russian;
  - communicate and negotiate with professional peers, subordinates and superiors, including those from other countries, cultures and legal systems;
  - give professional and useful advice, counsel and representation to clients.
- To provide an academic foundation for lifelong learning, including graduate studies in law, particularly the development of legal research, writing and speaking skills.
- To foster students' critical and analytical thinking abilities.
- To instill a knowledge of and appreciation for professional ethics that will enable and motivate them to identify ethical issues and act in accordance with their professional responsibilities.

Teaching Objectives

The Teaching Objectives of the Bachelor of Jurisprudence program are:

- To impart knowledge of major sources, concepts, theories, and principles of general and Kazakhstan law.
- To convey comprehensive knowledge of Kazakhstan's constitution, legislation and regulations – both substantive and procedural.
- To develop competencies that constitute the professional skills necessary for Kazakhstani legal practice, including, but not limited to:
  - legal research and drafting;
  - negotiating;
  - conducting litigation and alternative dispute resolution;
  - communication with lawyers and others from different backgrounds;
  - familiarity with practicalities of Kazakhstani jurisprudence;
  - counseling and representation of clients;
  - promotion of justice, human rights and the Rule of Law.
- To develop the ability to communicate effectively regarding legal and other matters in written and spoken English and Russian.
- To impart knowledge of the ethical standards associated with professional practice and to develop an understanding of how to recognize ethical issues and identify means for resolving these matters.

The Teaching Objectives of the Bachelor of International Law program are:

- To impart comprehensive knowledge of major sources, concepts, theories and principles of general and international law.
- To impart basic knowledge of Kazakhstan's constitution, legislation and regulations – both substantive and procedural.
- To develop competencies that constitute the professional skills for practice of international and Kazakhstani law, including but not limited to:
  - legal research and drafting;
  - negotiation;
  - conducting litigation and alternative dispute resolution;
  - communication with lawyers and others from different backgrounds;
  - familiarity with legal systems of other nations and the international system;

- counseling and representation of clients; and
- promotion of justice, human rights and the Rule of Law.

- To develop the ability to communicate effectively regarding legal and other matters in written and spoken English and Russian.
- To impart knowledge of the ethical standards associated with professional practice and to develop an understanding of how to recognize ethical issues and identify means for resolving these matters.

Intended Learning Outcomes

Intended Learning Outcomes for the Bachelor of Jurisprudence program are that the student is able to:

- Correctly employ specific legal, business and political terminology.
- Accurately interpret and apply laws, regulations and other legal authority.
- Draft memoranda, pleadings, contracts, and other legal documents.
- Understand the role and influence of international trends on Kazakhstan's legal system.
- Articulate the specific features of the legal system of Kazakhstan, their evolution and their relationship to the history and development of the country.
- Negotiate and litigate for clients in and before the courts and administrative bodies of Kazakhstan.
- Give accurate and appropriate legal advice based on the particular needs of each client.
- Effectively and persuasively communicate professionally in English, Russian and Kazakh.
- Demonstrate skills of persistence, leadership and teamwork.

Intended Learning Outcomes for the Bachelor of International Law program are that the student is able to:

- Correctly employ specific legal, business and political terminology.
- Accurately interpret and apply treaties, laws, regulations and other legal authority.
- Draft memoranda, pleadings, contracts and other legal documents.
- Apply rules of international law, in conjunction with the domestic law of Kazakhstan as applicable, in drafting documents and providing counsel.
- Negotiate and litigate for clients, in domestic and international courts and other fora.
- Generalize and apply international case law in case analysis and advocacy.
- Analyze trends in international law by means of the comparative legal method.
- Effectively and persuasively communicate professionally in English, Russian and Kazakh.
- Demonstrate skills of persistence, leadership and teamwork.

Language Policy

The language of instruction in all undergraduate and graduate programs is English. However, in certain undergraduate classes and as noted in the respective class syllabi, instructors may present and utilize instructional materials, as necessary, in Russian/Kazakh and refer to Russian/Kazakh language primary and secondary sources.

Students are expected to demonstrate near-native professional English language proficiency by the time of graduation. However, graduates must also understand and be able to use Russian/Kazakh legal terminology in order to apply Kazakhstan's national law in advising clients and representing them in judicial and administrative proceedings in Kazakhstan. Course substitutions or other appropriate accommodations may be made for international students who are not legal residents of Kazakhstan.

In particular, Russian should be expected to be used extensively in the following courses:

Course Code	Course Title
LAW4401	Criminal Procedure Law of Kazakhstan
LAW4402	Civil Procedure Law of Kazakhstan
LAW4510	Procuracy Supervision in Kazakhstan
LAW4511	Practice in Kazakhstan and Professional Responsibility
LAW2105	Administrative Law and Practice in Kazakhstan
LAW2402; LAW2403	Internship I – Mooting: Part 1; Internship I – Mooting: Part 2
LAW3603; LAW3604	Internship II – Legal Clinic: Part 1; Internship II – Legal Clinic: Part 2
LAW4632 LAW4633	Internship II - Ask a Lawyer: Part 1; Internship II - Ask a Lawyer: Part 2
LAW4603	Internship III – Pre-diploma

BACHELOR OF JURISPRUDENCE – 6B04202

To earn an LL.B. degree at KIMEP University a student must complete 146 KIMEP credits or 240 ECTS.
*Formerly Known As - FKA

Module of Courses	KIMEP Credits	ECTS
General Education	36	56
Legal Skills, Basic Law and History / (FKA) Program Foundation Requiremts	69	116
National Law and Practice / (FKA) Program Foundation Electives	15	25
Major Elective Courses / (FKA) Program Specialization Requiremts	12	20
Other Elective Courses / (FKA) Program Specialization Electives	9	15
Final Attestation (Bar Examination and Preparation)	5	8
Total Credit Hours Required for Graduation	**146**	**240**

For General Education requirements please see the General Education section of the KIMEP University Catalog.

For First and Second years, students should registered for Law classes in accordance with the Proposed Study Plan and only after receiving the advising of the Law School Academic Advisor.
For Third and Fourth years, registration must be pursuant to each student's approved **Declaration of Major and Degree Plan**.
Legal Skills, Basic Law and History (required for all majors) / (FKA) Program Foundation Requirements, 69 credits, 116 ECTS

Course Code	Course Title	KIMEP credits	ECTS credits	Prerequisite
a. Reading, Writing and Research		**11 credits**	**18 ECTS**	
GENxxx	Russian/Kazakh	2	3	
LAWENG1100	Legal English II	3	5	LAWENG1110 Legal English I
LAWENG1121	Academic Reading and Writing II for Law Students	3	5	LAWENG1120 Academic Reading and Writing I for Law Students

LAW1301	Legal Research, Writing and Reasoning	3	5	LAWENG1121 Academic Reading and Writing II for Law Students
b. Experiential Learning		**10 credits**	**18 ECTS**	
LAW1401	1st Year Professionalism Seminar	1	2	None
LAW2401	2nd Year Professionalism Seminar	1	2	LAW1401 1st Year Professionalism Seminar
LAW2402	Internship I – Mooting: Part 1	1	2	LAW1401 1st Year Professionalism Seminar and LAWENG1110 Legal English I
LAW2403	Internship I – Mooting: Part 2	1	2	LAW2402 Internship I – Mooting: Part 1
LAW3603 **OR** LAW4632	Internship II – Legal Clinic: Part 1 **OR** Internship II – Ask a Lawyer: Part 1	2	3	LAW2108 Civil Law of Kazakhstan: General Part
LAW3604 **OR** LAW4633	Internship II – Legal Clinic: Part 2 **OR** Internship II – Ask-A-Lawyer: Part 2	2	3	LAW3603 Internship II – Legal Clinic: Part 1 **OR** LAW4632 Internship II – Ask a Lawyer: Part 1
LAW4603	Internship III - Pre-diploma	2	4	LAW3604 Internship II – Legal Clinic: Part 2 **OR** LAW4633 Internship II – Ask a Lawyer: Part 2 **and** completion of at least 108 credits
c. Basic Law		**45 credits**	**75 ECTS**	
LAW1001	Introduction to the Legal System of Kazakhstan and Lawyering	3	5	LAW1101 Theory of State and Law
LAW1101	Theory of State and Law	3	5	None
LAW2104	Constitutional Law of Kazakhstan	3	5	LAW1001 Introduction to the Legal System of Kazakhstan and Lawyering
LAW2106	Criminal Law of Kazakhstan: General Part	3	5	LAW1001 Introduction to the Legal System of Kazakhstan and Lawyering

LAW2107	Criminal Law of Kazakhstan: Special Part	3	5	LAW2106 Criminal Law of Kazakhstan: General Part
LAW2108	Civil Law of Kazakhstan: General Part	3	5	LAW1001 Introduction to the Legal System of Kazakhstan and Lawyering
LAW2109	Civil Law of Kazakhstan: Special Part	3	5	LAW2108 Civil Law of Kazakhstan: General Part
LAW2110	Labor Law and Practice in Kazakhstan	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW3301	Contract Law and Practice in Kazakhstan	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW3303	Company Law and Practice in Kazakhstan	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW3307	Land Law and Practice in Kazakhstan	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW4401	Criminal Procedure Law of Kazakhstan	3	5	LAW2107 Criminal Law of Kazakhstan: Special Part
LAW4402	Civil Procedure Law of Kazakhstan	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW4509	Tax Law and Practice in Kazakhstan	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW4530	Mediation, Arbitration and the AIFC	3	5	LAW4402 Civil Procedure of Kazakhstan
d. History		**3 credits**	**5 ECTS**	
LAW2303	Roman Law	3	5	LAW1101 Theory of State and Law

National Law and Practice (Required for both majors) / (FKA) Program Foundation Electives, 15 credits, 25 ECTS

Course Code	**Course title**	**15 credits**	**25 ECTS credits**	**Prerequisite**
LAW2105	Administrative Law and Practice in Kazakhstan	3	5	LAW2104 Constitutional Law
LAW3302	Tort Law and Practice in Kazakhstan	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW3304	Family and Inheritance Law and Practice in Kazakhstan	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW4510	Procuracy Supervision in Kazakhstan	3	5	Pre- or corequisite: LAW4401 Criminal Procedure Law of Kazakhstan
LAW4511	Practice in Kazakhstan and Professional Responsibility	3	5	LAW4401 Criminal Procedure Law of Kazakhstan and LAW440 Civil Procedure Law of Kazakhstan

Major Elective Courses must be listed in approved Declaration of Major and Degree Plan, but can be either law courses in **Public Jurisprudence or Private Jurisprudence** or any upper division courses except independent studies. Declaration of Major and Degree Plan must be approved by Faculty Advisor and Dean before third year registration. / **(FKA) Program Specialization Requirements**, 12 credits, 20 ECTS

Major Electives Courses		**12 credits**	**20 ECTS**	**Notes**
CODExxxx	Major Elective Course	3	5	As per Major and Degree Plan
CODExxxx	Major Elective Course	3	5	As per Major and Degree Plan
CODExxxx	Major Elective Course	3	5	As per Major and Degree Plan
CODExxxx	Major Elective Course	3	5	As per Major and Degree Plan

List of Major Elective Courses / (FKA) Program Specialization Requirements

Code	**Course Title**	**KIMEP credits**	**ECTS credits**	**Prerequisite**
LAW1102	History of State and Law in Kazakhstan	3	5	None
LAW1103	History State and Law in Foreign Countries	3	5	None
LAW2301	History of Political and Legal Studies	3	5	None
LAW2302	Philosophy of Law	3	5	None
LAW2305	Sociology of Law	3	5	Pre- or corequisite: LAW1101 Theory of State and Law, LAW2302 Philosophy of Law
LAW3040	Competition Law	3	5	None
LAW3101	Civil Law General Part Seminar	3	5	LAW2108 Civil Law of Kazakhstan: General Part
LAW3305	Comparative Constitutional Law	3	5	LAW2104 Constitutional Law of Kazakhstan
LAW3306	Intellectual Property Law and Practice in Kazakhstan	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW3308	Environmental Law and Practice in Kazakhstan	3	5	LAW1101 Theory of State and Law
LAW3309	Animal Law	3	5	None
LAW3311	Public International Law	3	5	LAW1001 Introduction to the Legal System of Kazakhstan and Lawyering
LAW3312	Private International Law	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW3313	Property Law and Practice in Kazakhstan	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW3314	Children's Rights	3	5	None
LAW4501	Commercial Litigation Practice in Kazakhstan	3	5	LAW4402 Civil Procedure Law of Kazakhstan
LAW4502	Law of the WTO	3	5	None

LAW4503	Law of the European Union	3	5	None
LAW4504	International Human Rights Law	3	5	None
LAW4505	International Investment Law	3	5	None
LAW4506	International Commercial Law and Practice	3	5	LAW4402 Civil Procedure Law of Kazakhstan
LAW4507	Law of Energy and Natural Resources	3	5	None
LAW4508	Financial Law and Practice in Kazakhstan	3	5	LAW2108 Civil Law of Kazakhstan: General Part
LAW4512	Criminalistics	3	5	LAW4401 Criminal Procedure Law of Kazakhstan
LAW4513	Experts in Judicial Proceedings	3	5	Pre or co-requisites: LAW4401 Criminal Procedure Law of Kazakhstan, LAW4402 Civil Procedure Law of Kazakhstan
LAW4514	Law of International Treaties	3	5	Pre- or Corequisites: LAW3311 Public International Law, LAW3312 Private International Law
LAW4515	International Criminal Law and Procedure	3	5	LAW4401 Criminal Procedure Law of Kazakhstan
LAW4516	Introduction to the Legal System of Foreign Countries	3	5	None
LAW4517	Comparative Contract Law	3	5	None
LAW4519	Criminology	3	5	LAW2106 Criminal Law of Kazakhstan: General Part
LAW4521	History of International Law	3	5	None
LAW4522	Diplomatic and Consular Law	3	5	LAW3311 Public International Law
LAW4523	Laws of International Institutions and of International Organizations	3	5	LAW3311 Public International Law
LAW4524	International Conflict and Security Law	3	5	None
LAW4525	Law of IT and Cyberspace	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW4526	International Humanitarian Law	3	5	None
LAW4529	International Tax Law and Practice	3	5	LAW4509 Tax Law and Practice in Kazakhstan
LAW4533	Eurasian Economic Union Law	3	5	None
LAW4534	Fundamentals of Legal Consulting	3	5	None
LAW4535	Comparative Law	3	5	LAW1101 Theory of State and Law
LAW4536	Introduction to Common Law	3	5	LAW1101 Theory of State and Law

Other Elective Courses may be used to explore subjects in the Law School (from the List of Major Elective Courses) or other KIMEP College that are of personal interest. May also be used to ensure timely graduation

for those who study abroad for a semester but for whom a full schedule of required classes for the degree is not available at the foreign institution, or for enhanced expertise in the major area, or for a law minor in the in the area of the other degree program in which a student is not enrolled (i.e., International Law for LL.B. students). / **(FKA) Program Specialization Electives**, 9 credits, 15 ECTS.

Other Elective Courses		**9 credits**	**15 ECTS**	**Notes**
CODExxxx	Other Elective Course	3	5	As per Major and Degree Plan
CODExxxx	Other Elective Course	3	5	As per Major and Degree Plan
CODExxxx	Other Elective Course	3	5	As per Major and Degree Plan

Final Attestation 5 credits, 8 ECTS

LAW4904	Bar Examination	5	8	Co-requisite: completion of all other academic courses, to include prior completion of at least 128 credits
	TOTAL	**5 credits**	**8 ECTS**	

FINAL ATTESTATION

The comprehensive KIMEP Bar Examination (State Examinations) in English tests substantive legal knowledge, potentially in all of the mandatory LL.B. course subjects: Theory of State and Law; Constitutional Law of Kazakhstan; Civil Law of Kazakhstan: General Part, Special Part and Procedure; Criminal Law of Kazakhstan: General Part, Special Part, and Procedure; Mediation, Arbitration and the AIFC; Land Law and Practice in Kazakhstan; Contract Law and Practice in Kazakhstan; Tax Law and Practice in Kazakhstan; Company Law and Practice in Kazakhstan; Labor Law and Practice in Kazakhstan; Roman Law; Administrative Law and Practice in Kazakhstan; Procuracy Supervision in Kazakhstan; Practice in Kazakhstan and Professional Responsibility; Family and Inheritance Law and Practice in Kazakhstan; Tort Law and Practice in Kazakhstan. The KIMEP Bar Examination will be administered in two parts - multiple choice and in-room essay sections. It is possible to pass one part, and not the other. Students failing either part of the KIMEP Bar Examination will not graduate in May and will have an opportunity to pass either or both parts the following Fall Semester and then graduate in December. Additional preparation courses may be available during Summer Sessions.

ALTERNATIVE Final Attestation – Undergraduate Thesis or Project

Allowed for students those who:

(1) Have special educational needs, to include those disabled since childhood and disabled of group I; and/or
(2) Have extraordinary academic achievements and ability, best further demonstrated by production of an original work of scholarship at the undergraduate level.

An electronic application for approval must be submitted to the Dean with recommendation(s) and supporting evidence no later than two weeks before the start of the final attestation registration period. Medical documentation must be certified by the Director of the KIMEP University medical center or a designee.

LAW4769	Research Methods (Thesis/Project I)	3	5	Prerequisite: all academic credits plus completion of at least 126 credits of courses
LAW4702	Thesis Defense (Thesis/Project II)	2	3	Prerequisite: all academic credits plus completion of at least 126 credits of courses
	TOTAL	**5**	**8**	

To prepare for legal practice or graduate studies, undergraduate students need to complete a full load each semester in sequence, demonstrating accumulated knowledge of law and acquisition of lawyering skills as they progress. Absent unusual circumstances, **LL.B. students will proceed as follows** with some modifications, particularly Summer Session(s), for Foundation and transfer students, as applicable:

Program Plan

1ST YEAR	**FALL SEMESTER**			**1ST YEAR**	**SPRING SEMESTER**	
GEN/LAW2500	Principles of Ethics for Lawyers	3		GENxxxx	Kazakh II / Russian II	3
GENxxxx	Kazakh I / Russian I	3		*LAWENG1100*	Legal English II	3
LAWENG1110	Legal English I	3		GEN1000	Modern History of Kazakhstan	3
GEN	IHE Component and/or Elective Component (ASC Elective)	3		LAWENG1120	Academic Reading and Writing I for Law Students	3
LAW1101	Theory of State and Law	3		LAW1001	Introduction to the Legal System of Kazakhstan and Lawyering	3
LAW1401	1st Year Professionalism Seminar	1		GEN/OPM 1300 or GEN/OPM 2301	Information and Communication Technologies or Business Computer Applications	3
GENxxxx	Physical Education	2		GENxxxx	Physical Education	2
TOTAL		**18**		**TOTAL**		**20**
1ST YEAR	**SUMMER I**			**1ST YEAR**	**SUMMER II**	
TOTAL				**TOTAL**		
2ND YEAR	**FALL SEMESTER**			**2ND YEAR**	**SPRING SEMESTER**	
GENxxxx	Cultural Studies 2 ASC Elective	3		LAW2104	Constitutional Law of Kazakhstan	3
LAW2106	Criminal Law of Kazakhstan: General Part	3		LAW2107	Criminal Law of Kazakhstan: Special Part	3
LAW2108	Civil Law of Kazakhstan: General Part	3		LAW2109	Civil Law of Kazakhstan: Special Part	3

LAW2303	Roman Law	3		LAW2403	Internship I – Mooting: Part 2	1
LAW2401	2nd Year Professionalism Seminar	1		GENxxxx	Introduction to Social Science (Sociology, Political Science, Psychology)	3
LAW2402	Internship I – Mooting: Part 1	1		CODE	Other Elective Course	3
				GENxxxx	Russian/Kazakh	2
TOTAL		**17**		**TOTAL**		**18**
2ND YEAR	**SUMMER I**			**2ND YEAR**	**SUMMER II**	
GENxxxx	Cultural Studies 1 Kazakhstan	2				
TOTAL		2		**TOTAL**		
3RD YEAR	**FALL SEMESTER**			**3RD YEAR**	**SPRING SEMESTER**	
LAW1301	Legal Research, Writing and Reasoning	3		LAW2105	Administrative Law and Practice in Kazakhstan	3
LAW3304	Family and Inheritance Law and Practice in Kazakhstan	3		LAW3301	Contract Law and Practice in Kazakhstan	3
LAW4401	Criminal Procedure Law of Kazakhstan	3		LAW3302	Tort Law and Practice in Kazakhstan	3
LAW4402	Civil Procedure Law of Kazakhstan	3		LAW3307	Land Law and Practice in Kazakhstan	3
LAW4511	Practice in Kazakhstan and Professional Responsibility	3		LAW4530	Mediation, Arbitration and the AIFC	3
LAW3603 **OR** LAW4632	Internship II – Legal Clinic: Part 1 **OR** Internship II – Ask a Lawyer: Part 1	2		LAW3604 **OR** LAW4633	Internship II – Legal Clinic: Part 2 **OR** Internship II – Ask a Lawyer: Part 2	2
TOTAL		**17**		**TOTAL**		**17**
3RD YEAR	**SUMMER I**			**3RD YEAR**	**SUMMER II**	
LAW4603	Internship III – Pre-diploma	2				
TOTAL		**2**		**TOTAL**		
4TH YEAR	**FALL SEMESTER (Optional Study Abroad)**			**4TH YEAR**	**SPRING SEMESTER**	
CODE	Major Elective Course	3		LAW2110	Labor Law and Practice in Kazakhstan	3
CODE	Major Elective Course	3		LAW3303	Company Law and Practice in Kazakhstan	3
CODE	Major Elective Course	3		LAW4510	Procuracy Supervision in Kazakhstan	3
CODE	Major Elective Course	3		LAW4509	Tax Law and Practice in Kazakhstan	3
CODE	Other Elective Course	3		LAW4904	Bar Examination	5
CODE	Other Elective Course	3				
TOTAL		**18**		**TOTAL**		**17**

TOTAL CREDITS	**146 cr**	**240 ECTS**

NOTE: Sequence of courses during the final two years may be modified, as per an approved individual Declaration of Major and Degree Plan, to accommodate individual plans for study abroad, dual degree programs, moot participation, professional internship, part-time legal work, or for other good cause shown. However, this Program Plan represents the expected and default sequence of courses for timely graduation.

MINOR IN INTERNATIONAL LAW: LL.B students may be awarded a minor in International Law by using their three "other" elective courses to complete Public International Law, Private International Law, and a "major" elective course from the B.I.L program.

BACHELOR OF INTERNATIONAL LAW – 6B04201

To earn a B.I.L. degree at KIMEP University a student must complete 146 KIMEP credits or 240 ECTS.
*Formerly Known As - FKA

Module of Courses	**KIMEP Credits**	**ECTS**
General Education	**36**	**56**
Legal Skills, Basic Law and History / (FKA) Program Foundation Requirements	**69**	**116**
International Law and Practice / (FKA) Program Foundation Electives	**15**	**25**
Major Elective Courses / (FKA) Program Specialization Requirements	**12**	**20**
Other Elective Courses / (FKA) Program Specialization Electives	**9**	**15**
Final Attestation (Bar Examination and Preparation)	**5**	**8**
Total Credit Hours Required for Graduation	**146**	**240**

For General Education requirements please see the General Education section of the KIMEP University Catalog.

For First and Second years, students should registered for Law classes in accordance with the Prorosed Study Plan and only after receiving the advising of the Laws School Academic Advisor. For Third and Fourth years, registration will be pursuant to each student's approved **Declaration of Major and Degree Plan**.

Legal Skills, Basic Law and History (required for both LL.B. and B.I.L. programs, all majors) / (FKA) Program Foundation, 69 credits, 116 ECTS

Course Code	**Course Title**	**KIMEP credits**	**ECTS credits**	**Prerequisite**
a. Reading, Writing and Research		**11 credits**	**18 ECTS**	
GENxxx	Russian/Kazakh	2	3	
LAWENG1100	Legal English II	3	5	LAWENG1110 Legal English I
LAWENG1121	Academic Reading and Writing II for Law Students	3	5	LAWENG1120 Academic Reading and Writing I for Law Students
LAW1301	Legal Research, Writing and Reasoning	3	5	LAWENG1121 Academic Reading and Writing II for Law Students
b. Experiential Learning		**10 credits**	**18 ECTS**	
LAW1401	1st Year Professionalism Seminar	1	2	None

LAW2401	2nd Year Professionalism Seminar	1	2	LAW1401 1st Year Professionalism Seminar
LAW2402	Internship I – Mooting: Part 1	1	2	LAW1401 1st Year Professionalism Seminar and LAWENG1110 Legal English I
LAW2403	Internship I – Mooting: Part 2	1	2	LAW2402 Internship I – Mooting: Part 1
LAW3603 **or** LAW4632	Internship II – Legal Clinic: Part1 **or** Internship II – Ask a Lawyer: Part 1	2	3	LAW2108 Civil Law of Kazakhstan: General Part
LAW3604 **or** LAW4633	Internship II – Legal Clinic: Part2 **or** Internship II – Ask a Lawyer: Part 2	2	3	LAW3603 Internship II – Legal Clinic: Part 1 **OR** LAW4632 Internship II – Ask a Lawyer: Part 1
LAW4603	Internship III – Pre-diploma	2	4	LAW3604 Internship II – Legal Clinic: Part 2 **OR** LAW4633 Internship II – Ask a Lawyer: Part 2 and completion of at least 108 credits
c. Basic Law		**45 credits**	**75 ECTS**	**Prerequisite**
LAW1001	Introduction to Legal System of Kazakhstan and Lawyering	3	5	LAW1101 Theory of State and Law
LAW1101	Theory of State and Law	3	5	None
LAW2104	Constitutional Law of Kazakhstan	3	5	LAW1001 Introduction to the Legal System of Kazakhstan and Lawyering
LAW2106	Criminal Law of Kazakhstan: General Part	3	5	LAW1001 Introduction to the Legal System of Kazakhstan and Lawyering
LAW2107	Criminal Law of Kazakhstan: Special Part	3	5	LAW2106 Criminal Law of Kazakhstan: General Part
LAW2108	Civil Law of Kazakhstan: General Part	3	5	LAW1001 Introduction to Legal System of Kazakhstan and Lawyering
LAW2109	Civil Law of Kazakhstan: Special Part	3	5	LAW2108 Civil Law of Kazakhstan: General Part
LAW2110	Labor Law and Practice in Kazakhstan	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW3301	Contract Law and Practice in Kazakhstan	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW3303	Company Law and Practice in Kazakhstan	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW3307	Land Law and Practice in Kazakhstan	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW4401	Criminal Procedure of Kazakhstan	3	5	LAW2107 Criminal Law of Kazakhstan: Special Part
LAW4402	Civil Procedure of Kazakhstan	3	5	LAW2109 Civil Law of Kazakhstan: Special Part

LAW4509	Tax Law and Practice in Kazakhstan	3	5	LAW2109 Civil Procedure Law of Kazakhstan
LAW4530	Mediation, Arbitration and the AIFC	3	5	LAW4402 Civil Procedure of Kazakhstan
d. History		**3 credits**	**5 ECTS**	**Notes**
LAW2303	Roman Law	3	5	LAW1101 Theory of State and Law

International Law and Practice (Required for both majors) / (FKA) Program Foundation Electives, 15 credits, 25 ECTS

CODE	Course title	KIMEP credits	ECTS credits	Prerequisite
LAW3311	Public International Law	3	5	LAW1001 Introduction to the Legal System of Kazakhstan and Lawyering
LAW3312	Private International Law	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW4506	International Commercial Law and Practice	3	5	LAW4402 Civil Procedure Law of Kazakhstan
LAW4514	Law of International Treaties	3	5	Pre- or co-requisites: LAW3311 Public International Law, LAW3312 Private International Law
LAW4515	International Criminal Law and Procedure	3	5	LAW4401 Criminal Procedure Law of Kazakhstan

Major Elective Courses must be listed in approved Declaration of Major and Degree Plan, but can be either **Public International Law or Private International Law** courses or any upper division courses except independent studies. Declaration of Major and Degree Plan must be approved by Faculty Advisor and Dean before third year registration. / **(FKA) Program Specialization Requirements**, 12 credits, 20 ECTS

Major Electives Courses		12 credits	20 ECTS	Notes
CODExxxx	Major Elective Course	3	5	As per Major and Degree Plan
CODExxxx	Major Elective Course	3	5	As per Major and Degree Plan
CODExxxx	Major Elective Course	3	5	As per Major and Degree Plan
CODExxxx	Major Elective Course	3	5	As per plan

List of Specialization Elective Courses

Course Code	Course Title	KIMEP credits	ECTS credits	Prerequisite
LAW1102	History of State and Law in Kazakhstan	3	5	None
LAW1103	History State and Law in Foreign Countries	3	5	None
LAW2105	Administrative Law and Practice in Kazakhstan	3	5	LAW2104 Constitutional Law of Kazakhstan
LAW2301	History of Political and Legal Studies	3	5	None
LAW2302	Philosophy of Law	3	5	None

LAW2305	Sociology of Law	3	5	Pre- or corequisite: LAW1101 Theory of State and Law, LAW2302 Philosophy of Law
LAW3040	Competition Law	3	5	None
LAW3101	Civil Law General Part Seminar	3	5	LAW2108 Civil Law of Kazakhstan: General Part
LAW3302	Tort Law and Practice in Kazakhstan	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW3304	Family and Inheritance Law of Kazakhstan	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW3305	Comparative Constitutional Law	3	5	LAW2104 Constitutional Law of Kazakhstan
LAW3306	Intellectual Property Law and Practice in Kazakhstan	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW3308	Environmental Law and Practice in Kazakhstan	3	5	LAW1101 Theory of State and Law
LAW3309	Animal Law	3	5	None
~~LAW3310~~	~~Customs Law~~	~~3~~	~~5~~	~~None~~
LAW3313	Property Law and Practice in Kazakhstan	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW3314	Children's Rights	3	5	None
LAW4501	Commercial Litigation Practice in Kazakhstan	3	5	LAW4402 Civil Procedure Law of Kazakhstan
LAW4502	Law of the WTO	3	5	None
LAW4503	Law of the European Union	3	5	None
LAW4504	International Human Rights Law	3	5	None
LAW4505	International Investment Law	3	5	None
LAW4507	Law of Energy and Natural Resources	3	5	None
LAW4508	Financial Law and Practice in Kazakhstan	3	5	LAW2108 Civil Law of Kazakhstan: General Part
LAW4510	Procuracy Supervision in Kazakhstan	3	5	Pre- or co-requisite: LAW4401 Criminal Procedure Law of Kazakhstan
LAW4511	Practice in Kazakhstan-Professional Responsibility	3	5	LAW4401 Criminal Procedure Law of Kazakhstan and

				LAW4402 Civil Procedure Law of Kazakhstan
LAW4512	Criminalistics	3	5	LAW4401 Criminal Procedure Law of Kazakhstan
LAW4513	Experts in Judical Proceedings	3	5	Pre- or corequisites: LAW4401 Criminal Procedure Law of Kazakhstan and LAW4402 Civil Procedure Law of Kazakhstan
LAW4516	Introduction to the Legal System of Foreign Countries	3	5	None
LAW4517	Comparative Contract Law	3	5	None
LAW4519	Criminology	3	5	LAW2106 Criminal Law of Kazakhstan: General Part
LAW4520	Public International Law (Advanced)	3	5	LAW3311 Public International Law
LAW4521	History of International Law	3	5	None
LAW4522	Diplomatic and Consular Law	3	5	LAW3311 Public International Law
LAW4523	Laws of International Institutions and of International Organizations	3	5	LAW3311 Public International Law
LAW4524	International Conflict and Security Law	3	5	None
LAW4525	Law of IT and Cyberspace	3	5	LAW2109 Civil Law of Kazakhstan: Special Part
LAW4526	International Humanitarian Law	3	5	None
LAW4529	International Tax Law and Practice	3	5	LAW4509 Tax Law and Practice in Kazakhstan
LAW4533	Eurasian Economic Union Law	3	5	None
LAW4534	Fundamentals of Legal Consulting	3	5	None
LAW4535	Comparative Law	3	5	LAW1101 Theory of State and Law
LAW4536	Introduction to Common Law	3	5	LAW1101 Theory of State and Law

Other Elective Courses, may be used to explore subjects in the Law School (from the List of Major Elective Courses) or other KIMEP College that are of personal interest. May also be used to ensure timely graduation for those who study abroad for a semester but for whom a full schedule of required classes for the degree is not available at the foreign institution, or for enhanced expertise in the major area, or for a law minor in the in the area of the other degree program in which a student is not enrolled (i.e., Jurisprudence for B.I.L. students). / **(FKA) Program Specialization Electives**, 9 credits, 15 ECTS

Other Elective Courses		9 credits	15 ECTS	
CODExxxx	Other Elective Course	3	5	
CODExxxx	Other Elective Course	3	5	
CODExxxx	Other Elective Course	3	5	

Final Attestation 5 credits, 8 ECTS

Course Code	Course Title	KIMEP credits	ECTS	Notes
LAW4904	Bar Examination	5	8	Co-requisite: completion of all other academic courses, to include prior completion of at least 128 credits
	TOTAL	**5 credits**	**8 ECTS**	

FINAL ATTESTATION

The comprehensive KIMEP Bar Examination (State Examinations) in English tests substantive legal knowledge, potentially all of the mandatory B.I.L. course subjects: Theory of State and Law; Constitutional Law of Kazakhstan; Civil Law of Kazakhstan: General Part, Special Part and Procedure; Criminal Law of Kazakhstan: General Part, Special Part, and Procedure; Mediation, Arbitration and the AIFC; Land Law and Practice in Kazakhstan; Contract Law and Practice in Kazakhstan; Tax Law and Practice in Kazakhstan; Company Law and Practice in Kazakhstan; Labor Law and Practice in Kazakhstan; Roman Law; International Commercial Law and Practice; International Criminal Law and Procedure; Public International Law; Private International Law; Law of International Treaties. The KIMEP Bar Examination will be administered in two parts - multiple choice and in-room essay sections. It is possible to pass one part, and not the other. Students failing either part of the KIMEP Bar Examination will not graduate in May and will have an opportunity to pass either or both parts the following Fall Semester and graduate in December. Additional preparation courses may be available during Summer Sessions.

ALTERNATIVE Final Attestation – Undergraduate Thesis or Project

Allowed for students those who:

(1) Have special educational needs, to include those disabled since childhood and disabled of group I; and/or
(2) Have extraordinary academic achievements and ability, best further demonstrated by production of an original work of scholarship at the undergraduate level.

An electronic application for approval must be submitted to the Dean with recommendation(s) and supporting evidence no later than two weeks before the start of the final attestation registration period. Medical documentation must be certified by the Director of the KIMEP University medical center or a designee.

LAW4769	Research Methods (Thesis/Project I)	3	5	Prerequisite: All academic credits plus completion of at least 126 credits of courses
LAW4702	Thesis Defense (Thesis/Project II)	2	3	Prerequisite: All academic credits plus completion of at least 126 credits of courses
	TOTAL	**5 credits**	**8 ECTS**	

To prepare for legal practice or graduate studies, undergraduate students need to complete a full load each semester in sequence, demonstrating accumulated knowledge of law and acquisition of lawyering skills as they progress. Absent unusual circumstances, **B.I.L. students will proceed as follows** with some modifications, particularly Summer Session(s), for Foundation and transfer students, as applicable:

Program Plan

1ST YEAR	**FALL SEMESTER**			**1ST YEAR**	**SPRING SEMESTER**	
GEN/LAW2500	Principles of Ethics for Lawyers	3		GENxxxx	Kazakh II / Russian II	3
KAZxxxx	Kazakh I / Russian I	3		LAWENG1100	Legal English II	3
LAWENG1110	Legal English I	3		GEN1000	Modern History of Kazakhstan	3
GEN	IHE Component and/or Elective Component (ASC Elective)	3		LAWENG1121	Academic Reading and Writing I for Law Students	3
LAW1101	Theory of State and Law	3		LAW1001	Introduction to the Legal System of Kazakhstan and Lawyering	3
LAW1401	1st Year Professionalism Seminar	1		GEN/OPM 1300 or GEN/OPM 2301	Information and Communication Technologies or Business Computer Applications	3
GENxxxx	Physical Education	2		GENxxxx	Physical Education	2
TOTAL		**18**		**TOTAL**		**208**
1ST YEAR	**SUMMER I**			**1ST YEAR**	**SUMMER II**	
TOTAL				**TOTAL**		
2ND YEAR	**FALL SEMESTER**			**2ND YEAR**	**SPRING SEMESTER**	
GENxxxx	Cultural Studies 2 ASC Elective	3		LAW2107	Criminal Law of Kazakhstan: Special Part	3
LAW2303	Roman Law	3		LAW2109	Civil Law of Kazakhstan: Special Part	3
LAW2106	Criminal Law of Kazakhstan: General Part	3		LAW2104	Constitutional Law of Kazakhstan	3
LAW2108	Civil Law of Kazakhstan: General Part	3		LAW2403	Internship I – Mooting: Part 2	1
LAW2401	2nd Year Professionalism Seminar	1		GENxxxx	Introduction to Social Science (Sociology, Political Science, Psychology)	3
LAW2402	Internship I – Mooting: Part 1	1		LAW3311	Public International Law	3
LAWENG1121	Academic Reading and Writing II for Law Students	3		GENxxxx	Russian/Kazakh	2

TOTAL		**17**		**TOTAL**		**18**
2ND YEAR	**SUMMER I**			**2ND YEAR**	**SUMMER II**	
GENxxxx	Cultural Studies 1 Kazakhstan	2				
TOTAL		2		**TOTAL**		
3RD YEAR	**FALL SEMESTER**			**3RD YEAR**	**SPRING SEMESTER**	
LAW4401	Criminal Procedure Law of Kazakhstan	3		LAW4506	International Commercial Law and Practice	3
LAW4402	Civil Procedure Law of Kazakhstan	3		LAW4509	Tax Law and Practice in Kazakhstan	3
LAW1301	Legal Research, Writing and Reasoning	3		LAW3307	Land Law and Practice in Kazakhstan	3
LAW3312	Private International Law	3		LAW3301	Contract Law and Practice in Kazakhstan	3
CODE	Major Elective Course	3		LAW4530	Mediation, Arbitration and the AIFC	3
LAW3603 **OR** LAW4632	Internship II – Legal Clinic: Part 1 **OR** Internship II - Ask a Lawyer: Part 1	2		LAW3604 **OR** LAW4633	Internship II – Legal Clinic: Part 2 **OR** Internship II - Ask a Lawyer: Part 2	2
TOTAL		**17**		**TOTAL**		**17**
3RD YEAR	**SUMMER I**			**3RD YEAR**	**SUMMER II**	
LAW4603	Internship III – Pre-diploma	2				
TOTAL		**2**		**TOTAL**		
4TH YEAR	**FALL SEMESTER (Optional Study Abroad)**			**4TH YEAR**	**SPRING SEMESTER**	
CODE	Major Elective Course	3		LAW3303	Company Law and Practice in Kazakhstan	3
CODE	Major Elective Course	3		LAW2110	Labor Law and Practice in Kazakhstan	3
CODE	Major Elective Course	3		LAW4515	International Criminal Law and Procedure	3
CODE	Other Elective Course	3		LAW4514	Law of International Treaties	3
CODE	Other Elective Course	3		LAW4904	Bar Examination	5
CODE	Other Elective Course	3				
TOTAL		**18**		**TOTAL**		**17**

NOTE: Sequence of courses during the final two years may be modified, as per an approved individual Declaration of Major and Degree Plan, to accommodate individual plans for study abroad, dual degree programs, moot participation, professional internship, part-time legal work, or for other good cause shown. However, this Program Plan represents the expected and default sequence of courses for timely graduation.

MINOR IN JURISPRUDENCE: B.I.L. students may be awarded a minor in Jurisprudence by using all three of their "other" elective courses for "major" electives from the LL.B. program.

BUSINESS LAW FOR BCB STUDENTS

The School of Law also offers the following course for the students enrolled in the Bang College of Business. Law students are not eligible to enroll in this course, nor does it count toward any School of Law degree programs. Law Students may take electives in the Bang School of Business, subject to BCB requirements.

Business Law			**Prerequisites**
LAW2202	Business Law**	3	None

** Multiple sections of this course are offered every semester but summer.

MINOR IN LEGAL STUDIES

A sequential series of courses selected to provide students from other KIMEP colleges with exposure to basic theoretical and practical aspects of either Public or Private law, as well as training in legal thinking, writing and speaking skills.

	Public Law Track	**12 credits**	**20 ECTS**	**Notes**
LAW1101	Theory of State and Law	3	5	None
LAW1001	Introduction to the Legal System of Kazakhstan and Lawyering	3	5	Theory of State and Law
LAW2106	Criminal Law of Kazakhstan: General Part	3	5	Introduction to the Legal System of Kazakhstan and Lawyering
LAW2107	Criminal Law of Kazakhstan: Special Part	3	5	Criminal Law of Kazakhstan: General Part

	Private Law Track	**12 credits**	**20 ECTS**	**Prerequisite**
LAW1101	Theory of State and Law	3	5	None
LAW1001	Introduction to the Legal System of Kazakhstan and Lawyering	3	5	Theory of State and Law
LAW2108	Civil Law of Kazakhstan: General Part	3	5	Introduction to the Legal System of Kazakhstan and Lawyering
LAW2109	Civil Law of Kazakhstan: Special Part	3	5	Civil Law of Kazakhstan: General Part

COLLEGE OF HUMAN SCIENCES AND EDUCATION UNDERGRADUATE PROGRAMS

The College of Human Sciences and Education offers the following undergraduate programs:

- Bachelor of Arts in Foreign Language: 2 Foreign Languages (BAFL)
- Bachelor of Arts in English & Translation Studies (BATS)
- Bachelor in Cognitive Science (BACS)
- Bachelor of Science in Psychology (BSP)

BACHELOR OF ARTS IN FOREIGN LANGUAGE: TWO FOREIGN LANGUAGES (BAFL) - 6B01701

MISSION STATEMENT

The BA in Foreign Language (BAFL) is designed to equip students with a high level of language proficiency in two languages, along with sound intercultural competence, and to develop skills for a wide range of career opportunities. The program includes a strong liberal arts component, a carefully planned sequence of professional courses, and the opportunity to minor in another discipline. The program combines the academic study of language and communication with practical training in foreign language teaching, and emphasizes leadership ability in curriculum development and instruction. This prepares students for a wide range of careers in the academic, corporate, administrative, and non-governmental sectors, including publishing, media, business, digital industries, etc.

INTENDED LEARNING OUTCOMES (ILOS)

At the end of the program, students are expected to:
ILO1 Demonstrate effective operational proficiency in English (CEFR level B2-C1) and be independent users of a second foreign language (CEFR level B1);
ILO2 Demonstrate effective communication skills and proficiency in oral, written, and professional English in a variety of social and academic contexts;
ILO3 Demonstrate core academic knowledge of major literary texts in English and in their second foreign/professional language;
ILO4 Show understanding of the properties and analysis of human language;
ILO5 Show a broad and coherent understanding of contexts and processes of language learning and teaching;
ILO6 Apply high-level thinking skills in planning, delivering, and reflecting on instruction as well assessing teaching and learning;
ILO7 Apply ethical standards to the teaching/ learning practice;
ILO8 Demonstrate cultural competence and show openness to, and respect for, diverse cultures and backgrounds;
ILO9 Adapt and transfer a range of subject specific and generic skills, including high order conceptual, research, critical, and lifelong learning skills of value in graduate studies and/or employment.

BAFL CURRICULUM

Requirements for the BA in Foreign Language are as follows:

Category of Courses	Credits	ECTS
General Education	**36**	**56**
Required Courses	33	51
Elective Courses	3	5
Program Foundation	**71**	**117**
Required Courses	38	62
Elective Courses	33	55
Program Specialization	**36**	**59**
Required Courses	12	19
Elective Courses	24	40
Final Attestation	**3**	**8**
Total Required for Graduation	**146**	**240**

General Education (36 credits, 56 ECTS)

See General Education section of the Catalog.

Program Foundation Requirements (71 credits, 117 ECTS)

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
Required Courses		**38**	**62**	
ENG/GEN1100	Academic English Speaking	3	5	ENG/GEN1110 Academic Listening and Note Taking
ENG/GEN1121	Academic Reading and Writing II	3	5	ENG/GEN1120 Academic Reading and Writing I
COGN/GEN1201	Introduction to Psychology	3	5	ENG/GEN1120 Academic Reading and Writing I
ENG/GEN2101	Introduction to Literary Studies	3	5	ENG/GEN1120 Academic Reading and Writing I
LING/GEN1101	Fundamentals of Linguistics	3	5	None
LING2101	Language and its Structure I: Phonetics and Phonology	3	5	LING/GEN1101 Fundamentals of Linguistics
LING2201	Language and its Structure II: Morphology and Syntax	3	5	LING2101 Language and its structure I: Phonetics and Phonology
KAZ2101-2103/ RUS2101-2103	Professional Kazakh/Russian	2	3	KAZ1502-2204/RUS1301-2001
TFL2102	Approaches and Methods of English Language Teaching	3	5	ENG/GEN1120 Academic Reading and Writing I
TFL2201	Materials Development and Resources in ELT	3	5	TFL2102 Approaches and Methods of English Language Teaching
TFL2202	Academic Internship	3	4	Minimum of 69 credits in program (115 ECTS)
PSY3202	Introduction to Educational Psychology	3	5	None
TFL3201	Introduction to Critical Pedagogy	3	5	ENG/GEN1121 Academic Reading and Writing II and TFL2102 Approaches and Methods of English Language Teaching
Elective Courses		**33**	**55**	
Linguistics Courses (choose THREE courses from the list below)		**9**	**15**	
LING/GEN2202	Latin	3	5	None
LING2203	Language Typology	3	5	LING/GEN1101 Fundamentals of Linguistics
LING2204	Pragmatics	3	5	LING/GEN1101 Fundamentals of Linguistics
LING3303	Introduction to Discourse Analysis	3	5	LING2101 Language and Its structure I: Phonetics and Phonology
LING4101	Bilingualism and Bilingual Education	3	5	LING3301 Foundations of Second Language Acquisition
Literature Courses (choose THREE courses)		**9**	**15**	

ENG/GEN2201	Introduction to British Literature	3	5	ENG/GEN2101 Introduction to Literary Studies
ENG/GEN2202	Introduction to American Literature	3	5	ENG/GEN2101 Introduction to Literary Studies
ENG3301	Masterpieces of World Literature	3	5	ENG/GEN2101 Introduction to Literary Studies
LIT3301	Survey of Russian Literature	3	5	ENG/GEN2101 Introduction to Literary Studies
KIMEP wide electives or minor (You can take FIVE courses from the list below or 12 credits for minor requirements + 1 wide elective)		**15***	**25**	
COGN1202	Psycholinguistics: Language and Mind	3	5	LING1101 Fundamentals of Linguistics and COGN/GEN1201 Introduction to Psychology
CLP2201/ECN2210 or **CIT3803	Fundamentals of Programming I (Python) or **Python Programming	3	5	None or **MATH1202 Mathematics for Computer Science 1
CLP2202/ECN2211	Fundamentals of Programming II	3	5	CLP2201/ECN2210 Fundamentals of Programming I (Python) or **CIT3803 Python Programming
ENG/GEN2100	Introduction to Creative Writing	3	5	ENG/GEN1121 Academic Reading and Writing II
ENG/GEN3102	Introduction to Rhetoric and Composition	3	5	ENG/GEN1121 Academic Reading and Writing II
LING3305	Introduction to Computational Linguistics	3	5	LING2201 Language and its Structure II: Morphology and Syntax
LING3306	Corpus Linguistics	3	5	LING/GEN1101 Fundamentals of Linguistics
TRN2101	Introduction to Translation	3	5	None
TRN3101	Introduction to Interpreting	3	5	TRN2101 Introduction to Translation and ENG/GEN1100 Academic Speaking
TRN4101	Topics in Translation: Russian Stylistics	3	5	None
COGN2101	Social Psychology	3	5	COGN/GEN1201 Introduction to Psychology
PSY2201	Organizational Psychology	3	5	None
PSY3204	Family Psychology	3	5	None
PSY2205	Introduction to Mental Health Promotion and Suicide Prevention	3	5	None

*Students may take 15 credits of electives from the wide electives list or opt to obtain Minor in CHSE or any other minor at KIMEP. To select a minor, see the list of minors in the corresponding part of the Catalog. To meet this requirement, choose FOUR courses from the list or courses to fulfill your minor requirements.
**Students may take these courses from BCB if an appropriate CHSE course is not offered.

Program Specialization Requirements (36 credits, 59 ECTS)

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
Required Courses		**12**	**19**	
LING3301	Foundations of Second Language Acquisition	3	5	LING/GEN1101 Fundamentals of Linguistics
TFL3101	Introduction to Language Assessment	3	5	TFL2102 Approaches and Methods in English Language Teaching
TFL3205	Research Writing in Applied Linguistics	3	5	LING3301 Foundations of Second Language Acquisition; ENG/GEN1121 Academic Reading and Writing II
TFL4102	Teaching Practicum	3	4	TFL2202 Academic Internship
Elective Courses		**24**	**40**	
Teaching English (choose THREE courses)		**9**	**15**	
ENG3303	Business and Professional Writing	3	5	ENG/GEN1120 Academic Reading and Writing I
TFL3202	Learning Technology in FL classroom	3	5	TFL2102 Approaches and Methods in English Language Teaching
TFL/TRN/ COGN3206	Project Management Fundamentals	3	5	ENG/GEN1121 Academic Reading and Writing II
TFL3207	Introduction to Special Education	3	5	None
PSY3103	Child Development	3	5	None
TFL4101	Special Topics in ELT	3	5	None
Foreign Language (choose FIVE courses)		**15**	**25**	
Chinese Language				
CHN1301	Beginning Chinese	3	5	None
CHN1302	Elementary Chinese	3	5	CHN1301 Beginning Chinese
CHN1303	Pre-Intermediate Chinese	3	5	CHN1302 Elementary Chinese
CHN1304	Intermediate Chinese	3	5	CHN1303 Pre-Intermediate Chinese
CHN1305	Upper Intermediate Chinese	3	5	CHN1304 Intermediate Chinese
CHN1306	Advanced Chinese	3	5	CHN1305 Upper Intermediate Chinese
CHN3302	Chinese for Business Settings	3	5	CHN1304 Intermediate Chinese
CHN3305	Chinese Language: Language of Mass Media	3	5	CHN1304 Intermediate Chinese
Russian Language				
RUS1301	Beginning Russian	3	5	None
RUS1302	Elementary Russian	3	5	RUS1301 Beginning Russian
RUS1304	Pre-Intermediate Russian	3	5	RUS1302 Elementary Russian
RUS1306	Intermediate Russian	3	5	RUS1304 Pre-Intermediate Russian

RUS1308	Upper Intermediate Russian	3	5	RUS1306 Intermediate Russian
RUS2001	Advanced Russian	3	5	RUS1308 Upper Intermediate Russian
RUS3302	Business Communication in Russian	3	5	RUS2001 Advanced Russian
RUS3305	Russian Language: Language of Mass Media	3	5	RUS1306 Intermediate Russian
Korean Language				
KOR1301	Beginning Korean	3	5	None
KOR1302	Elementary Korean	3	5	KOR1301 Beginning Korean
KOR1303	Pre-Intermediate Korean	3	5	KOR1302 Elementary Korean
KOR1304	Intermediate Korean	3	5	KOR1303 Pre-Intermediate Korean
KOR1305	Upper Intermediate Korean	3	5	KOR1304 Intermediate Korean
KOR1306	Advanced Korean	3	5	KOR1305 Upper Intermediate Korean
KOR3302	Korean for Business Settings	3	5	KOR1304 Intermediate Korean
KOR3305	Korean Language: Language of Mass Media	3	5	KOR1304 Intermediate Korean
German Language				
GER1301	Beginning German	3	5	None
GER1302	Elementary German	3	5	GER1301 Beginning German
GER1303	Pre-Intermediate German	3	5	GER1302 Elementary German
GER1304	Intermediate German	3	5	GER1303 Pre-Intermediate German
GER1305	Upper Intermediate German	3	5	GER1304 Intermediate German
GER1306	Advanced German	3	5	GER1305 Upper Intermediate German
GER3302	German for Business Settings	3	5	GER1304 Intermediate German
GER3305	German Language: Language of Mass Media	3	5	GER1304 Intermediate German

Final Attestation Requirements (3 credits, 8 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
TFL4204	Senior Project: Action Research	3	8	108 credits of coursework

STUDY PLAN

The following tables are a sample program of study to finish the BA in Foreign Language degree in four years.

1st year							
Fall Semester				Spring Semester			
Course Code	Course Title	Credits	ECTS	Course Code	Course Title	Credits	ECTS

LING/GEN 1101	Fundamentals of Linguistics	3	5	GENxxxx	GE Elective (Category B)	3	5
ENG/GEN 1110	Academic Listening and Note-Taking	3	5	ENG/GEN 1100	Academic English Speaking	3	5
ENG/GEN 1120	Academic Reading and Writing I	3	5	ENG/GEN 1121	Academic Reading and Writing II	3	5
GEN1000	Modern History of Kazakhstan	3	5	GEN/OPM 1300 or GEN/OPM 2301	Information and Communication Technologies or Business Computer Applications	3	5
KAZ/RUS xxxx	Kazakh/Russian	3	5	KAZ/RUS xxxx	Kazakh/Russian	3	5
GENxxxx	Physical Training 1	2	4	GENxxxx	Physical Training 2	2	4
GENxxxx	The Module of Socio-Political Knowledge 1	3	3	GENxxxx	The Module of Socio-Political Knowledge 2	3	3
	TOTAL	**20**	**32**		**TOTAL**	**20**	**32**

2nd year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Credits**	**ECTS**
LING/GEN XXXX	Linguistics Elective 1	3	5	TFL2201	Materials Development and Resources in ELT	3	5
TFL/GEN2102	Approaches and Methods in ELT	3	5	GEN/IRL 2510	Introduction to Philosophy or Principles of Ethics	3	5
LING2101	Language and its Structure I: Phonetics and Phonology	3	5	LING2201	Language and its Structure II: Morphology and Syntax	3	5
ENG/GEN 2101	Introduction to Literary Studies	3	5	LINGxxxx	Linguistics Elective 2	3	5
KAZ/ RUS 22xx	Professional Kazakh/Russian	2	3	ENG22xx	Literature Elective 1	3	5
COGN/GEN1201	Introduction to Psychology	3	5	TFL2202	Academic Internship	3	4
CHN/ KOR/GER xxxx	Foreign Language Elective (FLE)1	3	5	GENxxxx	The Module of Socio-Political Knowledge 3	2	2
	TOTAL	**20**	**33**		**TOTAL**	**20**	**31**

3rd year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Credits**	**ECTS**
LING3301	Foundations of Second Language Acquisition	3	5	TFL3201	Introduction to Critical Pedagogy	3	5
TFL3101	Introduction to Language Assessment	3	5	LINGxxxx	Linguistics Elective 3	3	5
ENG33xx	Literature Elective 2	3	5	ENGxxxx	Teaching English Elective 2	3	5
TFLXXXX	Teaching English Elective 1	3	5	TFLxxxx	Teaching English elective 3	3	5
PSY3202	Introduction to Educational Psychology	3	5	KAZ/CHN / KOR/xxxx	FLE 3	3	5
CHN/ KOR/GER xxxx	FLE 2	3	5	XXXxxxx	Minor 1 or Wide Elective (WE)	3	5
	TOTAL	**18**	**30**		**TOTAL**	**18**	**30**

4th year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Credits**	**ECTS**
TFL3205	Research Writing in Applied Linguistics	3	5	CHN/ KOR/GER xxxx	FLE 5	3	5
CHN/ KOR/GER xxxx	Foreign Language Elective 4	3	5	XXXxxxx	Minor 3 or WE	3	5
LIT3301	Literature Elective 3	3	5	XXXxxxx	Minor 4 or WE	3	5
XXXxxxx	Minor 2 or WE	3	5	XXXxxxx	WE	3	5
TFL4102	Teaching Practicum	3	4	TFL4204	Senior Project: Action Research	3	8
	TOTAL	**15**	**24**		**TOTAL**	**15**	**28**

Total for program: 146 credits (240 ECTS)

BACHELOR OF ARTS IN ENGLISH & TRANSLATION STUDIES (BATS) - 6B02301

MISSION STATEMENT

BA in English & Translation Studies is designed for students who aspire to learn how to generate original or translated content that effectively communicates ideas and messages to a variety of audiences. The program instructs students in the art of translation and interpreting, and trains students to accurately reproduce cultural, economic, legal, and technical texts in English/Russian/Kazakh. The program aims to improve students' command of English and of a second foreign language, by developing their lexical repertoire and polishing their writing style. The program emphasizes critical thinking, operative communication skills and strong interpersonal skills that empower students to be adaptable communicators with real world experience. It also provides the opportunity to deepen mastery of specific skill sets through minoring in PR, Public Administration, Law, Marketing, International Relations, etc. This prepares students for a wide range of careers in the academic, corporate, administrative, and non-governmental sectors, including publishing, media, business, digital industries, etc.

INTENDED LEARNING OUTCOMES (ILOS)

Students of this program will be able to:
ILO1 Demonstrate effective operational proficiency in English (CEFR level B2-C1) and be independent users of a second foreign language (CEFR level B1);
ILO2 Demonstrate effective communication skills and proficiency in oral, written, and professional English in a variety of social and academic contexts and genres;
ILO3 Demonstrate core academic knowledge of major literary texts in English and in their second foreign/professional language;
ILO4 Show comprehensive understanding of the properties and analysis of human language, and the theories and practice of language use;
ILO5 Show comprehension of current theoretical thinking and linguistic theories on translation, and their relation to the practice of translation;
ILO6 Demonstrate ability to draw on extra-linguistic knowledge to make sound decisions in translation;
ILO7 Demonstrate an accurate and faithful translation/interpretation in a target text.
ILO8 Demonstrate accuracy in translation/interpretation at all linguistic levels (phonemic, morphological, syntactic, semantic, and pragmatic);
ILO9 Show openness to and respect for the variety of cultures, religions and political affiliations that they come in contact with;
ILO10 Adapt and transfer a range of subject specific and generic skills, including high order conceptual, research, critical, and lifelong learning skills of value in graduate studies and/or employment.

BATS CURRICULUM

Requirements for the BA in English & Translation Studies are as follows:

Category of Courses	Credits	ECTS
General Education	**36**	**56**
Required Courses	33	51
Elective Courses	3	5
Program Foundation	**71**	**117**
Required Courses	38	62
Elective Courses	33	55
Program Specialization	**36**	**59**
Required Courses	12	19

Elective Courses	24	40
Final Attestation	**3**	**8**
Total Required for Graduation	**146**	**240**

General Education (36 credits, 56 ECTS)
See the General Education section details in the KIMEP Catalog.

Program Foundation Requirements (71 credits, 117 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
Required Courses		**38**	**62**	
ENG/GEN1100	Academic English Speaking	3	5	ENG/GEN1110 Academic Listening and Note Taking
ENG/GEN1121	Academic Reading and Writing II	3	5	ENG/GEN1120 Academic Reading and Writing I
ENG/GEN2101	Introduction to Literary Studies	3	5	ENG/GEN1120 Academic Reading and Writing I
LING/GEN1101	Fundamentals of Linguistics	3	5	None
KAZ210102103/ RUS2101-2103	Professional Kazakh/Russian	2	3	KAZ1502-2204/RUS1301-2001
LING2101	Language and its Structure I	3	5	LING/GEN1101 Fundamentals of Linguistics
LING2201	Language and its Structure II	3	5	LING2101 Language and its Structure I: Phonetics and Phonology
TRN2101	Introduction to Translation	3	5	None
TRN2202	Academic Internship	3	4	Minimum of 69 credits in program (115 ECTS)
TRN3101	Introduction to Interpreting	3	5	TRN2101 Introduction to Translation and ENG/GEN1100 Academic Speaking
TRN3204	Technology for Translation	3	5	TRN2101 Introduction to Translation
LING2204	Pragmatics	3	5	LING1101 Fundamentals of Linguistics
TRN4103	Senior Project in Translation	3	5	TRN2101 Introduction to Translation and at least two other BATS courses
Elective Courses		**33**	**55**	
Linguistics courses (choose TWO courses from the list below)		**6**	**10**	
COGN1202	Psycholinguistics: Language and Mind	3	5	LING1101 Fundamentals of Linguistics and COGN/GEN1201 Introduction to Psychology
LING2203	Language Typology	3	5	LING/GEN1101 Fundamentals of Linguistics
LING/GEN2202	Latin	3	5	None

LING3303	Introduction to Discourse Analysis	3	5	LING2101 Language and its Structure I: Phonetics and Phonology
ENG3303	Business and Professional Writing	3	5	ENG/GEN1120 Academic Reading and Writing I
Literature courses (choose TWO courses from the list below)		**6**	**10**	
ENG/GEN2201	Introduction to British Literature	3	5	ENG/GEN2101 Introduction to Literary Studies
ENG/GEN2202	Introduction to American Literature	3	5	ENG/GEN2101 Introduction to Literary Studies
ENG3301	Masterpieces of World Literature	3	5	ENG/GEN2101 Introduction to Literary Studies
Interpreting courses (choose TWO courses from the list below)		**6**	**10**	
TRN3302	Topics in Simultaneous Interpreting	3	5	TRN3101 Introduction to Interpreting
TRN3301	Topics in Consecutive Interpreting	3	5	TRN3101 Introduction to Interpreting
TRN4105	Voice and Diction	3	5	TRN3101 Introduction to Interpreting
KIMEP-wide electives (choose FIVE courses from the list below) OR minor courses (four courses)		**15***	**25**	
COGN/GEN1201	Introduction to Psychology	3	5	ENG/GEN1120 Academic Reading and Writing I
CLP2201/ECN2210 or CIT3803**	Fundamentals of Programming I (Python) or Python Programming	3	5	None
CLP2202/ECN2211	Fundamentals of Programming II	3	5	CLP2201/ECN2210 or CIT3803** Fundamentals of Programming I (Python) or Python Programming
ENG/GEN2100	Introduction to Creative Writing	3	5	ENG/GEN1121 Academic Reading and Writing II
LING3306	Corpus Linguistics	3	5	LING/GEN1101 Fundamentals of Linguistics
LING4101	Bilingualism and Bilingual Education	3	5	LING3301 Foundation of Second Language Acquisition
TFL2102	Approaches and Methods in English Language Teaching	3	5	ENG/GEN1120 Academic Reading and Writing I
TFL2201	Materials Development and Resources in ELT	3	5	TFL2102 Approaches and Methods in English Language Teaching
TFL4101	Special Topics in ELT	3	5	None

*Students may take 15 credits of electives from the wide electives list or opt to obtain a Minor in CHSE or any other minor at KIMEP. To select minor, see the list of minors in the corresponding part of the Catalog. To meet this requirement, choose FIVE courses from the list of courses to fulfill your minor requirements.
**Students may take these courses from BCB in case if appropriate CHSE course is not offered

Program Specialization Requirements (36 credits, 59 ECTS)

Course Code	Course Name	KIMEP credits	ECTS	Prerequisites
Required Courses		**12**	**19**	
ENG/GEN3102	Introduction to Rhetoric and Composition	3	5	ENG/GEN1121 Academic Reading and Writing II
LIT3301	Survey of Russian Literature	3	5	ENG2101 Introduction to Literary Studies
TRN4101	Topics in Translation: Russian stylistics	3	5	TRN2101 Introduction to Translation and completion of all four Academic English courses
TRN4104	Professional Internship	3	4	TRN2202 Academic Internship
Elective Courses		**24**	**40**	
Translation and Interpreting courses (choose THREE courses from the list below)		**9**	**15**	
TRN2102	Subtitles: Translation for Films and Television	3	5	TRN2101 Introduction to Translation
TRN3201	Commercial Translation	3	5	TRN2101 Introduction to Translation and ENG/GEN1121 Academic Reading and Writing II
TRN3202	Legal Translation	3	5	TRN2101 Introduction to Translation
TRN3205	Literary Translation in Prose	3	5	TRN2101 Introduction to Translation and ENG/GEN2101 Introduction to Literary Studies
TFL/TRN/ COGN3206	Project Management Fundamentals	3	5	ENG/GEN1121 Academic Reading and Writing II
Foreign Language courses (choose FIVE courses from one selected language module)		**15**	**25**	
Chinese Language				
CHN1301	Beginning Chinese	3	5	None
CHN1302	Elementary Chinese	3	5	CHN1301 Beginning Chinese
CHN1303	Pre-Intermediate Chinese	3	5	CHN1302 Elementary Chinese
CHN1304	Intermediate Chinese	3	5	CHN1303 Pre-Intermediate Chinese
CHN1305	Upper Intermediate Chinese	3	5	CHN1304 Intermediate Chinese
CHN1306	Advanced Chinese	3	5	CHN1305 Upper Intermediate Chinese
CHN3302	Chinese for Business Settings	3	5	CHN1304 Intermediate Chinese
CHN3305	Chinese Language: Language of Mass Media	3	5	CHN1304 Intermediate Chinese
Korean Language				
KOR1301	Beginning Korean	3	5	None

KOR1302	Elementary Korean	3	5	KOR1301 Beginning Korean
KOR1303	Pre-Intermediate Korean	3	5	KOR1302 Elementary Korean
KOR1304	Intermediate Korean	3	5	KOR1303 Pre-Intermediate Korean
KOR1305	Upper Intermediate Korean	3	5	KOR1304 Intermediate Korean
KOR1306	Advanced Korean	3	5	KOR1305 Upper Intermediate Korean
KOR3302	Korean for Business Settings	3	5	KOR1304 Intermediate Korean
KOR3305	Korean Language: Language of Mass Media	3	5	KOR1304 Intermediate Korean
German Language				
GER1301	Beginning German	3	5	None
GER1302	Elementary German	3	5	GER1301 Beginning German
GER1303	Pre-Intermediate German	3	5	GER1302 Elementary German
GER1304	Intermediate German	3	5	GER1303 Pre-Intermediate German
GER1305	Upper Intermediate German	3	5	GER1304 Intermediate German
GER1306	Advanced German	3	5	GER1305 Upper Intermediate German
GER3302	German for Business Settings	3	5	GER1304 Intermediate German
GER3305	German Language: Language of Mass Media	3	5	GER1304 Intermediate German
Russian Language				
RUS1301	Beginning Russian	3	5	None
RUS1302	Elementary Russian	3	5	RUS1301 Beginning Russian
RUS1304	Pre-Intermediate Russian	3	5	RUS1303 Elementary Russian
RUS1306	Intermediate Russian	3	5	RUS1305 Pre-Intermediate Russian
RUS1308	Upper Intermediate Russian	3	5	RUS1307 Intermediate Russian 2 or equivalent or any Kazakh Language Course
RUS2001	Advanced Russian	3	5	RUS1308 Upper Intermediate Russian
RUS3302	Business Communication in Russian	3	5	RUS2001 Advanced Russian
RUS3305	Russian Language: Language of Mass Media	3	5	RUS1306 Intermediate Russian

Final Attestation Requirements (3 credits / 8 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
TRN4204	Capstone Project in Translation	3	8	108 credits of coursework (180 ECTS)

STUDY PLAN

The following tables are a sample program of study to finish the BA in English & Translation Studies degree in four years.

1st year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Credits**	**ECTS**
LING1101	Fundamentals of Linguistics	3	5	COGN/GEN XXXX	KIMEP-wide Elective or Minor 1	3	5
ENG/GEN 1110	Academic Listening and Note Taking	3	5	ENG/GEN 1100	Academic English Speaking	3	5
ENG/GEN 1120	Academic Reading and Writing I	3	5	ENG/GEN 1121	Academic Reading and Writing II	3	5
GEN1000	Modern History of Kazakhstan	3	5	GEN/OPM 1300 or GEN/OPM 2301	Information and Communication Technologies or Business Computer Applications	3	5
KAZ/RUS xxxx	Kazakh/Russian	3	5	KAZ/RUS xxxx	Kazakh/Russian	3	5
GENxxx	The Module of Socio-Political Knowledge 1	3	3	GENxxxx	The Module of Socio-Political Knowledge 2	3	3
GENxxxx	Physical Training 1	2	4	GENxxxx	Physical Training 2	2	4
	TOTAL	**20**	**32**		**TOTAL**	**20**	**32**

2nd year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Credits**	**ECTS**
TRN2101	Introduction to Translation	3	5	TRN3101	Introduction to Interpreting	3	5
LINGXXXX	Linguistics Elective 1	3	5	LING2201	Language and its Structure II: Morphology and Syntax	3	5
LING2101	Language and its Structure I: Phonetics and Phonology	3	5	LINGXXXX	Linguistics Elective 2	3	5
ENG2101	Introduction to Literary Studies	3	5	ENGxxxx	Literature Elective 1	3	5
KAZ/ RUS 22xxxx	Professional Kazakh/Russian	2	3	GEN/IRL 2510	Introduction to Philosophy or Principles of Ethics	3	5

GENxxxx	GE elective (Category B)	3	5	TRN2202	Academic Internship	3	4
CHN/KOR /GERxxxx	FLE 1	3	5	GENxxxx	The Module of Socio-Political Knowledge 3	2	2
	TOTAL	**20**	**33**		**TOTAL**	**20**	**31**

3rd year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Credits**	**ECTS**
TRNxxxx	Interpreting Elective 1	3	5	ENG/GEN 3102	Introduction to Rhetoric and Composition	3	5
TRNxxxx	Translation and Interpreting Elective 1	3	5	TRN4103	Senior Project in Translation	3	5
ENG/GEN xxxxx	Literature Elective 2	3	5	TRNxxxx	Translation and Interpreting Elective 2	3	5
LIT3301	Survey of Russian Literature	3	5	TRNxxxx	Translation and Interpreting Elective 3	3	5
CHN/KOR /GERxxxx	Foreign Language Elective 2	3	5	XXXxxxx	Minor 2 or WE	3	5
TRN3204	Technology for Translation	3	5	CHN/KOR /GERxxxx	FLE 2	3	5
	TOTAL	**18**	**30**		**TOTAL**	**18**	**30**

4th year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Credits**	**ECTS**
TRNxxxx	Interpreting Elective 2	3	5	XXXXxxxx	KIMEP-wide Electives or Minor 3	3	5
CHN/ KOR/GER xxxx	Foreign Language Elective 4	3	5	XXXxxxx	Minor 4 or WE 4	3	5
TRN4101	Topics in Translation: Russian Stylistics	3	5	XXXxxxx	WE 5	3	5
LING2204	Pragmatics	3	5	CHN/KOR /GER xxxx	FLE 5	3	5
TRN4104	Professional Internship	3	4	TRN4204	Capstone Project in Translation	3	8
	TOTAL	**15**	**24**		**TOTAL**	**15**	**28**

Total for program: 146 course credits (240 ECTS)

BACHELOR IN COGNITIVE SCIENCE (BACS) - 6B02302

MISSION STATEMENT

The BA in Cognitive Science offers an expansive exploration of human cognition and artificial intelligence, diving deep into the process of production and understanding of concepts within the mind and their applications through computer assisted software. The growing role of computers and Information Systems in language analysis needs an interdisciplinary program to equip students with comprehensive knowledge in theoretical principles, technical skills, and practical applications spanning linguistics, psychology, computer science, with a strong focus on Artificial Intelligence (AI), Machine Learning, and Data Analytics. It bridges the gap between human flexible cognition and computer rigidity, reflecting on how these advanced technologies enhance our understanding and processing of languages and social behavior.
Students engage in hands-on research and real-world applications, addressing complex problems in natural language processing, data analysis and their implication in future social ecosystems combined with massive Artificial Intelligence use. This curriculum prepares students with the necessary skills, knowledge, and critical thinking abilities to adapt and excel in a dynamic world. Graduates of this program are well-prepared for careers in Cognitive Linguistics, Computational Linguistics, Natural Language Processing, AI, customer behavior analysis and machine learning. They are equipped to improve or develop innovative software solutions in areas like grammar checking, machine translation, and information retrieval. Additionally, the program lays a solid foundation for those interested in pursuing advanced studies in these ever-evolving fields.

INTENDED LEARNING OUTCOMES (ILOS)

ILO1 Demonstrate effective communication skills and proficiency in oral, written, and professional English in a variety of social and academic contexts;
ILO2 Use critical thinking to evaluate and interpret evidence, and to apply cognitive science concepts, theories, and research findings to individual and social issues.
ILO3 Demonstrate and apply knowledge of theory of language and linguistics, including the ability to precisely describe and analyze empirical patterns found in sets of language data;
ILO4 Demonstrate and apply knowledge of psychology and cognition, especially psychological and cognitive processes related to language processing;
ILO5 Demonstrate knowledge of theory in computing, and implement practical programming skills and computational tools, including identifying problems and developing practical solutions, making use of computational tools and statistical analysis, and understanding and evaluating the organization, design, and construction of software systems for computing;
ILO6 Perform data analysis across a variety of data types, drawing on theory in linguistics, psychology, and computing and demonstrating critical thinking;
ILO7 Develop and carry out practical applications of skills, including conducting original, ethical research.
ILO8 Demonstrate practical skills in development and deployment of dedicated software tailored for companies, especially those involved in social and public areas.

BACS CURRICULUM

Requirements for the BA in Cognitive Science are as follows:

Category of Courses	Credits	ECTS
General Education	**36**	**56**
Required Courses	33	51

Elective Courses	3	5
Program Foundation	**68**	**112**
Required Courses	35	57
Elective Courses	33	55
Program Specialization	**39**	**64**
Required Courses	24	39
Elective Courses	15	25
Final Attestation	**3**	**8**
Total Required for Graduation	**146**	**240**

General Education (36 credits, 56 ECTS)
See the General Education section in the KIMEP Catalog.

Program Foundation Requirements (68 credits, 112 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
Required Courses		**35**	**57**	
ENG/GEN1121	Academic Reading and Writing II	3	5	ENG/GEN1120 Academic Reading and Writing I
ENG/GEN1100	Academic English Speaking	3	5	ENG/GEN1110 Academic Listening and Note Taking
KAZ2101-2103/ RUS2101-2103	Professional Kazakh/Russian	2	3	KAZ1502-2204/RUS1301-2001
LING/GEN1101	Fundamentals of Linguistics	3	5	None
LING2101	Language and its Structure I: Phonetics and Phonology	3	5	LING/GEN1101 Fundamentals of Linguistics
LING2201	Language and its Structure II: Morphology and Syntax	3	5	LING2101 Language and its structure I: Phonetics and Phonology
LING3305	Introduction to Computational Linguistics	3	5	LING3202 Advanced Syntax
LING3306	Corpus Linguistics	3	5	LING/GEN1101 Fundamentals of Linguistics
COGN/GEN1201	Introduction to Psychology	3	5	ENG/GEN1120 Academic Reading and Writing I
COGN2103	Introduction to Cognitive Psychology	3	5	COGN/GEN1201 Introduction to Psychology
COGN2204	Writing in Cognitive Science	3	5	COGN2103 Introduction to Cognitive Psychology
CLP2205	Academic Internship	3	4	Minimum of 69 credits in program (115 ECTS)
Elective Courses		**33**	**55**	
Linguistics courses (Choose THREE courses from the list below)		**9**	**15**	
COGN1202	Psycholinguistics: Language and Mind	3	5	LING1101 Fundamentals of Linguistics and COGN/GEN1201 Introduction to Psychology
LING2203	Language Typology	3	5	LING/GEN1101 Fundamentals of Linguistics

LING2204	Pragmatics	3	5	LING1101 Fundamentals of Linguistics
LING3301	Foundations of Second Language Acquisition	3	5	LING/GEN1101 Fundamentals of Linguistics
LING3303	Introduction to Discourse Analysis	3	5	LING2101 Language and Its structure I: Phonetics and Phonology
Psychology courses (Choose THREE courses from the list below)		**9**	**15**	
PSY2104	Philosophy of Science	3	5	COGN/GEN1201 Introduction to Psychology
COGN2201	Perception	3	5	COGN/GEN1201 Introduction to Psychology
COGN2202	Learning and Memory	3	5	COGN/GEN1201 Introduction to Psychology
PSY2203	Developmental Psychology	3	5	COGN/GEN1201 Introduction to Psychology
KIMEP Wide Electives or Minor Courses		**15***	**25**	
PSY2201	Organizational Psychology	3	5	None
PSY3103	Child Development	3	5	None
PSY3204	Family Psychology	3	5	None
PSY3202	Introduction to Educational Psychology	3	5	None
LING/GEN2202	Latin	3	5	None
TFL2102	Approaches and Methods of English Language Teaching	3	5	ENG/GEN1120 Academic Reading and Writing I
TFL2201	Materials Development and Resources in ELT	3	5	TFL2102 Approaches and Methods in English Language Teaching
TFL3101	Introduction to Language Assessment	3	5	TFL2102 Approaches and Methods in English Language Teaching
TFL3202	Learning Technology in FL Classroom	3	5	TFL2102 Approaches and Methods in English Language Teaching
TRN2101	Introduction to Translation	3	5	None
TRN3204	Technology for Translation	3	5	TRN2101 Introduction to Translation
COGN/TFL/TRN 3206	Project Management Fundamentals	3	5	ENG/GEN1121 Academic Reading and Writing II

*Students may take 15 credits of electives from the wide electives list or opt to obtain Minor in CHSE or any other minor at KIMEP. To select minor, see the list of minors in the corresponding part of the Catalog. To meet this requirement, choose FIVE courses from the list of courses to fulfill your minor requirements.

Program Specialization Requirements (39 credits, 64 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
Required Courses		**24**	**39**	

LING3203	Logic of Language	3	5	LING2101 Language and its Structure I and LING2201 Language and its Structure II
LING3202	Advanced Syntax	3	5	LING3203 Logic of Language
CLP1202/ MATH2401	Calculus	3	5	None
CLP2201/ECN2210 or CIT3803*	Fundamentals of Programming I (Python) or Python Programming*	3	5	None
CLP2202/ECN2211	Fundamentals of Programming II	3	5	CLP2201/ECN2210 Fundamentals of Programming I (Python) or CIT3803 Python Programming
CLP4201	Professional Internship	3	4	CLP2205 Academic Internship
PSY2103	Introduction to Quantitative Research Methods and Statistics I	3	5	CLP1202/MATH2401 Calculus
PSY2202	Introduction to Quantitative Research Methods and Statistics II	3	5	PSY2103 Introduction to Quantitative Research Methods and Statistics I
Elective Courses		**15**	**25**	
COGN2101	Social Psychology	3	5	COGN/GEN1201 Introduction to Psychology
CLP3201	Introduction to Natural Language Processing	3	5	GEN/CLP2103 Introduction to Computer Science and CLP2202/ECN2211 Fundamentals of Programming II and LING3306 Introduction to Computational Linguistics
CLP3303 or *CIT3734	Web Development Technologies	3	5	GEN/OPM1300 Information and Communication Technologies or GEN/OPM2301 Business Computer Applications
CLP3304 *CIT3809	Mobile Application Development	3	5	GEN/OPM 1300 Information and Communication Technologies or GEN/OPM2301 Business Computer Applications
CLP3305 *CIT2302	Database Management Systems	3	5	GEN/OPM 1300 Information and Communication Technologies or GEN/OPM2301 Business Computer Applications
CLP3204	Introduction to Data Structures and Algorithms	3	5	GEN/CLP2103 Introduction to Computer Science

CLP3102	Introduction to Machine Learning	3	5	GEN/CLP2103 Introduction to Computer Science and CLP2202/ECN2211 Fundamentals of Programming II
CLP3206	Pattern Recognition	3	5	GEN/CLP2103 Introduction to Computer Science and CLP2202/ECN2211 Fundamentals of Programming II
CLP3301	Text Mining	3	5	GEN/CLP2103 Introduction to Computer Science and CLP2202/ECN2211 Fundamentals of Programming II and LING3306 Introduction to Computational Linguistics
CLP3302 or CIT4740*	Human-Computer Interaction or Human Computer Interaction*	3	5	GEN/CLP2103 Introduction to Computer Science and CLP2202/ECN2211 Fundamentals of Programming II
COGN2207	Special Topics in Cognitive Science	3	5	COGN/GEN1201 Introduction to Psychology

Final Attestation Requirements (3 credits, 8 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
CLP4211	Senior Project	3	8	CLP2202/ECN2211 Fundamentals of Programming I (Python) or CIT3803 Python Programming; 108 credits of coursework

STUDY PLAN

The following tables are a sample program of study to finish the BA in Cognitive Science degree in four years.

1st year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Credits**	**ECTS**
ENG/GEN 1110	Academic Listening and Note Taking	3	5	LING/GEN1101	Fundamentals of Linguistics	3	5
ENG/GEN 1120	Academic Reading and Writing I	3	5	ENG/GEN 1100	Academic English Speaking	3	5
GEN1000	Modern History of Kazakhstan	3	5	ENG/GEN 1121	Academic Reading and Writing II	3	5

KAZ/ RUSxxxx	Kazakh/Russian	3	5	CLP1202/ MATH2401 or MATH1202*	Calculus or Mathematics for Computer Science*	3	5
GENxxxx	The Module of Socio-Political Knowledge 1	3	3	GEN/CLP2103	Introduction to Computer Science	3	5
GENxxxx	Physical Training	2	4	GENxxxx	The Module of Socio-Political Knowledge 2	3	3
				GENxxxx	Physical Training	2	4
	TOTAL	**17**	**27**		**TOTAL**	**20**	**32**

2nd year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Credits**	**ECTS**
COGN/GEN1201	Introduction to Psychology	3	5	PSY2103	Introduction to Quantitative Research Methods and Statistics I	3	5
KAZ/RUS xxxx	Kazakh/Russian	3	5	COGN2103	Introduction to Cognitive Psychology	3	5
LING2101	Language and its Structure I	3	5	LING2201	Language and its Structure II	3	5
GEN/IRL 2510	Introduction to Philosophy or Principles of Ethics	3	5	XXXxxxx	Minor 1 or WE 1	3	5
GENxxxx	GE Elective (Category B)	3	5	CLP2202	Fundamentals of Programming II	3	5
CLP2201 or CIT3803*	Fundamentals of Programming I (Python) or Python Programming*	3	5	KAZ/RUS 22xx	Professional Kazakh/Russian	2	3
GENxxxx	The Module of Socio-Political Knowledge 3	2	2	XXXxxxx	FE 1 (Linguistics)	3	5
	TOTAL	**20**	**32**		**TOTAL**	**20**	**33**

3rd year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Credits**	**ECTS**

LING3306	Corpus Linguistics	3	5	LING3204	Advanced Syntax	3	5
PSY2202	Introduction to Quantitative Research Methods and Statistics II	3	5	XXXxxxx	FE 3 (Linguistics)	3	5
COGN2204	Writing in Cognitive Science	3	5	XXXxxxx	Minor 3 or WE 3	3	5
LING3203	Logic of Language	3	5	CLP2205	Academic Internship	3	4
XXXxxxx	Minor 2 or WE 2	3	5	XXXxxxx	SE 2	3	5
XXXxxxx	FE 2 (Linguistics)	3	5	XXXxxxx	FE 1 (Psychology)	3	5
XXXxxxx	SE 1	3	5				
	TOTAL	**21**	**35**		**TOTAL**	**18**	**29**

4th year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Credits**	**ECTS**
LING3305	Introduction to Computational Linguistics	3	5	XXXxxxx	FE 3 (Psychology)	3	5
XXXxxxx	Minor 4 or WE 4	3	5	CLP4211	Senior Project	3	8
XXXxxxx	SE 3	3	5	XXXxxxx	SE 5	3	5
XXXxxxx	SE 4	3	5	XXXxxxx	WE5	3	5
CLP4201	Professional Internship	3	4				
XXXxxxx	FE 2 (Psychology)	3	5				
	TOTAL	**18**	**29**		**TOTAL**	**12**	**23**

Total for program: 146 credits (240 ECTS)

BACHELOR OF SCIENCE IN PSYCHOLOGY (BSP) - 6B03102

MISSION STATEMENT

The goal of this program is to train professionals in the theoretical foundations and basic methods of psychology and also, to give an insight into the applied branches of its disciplines such as possessing skills and techniques that can be used in order to measure, explore and develop individuals, groups or organizations through experiments. Students will obtain an integrated knowledge of education, communication, socialization, learning, and human development. It is also aimed to provide modern knowledge and a true sense of vocation that supports further learning in any psychology MA.

INTENDED LEARNING OUTCOMES (ILOS)

ILO1 Knowledge Base of Psychology
Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology for analyzing psychology of individuals, society and cultures;
ILO2 Research Methods in Psychology
Understand and apply basic research methods in psychology, including research design, data analysis, and interpretation; use scientific reasoning to interpret psychological phenomena;
ILO3 Critical and Creative Thinking Skills in Psychology
Use critical and creative thinking, skeptical inquiry, and, opt for the scientific approach for solving problems related to behavior and mental processes; engage in innovative thinking and problem solving for research and practical tasks;
ILO4 Application of Psychology and practical skills
Understand and apply psychological principles to personal, social, and organizational issues; exhibit professional self-reflection, project-management skills and teamwork capacity;
ILO5 Values in Psychology
Be familiar with international and national formal regulations that govern professional ethics in psychology; embrace values that contribute to positive outcomes in work settings;
ILO6 Information and Technological Literacy
Students will demonstrate information competence and the ability to use computers and other technology for many different purposes;
ILO7 Communication Skills
Demonstrate effective professional and interpersonal communication skills and proficiency in oral and written communication in a variety of social, professional and academic contexts;
ILO8 Sociocultural and International Awareness
Recognize and respect the complexity of sociocultural and international diversity; embrace values that contribute to building an inclusive society responsive to global challenges.

BSP CURRICULUM

Requirements for the BS in Psychology are as follows:

Category of Courses	Credits	ECTS
General Education	**36**	**56**
Required Courses	33	51
Elective Courses	3	5
Program Foundation	**71**	**117**
Required Courses	38	62
Elective Courses	33	55
Program Specialization	**36**	**59**
Required Courses	21	34
Elective Courses	15	25
Final Attestation	**3**	**8**
Total Required for Graduation	**146**	**240**

General Education (36 credits, 56 ECTS)
See the General Education section in the KIMEP Catalog.

Program Foundation Requirements (71 credits, 117 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisite
Required Courses		**38**	**62**	
ENG/GEN1100	Academic English Speaking	3	5	ENG/GEN1110 Academic Listening and Note Taking
ENG/GEN1121	Academic Reading and Writing II	3	5	ENG/GEN1120 Academic Reading and Writing I
COGN/GEN1201	Introduction to Psychology	3	5	ENG/GEN1120 Academic Reading and Writing I
PSY1202	Human Biology	3	5	None
CLP1202/ MATH2401	Calculus	3	5	None
KAZ2101-2103/ RUS2101-2103	Professional Kazakh/Russian	2	3	KAZ1502-2204/ RUS1301-2001
COGN2103	Introduction to Cognitive Psychology	3	5	COGN/GEN1201 Introduction to Psychology
PSY2103	Introduction to Quantitative Research Methods and Statistics I	3	5	CLP1202/MATH2401 Calculus
PSY2202	Introduction to Quantitative Research Methods and Statistics II	3	5	PSY2103 Introduction to Quantitative Research Methods and Statistics I
PSY2203	Developmental Psychology	3	5	COGN/GEN1201 Introduction to Psychology
GEN/PAD2700	Fundamentals of Sociology	3	5	None
PSY3206	Academic Internship	3	4	Minimum of 69 credits in program (115 ECTS)
PSY3207	Qualitative Research Methods and Writing in Psychology (Previously Writing in Psychology)	3	5	None
Elective Courses		**33**	**55**	
Course Code	**Course Title**	**18**	**30**	
COGN2101	Social Psychology	3	5	COGN/GEN1201 Introduction to Psychology

PSY2206	Cyberpsychology	3	5	COGN/GEN1201 Introduction to Psychology
PSY2207	Introduction to Individual Differences and Psychopathologies	3	5	COGN/GEN1201 Introduction to Psychology
PSY2104	Philosophy of Science	3	5	None
PSY3103	Child Development	3	5	PSY2203 Developmental Psychology
PSY3202	Introduction to Educational Psychology	3	5	COGN/GEN1201 Introduction to Psychology
PSY3204	Family Psychology	3	5	PSY2203 Developmental Psychology
PSY2205	Introduction to Mental Health Promotion and Suicide Prevention	3	5	None
KIMEP Wide Elective Courses (15 credits) or Minor Courses (12 credits) + one wide elective (3 credits)		**15**	**25**	
LING/GEN1101	Fundamentals of Linguistics	3	5	None
COGN1202	Psycholinguistics: Language and Mind	3	5	LING/GEN1101 Fundamentals of Linguistics
TRN2101	Introduction to Translation	3	5	None
ENG2101	Introduction to Literary Studies	3	5	None
TFL2102	Approaches and Methods of English Language Teaching	3	5	ENG/GEN1121 Academic Reading and Writing II
TFL2201	Materials Development and Resources in ELT	3	5	TFL2102 Approaches and Methods of English Language Teaching
ENG2201	Introduction to British Literature	3	5	ENG2101 Introduction to Literary Studies
ENG2201	Introduction to American Literature	3	5	ENG2101 Introduction to Literary Studies
LING/GEN2202	Latin	3	5	None
CLP2201/ECN2210 or CIT3803	Fundamentals of Programming I (Python) or Python Programming	3	5	None
CLP2202/ECN2211	Fundamentals of Programming II	3	5	CLP2201/ECN2210 Fundamentals of Programming I (Python) or

				CIT3803 Python Programming
LING3301	Foundations of Second Language Acquisition	3	5	LING/GEN1101 Fundamentals of Linguistics
TRN3101	Introduction to Interpreting	3	5	TRN2101 Introduction to Translation and ENG/GEN1100 Academic Speaking

Program Specialization Requirements (36 credits, 59 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisite
Required Courses		**21**	**34**	
PSY3305	Fundamentals of Psychological Counseling	3	5	PSY2203 Developmental Psychology
PSY3109	Neuropsychology	3	5	COGN2103 Introduction to Cognitive Psychology
PSY3110	Introduction to Clinical Psychology	3	5	PSY2203 Developmental Psychology
PSY4104	Psychological Testing	3	5	PSY2203 Developmental Psychology
PSY4302	Experimental Methods and Data Analysis I	3	5	Introduction to Quantitative Research Methods and Statistics II
PSY4303	Experimental Methods and Data Analysis II	3	5	PSY4302 Experimental Methods and Data Analysis I
PSY4304	Professional Internship	3	4	PSY3206 Academic Internship
Elective Courses		**15**	**25**	
PSY2201	Organizational Psychology	3	5	None
PSY3106	Seminar in Developmental Psychology	3	5	PSY2203 Developmental Psychology
PSY3107	Seminar in Educational Psychology	3	5	PSY3202 Introduction to Educational Psychology
PSY3309	Seminar in Social/Personality Psychology	3	5	COGN2101 Social Psychology
PSY3108	Seminar in Cognitive Psychology	3	5	COGN2103 Introduction to Cognitive Psychology
PSY4201	Psychopathology	3	5	PSY3110 Introduction to Clinical Psychology
PSY3310	Special Topics in Cognitive Psychology	3	5	COGN2103 Introduction to Cognitive Psychology

PSY3311	Special Topics in Social Psychology	3	5	COGN2101 Social Psychology
PSY3312	Special Topics in Counseling	3	5	PSY2203 Developmental Psychology
PSY3313	Special Topics in Neuropsychology	3	5	COGN2103 Introduction to Cognitive Psychology

Final Attestation Requirements (3 credits, 8 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisite
PSY4203	Senior Project	3	8	108 credits, 179 ECTS of coursework

STUDY PLAN

The following tables are a sample program of study to finish the BA in Psychology degree in four years.

1st year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Credits**	**ECTS**
ENG/GEN 1110	Academic Listening and Note Taking	3	5	ENG/GEN 1100	Academic English Speaking	3	5
ENG/GEN 1120	Academic Reading and Writing I	3	5	ENG/GEN 112	Academic Reading and Writing II	3	5
GEN1000	Modern History of Kazakhstan	3	5	KAZ/RUSxxxx	Kazakh/Russian 2	3	5
KAZ/RUSxxxx	Kazakh/Russian 1	3	5	GEN/CLP2 103	Introduction to Computer Science	3	5
GENxxxx	The Module of Sociopolitical knowledge 1	3	3	GENxxxx	The Module of Socio-Political Knowledge 2	3	3
GENxxxx	Physical Training 1	2	4	GENxxxx	Physical Training 2	2	4
				PSY1202	Human Biology	3	5
	TOTAL	**17**	**27**		**TOTAL**	**20**	**32**

2nd year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Credits**	**ECTS**
COGN/ GEN1201	Introduction to Psychology	3	5	PSY2103	Introduction to Quantitative Research Methods and Statistics I	3	5

CLP1202/ MATH2401	Calculus	3	5	COGN2103	Introduction to Cognitive Psychology	3	5
GEN/PAD 2700	Fundamentals of Sociology	3	5	PSY2203	Developmental Psychology	3	5
KAZ/RUSxxxx	Professional Kaz/Rus	2	3	XXXX	FE 1	3	5
GENxxxx	GE Elective	3	5	XXXX	FE 2	3	5
XXXX	Minor 1	3	5	XXXX	Minor 2 or WE 2	3	5
GENxxxx	The Module of Socio-Political Knowledge 3	2	2	GEN/IRL2500 or GEN/IRL2510	Introduction to Philosophy or Principles of Ethics	3	5
	TOTAL	**19**	**30**		**TOTAL**	**21**	**35**

3rd year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Credits**	**ECTS**
PSY2202	Introduction to Quantitative Research Methods and Statistics II	3	5	PSY4302	Experimental Methods and Data Analysis I	3	5
PSY3109	Neuropsychology	3	5	PSY3206	Academic Internship	3	4
PSY3110	Introduction to Clinical Psychology	3	5	XXXX	FE 3	3	5
PSY3305	Fundamentals of Psychological Counseling	3	5	XXXX	FE 4	3	5
PSY3207	Qualitative Research Methods and Writing in Psychology	3	5	XXXX	FE 5	3	5
XXXX	Minor 3 or WE 3	3	5	XXXX	SE 1	3	5
	TOTAL	**18**	**30**		**TOTAL**	**18**	**29**

4th year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Credits**	**ECTS**
PSY4104	Psychological Testing	3	5	PSY4203	Senior Project	3	8

PSY4303	Experimental Methods and Data Analysis II	3	5	PSY4304	Professional Internship	3	4
XXXX	Minor 4 or WE 4	3	5	XXXX	SE 4	3	5
XXXX	SE 2	3	5	XXXX	SE 5	3	5
XXXX	SE 3	3	5	XXXX	WE 5	3	5
XXXX	FE 6	3	5				
	TOTAL	**18**	**30**		**TOTAL**	**15**	**27**

Total for program: 146 course credits (240 ECTS)

MINORS OFFERED BY THE COLLEGE OF HUMAN SCIENCES AND EDUCATION

To complete minor requirements students must take four courses (12 credits, 20 ECTS).
The prerequisite is completion of all four Academic English courses with minimum grade "B+".

MINOR IN ENGLISH

Minor in English Requirements

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
Required Courses		**6**	**10**	
ENG2101	Introduction to Literary Studies	3	5	None
ENG3102	Introduction to Rhetoric and Composition	3	5	ENG/GEN1121 Academic Reading and Writing II
Elective Courses (choose TWO courses)		6	10	
ENG2201	Introduction to British Literature	3	5	ENG2101 Introduction to Literary Studies
ENG2202	Introduction to American Literature	3	5	ENG2101 Introduction to Literary Studies
GEN/ENG2100	Introduction to Creative Writing	3	5	ENG/GEN1121 Academic Reading and Writing II

MINOR IN TEACHING ENGLISH

Minor in Teaching English Requirements

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
		12	**20**	
TFL2102	Approaches and Methods in English Language Teaching	3	5	ENG/GEN1120 Academic Reading and Writing I
TFL2201	Materials Development and Resources in English Language Teaching	3	5	TFL2102 Approaches and Methods in English Language Teaching
TFL3101	Introduction to Language Assessment	3	5	TFL2102 Approaches and Methods in English Language Teaching

TFL2202	Academic Internship	3	5	Minimum of 69 credits in program (115 ECTS)

MINOR IN FOREIGN LANGUAGE

Minor in Foreign Language Requirements

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisite
		12	20	
RUS/GER/KOR/CHN1301	Beginning Foreign Language	3	5	None
RUS/GER/KOR/CHN1302	Elementary Foreign Language	3	5	RUS/GER/KOR/CHN1301 Beginning Foreign Language
RUS/GER/KOR/CHN1303	Pre-Intermediate Foreign Language	3	5	RUS/GER/KOR/CHN1302 Elementary Foreign Language
RUS/GER/KOR/CHN1304	Intermediate Foreign Language	3	5	RUS/GER/KOR/CHN1303 Pre-Intermediate Foreign Language
RUS/GER/KOR/CHN1305	Upper Intermediate Foreign Language	3	5	RUS/GER/KOR/CHN1304 Intermediate Foreign Language
RUS/GER/KOR/CHN1306	Advanced Foreign Language	3	5	RUS/GER/KOR/CHN1306 Upper Intermediate Foreign Language

MINOR IN TRANSLATION

To qualify for the Certificate program, a student must demonstrate an acceptable level of proficiency in both Russian and English. KIMEP undergraduates must complete all General Education requirements (including all four Academic English courses) as a prerequisite.

Minor in Translation Requirements

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
Required Courses		**6**	**10**	
TRN2101	Introduction to Translation	3	5	None
TRN4103	Senior Project in Translation	3	5	TRN2101 Introduction to Translation and at least two other BATS courses
Elective courses (choose TWO courses)		6	10	
TRN3201	Commercial Translation	3	5	TRN2101 Introduction to Translation and ENG/GEN1100 Academic Speaking and ENG/GEN1120 Academic Reading and Writing I
TRN3202	Legal Translation	3	5	TRN2101 Introduction to Translation
TRN3204	Technology for Translation	3	5	TRN2101 Introduction to Translation

TRN4101	Topics in Translation: Russian Stylistics	3	5	TRN2101 Introduction to Translation and completion of all four Academic English courses
TRN2102	Subtitles: Translation for Films and Television	3	5	TRN2101 Introduction to Translation

MINOR IN CREATIVE ARTS

Minor in Creative Arts Requirements

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
Required Courses		**6**	**10**	
TFL/TRN/ COGN3206	Project Management Fundamentals	3	5	ENG/GEN1121 Academic Reading and Writing II
ENG/GEN2100	Introduction to Creative Writing	3	5	ENG0102 Foundation English Level B
Elective Courses (choose TWO courses)		6	10	
GEN/ASC2103	Introduction to Drama	3	5	ENG0102 Foundation English Level B
GEN/ASC2108.3	Introduction to Films	3	5	ENG0102 Foundation English Level B
GEN/ASC2106.3	Art and Visual Culture	3	5	ENG0102 Foundation English Level B

MINOR IN COGNITIVE SCIENCE

Minor in Cognitive Science Requirements

Course Code	Course Title	KIMEP credits	ECTS	Prerequisites
Required Courses		**6**	**10**	
CLP2201/ECN2210	Fundamentals of Programming I	3	5	None
CLP2202/ECN2211	Fundamentals of Programming II	3	5	CLP2201/ECN2210 Fundamentals of Programming I
Elective courses (choose TWO courses)		6	10	
GEN/ASC2128	Artificial Intelligence	3	5	None
GEN/CLP2103	Introduction to Computer Science	3	5	None
COGN/GEN1201	Introduction to Psychology	3	5	ENG/GEN1121 Academic Reading and Writing I
CLP3201	Introduction to Natural Language Processing	3	5	CLP2202/ECN2211 Fundamentals of Programming II

MINOR IN PSYCHOLOGY

Minor in Psychology Requirements

Required courses	KIMEP credits	ECTS	Prerequisites

Course Code	Course Title	6	10	
COGN/GEN1201	Introduction to Psychology	3	5	ENG/GEN1120 Academic Reading and Writing I
COGN2103	Introduction to Cognitive Psychology	3	5	COGN/GEN1201 Introduction to Psychology
Elective courses (choose TWO courses)		6	10	
COGN2101	Social Psychology	3	5	COGN/GEN1201 Introduction to Psychology
PSY/GEN1201	Mental Health and Well-Being	3	5	None
PSY2203	Developmental Psychology	3	5	COGN/GEN1201 Introduction to Psychology

SCHOOL OF COMPUTER SCIENCE & MATHEMATICS UNDEGRADUATE PROGRAMS

BACHELOR OF SCIENCE IN COMPUTER SCIENCE (BSCS) - 6B06102

STATEMENT OF PURPOSE

The Bachelor of Science in Computer Science program provides students with a world-class education that allows them the flexibility to enter the market upon graduation or pursue graduate studies at top international universities. Graduates of the program acquire fundamental knowledge of modern programming languages, software design methodologies, and computer security. Particular emphasis is placed on developing project design skills and participating in external internship opportunities.

INTENDED LEARNING OUTCOMES

ILO1 Knowledge:

1. Apply standard mathematical techniques to solve algebraic and analytical problems.
2. Apply the scientific method to solve problems encountered in chemistry, physics, or biology.
3. Analyze a complex computing problem and apply computing principles to identify solutions.

ILO2 Research:

4. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline;

ILO3 Communication:

5. Prepare and present effective oral presentations.
6. Prepare effective written documents.
7. Utilize specialized computer programs to construct scientific documents and communicate technical written concepts.
8. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles;
9. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline;

ILO4 Application:

10. Apply computer science theory and software development fundamentals to produce computing-based solutions.

BSCS CURRICULUM

Requirements for the Bachelor of Science in Computer Science degree are as follows:

Discipline module	KIMEP credits	ECTS
General Education courses	**36**	**56**
Program Foundation	**43**	**73**
Required Courses	37	63
General Elective Courses	6	10
Program Specialization	**63**	**103**
Required Courses	54	88
Program Elective Courses	9	15
Final Attestation	**4**	**8**
TOTAL	**146**	**240**

Program Foundation Requirements (43 credits, 73 ECTS)

(1)Program foundation required courses (37 KIMEP, 63 ECTS)

(2)Program foundation elective courses (6 KIMEP credits, 10 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisite
Required Courses				
ENG/GEN1100	Academic English Speaking	3	5	ENG/GEN 1110
ENG/GEN1121	Academic Reading and Writing II	3	5	ENG0103 Academic Reading and Writing I
KAZ2101-2102/RUS2101-2103	Professional Russian/Kazakh	2	3	RUS1302, RUS1304/RUS1306, RUS1308/RUS2001 KAZ1502 or KAZ1504/KAZ1506 or KAZ1508
SCS1101	Calculus I	4	7	A working knowledge of algebra and trigonometry is required
SCS1201	Calculus II	4	7	SCS1101 Calculus I with a minimum grade of C-
SCS1102	Physics I	3	5	SCS1101 Calculus I as a co-requisite or prerequisite, or permission of the instructor.

SCS1103	Physics I Lab	1	2	None
SCS1202	Physics II	3	5	SCS1102 Physics I
SCS1203	Physics II Lab	1	2	SCS1103 Physics I Lab
SCS2101 SCS2102 SCS2103 SCS2104	Chemistry I and Chemistry I Lab Or General Biology and General Biology Lab	4	7	None
SCS2105	Discrete Mathematics	3	5	None
SCS2203	Linear Algebra	3	5	SCS1101 Calculus I with a minimum grade of C-, or permission of the instructor.
SCS3101	Probability and Statistics	3	5	SCS1101 Calculus I with a minimum grade of C- or permission of the instructor. Elementary Statistics, or its equivalent, is highly recommended.

Course Code	**Course Title**	**KIMEP credits**	**ECTS**	**Prerequisite**
Elective Courses		**6**	**10**	
ECN2102	Principles of Macroeconomics	3	5	*All required GE English courses*
ECN2103	Principles of Microeconomics	3	5	*All required GE English courses*
GEN 1201	Mathematics for Business and Economics	3	5	*None*
GEN/ASC 2103.3	Introduction to Drama	3	5	*None*
GEN/ASC1623	Introduction to Theatre	3	5	*None*
GEN/ASC2209	Introduction to Fashion Design	3	5	*None*

GEN/ASC 2108.3	Introduction to Films	3	5	*None*
GEN/ASC 2102.3	Introduction to World Literature	3	5	*None*
GEN/ASC 1102	Mythology and Folklore	3	5	*None*
JMC/ASC 2126	Design Thinking for Innovation	3	5	*None*
GEN/ASC 2104.3	Digital Photography	3	5	*None*
GEN/CLP 2103	Introduction to Computer Science	3	5	*None*
GEN/ASC 3202	The History of Writing	3	5	*None*
GEN/ASC 2105	Drawing/Painting	3	5	*None*
GEN/ASC 2127	Kazakh Spirituality	3	5	*None*
GEN/ASC 2106.3	Art and Visual Culture	3	5	*None*
GEN/ASC 2107.3	Introduction to World Art History	3	5	*None*
ENG/GEN2100	Introduction to Creative Writing	3	5	*ENG/GEN1121 Academic Reading and Writing II*
GEN/ASC 2110.3	Transmedia: The Art of Contemporary Storytelling	3	5	*None*
GEN/ASC 2112.3	History of Social Media	3	5	*None*
GEN/ASC 2113.3	Globalization and Diversity: A World Regional Approach	3	5	*None*

GEN/ASC 2114.3	Cheating, Corruption, and Fraud in Society	3	5	*None*

Program Specialization Requirements (63 credits, 103 ECTS)

(1) Program specialization required courses (45 KIMEP credits, 73 ECTS)
(2) Required program elective group (9 KIMEP credits, 15 ECTS)
(3) Free program elective courses (9 KIMEP credits, 15 ECTS)

Course Code	Course Title	KIMEP credits	ECTS	Prerequisite
Required Courses				
SCS2201	Introduction to Information Security and Ethics	3	5	None
SCS1104	Structured Programming 1	3	5	None
SCS1204	Structured Programming 2	3	5	SCS1104 Structured Programming 1
SCS2202	Object Oriented Programming	3	5	SCS1104 Structured Programming 1
SCS2106	Data Structures and Algorithms	3	5	SCS1104 Structured Programming 1
SCS3102	Introduction to Artificial Intelligence	3	5	None
SCS3201	Operating Systems	3	5	SCS3103 Computer Architecture
SCS3103	Computer Architecture	3	5	None
SCS3104	Computer Networks	3	5	None
SCS3202	Software Engineering	3	5	SCS2106 Data Structures and Algorithms
SCS3203	Distributed Computing	3	5	SCS3104 Computer Networks
SCS4101	Computer Graphics	3	5	None
SCS4102	Database Systems	3	5	SCS2106 Data Structures and Algorithms
SCS4201	Analysis of Algorithms	3	5	SCS2106 Data Structures and Algorithms

SCS4400	Internship	3	3	Fourth-year student in BSCS program

Required Program Elective Group (9 credits, 15 ECTS)
Choose 1 group, and complete all three courses within the selected group:

Course Code	Course Title	KIMEP credits	ECTS	Prerequisite
1.Data Analytics				
SCS4301	Machine Learning	3	5	SCS2203 Linear Algebra and SCS2105 Discrete Mathematics
SCS4302	Big Data Management and Analysis	3	5	None
SCS4303	Data Analysis and Visualization	3	5	None
2.Software Engineering				
SCS4401	Mobile Programming	3	5	SCS1104 Structured Programming 1
SCS4402	Advanced Software Engineering	3	5	SCS3202 Software Engineering
SCS4403	Web Applications	3	5	SCS2106 Data Structures and Algorithms or SCS1104 Structured Programming 1
3.Artificial Intelligence				
SCS4501	Computer Vision	3	5	None
SCS4502	Introduction to Deep Learning	3	5	None
SCS4503	Digital Image Processing	3	5	None
4.Cybersecurity				
SCS4601	Introduction to Cybersecurity	3	5	None
SCS4602	Network Traffic Analysis	3	5	SCS4601 Introduction to Cybersecurity

SCS4603	Infrastructure Security Technologies	3	5	SCS4601 Introduction to Cybersecurity

Free Program Electives (9 credits, 15 ECTS) Choose three courses from the following list.

Course Code	Course Title	KIMEP credits	ECTS	Prerequisite
SCS4301	Machine Learning	3	5	SCS2203 Linear Algebra and SCS2105 Discrete Mathematics
SCS4302	Big Data Management and Analysis	3	5	None
SCS4303	Data Analysis and Visualization	3	5	None
SCS4401	Mobile Programming	3	5	SCS1104 Structured Programming 1
SCS4402	Advanced Software Engineering	3	5	SCS3202 Software Engineering
SCS4403	Web Applications	3	5	SCS2106 Data Structures and Algorithms or SCS1104 Structured Programming 1
SCS4501	Computer Vision	3	5	None
SCS4502	Introduction to Deep Learning	3	5	None
SCS4503	Digital Image Processing	3	5	None
SCS4601	Introduction to Cybersecurity	3	5	None
SCS4602	Network Traffic Analysis	3	5	SCS4601 Introduction to Cybersecurity
SCS4603	Infrastructure Security Technologies	3	5	SCS4601 Introduction to Cybersecurity
SCS3205	Video Processing	3	5	None
SCS2301	Calculus III	4	7	Calculus II with a minimum grade of C- or permission of the instructor

SCS2101	Chemistry I	3	5	None
SCS3204	Chemistry II	3	5	SCS2101 Chemistry I
SCS2103	General Biology	3	5	None
ECN2083	Introduction to Statistics	3	5	GEN1201/ECN1201 (Not available to students who have credit for OPM2201 or STAT2101)
OPM3131	Introduction to Operations Management	3	5	IFS2402 Probability and Mathematical Statistics

Final Attestation (4 credits, 8 ECTS)

Course Code	**Course Title**	**KIMEP credits**	**ECTS**	**Prerequisite**
Final Attestation Course				
SCS3900	Project 1	1	2	*Third-year student in the Bachelor of Science in Computer Science degree program*
SCS3901	Project 2	1	2	
SCS4900	Project 3	1	2	
SCS4901	Project 4	1	2	

EXAMPLE STUDY PLAN

The following tables are examples of programs of study that will help students finish the BSCS in four years.

1st Year					
Fall Semester			**Spring Semester**		
Course Code	**Course Title**	**Credits**	**Course Code**	**Course Title**	**Credits**
SCS1101	Calculus I	4	SCS1201	Calculus II	4
SCS1102	Physics I	3	SCS1202	Physics II	3
SCS1103	Physics I Lab	1	SCS1203	Physics II Lab	1
GEN/IRL1000	History of Kazakhstan	3		IHE Component and/or Elective Component (ASC Elective)	3

SCS1104	Structured Programming I	3	SCS1204	Structured Programming II	3
ENG1110	Academic Listening and Note Taking	3	ENG/GEN1100	Academic English Speaking	3
	TOTAL	17		**TOTAL**	17

2nd Year					
Fall Semester			**Spring Semester**		
Course Code	**Course Title**	**Credits**	**Course Code**	**Course Title**	**Credits**
SCS2101 OR SCS2103	Chemistry I or Biology	3	SCS2201	Introduction to Information Security and Ethics	3
SCS2102 OR SCS2104	Chemistry I or Biology Lab	1	SCS2202	Object Oriented Programming	3
SCS2105	Discrete Mathematics	3	SCS2203	Linear Algebra	3
SCS2106	Data Structure and Algorithms	3	GEN/OPM1300 or GEN/OPM2301	Information and Communication Technologies or Business Computer Applications	3
KAZxxxx	Kazakh language 1	3	KAZxxxx	Kazakh language 2	3
GEN2502	Cultural Studies 1 Kazakhstan	2	XXXX	Cultural Studies 1 Kazakhstan	3
	Program free electives	3			
	TOTAL	18		**TOTAL**	18

3rd Year					
Fall Semester			**Spring Semester**		
Course Code	**Course Title**	**Credits**	**Course Code**	**Course Title**	**Credits**

SCS3101	Probability and Statistics	3	SCS3201	Operating Systems	3
SCS3102	Intro to Artificial Intelligence	3	SCS3202	Software Engineering	3
SCS3103	Computer Architecture	3	SCS3203	Distributed Computing	3
SCS3104	Computer Networks	3		Required program elective group	3
GENxxxx	Physical Training	4			
ENG1120	Academic Reading and Writing I	3	ENG/GEN1121	Academic Reading and Writing II	3
SCS3900	Project 1	1	SCS3901	Project 2	1
			GEN/IRL2500 or GEN/IRL2510	Introduction to Philosophy or Principles of Ethics	3
	TOTAL	20		**TOTAL**	19

4th Year					
Fall Semester			**Spring Semester**		
Course Code	**Course Title**	**Credits**	**Course Code**	**Course Title**	**Credits**
SCS4101	Computer Graphics	3	SCS4201	Analysis of Algorithms	3
SCS4102	Database Systems	3	SCS4400	Internship	5
	Required program elective group	3		Required program elective group	3
	KIMEP wide- electives	3		KIMEP wide- electives	3
	Program free elective	3		Program free elective	3
GEN2501	Introduction to Social Sciences	3			
SCS4900	Project 3	1	SCS4901	Project 4	1
	TOTAL	19		**TOTAL**	18

BACHELOR OF INFORMATION SYSTEMS (BIS) – 6B06101

STATEMENT OF PURPOSE

The Bachelor of Information Systems (BIS) program provides students with fundamental and advanced knowledge and skills in the field of information systems, software development and development and management of information systems. Graduates of the program also acquire fundamental knowledge of accounting, finance, management and marketing.

INTENDED LEARNING OUTCOMES (ILOs) OF THE BIS PROGRAM

After successful completion of the BISB program, graduates will be able to:

- Demonstrate a proficiency in a second foreign language for efficient verbal and written business communication;
- Demonstrate and apply tools of mathematical and statistical analysis, and contemporary information technologies in solving managerial issues related to business processes and projects;
- Demonstrate and apply core business, management, and leadership principles and skills (in the field of management, marketing, operations management and business law), and integrate theory to practice aiming to solve managerial problems;
- Demonstrate and apply contemporary data collection methods related to business transactions and preparation of financial reports, as well as financial analysis and rational allocation of company's resources;
- Detect and correct present and potential issues related to ethics, responsibility and sustainability in the field of management;
- Plan and manage the information system of a company, organization, design a database;
- Apply skills in structuring & analysis of raw data sets of different origin;
- Use of intelligent systems for analyzing big data and making decisions with minimized risks;
- Be able to create their own systems, subsystems of storage, data processing, big data;
- Create and adapt ready-made software for the needs of the company, organization;
- Apply different well-known methods of data analysis and visualization for reporting and decision making;
- Apply modern hardware and software packages that form an information system on a local and network scale.

BIS CURRICULUM

To earn the Bachelor of Information Systems degree, students must complete 146 KIMEP credits or 240 ECTS.The following table illustrates the structure of the Program.

Category of courses	KIMEP credits	ECTS
General Education	36	56
Program Foundation	68	113
Program Specialization	36	60
Final Attestation	6	11
TOTAL	**146**	**240**

For General Education component please refer to "GENERAL EDUCATION REQUIREMENTS" part.

PROGRAM FOUNDATION COURSES (68 KIMEP CREDITS / 113 ECTS):

(1) Program foundation required courses (59 KIMEP credits/98 ECTS)
(2) Program foundation elective courses (9 KIMEP credits/15 ECTS)

Program Foundation Courses		KIMEP credits	ECTS	Prerequisite
Program Foundation Required Courses		**59**	**98**	60 KIMEP credits completed
BUS4251.1	**OPTION 1** Internship Program I	1	2	
IFS4251.2	Internship Program in IS II	2	3	
IFS4204	**OPTION 2** Decision Support Systems as Internship substitute	3	5	GEN/OPM 1300 or GEN/OPM 2301
ENG/GEN1100	Academic Speaking	3	5	
ENG/GEN1121	Academic Reading and Writing 2	3	5	
KAZ2103 OR RUS2103	Professional Kazakh (Russian)	2	3	
FIN2105	Business Microeconomics	3	5	ENG/GEN1120/GEN 1011
CIT2735	Introduction to Programming	3	5	GEN/OPM 1300 or GEN\OPM 2301
MGT3001	Principles of Management	3	5	ENG/GEN1120/GEN 1011
ACC2102	Financial Accounting 1	3	5	FIN2105
FIN3121	Financial Management	3	5	ACC2102, GEN/OPM2402 or IFS2402
IFS2203	Management Information Systems	3	5	GEN/OPM 1300 or GEN/OPM2301
MKT3130	Principles of Marketing	3	5	ENG/GEN1120/GEN 1011
MATH1202	Calculus	3	5	None
OPM3131	Introduction to Operations Management	3	5	GEN/OPM2402 or IFS2402
IFS2402	Probability and Mathematical Statistics	3	5	MATH1202
ACC2201	Management Accounting, I	3	5	ACC2102
FIN3210	Corporate Finance	3	5	FIN3121
LAW2202	Business Law	3	5	
MGT4201	Strategy and Business Policy	3	5	MGT3001,MKT3130, FIN3121, ACC2201+ to be 4th year student
OPM3011	Quantitative Methods for Business Data Analysis	3	5	GEN/OPM2402 or IFS2402

MATH1204	Mathematics for Computer Science	3	5	MATH1202
Program Foundation Elective Courses		**9**	**15**	
XXXX	Elective 1	3	5	
XXXX	Elective 2	3	5	
XXXX	Elective 3	3	5	
TOTAL		**68**	**113**	

BUS4251.1 Internship Program I and IFS4251.2 Internship Program in IS II must be taken concurrently.

PROGRAM SPECIALIZATION COURSES (36 KIMEP CREDITS/ 60 ECTS):

(1) Required Specialization Courses (27 KIMEP credits/ 45 ECTS) and
(2) Elective Specialization Courses (9 KIMEP credits/ 15 ECTS).

Program Specialization Courses		**KIMEP credits**	**ECTS**	**Prerequisite**
Program Specialization Required Courses		**27**	**45**	
IFS4203	Big Data Management and Analysis	3	5	GEN/OPM 1300 or GEN/OPM 2301
IFS2204	Algorithms and Data structures	3	5	none
IFS4204	Decision Support Systems	3	5	GEN/OPM 1300 or GEN/OPM 2301
CIT1303	Computer Networks	3	5	PHYS1201 Physics or GEN/OPM 1300 or GEN/OPM 2301
CIT2302	Database Management Systems inBusiness	3	5	GEN/OPM 1300 or GEN/OPM 2301
CIT2731	Data Visualization in Business	3	5	GEN/OPM 1300 or GEN/OPM 2301
CIT3734	Enterprise Web Applications	3	5	GEN/OPM 1300 or GEN/OPM 2301
CIT4242	Advanced Programming	3	5	CIT2735
IFS4251.3	Internship Program in IS III	3	5	IFS4251.2/IFS4201.2
Program Specialization Elective Courses		**9**	**15**	
IFS3745	Information Security Management	3	5	GEN/OPM 1300 or GEN/OPM 2301
IFS4302	IT Project Management	3	5	GEN/OPM 1300 or GEN/OPM 2301
IFS2301	Introduction to Data Science	3	5	GEN/OPM2402 or IFS2402
CIT3801	Software Engineering Concepts	3	5	GEN/OPM2402 or IFS2402
CIT3809	Mobile Programming	3	5	GEN/OPM 1300 or GEN/OPM 2301
CIT3810	Machine Learning	3	5	GEN/OPM 1300 or GEN/OPM 2301
CIT4740	Human Computer Interaction	3	5	GEN/OPM 1300 or GEN/OPM 2301
OPM4302	Project Management	3	5	OPM3131

IFS3201	Blockchain and Cryptocurrency	3	5	OPM3011, FIN3121, GEN/OPM2402 or IFS2402
IFS3202	ERP Development and Programming	3	5	IFS2204, CIT2302
CIT3806	Cryptographic Data Security	3	5	IFS2204
CIT3812	Programming in C	3	5	IFS2204
CIT3803	Python Programming	3	5	IFS2204
CIT3807	Programming in Java	5	5	IFS2204
CIT3814	Programming in PHP	3	5	IFS2204
CIT3815	Database Development with SQL	3	5	IFS2204
CIT3908	Cybersecurity	3	5	GEN/OPM 1300 or GEN/OPM 2301
IFS4305	Data Visualization	3	5	GEN/OPM 1300 or GEN/OPM 2301
IFS3730	Business Analytics	3	5	GEN/OPM2402, or IFS2402, GEN/OPM 1300 or GEN/OPM 2301
IFS4304	SAP System	3	5	CIT2302
OPM3215	Business Time Series Forecasting	3	5	OPM3011
IFS3203	Enterprise Resource Planning (ERP) Systems	3	5	CIT2302
IFS3290	New Trends in MIS	3	5	IFS2204
BUS3334	Ethics, Responsibility and Sustainability in Business	3	5	MGT3001
MGT3219	Corporate Social Responsibility	3	5	MGT3001
FIN2106	Business Macroeconomics	3	5	FIN2105
TOTAL		**36**	**60**	

IFS4204 Decision Support Systems is a Program Specialization course. In case of Decision Support Systems is allowed to be taken as Internship substitute, any high-level CIT/IFS course should be taken to meet credit requirements.

BIS SPECIALIZATIONS/MAJORS:

(1) Big Data Analytics
(2) Management Information Systems

To gain specialization in **Big Data Analytics**, students are required to complete the following courses:

Course Code	Course Title	KIMEP credits	ECTS
All 9 Program Required Specialization Courses		27	45
Any three courses from:			
IFS2301	Introduction to Data Science	3	5
CIT3803	Python Programming	3	5
OPM3215	Business Time Series Forecasting	3	5
IFS4302	IT Project Management	3	5
IFS4305	Data Visualization	3	5
IFS3730	Business Analytics	3	5

CIT3810	Machine Learning	3	5
CIT3815	Database Development with SQL	3	5
CIT3908	Cybersecurity	3	5
TOTAL		**36**	**60**

To gain specialization in **Management Information Systems**, students are required to choose the following specialized courses:

Course Code	Course Title	KIMEP credits	ECTS
All 9 Program Required Specialization Courses		27	45
Any three courses from:			
IFS3203	Enterprise Resource Planning (ERP) Systems	3	5
IFS3202	ERP Development and Programming	3	5
IFS4305	Data Visualization	3	5
OPM4302	Project Management	3	5
IFS3745	Information Security Management	3	5
IFS4302	IT Project Management	3	5
IFS3201	Blockchain and Cryptocurrency	3	5
IFS4304	SAP System	3	5
TOTAL		**36**	**60**

FINAL ATTESTATION (6 KIMEP CREDITS/11 ECTS):

OPTION 1

Final Attestation		KIMEP credits	ECTS	Prerequisite
BUS4271	Research Methods in Business Studies	3	5	3rd year student and GEN/OPM2402 or IFS2402 128 credits and BUS4271
IFS4272	Thesis	3	6	
TOTAL		**6**	**11**	

OPTION 2

Final Attestation		KIMEP credits	ECTS	Prerequisite
BUS4271	Research Methods in Business Studies	3	5	3rd year student and GEN/OPM2402 or IFS2402 128 credits and BUS4271
IFS4277	State Examination	1	6	
IFSxxxx	State Specialized Examinations	2		
TOTAL		**6**	**11**	

GRADUATE ENGLISH REQUIREMENTS

ENGLISH REQUIREMENTS FOR ADMISSION

All applicants seeking admission to a graduate program at KIMEP University must satisfy the regulations of the Ministry of Education and Science RK (MES). The language requirements of the MES stipulate one of the following:

A pass in the Foreign Language Test administered in August each year by the National Testing Center (the test is offered in English, French or German and applicants may choose the language they prefer)

An IELTS score of 6

A TOEFL score of 560

Applicants with an IELTS or TOEFL result have a score that indicates their proficiency in English, the language of instruction at KIMEP University. Those who choose to take the NTC test must also take the KIMEP English Placement Test (KEPT) so that the university may ascertain their level of proficiency in English.

Using the results of the IELTS, TOEFL or KEPT tests, the College of Humanities and Education will place graduate students in one of the following courses:

Direct admission to the academic program—for those with IELTS 6 or TOEFL 560 or a minimum of 70% in KEPT

Graduate Foundation English Level C—for those with a KEPT score of less than 40%

Graduate Foundation English Level B—for those with a KEPT score of 40-49%

Graduate Foundation English Level A—for those with a KEPT score of 50-59%

Four courses of Academic English for students with 60-69% in KEPT

No concurrent study in a program is possible until students demonstrate a proficiency level equivalent to 6 in IELTS, 560 in TOEFL or ≥70% in KEPT.

GRADUATE FOUNDATION

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

The Foundation English courses are as follows:

Course Code	Course Title	Level of Proficiency (at end of course)	Duration	Prerequisite
ENG5103	Graduate Foundation English C	Near Beginner to Mid-elementary A1+ on the CEFR	180 learning hours over a full semester	None
ENG5104	Graduate Foundation English B	Upper Elementary to Pre-intermediate A2 on the CEFR*	180 learning hours over a full semester	ENG5103 or requisite KEPT score
ENG5105	Graduate Foundation English A	Pre-intermediate to Intermediate B1 (mid) on the CEFR*	180 learning hours over a full semester	ENG5104 or requisite KEPT score

* Common European Framework of Reference

The primary goals of the Foundation Phase include not only the development of English language competence to a level that sustains study at master's level, but also the improvement of study and organizational skills, critical and analytical thinking, and other skills that contribute to successful university study at an advanced level.

Each Graduate Foundation English (GFE) course takes 540 learning hours, including class study, homework, individual and group projects, library and Internet research, independent study and other tasks. GFE courses are available during the summer for students who wish to be able to begin full-time studies in the Fall semester. Courses are defined in learning hours because students are expected to combine classroom interaction and learning with substantial time spent on work and study outside the class.
Placement in a GFE level is checked on the **first day** of classes. A verification test is administered in order to check the accuracy of the placement. It is compulsory for all new students to take this test. The results of the test will lead to one of three possible outcomes:

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

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

BANG COLLEGE OF BUSINESS GRADUATE PROGRAMS:

MASTER OF BUSINESS ADMINISTRATION (MBA) - 7M04108

STATEMENT OF PURPOSE
The Master of Business Administration (MBA) program at KIMEP is dedicated to train leaders who can effectively manage and successfully transform organizations both in Kazakhstan and internationally and solve contemporary business problems in a dynamic and competitive global marketplace, in a socially responsible manner.

MISSION
The mission of the Master of Business Administration program is to train and prepare full-time and part-time graduate students for leadership positions and service in business, public and non-profit organizations and for further postgraduate study, and to develop entrepreneurs. This is accomplished through an intellectual and practical multi-disciplinary approach to learning.

GOALS
The overarching goals of the MBA program are:

- to promote excellence in the study and practice of business administration through building and strengthening of the analytical, problem-solving, and leadership capacities of its graduates;
- to train leaders who can effectively manage and successfully transform organizations both in Kazakhstan and internationally; and
- to prepare high-quality decision-makers and business leaders capable of solving contemporary business problems in a dynamic and competitive global marketplace, in ethically and socially-responsible manner.

PROGRAM OBJECTIVES
The objectives of the MBA program are:

- to provide students with graduate-level knowledge and analytical skills needed to employees in business, public and non-profit organizations as well as higher education institutions. In particular, it aims to develop cross-functional knowledge among its graduates in the areas of Accounting, Finance, Management, Marketing, Information System, Operations Management and International Business;
- to educate graduate students for ethical service to their society and the broader regional and international community; and
- to provide graduates with a solid foundation knowledge and skills necessary for pursuing higher studies in areas relevant to business administration.

LEARNING OBJECTIVES

The MBA program's learning objectives are to ensure that graduates have:

1. Focused knowledge of functional and interdisciplinary areas of business administration, micro- and macro-economic business environment, and quantitative and qualitative research techniques.
2. Critical thinking and problem solving.
3. Leadership and managerial competences.
4. Cultural and ERS awareness as they apply in local, regional and international context.
5. Effective communication in written and oral English and collaboration with others in the pursuit of common objectives.

INTENDED LEARNING OUTCOMES (ILOS)

At the successful completion of the MBA program, graduates will be able to:

1. Demonstrate and synthesize critical knowledge and understanding of concepts and specialist theories related to functional areas of business such as management, marketing, finance, accounting, economics, and information systems.
2. Demonstrate creativity and originality in the application of knowledge, critical analysis, evaluation, and development of solution to complex business problems in local and global context.
3. Demonstrate advanced skills to undertake research or investigation of business problems using information technologies and research methods and techniques including quantitative and qualitative methods.
4. Communicate complex ideas and information in the functional areas of business effectively in a variety of formats and technologies.
5. Effectively work in teams with diverse groups as a team member or a leader in order to complete assigned tasks.
6. Demonstrate ability to respond to ethics, social responsibility and sustainability (ERS) challenges linked to the application of their knowledge and judgments.

DEGREE REQUIREMENTS

In order to obtain an MBA degree, a student must complete all necessary coursework with an overall GPA of 3.00 (with a maximum of 2C grades). Specific course requirements for the MBA program are as follows:

Courses	Credits	ECTS
Professional competencies development courses	**35**	**64**
Required Courses	6	10
Program Foundation Courses	12	23
Required Core Courses	8	13
Specialization courses	6	10
Internship	3	8
Personal and leadership development courses	12	20
Research Work	4	30

Final Attestation	1	12
Total	**52**	**126**

REQUIRED COURSES

There are two required courses as illustrated in the following table:

Course Code	Course Title	Credits/ ECTS	Prerequisite
BUS5200	Business Research Methods	3 / 5	none
MGT5250	Strategic Management	3 / 5	MGT5201, ACC5203, FIN5202, MKT5202
Total		**6 / 10**	

PROGRAM FOUNDATION COURSES

There are seven foundation courses that introduce concepts and terminology to students with no prior knowledge of the subject matter as illustrated in the following table:

Course Code	Course Title	Credits/ ECTS	Prerequisite
ACC5001	Foundations of Accounting	1.5 / 3	none
FIN5001	Foundations of Finance	1.5 / 3	none
MKT5001	Foundations of Marketing	1.5 / 3	none
MGT5001	Foundations of Management	1.5 / 3	none
IFS5001	Foundations of Information Systems	1.5 / 3	none
OPM5001	Foundations of Operations Management	1.5 / 3	none
FIN5200	Managerial Economics	3 / 5	none
Total		**12/23**	

Admitted students without necessary business education background are required to take the foundation courses at the beginning of the program. For students who have prior relevant certified learning, waivers/transfers of these foundation courses can be given under a set of principles, without compromising the attainment of the competences embedded in the MBA program.

The MBA program offers possibilities of waiver/transfer of foundation courses, for up to 12 credits, to students admitted to the MBA program. In order to be eligible, a student must have:

- The necessary business or business-related education - having completed a bachelor's degree in Business Administration / Economics / Public Administration / etc[12]. - from a reputed university: and
- The medium of instruction of the bachelor degree must be English;
- The bachelor courses used for waiver/transfer must have significantly similar curricula and ILOs to the corresponding MBA Foundation courses curricula and ILOs;
- The bachelor courses used for waiver/transfer must have required more learning hours than the corresponding MBA Foundation course; and
- The bachelors courses must have been passed at a higher level – "B-" (2.67/4.33) or above grade

The waiver/transfer equivalence table is shown below.

[12] However, if a student holds a different degree, course waiver/transfer can be given if the other conditions are met.

MBA Foundation Courses		Eligible Bachelor Courses for Waiver/Transfer*		
Title	**Credits**	**Title**	**Credits**	**Minimum Grade****
ACC5001 Foundations of Accounting	1.5	Financial Accounting	3	B-
FIN5001 Foundations of Finance	1.5	Principles of Finance	3	B-
MGT5001 Foundations of Management	1.5	Principles of Management	3	B-
MKT5001 Foundations of Marketing	1.5	Principles of Marketing	3	B-
IFS5001 Foundations of Information Systems	1.5	Management Information Systems	3	B-
OPM5001 Foundations of Operations Management	1.5	Introduction to Operations Management	3	B-
FIN5200 Managerial Economics	3	Business Microeconomics and Business Macroeconomics	6	B-

* A course, or combination of courses, with different course titles, but significantly similar curricula and ILOs of the relevant MBA course, may be considered as equivalent.

** In case more than one bachelor courses are used to justify a waiver/transfer, average grade is considered.

REQUIRED CORE COURSES

Course Code	Course Title	Credits / ECTS	Prerequisite
ACC5203	Financial Reporting and Management Control	3 / 5	ACC5001
MGT5201	Organizational Behavior and Leadership Ethics	3 / 5	none
MGT5100	Business Communications	2 / 3	none
Total		**8 / 13**	

ELECTIVE COURSES

Course Code	Course Title	Credits / ECTS	Prerequisite
BUS52xx	Business Consulting Project	3 / 5	Completion of 24 credits

PERSONAL AND LEADERSHIP DEVELOPMENT COURSES

Course Code	Course Title	Credits / ECTS	Prerequisite
FIN5202	Corporate Finance	3 / 5	FIN5001
MKT5202	Advanced Marketing Management	3 / 5	MKT5001
OPM5203	Logistics and Supply Chain Management	3 / 5	OPM5001
MGT5211	International Business	3 / 5	none
Total		**12/20**	

INTERNSHIP, MBA THESIS AND FINAL ATTESTATION

An Internship and a Thesis related to the major is required. Students without a major will undertake Internship and Thesis in general business or in any specialization/major area.

Course Code	Course Title	Credits / ECTS	Prerequisite
ACC/FIN/MGT /MKT/OPM5270	Internship	3 / 8	ACC5203/FIN5202/MKT5202 /MGT5201/OPM5203

Total	**3 / 8**	

RESEARCH WORK, INCLUDING MBA THESIS

ACC/FIN/MGT/MKT/OPM 5275	MBA Thesis*	3 / 18	BUS5200
ACC/FIN/MGT/MKT/OPM5271	Research (Scientific) Internship	1 / 12	BUS5200
Total		**4 / 30**	

*Note: Master Thesis results should be presented in a scientific-practical conference and/or in a journal publication.

FINAL ATTESTATION

ACC/FIN/MGT/MKT5275.01	MBA Thesis Defense**	1 / 12	BUS5200
Total		**1 / 12**	

**Master students are not allowed for Thesis Defense without a conference and/or journal paper.

SPECIALIZATIONS

MBA students may acquire specialized knowledge in the following areas **(6 credits)**:

- Accounting and Audit
- Finance
- Management
- Marketing
- Logistics and Supply Chain Management

However, students may receive an MBA without a specialization.

Program Plan

Students may take courses in any order they wish as long as a course's prerequisites are met. The following schedule is suggested to ensure that students make orderly progress towards degree completion.

A Suggested Schedule Assuming Fall Entry and No Business Education Background (August 2024 – May 2026 = 2 years)			
1st year			
Fall	***14 credits***	***Spring***	***12 credits***
ACC5001 FIN5001 MGT5001 MKT5001 IFS5001 OPM5001 MGT5100 MGT5201	Foundations of Accounting Foundations of Finance Foundations of Management Foundations of Marketing Foundations of Information Systems Foundations of Operations Management Business Communications Organizational Behavior and Leadership Ethics	ACC5203 FIN5202 BUS5200 FIN5200	Financial Reporting and Management Control Corporate Finance Business Research Methods Managerial Economics
Summer I & II	***9 credits***		

MGT5211 OPM5203 ACC/FIN/MGT/ MKT5270	International Business Logistics and Supply Chain Management Internship		
2nd year			
Fall	***9 credits***	***Spring***	***8 credits***
XXXxxxx XXXxxxx MKT5202	Specialization Elective Specialization Elective Advanced Marketing Management	MGT5250 XXX5275 XXX52xx XXX52xx	Strategic Management MBA Thesis Research Internship Thesis Defense

MBA: ACCOUNTING AND AUDIT SPECIALIZATION

Accounting involves the measurement, recording and reporting of financial information that is critical for management decision-making in organizations. Managers need to understand how accounting information may be used to make decisions, control processes and people, and motivate employees. In addition to use this information effectively, managers need to be familiar with the manner in which Annual Financial Statements, Budgets and Variance Reports, etc. are constructed. Crucially also, managers need to understand their personal and legal responsibilities for internal control and for reporting financial information.

The MBA program offers a 4-course specialization (including the MBA Thesis and Internship courses) in "Accounting and Audit" that addresses the broad range of issues described above. The specialization prepares students both for careers as managers, and for careers in accounting, auditing, controllership, treasury functions and budgeting. The Accounting specialization will help prepare students to sit for such professional exams as the CPA, CMA, ACCA, etc.

ACCOUNTING AND AUDIT SPECIALIZATION COURSES

Any 2 Elective Courses from the list below*		**Credits / ECTS**	**Prerequisite**
ACC5212	Financial Statements Analysis	3 / 5	ACC5203
ACC5209	Advanced Accounting	3 / 5	ACC5203
ACC5206	Auditing	3 / 5	ACC5203
ACC5260	Selected Topics in Accounting	3 / 5	ACC5203
OPM5204	Advanced Quantitative Research Methods for Business	3 / 5	BUS5200

*Note: MBA students for their major elective courses could choose from the list of specialization courses of MACTA program.

EXIT CRITERIA FOR ACCOUNTING AND AUDIT SPECIALIZATION

Exit criteria: At the time of graduation, a student will be required to have a minimum overall GPA of 3.00 in Accounting courses (GPA of the core Accounting course and the four courses for Specialization in Accounting, including Thesis and Internship).

MBA: FINANCE SPECIALIZATION

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 4-course specialization (including the MBA Thesis and Internship courses) in Finance can seek career opportunities, either domestically or internationally, in the following areas:

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

FINANCE SPECIALIZATION COURSES

Any 2 Elective Courses from the list below		Credits / ECTS	Prerequisite
FIN5206	Investment Management	3 / 5	FIN5202
FIN5210	Financial Derivatives	3 / 5	FIN5202
FIN5214	Risk Management and Insurance	3 / 5	FIN5202
FIN5260	Selected Topics in Finance	3 / 5	FIN5202
OPM5204	Advanced Quantitative Research Methods for Business	3 / 5	BUS5200

*Note: MBA students for their major elective courses could choose from the list of specialization courses of MFIN program.

EXIT CRITERIA FOR FINANCE SPECIALIZATION

Exit criteria: At the time of graduation, a student will have to have a minimum overall GPA of 3.00 in Finance courses (GPA of Finance courses including the core course and four Finance courses for specialization, including Internship and Thesis).

MBA: MANAGEMENT SPECIALIZATION

A 4-course specialization (including the MBA Thesis and Internship courses) in Management 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 specialization 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 SPECIALIZATION COURSES

Any 2 Elective Courses from the list		Credits / ECTS	Prerequisite
MGT5207	Human Resources Management	3 / 5	MGT5201

MGT5230	Innovation Management	3 / 5	MGT5201
MGT5206	Leadership and Motivation	3 / 5	MGT5201
MGT5227	Change Management	3 / 5	MGT5201
MGT5260	Selected Topics in Management	3 / 5	MGT5201
MGT5104	Project Management	3 / 5	none
MGT5113	Ethics, Responsibility and Sustainability in Management	3 / 5	none
OPM5100	Business Analytics	3 / 5	none
OPM5204	Advanced Quantitative Research Methods for Business	3 / 5	BUS5200

MBA: MARKETING SPECIALIZATION

a. 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.

b.

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

MARKETING SPECIALIZATION COURSES

Any 2 Elective Courses from the list below		Credits / ECTS	Prerequisite
MKT5203	Consumer Behavior and Marketing Strategy	3 / 5	MKT5202
MKT5206	Marketing Research	3 / 5	MKT5202
MKT5204	Integrated Marketing Communications	3 / 5	MKT5202
MKT5213	Event Marketing	3 / 5	MKT5202
MKT5214	Strategic Brand Management	3 / 5	MKT5202
MKT5260	Selected Topics in Marketing	3 / 5	MKT5202
MKT5108	Project Management in Marketing	3 / 5	MKT5202
MKT5120	Digital Marketing	3 / 5	MKT5202
MKT5132	Selling and Sales Management	3 / 5	MKT5202
MKT5107	Ethics, Responsibility and Sustainability in Marketing	3 / 5	none
OPM5100	Business Analytics	3 / 5	none
OPM5204	Advanced Quantitative Research Methods for Business	3 / 5	BUS5200

MBA: Logistics and Supply Chain Management SPECIALIZATION

Logistics and Supply Chain Management widely used in business for the range of activities associated with the movement, storage and handling of materials. The program enables to develop enhanced quantitative and qualitative skills to support decision making in any logistic area within an organization. Logistics and supply chain management problems may include inventory, transportation, warehousing, location, reverse and customer and supplier relationships. These aspects will, provide the managers with competitive advantage.

The MBA program offers a 4-course specialization (including the MBA Thesis and Internship courses) in "Logistics and Supply Chain Management" that addresses the broad range of issues described above. The specialization prepares students both for careers as managers, and for careers in logistics and supply chain management.

LOGISTICS AND SUPPLY CHAIN MANAGEMENT SPECIALIZATION COURSES

Any 2 Elective Courses from the list below		Credits / ECTS	Prerequisite
OPM52xx	Analytical Methods for Logistics and Supply Chain Management	3 / 5	OPM5203
OPM5204	Advanced Quantitative Research Methods for Business	3 / 5	BUS5200
OPM52xx	Project Management in Logistics	3 / 5	OPM5203
OPM52xx	Transportation and Warehouse Logistics	3 / 5	OPM5203

MASTER OF ACCOUNTING AND AUDIT (MACTA) – 7M04104

STATEMENT OF PURPOSE

Master of Accounting and Audit program at Bang College of Business, KIMEP University is designed to prepare high quality Accounting and Auditing professions capable of solving complex business problems in today's global business markets. The program provides unique opportunities and a natural progression route necessary for gaining the prestigious ACCA qualification and building a successful professional career in areas relevant to accounting, auditing, and taxation.

MISSION

The mission of the Master of Accounting and Audit program is to train and prepare accounting, auditing and taxation specialists for leadership positions in business, public and non-profit organizations, for further postgraduate study and to develop entrepreneurs. This is accomplished through an intellectual and practical multi-disciplinary approach to learning. Bang College of Business at KIMEP University has an excellent reputation for its Accounting programs and it consists of teaching professionals that have a variety of research interests, including corporate governance, fair value accounting, earnings management, corporate disclosures, and professional education. They also have experience of delivering business seminars and trainings to corporate clients and multinational organizations on topics including corporate reporting, governance, performance management, risk management, and assurance services.

GOALS

The overarching goals of the Master of Accounting and Audit program are:

- to promote excellence in the study and practice of accounting and auditing fields through advancing analytical, problem-solving, communication, team working, independent learning , lifelong learning, and leadership skills that are vital in the workplace;
- to train accounting professionals and business managers who can effectively manage and successfully transform organizations in today's global business markets; and
- to prepare high-quality accounting and finance leaders capable of solving complex business problems in a modern and competitive business environment, in an ethically and socially-responsible manner.

PROGRAM OBJECTIVES

The objectives of the Master of Accounting and Audit program are:

- to provide the opportunity for students to advance their research and analytical skills that are necessary for professional accountants and highly qualified auditors. In particular, the program helps students to develop cross-functional knowledge in the areas of Accounting, Auditing, Taxation, Finance, Corporate Governance, Management, Marketing, Information Systems, and International Business;
- to educate graduates with business ethics needed to provide moral values and professional judgments as they apply in accounting and auditing services.; and
- to provide graduates with a natural progression route necessary for gaining prestigious accounting qualifications and building a successful professional career in areas relevant to accounting, auditing, and taxation.

LEARNING OBJECTIVES

Master of Accounting and Audit program's learning objectives are to ensure that graduates have:

- A satisfactory knowledge of:
  - underlying principles and concepts of financial reporting along with applications of accounting standards and interpretations in the preparation, interpretation, analysis, communication and reporting of financial statements of single entities and business groups;
  - the core business disciplines including Financial Reporting, Management Control Systems, Taxation, Audit and Assurance, Finance, Governance and Ethics, Corporate Law, Business Communication, and Organizational Behavior and Ethics;
  - international Financial Reporting Standards (IFRS), International Accounting Standards (IAS), and other interpretations and pronouncements related to financial and corporate reporting;
  - the operation and scope of tax systems of both Kazakhstan and International practices;
  - interdisciplinary nature and challenges of business operations and governance issues of organizations, in a global context;
  - quantitative and qualitative techniques of problem solving used in managerial decision making;
  - professional ethics needed to carry out the role of accounting and audit professionals relating governance, internal control, compliance, and the management of risk within an organization, in the context of an overall ethical framework;
- And the necessary cognitive, inter-personal and self-management skills to:
  - undertake supervised independent research, involving the synthesis and application of theoretical constructs to topics in the fields of accounting, auditing, taxation, and finance with a specific focus on Kazakhstan and International practices;
  - communicate ideas and information clearly and effectively both in written and oral English;
  - use information technology for the retrieval, analysis and presentation of information;
  - work effectively in a team in the pursuit of common objectives.

INTENDED LEARNING OUTCOMES (ILOS)

At the successful completion of the Master of Accounting and Audit program, graduates will be able to:

1. prepare, interpret, and analyze financial statements of single entities and business groups through applications of accounting standards and interpretations;
2. deal with management accounting techniques and tools to solve problems surrounding cost allocation, pricing, budgeting, decision making, variance analysis, performance measurement, capital budgeting, etc;
3. recognize the regulatory environment and its impact on audit and assurance practices, identify and formulate the work required to meet the objectives of audit as well as non-audit assignments and apply the relevant Standards on Auditing, evaluate the results and findings of audit work performed and draft suitable reports on assignments;

4. explain impact of relevant taxes on various situations and courses of actions, to determine the tax planning possibilities and apply relevant legitimate tax planning techniques, as well as to communicate professionally with the clients, tax authorities and other professionals;
5. define governance, explain its function in the effective management and control of resources, and demonstrate the application of professional values and judgment trough an ethical framework;
6. describe and apply various financial tools and techniques used for effective investing and financing decision-making;
7. undertake supervised independent research and practical training, involving application of theoretical constructs related to accounting and auditing in the context of Kazakhstan and International practices;
8. use information technology for the retrieval, analysis, and presentation of information for effective management of business organizations;
9. apply accounting principles and practices with high ethical standard, socially responsible ways and meeting global sustainability standards.

DEGREE REQUIREMENTS

In order to obtain a Master of Accounting and Audit degree, a student must complete all necessary coursework with an overall GPA of 3.00 (with a maximum of 2 C grades). Specific course requirements for the Master of Accounting and Audit program are as follows:

FOUNDATION COURSES

There are four foundation courses that introduce concepts and terminology to students with no prior knowledge of the subject matter as illustrated in the following table:

Course Code	Course Title	Credits/ ECTS	Prerequisite
ACC5001	Foundations of Accounting	1.5 / 3	none
FIN5001	Foundations of Finance	1.5 / 3	none
FIN5200	Managerial Economics	3 / 5	none
ACC5203	Financial Reporting and Management Control	3 / 5	ACC5001
Total		**9/16**	

Prospective students without relevant **business/economics/accounting/finance** education background are required to complete foundation courses. However, foundation courses may be waived based on prospective student's previous educational and professional background.

CURRICULUM

Courses	Credits	ECTS
Core Courses	**8**	**13**
Specialization Elective Courses	**15**	**29**
Research Work	**6**	**15**
Final Attestation	**1**	**8**
Total	**30**	**65**

PROGRAM CORE COURSES

Course Code	Course Title	Credits	ECTS	Prerequisite
MGT5100	Business Communications (Professional Foreign Language)	2	3	none
MGT5201	Organizational Behavior and Leadership Ethics (Management and Psychology)	3	5	none

	One out of 3 below elective courses			
FIN5101	Quantitative Analysis	3	5	none
OPM5101	Data Analytics	3	5	none
ACC5103	Foundation of Research in Accounting	3	5	none
	Total	**8**	**13**	

PROGRAM ELECTIVE SPECIALIZATION COURSES
(Internship and any four elective courses from the following list)

Course Code	Course Title	Credits	ECTS	Prerequisite
ACC5105	Performance Management	3	5	FIN5101 or (ACC5203 for MBA)
ACC5107.1	Financial Reporting	3	5	FIN5101 or (ACC5203 for MBA)
ACC5108	Audit and Assurance	3	5	FIN5101 or (ACC5203 for MBA)
ACC5116	Advanced Taxation	3	5	FIN5101 or (ACC5203 for MBA)
ACC5120	Modern Trend in Corporate Reporting	3	5	FIN5101 or (ACC5203 for MBA)
ACC5110	Current Issues in Accounting	3	5	FIN5101 or (ACC5203 for MBA)
ACC5121	Corporate Governance and Sustainability	3	5	FIN5101 or (ACC5203 for MBA)
ACC5130	Case Studies in Accounting	3	5	FIN5101 or (ACC5203 for MBA)
FIN5109	Corporate Finance	3	5	FIN5101 or (FIN5001 for MBA)
FIN5104	Advanced Financial Statement Analysis	3	5	FIN5101 or (FIN5202 for MBA)
FIN5116	Fundamentals and Technical Analysis	3	5	FIN5101 or (FIN5202 for MBA)
FIN5102	Applied Risk Management	3	5	FIN5101 or (FIN5202 for MBA)
FIN5110	Financial Econometrics	3	5	FIN5101 or (FIN5202 for MBA)
FIN5118	Empirical Asset Pricing	3	5	FIN5101 or (FIN5202 for MBA)
ACC51xx	Ethics, Responsibility and Sustainability in Accounting	3	5	FIN5101 or (FIN5202 for MBA)
ACC5170.3	Internship: Directed Project/ Study in Accounting	3	9	none
	Total	**15**	**29**	
**A student must complete any 4 courses from this list.*				

RESEARCH WORK, INCLUDING MASTER THESIS

Course Code	Course Title	Credits	ECTS	Prerequisite
ACC5150	Master Thesis*	2	8	none
ACC5171	Research Internship	1	2	none
BUS5200	Business Research Methods	3	5	none
Total		**6**	**15**	

*Note: Master Thesis results should be presented in a scientific-practical conference and/or in a journal publication.

FINAL ATTESTATION

Course Code	Course Title	Credits	ECTS	Prerequisite
ACC5175.1	Thesis Defense and Publications **	1	8	none
Total		**1**	**8**	

** Note: Master students are not allowed for Thesis Defense without a conference and/or journal paper.

INDICATIVE PROGRAM STUDY PLAN

Fall (year 1)	***17 credits/32 ECTS***
MGT5100	Business Communication (2) / 3
MGT5201	Organizational Behavior and Leadership Ethics (3)/5
BUS5200	Business Research Methods (3)/5*
FIN5101	Quantitative Analysis (3)/5*
ACC5170.3	Internship: Directed Projects in Accounting (3) /9
ACC51xx	Elective Course (3) /5
Spring (year 1)	***13 credits/33 ECTS***
ACC51xx	Elective Course (3) / 5
ACC51xx	Elective Course (3) / 5
ACC51xx	Elective Course (3) /5
ACC5171	Research Internship (1)/2
ACC5150.2	Master Thesis (2)/8
ACC5175.1	Thesis Defense and Publications (1) / 8

MASTER OF FINANCE (MFIN) – 7M04105

STATEMENT OF PURPOSE

The Master of Finance program at KIMEP is committed to educating a future generation of competent and ethical investment professionals confident that their knowledge, skills, and abilities are at the highest level generally accepted and applied by the investment profession throughout the world. This education will transform Almaty into truly a regional financial center and Kazakhstan into a highly competitive nation in the financial sphere. The wealth temporarily achieved from the extraction of natural resources will have the opportunity to be invested in a sustainable, ethical, and socially responsible manner to promote innovation and dynamic growth for future generations.

MISSION

The mission of the Master of Finance program is to train and prepare full-time graduate students for leading positions in finance and investments. This will be accomplished by relying heavily on the Chartered Financial

Analyst Program curriculum of the CFA Institute. This body of knowledge which is constantly updated will insure that our Master of Finance program truly reflects relevant global best-practices. In addition we will complement this practitioner-oriented curriculum with additional academic scholarly-research material, an internship and a master's thesis.

GOALS

The goals of the Masters of Finance program are:

- to nurture the highest level of ethics and integrity in our students and to instill an understanding of the critical importance of ethics for the investment profession;
- to educate leaders who will transform the investment profession in Kazakhstan and the region; and
- to prepare the highest-quality research analysts, valuation experts, securities traders, financial advisors, portfolio managers, and consultants who will have successful careers due to their world-class competitive knowledge, skills, and abilities.

PROGRAM OBJECTIVES

The objectives of the Masters of Finance program are:

- to train our students in the leading areas of economics, quantitative methods, financial reporting and analysis, and corporate finance;
- to educate our students in a complete range of investment instruments: equity investments, fixed income, derivatives, and alternative investments;
- to provide graduates with a solid foundation in the skills and knowledge necessary for portfolio management and wealth planning; and
- to teach the ethical and professional standards of the global investment industry.

LEARNING OBJECTIVES

The Master of Finance program's learning objectives are to ensure that graduates have:

- A satisfactory knowledge and practical skills for:
  - application of advanced theoretical and practical knowledge in the field of finance;
  - training of managers and professionals of international level for the development of financial and investment activities in Kazakhstan and the region;
  - training of highly qualified analysts, experts in financial market assessment and securities trading;
  - solving complex business problems in a modern and competitive business environment in compliance with ethical and social requirements
  - management of financial flows of enterprises of various organizational forms;
  - project financing;
  - investment activity in the securities market, issuance of securities by the company;
  - financial analysis of the company's economic activities;
  - implementation of scientific research in the field of finance;
  - knowledge of regulatory and legal documents in the field of corporate finance and the securities market;
  - possession of means and methods of systemic organization of financial management at enterprises, including the banking sector
- And the necessary cognitive, inter-personal and self-management skills to:
  - undertake supervised independent research, involving the synthesis and application of theoretical constructs to topics in the field of investments, with a specific focus on Kazakhstan and Central Asia;
  - communicate ideas and information clearly and effectively in written and oral English;
  - use information technology for the retrieval, analysis and presentation of information; and
  - work effectively with others in the pursuit of common objectives.

INTENDED LEARNING OUTCOMES (ILOS)

At the successful completion of the Master of Finance program, graduates will be able to:

1. Demonstrate a thorough understanding of the professional code of practice and ethical practices in the investment profession;
2. Effectively utilize quantitative tools and methodologies in investment research;
3. Analyze investment opportunities utilizing economic and financial accounting data;
4. Demonstrate a deep understanding of various investment instruments, i.e. equities, fixed income, derivatives, and alternative investments;
5. Construct appropriate and optimal investment portfolios for different investors taking into consideration investment objectives, time horizon, risk tolerance, and taxes and other special considerations;
6. Use information technology for the retrieval, analysis, and presentation of information for effective management of business organizations;
7. Undertake supervised independent research and practical training, involving application of theoretical constructs related to finance and particularly investment management in the context of Kazakhstan and the Central Asian and CIS region; and
8. Synthesize cross-functional knowledge of the investment process and apply this knowledge to the practice of financial firms and other businesses in a global context.
9. apply accounting principles and practices with high ethical standard, socially responsible ways and meeting global sustainability standards.

DEGREE REQUIREMENTS

In order to obtain a Master of Finance degree, a student must complete all necessary coursework with an overall GPA of 3.00 (with a maximum of 2C grades). Specific course requirements for the Master of Finance program are as follows:

FOUNDATION COURSES

There are four foundation courses that introduce concepts and terminology to students with no prior knowledge of the subject matter as illustrated in the following table:

Course Code	Course Title	Credits/ ECTS	Prerequisite
ACC5001	Foundations of Accounting	1.5 / 3	none
FIN5001	Foundations of Finance	1.5 / 3	none
FIN5200	Managerial Economics	3 / 5	none
ACC5203	Financial Reporting and Management Control	3 / 5	ACC5001
Total		**9/16**	

Prospective students without relevant **business/economics/accounting/finance education background** are required to complete foundation courses. However, foundation courses may be waived based on prospective student's previous educational and professional background.

CURRICULUM

Courses	Credits	ECTS
Core Courses	**8**	**13**
Program Specialization Courses	**15**	**29**
Research Work	**6**	**15**
Final Attestation	**1**	**8**
Total	**30**	**65**

PROGRAM CORE COURSES

Course Code	Course Title	Credits	ECTS	Prerequisite
MGT5100	Business Communications (Professional Foreign Language)	2	3	none
MGT5201	Organizational Behavior and Leadership Ethics (Management and Psychology)	3	5	none
	One out of 3 below elective courses			
FIN5101	Quantitative Analysis	3	5	none
OPM5101	Data Analytics	3	5	none
FIN5108	Foundation of Research in Finance	3	5	none
	Total	**8**	**13**	

PROGRAM ELECTIVE SPECIALIZATION COURSES
(Internship and any four elective courses from the following list)

Course Code	Course Title	Credits	ECTS	Prerequisite
FIN5109	Corporate Finance	3	5	FIN5101
FIN5102	Applied Risk Management	3	5	FIN5101 or (FIN5202 for MBA)
FIN5104	Advanced Financial Statement Analysis	3	5	FIN5101 or (FIN5202 for MBA)
FIN5106	Current Issues in Finance	3	5	FIN5101 or (FIN5202 for MBA)
ACC5121	Corporate Governance and Sustainability	3	5	FIN5101 or (FIN5202 for MBA)
FIN5119	Fixed Income Securities	3	5	FIN5101 or (FIN5202 for MBA)
FIN5127	Alternative Investments	3	5	FIN5101 or (FIN5202 for MBA)
FIN5141	Portfolio Management and Behavioral Finance	3	5	FIN5101 or (FIN5202for MBA)
FIN5112	M&A and Corporate Control	3	5	FIN5101 or (FIN5202 for MBA)
FIN5114	Fintech Foundation s and Applications	3	5	FIN5101 or (FIN5202 for MBA)
FIN5110	Financial Econometrics	3	5	FIN5101 or (FIN5202 for MBA)
FIN5116	Fundamentals and Technical Analysis	3	5	FIN5101 or (FIN5202 for MBA)
FIN5118	Empirical Asset Pricing	3	5	FIN5101 or (FIN5202 for MBA)
FIN5130	Case Studies in Finance	3	5	FIN5101 or (FIN5202 for MBA)
FIN5125	Derivatives	3	5	FIN5101 or (FIN5202 for MBA)

FIN5206	Investment Management	3	5	FIN5101 or (FIN5202 for MBA)
FIN51xx	Ethics, Responsibility and Sustainability in Finance	3	5	FIN5101 or (FIN5202 for MBA)
FIN5170.3	Directed Project/ Study in Finance	3	9	none
	Total	**15**	**29**	
**A student must complete any 4 courses from this list*				

RESEARCH WORK, INCLUDING MASTER THESIS

Course Code	Course Title	Credits	ECTS	Prerequisite
FIN5150.2	Master Thesis*	2	8	none
FIN5171	Research Internship	1	2	none
BUS5200	Business Research Methods	3	5	none
Total		**6**	**15**	

*****Note: Master Thesis results should be presented in a scientific-practical conference and/or in a journal publication.

FINAL ATTESTATION

Course Code	Course Title	Credits	ECTS	Prerequisite
FIN5175.1	Thesis Defense and Publications **	1	8	none
Total		**1**	**8**	

**Note: Master students are not allowed for Thesis Defense without a conference and/or journal paper.

INDICATIVE PROGRAM STUDY PLAN

Fall (year 1)	***17 credits/32 ECTS***
MGT5100	Business Communication (2) / 3
MGT5201	Organizational Behavior and Leadership Ethics (3)/5
BUS5200	Business Research Methods (3)/5*
FIN5101	Quantitative Analysis (3)/5*
FIN51xx	Elective Course (3) /5
FIN5170.3	Internship: Directed Projects in Finance (3) /9
Spring (year 1)	***13 credits/33 ECTS***
FIN51xx	Elective Course (3) /5
FIN51xx	Elective Course (3) /5
FIN51xx	Elective Course (3) /5
FIN5171	Research Internship (1)/2
FIN5150.2	Master Thesis (2)/8
FIN5175.1	Thesis Defense and Publications (1)/8

MASTER OF MARKETING (MMKT) – 7M04102

STATEMENT OF PURPOSE

The Master of Marketing program at KIMEP is dedicated to train professionals who can successfully develop and manage marketing activities of organizations both in Kazakhstan and internationally in a socially responsible manner.

MISSION

The mission of the Master of Marketing program is to train and prepare graduate students for leadership positions and service in various organizations. This is accomplished through an intellectual and practical multi-disciplinary approach to learning.

GOALS

The overarching goals of the Master of Marketing program are:

- to promote excellence in the study and practice of Marketing through the building and strengthening of the analytical, problem-solving, and leadership capacities of its graduates;
- to train leaders who can effectively manage and successfully transform organizations both in Kazakhstan and internationally; and
- to prepare high-quality decision-makers and business leaders capable of solving contemporary business problems in a dynamic and competitive global marketplace, in ethically and socially-responsible manner.

PROGRAM OBJECTIVES

The objectives of the Master of Marketing program are:

- to provide students with graduate-level knowledge and analytical skills needed to managers in business, public and non-profit organizations as well as higher education institutions. In particular, it aims to develop specialized knowledge and skills among its graduates in the areas of Marketing, Management, and International Business;
- to educate graduate students for ethical service to their society and the broader regional and international community; and
- to provide graduates with a solid foundation knowledge and skills necessary for pursuing higher studies in areas relevant to business administration.

LEARNING OBJECTIVES

The Master of Marketing program's learning objectives are to ensure that graduates have:

- A satisfactory knowledge of:
    - the micro-economic business issues and macro-economic business environment;
    - the core business disciplines of Organizational Behavior, Business Communications, Strategic Marketing Management, Marketing Planning, Marketing Research;
    - the local, regional and international business perspectives;
    - interdisciplinary nature and challenges of business operations and strategic management of organizations, in a global context;
    - quantitative and qualitative techniques of problem solving; and
    - ethics as they apply to business practices.
- And the necessary cognitive, inter-personal and self-management skills to:

- undertake supervised independent research, involving the synthesis and application of theoretical constructs to topics in the field of investments, with a specific focus on Kazakhstan and Central Asia;
- communicate ideas and information clearly and effectively in written and oral English;
- use information technology for the retrieval, analysis and presentation of information; and
- work effectively with others in the pursuit of common objectives.

INTENDED LEARNING OUTCOMES (ILOS)

At the successful completion of the Masters of Marketing program, graduates will be able to:

1. Demonstrate critical knowledge and understanding of marketing concepts and theories.
2. Demonstrate originality in the application of theories, methods, and knowledge to develop solutions to complex marketing problems in local and global context.
3. Conduct independent research involving application of theoretical constructs related to marketing.
4. Communicate complex ideas and information effectively in a variety of formats and technologies.
5. Work effectively as a team member or a leader in order to complete project according to deadlines.
6. Demonstrate ability to respond to ethics, social responsibility and sustainability (ERS) challenges in marketing and conduct business according to ethical norms.

DEGREE REQUIREMENTS

In order to obtain a Master of Marketing degree, a student must complete all necessary coursework with an overall GPA of 3.00 (with a maximum of 2 C grades). Specific course requirements for the Master of Marketing program are as follows:

Courses	**Credits**	**ECTS**
Core Courses	8	12
Specialization Courses	15	29
Research Work	6	15
Final Attestation	1	8
Total	**30**	**64**

PROGRAM CORE COURSES

Course Code	**Course Title**	**Credits**	**ECTS**	**Prerequisite**
MGT5100	Business Communications (Professional Foreign Language)	2	3	none
MGT5201	Organizational Behavior and Leadership Ethics (Management and Psychology)	3	5	none
MKT5101	Fundamentals of Marketing	1.5	2	none
MGT5110	Fundamentals of Management	1.5	2	none
Total		**8**	**12**	

TRANSFER OF CREDITS

For students who have prior relevant certified learning, waivers/transfers of 2 foundation courses **Fundamentals of Management and Fundamentals of Marketing** can be given under a set of principles, without compromising the attainment of the competences embedded in the program.

The Master of Marketing program offers possibilities of waiver/transfer of 2 foundation courses Foundation of Management and Foundation of Marketing, for up to 3 credits, to students admitted to the Master of Management program. In order to be eligible, a student must have:

- The necessary business or business-related education - having completed a bachelor's degree in Business Administration / Marketing / Public Administration / etc. from a reputed university;

- The medium of instruction of the bachelor degree must be English;
- The bachelor courses used for waiver/transfer must have significantly similar curricula and ILOs to the corresponding MKT course curricula and ILOs;
- The bachelor courses used for waiver/transfer must have required more learning hours than the corresponding MKT course; and
- The bachelors courses must have been passed at a higher level - the average grade is "B-" (2.67/4.33) or above grade

PROGRAM ELECTIVE SPECIALIZATION COURSES
(Internship and any four elective courses from the following list)

Course Code	Course Title	Credits	ECTS	Prerequisite
MKT5120	Digital Marketing	3	5	none
MKT5122	Strategic Brand Management	3	5	none
MKT5126	Integrated Marketing Communications	3	5	none
MKT5130	Strategic Marketing	3	5	none
MKT5132	Selling and Sales Management	3	5	none
MKT5124	Consumer Behavior	3	5	none
MKT5134	Selected Topics in Marketing	3	5	none
MKT5107	Ethics, Responsibility and Sustainability in Marketing	3	5	none
OPM5100	Business Analytics	3	5	none
MKT5108	Project Management in Marketing	3	5	none
MGT5211	International Business	3	5	none
MKT5170.3	Internship: Directed Project in Marketing	3	9	none
MKT5213	Event Marketing	3	5	MKT5101 or (MKT5202 for MBA)
MKT5206	Marketing Research	3	5	MKT5101 or (MKT5202 for MBA)
	Total	**15**	**29**	
**A student must complete any 4 courses from this list and Internship.*				

RESEARCH WORK, INCLUDING MASTER THESIS

Course Code	Course Title	Credits	ECTS	Prerequisite
MKT5150	Master Thesis*	2	8	none
MKT5171	Research Internship	1	2	none
BUS5200	Business Research Methods	3	5	none
Total		**6**	**15**	

*Note: Master Thesis results should be presented in a scientific-practical conference and/or in a journal publication.

FINAL ATTESTATION

Course Code	Course Title	Credits	ECTS	Prerequisite

MKT5175.1	Thesis Defense and Publications**	1	8	none
Total		**1**	**8**	

**Note: Master students are not allowed for Thesis Defense without a conference and/or journal paper.

RECOMMENDED PROGRAM PLAN/STUDY PLAN

Fall (year 1)	***17 credits/31 ECTS***
MGT5100	Business Communication (2)/3
MGT5201	Organizational Behavior and Leadership Ethics (3)/5
BUS5200	Business Research Methods (3)/5
MKT5101	Fundamentals of Marketing (1.5)/2
MGT5110	Fundamentals of Management (1.5)/2
MKT51xx	Elective Course (3) /5
MKT5170.3	Internship: Directed Projects in Marketing (3) /9
Spring (year 1)	***13 credits/33 ECTS***
MKT51xx	Elective Course (3) /5
MKT51xx	Elective Course (3) /5
MKT51xx	Elective Course (3) /5
MKT5171	Research Internship (1)/2
MKT5150.2	Master Thesis (2)/8
MKT5175.1	Thesis Defense and Publications (1)/8

MASTER OF MANAGEMENT (MMGT) - 7M04103

STATEMENT OF PURPOSE

The Master of Management program at KIMEP is dedicated to train professionals who can successfully develop and manage activities of organizations both in Kazakhstan and internationally in a socially responsible manner.

MISSION

The mission of the Master of Management program is to train and prepare graduate students for leadership positions and service in various organizations. This is accomplished through an intellectual and practical multi-disciplinary approach to learning.

GOALS

The overarching goals of the Master of Management program are:

- to promote excellence in the study and practice of Management through the building and strengthening of the analytical, problem-solving, and leadership capacities of its graduates;
- to train leaders who can effectively manage and successfully transform organizations both in Kazakhstan and internationally; and
- to prepare high-quality decision-makers and business leaders capable of solving contemporary business problems in a dynamic and competitive global marketplace, in ethically and socially-responsible manner.

PROGRAM OBJECTIVES

The objectives of the Master of Management program are:

- to provide students with graduate-level knowledge and analytical skills needed to managers in business, public and non-profit organizations as well as higher education institutions. In particular, it aims to develop specialized knowledge and skills among its graduates in the areas of Marketing, Management, and International Business;

- to educate graduate students for ethical service to their society and the broader regional and international community; and
- to provide graduates with a solid foundation knowledge and skills necessary for pursuing higher studies in areas relevant to business administration.

LEARNING OBJECTIVES

The Master of Management program's learning objectives are to ensure that graduates have:

- A satisfactory knowledge of:
  - the micro-economic business issues and macro-economic business environment;
  - the core business disciplines of Organizational Behavior, Business Communications, Fundamentals of Marketing and Management;
  - the local, regional and international business perspectives;
  - interdisciplinary nature and challenges of business operations and strategic management of organizations, in a global context;
  - quantitative and qualitative techniques of problem solving; and
  - ethics as they apply to business practices.
- And the necessary cognitive, inter-personal and self-management skills to:
  - undertake supervised independent research, involving the synthesis and application of theoretical constructs to topics in the field of investments, with a specific focus on Kazakhstan and Central Asia;
  - communicate ideas and information clearly and effectively in written and oral English;
  - use information technology for the retrieval, analysis and presentation of information; and
  - work effectively with others in the pursuit of common objectives.

INTENDED LEARNING OUTCOMES (ILOS)

At the successful completion of the Masters of Management program, graduates will be able to:

1. Demonstrate critical knowledge and understanding of management concepts and theories related to strategic management, organizational behavior, leadership ethics, human resource management, and international business.
2. Demonstrate originality in the application of theories, methods, and knowledge to address questions and develop solutions to complex management problems in local and global context.
3. Undertake supervised independent research involving application of theoretical constructs related to management in the context of Kazakhstan, Central Asia, and CIS region.
4. Communicate effectively complex ideas and information to well-informed audiences using oral and written formats.
5. Work effectively in diverse teams as a member or leader.
6. Demonstrate ability to respond to ethics, social responsibility and sustainability (ERS) challenges in business.

DEGREE REQUIREMENTS

In order to obtain a Master of Management degree, a student must complete all necessary coursework with an overall GPA of 3.00 (with a maximum of 2C grades). Specific course requirements for the Master of Management program are as follows:

Courses	**Credits**	**ECTS**
Core Courses	8	12
Specialization Courses	15	29
Research Work	6	15
Final Attestation	1	8
Total	**30**	**64**

PROGRAM CORE COURSES

Course Code	Course Title	Credits	ECTS	Prerequisite
MGT5100	Business Communications (Professional Foreign Language)	2	3	none
MGT5201	Organizational Behavior and Leadership Ethics (Management and Psychology)	3	5	none
MKT5101	Fundamentals of Marketing	1.5	2	none
MGT5110	Fundamentals of Management	1.5	2	none
Total		**8**	**12**	

TRANSFER OF CREDITS

For students who have prior relevant certified learning, waivers/transfers of 2 foundation courses **Fundamentals of Management and Fundamentals of Marketing** can be given under a set of principles, without compromising the attainment of the competences embedded in the program.

The Master of Management program offers possibilities of waiver/transfer of 2 foundation courses Foundation of Management and Foundation of Marketing, for up to 3 credits, to students admitted to the Master of Management program. In order to be eligible, a student must have:

- The necessary business or business-related education - having completed a bachelor's degree in Business Administration / Management / Public Administration / etc. from a reputed university;
- The medium of instruction of the bachelor degree must be English;
- The bachelor courses used for waiver/transfer must have significantly similar curricula and ILOs to the corresponding MGT course curricula and ILOs;
- The bachelor courses used for waiver/transfer must have required more learning hours than the corresponding MGT course; and
- The bachelors courses must have been passed at a higher level - the average grade is "B-" (2.67/4.33) or above grade

PROGRAM ELECTIVE SPECIALIZATION COURSES
(Internship and any four elective courses from the following list)

Course Code	Course Title	Credits	ECTS	Prerequisite
MGT5105	Human Resources Management	3	5	none
MGT 5111	Innovation and Technology Management	3	5	none
MGT5112	Strategy and Competitiveness Analysis	3	5	none
MGT5113	Ethics, Responsibility and Sustainability in Management	3	5	none
OPM5100	Business Analytics	3	5	none
MGT5260	Selected Topics in Management	3	5	none
MGT5206	Leadership and Motivation	3	5	none
MGT5211	International Business	3	5	none
MGT5104	Project Management	3	5	none

MGT5170.3	Internship: Directed Projects in Management	3	9	none
	Total	**15**	**29**	
**A student must complete any 4 courses from this list.*				

RESEARCH WORK, INCLUDING MASTER THESIS

Course Code	Course Title	Credits	ECTS	Prerequisite
MGT5150	Master Thesis*	2	8	none
MGT5171	Research Internship	1	2	none
BUS5200	Business Research Methods	3	5	none
Total		**6**	**15**	

*Note: Master Thesis results should be presented in a scientific-practical conference and/or in a journal publication.

FINAL ATTESTATION

Course Code	Course Title	Credits	ECTS	Prerequisite
MGT5175	Thesis Defense and Publications**	1	8	none
Total		**1**	**8**	

**Note: Master students are not allowed for Thesis Defense without a conference and/or journal paper.

PROGRAM PLAN/STUDY PLAN

Fall (year 1)	***17 credits/31 ECTS***
MGT5100	Business Communication (2) /3
MGT5201	Organizational Behavior and Leadership Ethics (3)/5
BUS5200	Business Research Methods (3)/5
MKT5101	Fundamentals of Marketing (1.5)/2
MGT5110	Fundamentals of Management (1.5)/2
MGT51xx	Elective Course (3) /5
MGT5170.3	Internship: Directed Projects in Management (3) /9
Spring (year 1)	***13 credits/33 ECTS***
MGT51xx	Elective Course (3) /5
MGT51xx	Elective Course (3) /5
MGT51xx	Elective Course (3) /5
MGT5171	Research Internship (1)/2
MGT 5150.2	Master Thesis (2)/8
MGT5175.1	Thesis Defense and Publications (1)/8

EXECUTIVE MASTER OF BUSINESS – ADMINISTRATION (EXMBA) - 7M04107

STATEMENT OF PURPOSE

The Executive Master of Business Administration Program is targeted towards middle and senior managers with the potential for further growth. The program, based on the North American model, is designed to enhance the strategic and global business prospects of the program participants and to develop a wider range of leadership and management skills. Participants will develop the strategic thinking necessary in today's world of business to gain an increased understanding of the total organization to achieve and maintain a

competitive advantage. The KIMEP EMBA program was initially accredited for five years in 2012-2013 by three international agencies simultaneously: the *Asian Forum on Business Education (AFBE)* on Level 3 (Full International, exceeds expectations), the *Agency for Quality Assurance and Accreditation Austria (AQAAA)*, and the *Foundation for International Business Administration Accreditation (FIBAA)* with a Quality Seal in Higher Education without conditions.

The Executive MBA Program was later successfully re-accredited in November 2017 by the Foundation for International Business Administration Accreditation (FIBAA) and received a Quality Seal in Higher Education for 7 years until the Spring Semester of 2025.

The program is offered in both English and Russian languages via the flexible learning model that allows for active full-time employment while simultaneously achieving the academic MBA degree.
Executive MBA at KIMEP University is a transformational experience in terms of personal and professional development. The program equips participants with the skills, knowledge, networking environment and world-class standards that encourage professional development in the direction selected by the participants. The program allows *participants to balance a demanding career and personal commitments* within the 18 months of intensive studies and professional development. ***The program is flexible in terms of the schedule, classes run on Friday afternoons and Saturdays, or on Saturdays and Sundays which is convenient for working professionals.***
Taught by world-renowned academic faculty and business experts, program participants benefit from the diverse perspectives of peers from a wide variety of nationalities, job functions, and industry sectors.

MISSION

The purpose of the Executive MBA Program (EMBA) is to provide business enterprises with strategic competitive advantages and government agencies – with the enhanced capacity to deliver public services by building on the existing capacities of the next generation of senior managers and executives to allow them to become effective leaders. The program also enables the participants (working professionals, managers and executives) to gain a comprehensive understanding of business and earn the Master of Business Administration (MBA) degree without interrupting their career.

PROGRAM OBJECTIVES

The program objectives of this Program are to provide the participants with:

1. A comprehensive understanding of business and general management.
2. The knowledge and skills to lead ethically within any part of an organization or across departments following ESG considerations or prescriptions.
3. A broader perspective of business, developing a strategic and global perspective.
4. The enhanced capacity to apply strategies based on informed decisions to improve their organizations.
5. The enhanced capacity to use information technology and supply chain management proficiency.
6. The enhanced capacity to improve organizational performance.
7. The ability to analyze the impact of external forces on the organization (including economic, financial, marketing, and other).

INTENDED PROGRAM LEARNING OUTCOMES

After successful completion of the Program, learners will be able to:

- Design and conduct a business research project that analyzes the causes of, and offers a solution to, a business problem or issue.
- Analyze and synthesize business theories, market analysis, and reporting practices in organizational development settings, to be able to identify creative solutions to organizational and managerial problems and issues.
- Use a simple circular flow model and the national accounts, to identify how and why economic factors can contribute to an organization's success or failure.
- Apply the main concepts underpinning modern financial systems to analyze financial markets and their financial institutions, to be able to identify solutions to organizational and managerial problems and issues related to financial markets and institutions.
- Identify organizational, personal, and cultural issues that impact Ethics as leaders who can lead culturally diverse work teams to success.
- Evaluate contemporary issues in IT/MIS and their impact on IT/MIS problems, to be able to identify solutions to organizational and managerial problems and issues related to IT/MIS.
- Apply the key concepts, techniques, and methods of analyses in accounting, to be able to identify solutions to organizational and managerial problems and issues related to accounting data.
- Apply current investment decision-making methodologies, to be able to identify solutions to organizational and managerial problems and issues related to investment data.
- Analyze the relationship between operations and a competitive advantage in the marketplace, to be able to use marketing data to support management decision-making.
- Analyze the key concepts in strategic marketing and assess their relative importance, to be able to identify solutions to organizational and managerial problems and issues related to marketing.
- Define the current trend of globalization, to be able to identify solutions to organizational and managerial problems and issues related to globalization.
- Identify and synthesize strategic approaches to business development, including, in particular, risk management, to be able to identify solutions to organizational and managerial problems and issues related to business strategy and risk management.
- Assess strategic approaches to business strategy, then select and justify an appropriate business strategy as the basis for conducting a strategic audit of a company.

EQUAL OPPORTUNITIES

KIMEP University provides equal opportunities for all applicants irrespective of age, sex, religion and other conditions. It includes the acceptance of people with disabilities, offering them the same conditions as are offered to other applicants.

A person with a disability can seek admission to or apply for enrolment in, KIMEP University ***on the same basis*** as a prospective student without a disability.

KIMEP University puts actions in place to help ensure equal opportunity for people with a disability by making education-related adjustments.

The academic requirements for admissions are determined by identifying academic achievement reasonably expected at the admission, including skills and abilities required and whether the academic requirements can be met in another way by making education-related adjustments.

Admissions test: KEPT is objective and does not discriminate against applicants on grounds of any of the protected characteristics. Tests and assessments are accessible to applicants with disabilities and KIMEP University complies with its duty to make reasonable adjustments for disabled people who are being assessed. KIMEP University makes the test material available in an adapted format, allowing extra time or providing a scribe, depending on the individual needs of the applicant.

NB: Fulfilling the entry requirements does NOT guarantee admission, as the admission is subject to approval by the Executive MBA Oversight Committee.

COMMENCEMENT OF STUDIES

The beginning date of studies by the cohort is subject to achieving the minimum target number of enrolled students. A more detailed program study plan is available at the Program Office (located at Executive Education Center, Dostyk Bld. Office #218).

DEGREE REQUIREMENTS

The Executive MBA is offered via a venue that is consistent with the area that business and government need. Class meetings are scheduled on weekends during intensive learning sessions. In the future, a customized meeting schedule may be developed to accommodate the specific needs of prospective candidates. Anyway, the requisite of 45 hours of faculty-to-learner contact time per each 3-credit module will be achieved.
The schedule or order of course/module delivery is at the discretion of the Executive MBA Oversight Committee. While the program curriculum is fixed, the order that courses/modules are delivered may vary from cohort to cohort.

Coursework required for Graduation	KIMEP credits	ECTS
16 learning modules	32	50
EMBA Thesis	3	18
Final Attestation	3	12
TOTAL	**38**	**80**
Cumulative GPA (at or above)	**3.00**	

Executive MBA Program Courses

The program curriculum aims to improve management skills and push business practice to new heights. Prerequisites to all Executive MBA courses (learning modules) are being determined at the discretion of the Executive MBA Oversight Committee. In general, at least 5-7 years of business or government management or leadership experience is sufficient, however, if a particular skill set or background is missing, a prerequisite course/module can be required. The program encompasses the business skills and knowledge needed for building leadership capacity in a small to large organization.

LEARNING MODULES ON EXECUTIVE MBA PROGRAM

EMBA curriculum structure 2024- 2025

Module #	Code	Module Title	KIMEP Credits	ECTS
Core Foundations				
Module 1	EBA5202	Contemporary Management	1	2
Module 2	EBA5231	Managerial Economics	2	3
Module 3	EBA5204	Financial and Corporate Reporting	2	3

Module 4	EBA5242	Marketing Strategy	2	3
Module 5	EBA5205	Financial Management	2	3
Module 6	EBA5290	Research Methods and Applications	2	4
Module 7	EBA 5203	Operations and Project Management	2	3
Leadership Development				
Module 8	EBA 5201	Leadership and Organizational Behaviour	3	4
Module 9	EBA5208	Ethics, Responsibility and Sustainability in Business	2	3
Decision-Making Applications				
Module 10	EBA5281.2	Data Analytics and Digital Transformation	2	3
Module 11	EBA5216	Corporate Finance and Investment	2	3
Module 12	EBA5230	Innovation Management and Entrepreneurship	2	3
Global Perspectives				
Module 13	EBA5214	Risk Management	2	3
Module 14	EBA5255	Global Business	2	3
Integrative Concepts				
Module 15	EBA5221	Management Control Systems	2	3
Module 16	EBA5251	Strategic Management	2	4
Module 17	EBA5292	EMBA Thesis (Integrated Business Research Project)	3	18
Module 18	EBA5300	Final Attestation	3	12
Total EMBA Required credits			**38**	**80**

Executive MBA Program Module Descriptions

Module 1. EBA5202. Contemporary Management (1 credits/2 ECTS)
The purpose of this module is to provide coverage of management and organizational theory and practice. It will focus on the basic roles, skills and functions of management and managers and understand the organizational processes and dynamics. Topics include the role and functions of managers and management which includes planning, organizing, leading and controlling.

Intended Learning Outcomes
After successful completion of this module, learners will be able to:

- Understand the importance and the role of management and managers;
- Analyze concepts and theories of management and organizations;
- Understand management functions of planning, organizing, leading and controlling.
- Develop a managerial perspective in obtaining results that are effective and efficient.
- Develop a multifaceted view of management that includes international perspective and ethics social responsibility and sustainability issues.
- Understand the nature and importance of decision-making.

Module 2. EBA5231. Managerial Economics (2 credits/ 3 ECTS)
The course introduces concepts and analytical tools that will be useful in managerial decision-making. The first half of the course is applications of microeconomics. We look first at strategic choices under uncertainty, using the tools of game theory. Students will learn that information about our opponent gives a player a strategic advantage. Many businesses treat the customer as an “opponent” in the sense that the

business must predict consumer behavior and make strategic pricing and supply decisions. We spend some time understanding the role of supply and demand, and the empirical methods for estimating demand. We then consider how knowledge of demand relationships, together with knowledge concerning costs, can improve business decisions. We develop optimal pricing rules (e.g. optimal cost mark-ups) based on the "elasticity" of demand, and we critically examine the classic economic rule of equating marginal revenue with marginal cost. Finally, we look at price discrimination, bundling, tying, and other methods of increasing sales and profits.

Because the macroeconomic environment is an important element of consumer demand, understanding macroeconomic movements is critical for most marketing managers. It is also critical for financial officers because the cost of borrowing, share prices, and investment opportunities are all affected by the macroeconomic structure of interest rates. The learning objective is to develop a simple theoretical model that will allow you to "predict" qualitative changes in key economic variables. We start with a simple circular flow model and develop an understanding of the national accounts (i.e. components of Gross Domestic Product). We next look at the role of interest rates in determining different components of GDP. We then move towards financial markets, and the role of interest rates in determining the demand and supply of "money." We then consider how "fiscal" and "monetary" policies will affect the model, allowing us to predict patterns of interest rate changes. With these predicted patterns, you can create strategies to make money in volatile financial and commodity markets.

Because Kazakhstan is an "open" economy with a somewhat flexible exchange rate, we will extend the simple model to include variables that allow us to predict exchange rate movements. Through our discussions, we will use the example of Kazakhstan's macroeconomic performance. Because Kazakhstan is a transitional economy, it will be important to understand why Kazakhstan does not conform to the models suggested in most of the standard textbooks.

Module 3. EBA5204. Financial and Corporate Reporting (2 credits/ 3 ECTS) or Contemporary Corporate Reporting (Financial Accounting)

This course aims to provide students with the theory, practices, and contexts of financial accounting and corporate reporting. Considering that accounting is often referred to as the language of business, this course will discuss the importance of accounting and the role of corporate disclosures in making economic and managerial decisions. In particular, students will explore the nature, purposes, uses, and limitations of each financial statement (income statement, balance sheet, cash flows statement, and statement of changes in equity), as well as notes on financial statements and disclosures of accounting policies. By focusing on accounting principles, concepts, and standards, students will learn how to read, analyze, and interpret both financial statements and narrative components of annual reports. Further, current issues in accounting, ethical considerations in reporting, and impression management and greenwashing issues will be discussed. Students will gain a better understanding of certain accounting principles and evaluate how professional judgment by accountants may affect the application of those principles. Moreover, students will learn how to explain the importance of accounting information for internal users, primarily managers, and external parties, primarily investors and creditors, in terms of the objectives and characteristics of that information. In addition, students will explore and discuss the roles of voluntary disclosures, such as CSR and sustainability reports, in mitigating information asymmetry and enhancing corporate transparency/accountability. The course also highlights the significance of regulatory frameworks and financial report standards, namely International Financial Reporting Standards (IFRS) and Generally Accepted Accounting Principles (GAAP) in generating relevant and representationally faithful accounting information and discusses the main components of internal controls.

Module 4. EBA5242. Marketing Strategy (2 credits/ 3 ECTS)

This course develops market-based knowledge and skills for effective marketing strategy design, implementation, and evaluation. Adopting a strategic focus, the course will offer critical reviews of current theory and practice and discuss how marketing strategies are evolving in light of changes arising from increasingly sophisticated and demanding consumers, new technologies, ERS, and globalization. The students will learn to develop and implement effective marketing strategies including the identification of target markets and creation of competitive advantage.

Intended learning outcomes

After successful completion of this module, learners will be able to:

- develop a sound understanding of the nature of dynamic competitive business environments and the implications for marketing strategy;
- analyze the key concepts in strategic marketing and attain the requisite knowledge to devise and implement productive strategic marketing solutions;
- identify and synthesize the tactical marketing techniques for executing well-thought-out strategies that deliver tangible and measurable results.

Module 5. EBA5205. Financial Management (2 credits/ 3 ECTS)

The focus of this course is in the area of financial management. We will show managers how to interface with accounting and finance departments and help them understand how firms meet their financial objectives utilizing financial decision-making. This course will also explain financial tools and techniques, which can be used to help firms maximize value by improving decisions relating to capital budgeting, capital structure, and working capital management. This course will deal with a number of related topics, including multinational financial management, risk management, mergers and acquisitions.

This course provides the participant with financial management skills and working knowledge that are essential to the effective management of corporations. The objective is to introduce participants to the fundamental concepts, processes, techniques and practices of financial management. The course explores how value can be created through investment and financing decisions, and the management of risks associated with such decisions. The aim is to: (1) provide a description of corporate financial management and the role of the financial manager; (2) to discuss the role of financial markets and institutions that facilitate the process of financial management; (3) to explore the concept of the time value of money to value stocks and bonds; (4) to explore the process of making capital investment, and (5) to introduce the concepts of risk and return.

Module 6. EBA5290. Research Methods and Applications (2 credits/ 4 ECTS)

This module is designed to familiarize students with the thesis procedures and guidelines and explain to them the research process and research methodologies in more detail, including an overview of the philosophy and practical applications of research. Students will learn the methodological processes to produce valid and reliable data that can be used in decision-making. Through the learning of the processes, students will be better able to critique and analyze secondary data, understand what constitutes empirical data, and know how to conduct an independent study that will produce valid and reliable results. The module will also emphasize the importance and limitations of theory and methodology in scientific research as well as the purposes of applied research, evaluation, analysis, and research ethics. Throughout their Executive MBA studies, students will design the original research project that will turn into the Master’s thesis.

Intended learning outcomes:

After successful completion of this module, learners will be able to:

- explore and critique different key research methodologies, critically appraising different research collection methods;
- critically analyze and synthesize literature, secondary and primary data and produce a Research Proposal;
- differentiate between qualitative and quantitative research and the pros and cons attached to each;
- critically appraise the coherence in research design with consideration of ethical principles;
- develop research plans that produce valid and reliable results.

Module 7. EBA 5203. Operations and Project Management (2 credits/ 3 ECTS)

This module introduces students to the intricacies of managing processes and projects to effectively enhance the value of the organizational outputs. The module commences with a view of Operations Management in context, differentiating between the areas of strategy, design and projects, operational resources management and quality improvement. The module will therefore cover top-level management issues such as developing a focused operations strategy that is congruent with the company's business and marketing strategies.

Intended learning outcomes

After successful completion of this module, learners will be able to:

- identify and critically analyze the characteristics of operations processes and the various approaches that may be adopted in their design and analysis;
- apply fundamental project management principles in the organization, design and delivery of projects;
- critically appraise techniques and technologies available for the control and resources management of operations and projects;
- Demonstrate comprehensive knowledge and understanding of conventional quality control and improvement strategies for organizations.

Module 8. EBA 5201. Leadership and Organizational Behavior (3 credits/ 4 ECTS)

This module prepares senior and middle managers to understand human behavior at both individual and organizational levels, leadership theories, and creating alignment among people, culture, structure and reward systems of an organization to ensure high performance. Students will have the opportunity to learn how to practice and further develop leadership competencies as well as to identify and form strategies for dealing with various business/work situations to help organizations achieve their strategic goals. This module is also focused on fostering greater awareness of ethical issues and dilemmas facing managers in most business organizations, its impact on the role of the leader and how it can be applied in contemporary organizations.

Intended Learning Outcomes:

After successful completion of this module, learners will be able to:

- Describe a number of organizational behavior theories and distinguish between them;
- Articulate what leadership is and what effective leaders do;
- Discriminate between individual, team and organizational leadership roles and activities;
- Apply several key theories of motivation to address organizational and managerial issues;
- Identify organizational, personal, and cultural issues that impact Ethics as leaders;
- Recognize cultural differences that leaders must accommodate to lead culturally diverse work teams;
- Evaluate strategic and change management as well as critical thinking in organizations; manage data; apply systems theory and design to organizations;
- Communicate effectively.

Module 9. EBA5208. Ethics, Responsibility and Sustainability in Business

This course aims to prepare graduate-level students for the global mindset and today's business practices. This course is based on the premise that a working knowledge of ESG considerations, ethical perspectives, the role of sustainability, corporate social responsibility and stakeholder interests and needs are of paramount importance to leaders of contemporary organizations.
This course aims to provide a conceptual understanding and practical value of the organizational issues related to ethics, corporate social responsibility and sustainability within a business context. First, it considers the ethical and social responsibilities of individuals and organizations. The purpose is to explore whether individual and organizational actions and decisions are based on ethical standards and moral principles. Second, the course considers issues at a company level by discovering the work environment, social mission and responsibility of business concerning different groups of organizational stakeholders, including employees, customers, suppliers, the environment itself, etc. Third, the discussion of social issues related to value creation and fair distribution, human rights, sustainability and environmental protection will be further discussed within the course.
The students will be able to come up with creative, considered, intelligent and impactful analyses and solutions for tomorrow's world, which does not operate in a vacuum, but in the context of global affairs, trends and political change.

Learning objectives:

- Discuss the motivations of companies for engaging in corporate social responsibility and sustainability initiatives using different business ethics theories and concepts
- Critically evaluate and discuss the ethical impact of businesses on their stakeholders through the application of ethical-related theories and frameworks
- Critically evaluate and discuss the sustainability-related impact of businesses at the societal, environmental, and economic levels through the application of sustainability-related theories and frameworks
- Critically evaluate the economic perspectives and business activities in relation to important societal, environmental protection and governance (ESG) issues

Module 10. EBA5281.2. Data Analytics and Digital Transformation (2 credits/ 3 ECTS)

The module focuses on learning how to manage digital systems and how to use those systems to make data-driven decisions, lead complex and diverse teams in digital environments, and recruit new talent. The module will also explore the emergence of Data Analytics in the business/work environment, its impact on the role of the leader and how it can be applied in Central Asia. This is specifically designed to help participants prepare for key roles in the management of business data analytics and digital transformation, allowing them to meet the increasingly important yet complex business challenges related to digital transformation and frontier technologies.
Intended learning outcomes
After successful completion of this module, learners will be able to:

- Develop a deep understanding of how major frontier technologies work, as well as their business, economic and social impacts.
- Obtain the right skills to become future leaders and executives, being able to manage IS-related analytical tools, as well as business and technology staff.
- Gain a competitive edge in the digitalization or digital transformation environments.
- Manage digital business processes and acquire the knowledge and skills needed to support digital transformation initiatives.

Module 11. EBA5216. Corporate Finance and Investment (2 credits/ 3 ECTS)

The course develops a theoretical framework for understanding and analyzing the major financial problems of modern companies in a market environment. The course covers advanced models of valuation of corporate capital, including pricing models for primary financial assets, real assets valuation and investment projects analysis, capital structure and various types of corporate capital employed, derivative assets and contingent claims on assets. It provides necessary knowledge in evaluating different management decisions and their influence on corporate performance and value. The course requires knowledge of micro and macroeconomics, accounting and banking. The course is based on lectures, seminars, case studies and self-study.
In our Corporate Finance course, students gain expertise in corporate capital valuation using advanced Excel analysis techniques like Monte Carlo, sensitivity, and scenario analysis. We focus on pricing models for financial and real assets, investment project analysis, and capital structure decisions. Guest speakers, including financial directors from investment banks, provide real-world insights, enriching understanding of capital markets dynamics. Students learn to evaluate management decisions' impact on corporate performance and value creation. By the course's end, students develop critical skills for navigating complex financial landscapes, making informed decisions, and driving sustainable value within organizations.

Module 12. EBA5230. Innovation Management and Entrepreneurship (2 credits/ 3 ECTS)
This module provides students with the theoretical and practical skills, analytical tools and techniques needed to address the challenges of innovation and technological change from the perspective of entrepreneurs, firms and governments. Students will learn how organizations can grow through innovation processes and build on capabilities to innovate successfully as well as how enterprises set up new ventures and deal with challenges when involved in the process of transforming ideas into a viable business.

Intended Learning Outcomes

After successful completion of this module, learners will be able to:

- Understand what entrepreneurship is, the life of an entrepreneur and fundamental concepts of entrepreneurship and their applications;
- Understand the role of entrepreneurship in society and its power to solve social problems, discover a potentially fulfilling path for your professional life;
- Understand the diversity of forms of innovation and challenges associated with successful innovation development;
- Understand the most recent trends and ideas in innovation management and their practical application;
- Identify factors and critical issues that affect the management of innovation within the organization and be able to address those in different organization’s settings within the local and global context;
- Work collaboratively with other students, developing active listening and analytical skills.

Module 13. EBA5214. Risk Management (2 credits/ 3 ECTS)
The module provides a comprehensive analysis of risk management systems in corporations and financial institutions. It focuses on techniques of risk identification, risk assessment, risk management, risk control and monitoring using the best international practices and standards. Specifically, the course topics include the measurement and management of interest rate risk, credit risk, liquidity risk, foreign exchange risk, operational risks, external environment risks, reputational risks, etc. Various risk mitigation tools are discussed including hedging strategies with forwards, futures, swaps and options contracts. Basic stress testing and scenario analysis are introduced as important parts of the integrated risk management systems.

Students are exposed to various risk management issues in today's marketplace through case studies, problem-solving and discussions.
Intended learning outcomes
After successful completion of this module, learners will be able to:

- Know the building blocks of the integrated risk management;
- Define and assess financial and non-financial risks;
- Identify and design strategies for managing various types of risks;
- Synthesize strategic enterprise risk management systems

Module 14. EBA5255. Global Business (2 credits/ 3 ECTS)
The focus of this module is to develop the mindset and expertise needed to effectively navigate the global economic, political, cultural and social environments within which contemporary companies operate internationally. This module will also allow students to study and learn the dynamic interface between countries and companies, the major international and global business theories, the effects of the cultural/social systems and institutions, the financial exchange systems and institutions, and corporate strategy alternatives for global operations.
Intended Learning Outcomes
After successful completion of this module, learners will be able to:

- Develop a global business perspective and understand the challenges businesses face when operating in an international environment,
- Understand the various cultural, political, economic, social and legal issues that impact international business activity;
- Understand the international institutions and practices that impact international business;
- Understand international trade theories, foreign exchange and the international monetary system;
- Understand the interaction of business and government as they relate to international commerce;
- Understand global business strategy alternatives and operations.

Module 15. EBA5221. Management Control Systems (2 credits/ 3 ECTS)
The objective of this course is to introduce students to the theoretical concepts and practical implications of management control systems, as well as their applications in modern business. The course covers a broad range of topics in management accounting and controls to address contemporary business challenges and ethical issues faced by corporate executives, managers, and employees. By focusing on the functions and roles of management control systems, students will learn how to integrate strategic planning, reporting practices, corporate social responsibility/sustainability, performance measurement, evaluation, decision-making, capital budgeting, and incentives into management control systems to manage business risks, enhance efficiency/productivity, achieve goal congruence, and thus benefit all organizational stakeholders. Furthermore, internal control systems, as part of the overall management control systems, will be discussed with an emphasis on accounting information and non-financial disclosures, key performance indicators, as well as behavioral aspects of management controls. In addition, the course will discuss different types of management accounting systems and provide students with the basic concepts, tools, and techniques of management accounting so that they can utilize corporate reporting and evaluate organizational performance through various business cases and real-life problems. The course also equips students with the necessary theoretical knowledge and practical skills to assess risks/threats, identify benefits/opportunities, evaluate corporate sustainability, and eventually provide important recommendations for effective decision-making and problem-solving.

Module 16. EBA5251. Strategic Management (2 credits/ 4 ECTS)

The module is aimed at students developing the appropriate conceptual framework for approaching the main management decisions connected with the strategy. The study of strategic management emphasizes the monitoring and evaluating of external opportunities and threats in light of a corporation's strengths and weaknesses. This module is focused on developing conceptual perspectives, strategic thinking and competencies that help managers make well-rounded decisions that improve the company's overall performance aimed at ensuring sustainable growth and a strong competitive position in the local and global markets.

Intended Learning Outcomes

After successful completion of this module, learners will be able to:

- Analyze concepts, methodologies and contemporary context of strategic management process;
- Formulate and implement corporate, business, and functional strategies;
- Identify and evaluate forces that shape the future of international competition;
- Analyze and evaluate ethics, corporate governance and sustainability issues pertinent to an organization;
- Analyze and formulate tactical decisions in business-level strategy;
- Synthesize, select and justify an appropriate strategic choice, and assess the challenges of strategy implementation and control in contemporary organizations at both, local and global markets.

SPECIALIZATIONS

In addition to 38 KIMEP U credits (80 ECTS) – hours of work, Executive MBA students wishing to obtain a specialization are expected to complete at least three additional modules weighing **15 additional ECTS (9 KIMEP U credits)**. However, students may receive an EMBA without a specialization.
Specialization areas:

- Oil & Gas Management
- Leadership & Organizational Development
- Global Logistics & Supply Chain Management
- Corporate Governance
- Marketing
- Management
- Finance

OIL & GAS MANAGEMENT SPECIALIZATION

Oil & Gas Management specialization requires three modules to be completed from the list		
OGM5201	Energy Policy	3 credits, 5 ECTS
OGM5202	Environment	3 credits, 5 ECTS

OGM5203	Petroleum Economics	3 credits, 5 ECTS
OGM5210	Oil and Gas Business and Markets	3 credits, 5 ECTS
OGM5260	Selected Topics in Oil and Gas Management	3 credits, 5 ECTS

LEADERSHIP AND ORGANIZATIONAL DEVELOPMENT SPECIALIZATION

Leadership & Organizational Development specialization requires three modules to be completed from the list		
ELD5201	Leading Change and Innovation	3 credits, 5 ECTS
ELD5202	Managing Organizational and Business Processes	3 credits, 5 ECTS
ELD5203	Leadership Workshops	3 credits, 5 ECTS
ELD5260	Selected Topics in Leadership	3 credits, 5 ECTS

GLOBAL LOGISTICS AND SUPPLY CHAIN MANAGEMENT SPECIALIZATION

Specialization in Global Logistics & Supply Chain Management requires 9 US credits, the module from Group A and from Group B: option1: 4 modules with 1.5 credit hours; option 2: 2 with 1.5 credit hours and Selected Topics (3 US credits)		
Group A: Required module for specialization		
GLM5201	Logistics and Supply Chain Management	3 credits, 5 ECTS
Group B: Elective modules for specialization		
GLM5202	Transportation Logistics	1.5 credits, 3 ECTS
GLM5203	Warehouse Logistics	1.5 credits, 3 ECTS
GLM5204	Inventory Management	1.5 credits, 3 ECTS
GLM5205	Customs and Duties	1.5 credits, 3 ECTS
GLM5206	Logistics Information Systems	1.5 credits, 3 ECTS
GLM5260	Selected Topics in Global Logistics & SCM	3 credits, 5 ECTS

CORPORATE GOVERNANCE SPECIALIZATION

Specialization in Corporate Governance requires three modules to be completed		
CGN5201	Corporate Governance	3 credits, 5 ECTS
CGN5202	Organizational Design	3 credits, 5 ECTS
CGN5203	Corporate Law	3 credits, 5 ECTS

PREREQUISITE COURSEWORK

Prerequisites to all Executive MBA courses/modules shall be determined at the discretion of the Executive MBA Oversight Committee. In general, the business or government management/leadership experience prescribed in the admissions criteria is sufficient. However, if a particular set of skills or background

knowledge is missing, a pre-requisite course/module can be required. The program encompasses the business skills and knowledge needed for effective leadership capacity in a small and large organization.

POLICIES OF KIMEP UNIVERSITY

TRANSFER OF CREDITS
TRANSFERRING KIMEP UNIVERSITY CREDITS (INTERNAL TRANSFER)

Credits earned in degree status at KIMEP University are permanent and can be used in any degree program for which the credits are appropriate. If a student is withdrawn from KIMEP University and later reapplies to study under a new student ID, the credits previously earned can be transferred to the records for the new ID. If requirements have changed, then some credits may not be applicable. The EMBA Oversight Committee of the program makes the final determination of whether previous credits correspond to current requirements and can count towards the degree.

ID POLICY FOR EMBA STUDENTS

When the status of the student is changed from non-degree to degree, then the tuition fee and the catalog of the entrance for the Executive MBA students on the degree status will be kept the same and the earned credits fully transferred for the Executive MBA students.

INDEPENDENT STUDY

In light of a special course/module delivery mode in the Executive MBA Program (sequential delivery), certain students may require enrolling in the format of Independent study course format.
A graduate student (in good academic standing on regular status) may enroll in the independent study if a course necessary for graduation is not offered or if a course necessary for graduation has been cancelled. Independent study can be authorized if sufficient courses or substitute courses are not available for the student to make continuous progress towards completing the degree. No more than six credits of independent study can be used for a graduate degree.
The process of completing an independent study is as follows:

- The dean assigns an instructor for Independent Study and makes a recommendation to the Vice President for Academic Affairs for final approval.
- A signed form for Independent Study should be submitted to the Registrar's Office.
- The student registers for the course as independent study and pays the regular tuition fee.
- At the end of the semester, the faculty supervisor submits all documents verifying completion of the independent study along with the grade for the course.

TIME LIMITS

All students admitted to the program are admitted as full-time students

1. The program is delivered such that students are expected to complete all degree requirements within 18 months.
2. Graduate students have a 5-year limit for completing graduation requirements. A period of academic leave from KIMEP University is included in these time limits.

GRADE OF INCOMPLETE

The procedure for incomplete grades follows KIMEP University policy, except for the period of grade completion. In the EMBA program, the grade of incomplete stays in the student's records for the entire period of study of the respective student until it is changed to a regular letter grade.

PAYMENT OBLIGATION

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

TUITION PAYMENT POLICY

Payment of tuition allows a student to register for courses. No student is permitted to attend class or to take exams unless the student is officially registered for the class and the name appears on the class roster produced by the Registrar's Office. Tuition is based on the number of credit equivalents that a student enrolls in. The total tuition is the tuition rate per credit times the number of credit equivalents.
Tuition payments must be received by KIMEP University by the due date. As KIMEP University follows the cashless operations principle and usually bank transmissions take several days, all payments should be made sufficiently in advance to allow for transmission, processing and posting before the due date on the payment report of each student. Payments received after the due date are automatically assessed a late payment fee (regardless of when the payment was initiated). It is the student's responsibility to ensure that tuition is paid on time.

PAYMENT OPTIONS:

There are three 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: The candidates are free to pay in two installments of 50% of full fee.
Option 3: Payment Plan before the registration for modules
Per-module payment for the program is made in before the registration for modules
No registration with outstanding debt is allowed at the program.

LATE PAYMENT FEE / NON-PAYMENT OF TUITION

KIMEP University reserves the right to take administrative and/or legal actions against the students whose payments have not been received by the tuition due date, as indicated in the Academic Calendar or the individual payment plan. Although the University notifies students about the payment deadlines by sending a message to the student's University-provided email address and/or by WhatsApp/phone, it is the responsibility of a student to be current in payment of all financial obligations to the University.
Following administrative actions will be taken in case the student has an overdue tuition balance:

1. Withdraw (administrative withdrawal) from registered classes, i.e. the student won't be able to attend classes, submit assignments, and sit final examinations.
2. The official transcript won't be available to the student until the balance owed is paid in full
3. Registration for classes will be blocked until the balance owed is paid in full
4. Withdraw (administrative withdraw) from the University, if the outstanding balance is not paid in full by the end of the following semester (classes` end) unless the student has made satisfactory arrangements before this date.

Following legal actions may be taken in case the student has an overdue tuition balance:

5. The student's account may be sent to a collection agency. In such circumstances, the student will be responsible for all collection costs, including, but not limited to, agency fees, attorney fees, and courts, on top of the balance owed to the University.

REFUNDS OF OVERPAYMENT

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

POLICY OF NON-DEGREE STUDENT FOR EMBA PROGRAM

A candidate entering the program is expected to have:

- A bachelor's/ master's degree from a Higher Education Institution with a minimum of 5 years of supervision experience. A user of IT software and programs. Demonstrated commitment to the program.
- The non-degree student registers for the course and pays the regular course fee valid at the time of registration. In case a non-degree student wishes to transfer to a degree student status, he/she is expected to meet the minimum requirements for degree student status.

SUSPENSION OF STUDIES

The program recognizes that unforeseen circumstances may result in a student being unable to attend one or more courses/modules. 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 Director of EEC.

Courses/modules missed during the period of suspension may be taken by joining another Executive MBA cohort. In the event that the course/module is not offered by the Executive MBA Program at the time, or if the student is unable to attend the course/module that is offered, the student may be required to take a similar course/module (approved by the Executive MBA Program) from KIMEP University's regular MBA program. Alternatively, the student makes a special request to the Director of EEC to complete the course/module requirement as a self-study. Normally, a maximum of one or two self-study courses/modules will be permitted for EMBA. At the discretion of the Program, additional requests may be considered in exceptional circumstances.

In the cases of courses/modules 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 before the start of the course/module. In the case of self-study, the student will be required to pay the full credit (Executive MBA) value for the course/module.

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 within the period articulated in the 'Degree Requirements' section of the Program Overview and/or KIMEP University catalog.

RETAKING OF COURSES/MODULE

Students retaking courses/modules 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'/module'.

DIPLOMA SUPPLEMENT

In addition to the EMBA diploma, the diploma supplement is awarded to each graduate of the EMBA program. The diploma supplement is a document accompanying a higher education diploma, providing a standardized description of the nature, level, context, content and status of the studies completed by its holder. It has the following eight sections of information:

- Holder of the qualification
- Qualification
- Level and function of the qualification
- Program contents and results gained
- Information on the function of the qualification
- Any additional relevant information
- Certification of the supplement
- Details of the national higher educational system concerned

KIMEP should follow the structure and sequence of information as provided by the European Commission; avoid information overload and present information as concisely as possible.

GRADUATION DATES

A student can graduate after the Fall, Spring, or Summer semesters once all graduation requirements have been completed. To graduate, a student must complete all requirements by the end of the semester of graduation. To graduate, a student should:

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

GRADUATION CEREMONY

KIMEP University holds an annual graduation ceremony shortly after the spring semester of each year. The graduation ceremony is for all graduates from the entire academic year.
Spring graduates may participate. Graduates from the previous fall semester may participate even though they have already received their diplomas.
Students who are short 12 credits based on Spring registration may also participate. These students do not officially graduate or receive their diplomas until after the semester in which all requirements are completed.

GRADUATION PARTICIPATION

A student who wishes to participate in the graduation ceremony should inform the Office of the Registrar that they desire to participate. Settle all debts with the University.

COLLEGE OF SOCIAL SCIENCE GRADUATE PROGRAMS

MASTER OF ECONOMICS (MAE) - 7M04106

STATEMENT OF PURPOSE

The Master of Arts in Economics is a western-style graduate program in economics and prepares graduates to understand the complex interplay of economic activities in businesses, policy making and other analytical functions related to performance evaluation of a business enterprise, a government project, or to forecasting of various economic and business scenarios.

MISSION

The Master of Arts in Economics provides its graduates with a strong foundation in economic knowledge, both theoretical and applied, that is required to advance their professional careers or to continue their studies in doctoral programs in economics or in related disciplines. Graduates possess the analytic skills that are necessary in the workplace whether as managers or as economic analysts for business, government, and nonprofit organizations.

LEARNING OBJECTIVES

The Program's learning objectives are to ensure that graduates have:

1. an understanding of how a market economy organizes production and exchange
2. an understanding of how the national economy works and how its performance is measured;
3. the ability to evaluate macroeconomic policies;
4. analytical reasoning skills;
5. effective problem solving skills;
6. an understanding of the economic issues of Kazakhstan and Central Asia.

DEGREE REQUIREMENTS

The MAE program comprises 48 credits, made up of 33 required course credits and 15 elective course credits for those students with adequate background.

Requirements for the MA in Economics are as follows:

	Credits	ECTS
Program Foundation Requirements	12	15
Program Specialization Requirements	27	49
Experimental Research Work	6	18
Final Attestation	3	8
Total Required for Graduation	**48**	**90**

PROGRAM FOUNDATION REQUIREMENTS (12 credits, 15 ECTS)

Program Foundation: Required Courses (6 credits, 6 ECTS)

Course Code	Course Title	Credits	ECTS
CSS5103	Professional Foreign Language	3	3
CSS5501.1	Management for Social Sciences	1	1

CSS5502.2	Psychology for Social Sciences	2	2

Program Foundation: Elective Courses (6 credits, 9 ECTS)
Students must complete two courses (6 credit hours/9 ECTS) in this category. ECN5021 Microeconomics and ECN5031 Macroeconomics are prerequisites for Advanced Microeconomics and Advanced Macroeconomics. Students who have done intermediate level coursework at undergraduate level with satisfactory results can request these prerequisites to be waived. In this case they may elect any major elective as substitute.

Course Code	Course Title	Credits	ECTS
ECN5021	Microeconomics	3	4.5
ECN5031	Macroeconomics	3	4.5
ECN5052.1	Introduction to Statistics	3	4.5
ECN5053.1	Introduction to Game Theory	3	4.5

PROGRAM SPECIALIZTION REQUIREMENTS (27 credits, 49 ECTS)
Specialization: Required Courses (15 credits, 29 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisites
CSS5503	Research Methods	3	6	None
ECN5013	Advanced Econometrics	3	6	ECN5012
ECN5022	Advanced Microeconomics	3	6	ECN5021
ECN5032	Advanced Macroeconomics	3	6	ECN5031
ECN5888	Professional Internship	3	5	Permission of advisor & employer
Total		**15**	**29**	

Specialization: Elective Courses (12 credits, 20 ECTS)
Students must complete 12 credit hours/20 ECTS in graduate Economics electives. With permission of the chair some FIN graduate courses or ECN foundation electives can be used as program elective credits. ECN5012 Econometrics is also a prerequisite for ECN5013 Advanced Econometrics. Students who have done coursework in econometric methods at undergraduate level with satisfactory results can request this prerequisite to be waived. Graduate economic elective courses include:

Course Code	Course Title	Credits	ECTS	Prerequisites
ECN5012	Econometrics	3	5	None
ECN5052	Statistical Methods	3	5	None
ECN5053	Game Theory	3	5	None
ECN5054	Mathematical Modeling	3	5	None
ECN5093	Project Planning and Welfare	3	5	ECN5021
ECN5141	International Trade	3	5	ECN5021
ECN5042	Behavioral Economics	3	5	ECN5021
ECN5271	Emerging Markets and Powers	3	5	None
ECN5352	Advanced Financial Econometrics	3	5	ECN5012, ECN5354
ECN5354	Advanced Financial Economics	3	5	
ECN5355	Theory of Corporate Finance	3	5	ECN5021

ECN5890	Special Topics in Economics	3	5	ECN5012
ECN5891	Special Topics in Financial Economics	3	5	ECN5054

MAJOR IN FINANCIAL ECONOMICS

Students may declare Financial Economics their major. A student who majors in Financial Economics has to take

Course Code	Course Title	Credits	ECTS	Prerequisites
ECN 5354	Advanced Financial Economics	3	5	

and three of the following major electives

Course Code	Course Title	Credits	ECTS	Prerequisites
ECN5053	Game Theory	3	5	None
ECN5054	Mathematical Modeling	3	5	None
ECN5352	Advanced Financial Econometrics	3	5	ECN5354/ECN5012
ECN5355	Theory of Corporate Finance	3	5	ECN5354
ECN5891	Selected Topics Fin Economics	3	5	ECN5354

A major elective course may be replaced with any graduate level FIN course with the permission of the chair. A student may request to replace one major elective with a course from the list of Specialization Elective Courses.

EXPERIMENTAL RESEARCH WORK (6 credits/18 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisites
ECN5990	Research Seminar	3	10	ECN5801
ECN5588.1	Research Internship	3	8	
Total		**6**	**18**	

FINAL ATTESTATION (3 credits/8 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisites
ECN5991	Thesis & Thesis Defense	3	8	ECN5990
Total		3	8	

In order to be admitted to thesis defence, a student needs to demonstrate that a scientific paper based on their thesis and prepared together with the thesis work has been presented and published.

COURSE TRANSFER POLICY

Credits earned in another program can be transferred to the extent that the course is equivalent to a course in the KIMEP program. A department committee decides case by case. For transfers from master to master level course, KIMEP rules apply. For transfers of credits from bachelor to master program, maximally 25% of the credits of the KIMEP program can be transferred.

For joint, dual, and multiple degree programs different rules may apply as determined by specific agreements. A student may have current or past employment experience of at least six months equivalent of full-time employment count towards the requirements of the internship course.

MASTER OF INTERNATIONAL RELATIONS (MIR) - 7M03101

STATEMENT OF PURPOSE

The Master's Program in International Relations (MIR) was launched in 2002. The MIR is a three regular semesters, 48 credits (90 ECTS) program. It is designed to build up a new cadre of scholars/officials capable of taking on leadership roles in the challenging arena of world affairs, including positions within the diplomatic corps, multinational corporations, education and non-governmental organizations.

MISSION

The aim of the Master's Degree in International Relations is to train experts and young professionals capable of taking on challenging jobs and playing leadership roles in the international arena. Unique in Central Asia, the MIR program is comparable in standards and quality to masters' programs in Western Universities, such as Glasgow University, which offers its students in the Russian, Central and Eastern European Studies program an opportunity to earn a dual degree program by studying alongside MIR students at KIMEP.

The overarching goals of the MIR program are:

- to promote excellence in the study of international relations and regional studies;
- to train professionals capable of taking on challenging jobs and playing leadership roles in the international arena; and
- to provide a solid foundation for scholars who want to pursue doctoral study and research in international relations.

OBJECTVES

The objectives of MIR program are:

- to provide students with graduate-level knowledge and analytical skills needed for employment in public, no-profit, and private organizations with an international orientation as well as government agencies and higher education institution; and
- to educate graduate students for ethical service to their society and the broader regional and international community.
- to prepare graduates for doctoral studies in areas relevant to international relations

LEARNING OBJECTIVES

The MIR program's learning objectives are to ensure that graduates have:

A well-rounded knowledge of:

- the major paradigms of international relations;
- the dynamic structure of the international system and the evolution of the interplay between its main actors, including individuals, groups, states, international institutions and private corporations;
- the development of different economic perspectives and paths on global, international and regional governance;
- normative approaches for proposing solutions to ethical dilemmas in international affairs;
- international law and international organizations and their management and leadership, and the impact of development paradigms on political, social and cultural changes;
- Central Asian security issues, geopolitics, economics and integration in the international and global system.

And the necessary cognitive, inter-personal and self-management skills to:

- undertake supervised independent research, involving the synthesis and application of theoretical constructs to topics in the fields of international relations, international political economy, developmental studies, and regional studies with a specific focus on Central Asia
- communicate complex ideas and multifaceted information clearly and effectively in written and oral English;
- use information technology for the retrieval, analysis and presentation of information; and
- work effectively with others in the pursuit of common objectives.

INTENDED LEARNING OUTCOMES

At the successful completion of this Program, graduates will be able to:

- identify and analyze the structure and fundamental dynamic processes of the international system;
- describe and articulate the major paradigms and theoretical perspectives within the discipline;
- explain the behavior and interactions of the primary actors within the international system, so as to be able to construct basic models of policy decision-making;
- discuss and appraise the impact of culture, history, geography, and power and wealth differentials on the formulation of foreign policies of different states;
- appraise the impact of social classes, ethnic groups, social/political movements and interest groups on the formation of foreign policy in various states;
- evaluate the role of global institutions, international law, and fundamental values or ethical considerations in the formulation of foreign policy;
- utilize the skills and knowledge noted above to frame the policies of Kazakhstan and other Central Asian states in a global context; and
- conduct original research that shows critical thinking and critical analysis skills, and develop the capacity to communicate that knowledge via written and oral presentations at a satisfactory level in English.

PROGRAM STRUCTURE

Requirements for the MIR are as follows:

	Credits	**ECTS**
Program Foundation Requirements	12	15
Program Specialization Requirements	27	49
Experimental Research Work	6	18
Final Attestation	3	8
Total Required for Graduation	**48**	**90**

With the exception of Thesis III, courses are normally offered every three regular semesters, therefore students are advised to plan their graduate career accordingly.

COURSE TRANSFER POLICY

Credits earned in another program can be transferred to the extent that the course is equivalent to a course in the KIMEP program.

For transfers from master to master level course, KIMEP rules apply.

For transfer of courses taken at the bachelor level to master courses, the following rules for the Recognition of Prior Learning apply for the MIR:

- Students who graduated from programs delivered in English language by an accredited institution are allowed to waive the course CSS5103.2

- Students can transfer the course Public International Law with an equivalent course taken at the undergraduate level with a minimum passing grade of A- or equivalent
- Students can transfer the course Theories of International Relations if they graduated from an accredited program (European or American accreditation) in International Relations that includes equivalent coursework on theories of international relations

A department committee reviews and decides case by case.

For joint, dual, and multiple degree programs different rules may apply as determined by specific agreements.

PROGRAM FOUNDATION REQUIREMENTS (12 credits, 15 ECTS)

Program Foundation: Required Courses (6 credits, 6 ECTS)

Course Code	Course Title	Credits	ECTS
CSS5103	Professional Language and Critical Thinking	3	3
CSS5501.1	Management for Social Sciences	1	1
CSS5502.2	Psychology for Social Sciences	2	2

Program Foundation: Elective Courses (6 credits, 9 ECTS)

Course Code	Course Title	Credits	ECTS
IRL5513	Theories of International Relations	3	4.5
IRL5203	Public International Law	3	4.5
IRL 5539.0	Political Geography: Geopolitics, Globalization and Governance	3	4.5
IRL5513	International Political Economy	3	4.5

PROGRAM SPECIALIZATION REQUIREMENTS (27 credits, 49 ECTS)

Program Specialization: Required Courses (15 credits, 29 ECTS)

Course Code	Course Title	Credits	ECTS
CSS5503	Research Methods	3	6
IRL5538	Ethics in International Affairs	3	6
IRL5580 or IRL5590	Master Seminar in Regional Studies or Master Seminar in International Relations	3	6
IRL5521	Central Asia in Global Politics	3	6
IRL5534	Professional Internship	3	5
		15	**29**

Program Specialization: Elective Courses (12 credits, 20 ECTS)

Course Code	Course Title	Credits	ECTS
IRL5561	Emerging Powers and Markets	3	5
IRL5562	Environmental Politics, Development and Global Governance	3	5
IRL5564	Political Communication in International Affairs	3	5
IRL5555	Asian Security: Theory and Practice	3	5
IRL5520	Domestic Politics and Foreign Policy in the Post-Communist World	3	5

IRL5540	Genesis of the Modern Concepts of International Relations	3	5
IRL5542	Government and Politics in Central Asia	3	5
IRL5547	Russian Foreign Policy	3	5
IRL5551	Petro Politics	3	5
IRL5558	Central Asia – Russia Relations	3	5
IRL5552	Central Asia – United States Relations	3	5
IRL5548	European Union: Politics and Foreign Policy	3	5
CSS/IRL5501	Computational Social Science	3	5
IRL5530	Selected topics in International Relations	3	5
		12	**20**

EXPERIMENTAL RESEARCH WORK (6 credits, 18 ECTS)

		Credit	**ECTS**	
IRL5525	Thesis Seminar	3	10	CSS5503
IRL5534.1	Research Internship	3	8	

FINAL ATTESTATION (3 credits, 8 ECTS)

		Credit	**ECTS**	
IRL5526.3	Thesis Defense	3	8	IRL5525

In order to be admitted to thesis defense, a student needs to demonstrate that a scientific paper based on their thesis and prepared together with the thesis work has been presented and published.

MASTER OF PUBLIC AND MUNICIPAL ADMINISTRATION (MPMA) - 7M04101

STATEMENT OF PURPOSE

The MPMA Program's purpose is to prepare graduates for careers, leadership positions, and ethical service in public, non-profit, and business organizations. It seeks to demonstrate to Kazakhstan and the Central Asian region the value of high-quality, research-informed teaching of public administration, policy, and management. The Master in Public and Municipal Administration (MPMA) program started in 1994 shortly after the inception of KIMEP. Since then, over 300 MPAs have graduated, contributing skills, knowledge and abilities to public, non-profit service at the national as well as the international level. We are currently working to internationalize the student body to bring people together to share ideas from across the world, and particularly China and South Asia, as well as former Soviet republics.

The MPMA program also offers three majors:

1. Human Capital and Innovation
2. Policy Advocacy and Communication
3. Green Economy and Sustainability

THE PROGRAM:

- Promotes excellence in public, non-governmental, and private management and policy-making through the building and strengthening of the analytical and leadership capacity of graduate students;

- Provides graduate students with the generic and specialized management and policy knowledge and skills needed for successful careers in the public, non-governmental, and private sectors; and
- Educates graduate students for ethical service to their society and the broader regional and international community.

The Master of Public Administration degree requires 48 credits of coursework for students new to the field or a minimum of 36 credits for students with significant experience in public management and/or KIMEP graduates. The program includes 42 credits of required component courses, 6 credits of concentration and electives courses.

The courses taught for MPMA students are conducted in a number of ways: as advanced lecture courses, as seminars in which faculty and students present critical studies of selected problems within the subject field, as independent study or reading courses, or as research projects conducted under faculty supervision. It is important to note that all graduate courses are offered during evening time to ensure that our students keep their full-time jobs at KIMEP or outside of KIMEP.

Graduate studies imply developing scientific curiosity and acquiring special skills to be able to do the research. Nurturing a research culture among MPMA students is one of our very first priorities. Under the guidance of a faculty member, all MPMA students are expected to write and defend a thesis. A thesis should make a genuine contribution to the understanding and analysis of public policy issues, management and administration in Kazakhstan.

LEARNING OBJECTIVES

In order to equip students who graduate from the MPMA program with the essential knowledge and skills required by professionals seeking managerial and executive positions in the public, non-profit and private sectors, the program's learning objectives are to ensure that graduates have:

- a satisfactory knowledge of the nature of the public sector and its relationship to government, civil society, and the marketplace, and how it can be institutionally arranged;
- a satisfactory knowledge of economic perspectives on government and public policy, governmental budgeting, and public financial management;
- a satisfactory knowledge of ethics as they apply to the public sector;
- a satisfactory knowledge of public organizations and their management and leadership, and the impact of organizational structure, culture, and leadership on organizational change and performance;
- a satisfactory knowledge of project appraisal and management, and the necessary cognitive, self-management, and interpersonal skills;
- a satisfactory knowledge of the concepts and theories of public policy and analysis;
- a satisfactory capacity to undertake supervised independent research, involving the synthesis and application of theoretical constructs to topics in the fields of public administration, policy, and management
- a satisfactory capacity to communicate ideas and information clearly and effectively in written and oral English;
- a satisfactory capacity to use information technology for the retrieval, analysis and presentation of information; and
- a satisfactory capacity to work effectively with others in the pursuit of common objectives.

DEGREE REQUIREMENTS

Requirements for the MPMA are as follows:

	Credits	ECTS
Program Foundation Requirements	12	15
Program Specialization Requirements	27	49

Experimental Research Work	6	18
Final Attestation	3	8
Total Required for Graduation	**48**	**90**

PROGRAM FOUNDATION REQUIREMENTS (12 credits, 15 ECTS)

Program Foundation: Required Courses (6 credits, 6 ECTS)

Course Code	Course Title	Credits	ECTS
CSS5103	Professional Language and Critical Thinking	3	3
CSS5501.1	Management for Social Sciences	1	1
CSS5502.2	Psychology for Social Sciences	2	2

Program Foundation: Elective Courses (6 credits, 9 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisite
PAD5114	Essentials of Public Administration and Management	3	4.5	
PAD5113	Statistical Methods for Public Administration	3	4.5	
PAD5112	Foundation of Administrative Law	3	4.5	
PAD5218	Project Evaluation and Management in Public Sector	3	4.5	
PAD 5223	Public Sector Economics	3	4.5	

PROGRAM SPECIALIZATION REQUIREMENTS (27 credits, 49 ECTS)

Program Specialization: Required Courses (15 credits, 29 ECTS)

Course Code	Course Title	Credits	ECTS	
CSS5503	Research Methods	3	6	
PAD5219	Public Policy Analysis	3	6	
PAD5214	Fiscal Governance	3	6	PAD5114
PAD5262	Organizational Behavior for Public Organizations	3	6	
PAD5230	Internship	3	5	

Program Specialization: Elective Courses (12 credits, 20 ECTS)

Students may choose electives from the table of their major. Students may also choose not to major in which case they may choose from either table.

MAJOR IN HUMAN CAPITAL AND INNOVATION

Course Code	Course Title	Credits	ECTS	
PAD5123	Economic Perspectives on Government	3	5	
PAD5122	Administrative and Management Ethics	3	5	PAD5114
PAD5269	Governance and Development	3	5	PAD5114
PAD5222	Social Policy	3	5	PAD5114
PAD5224	Human Resource Management	3	5	PAD5114
PAD5250	Special Topics in Human Capital and Innovation	3	5	PAD5114

PAD5261.2	Work and Organizational Psychology	3	5	
PAD5225	Education and Science Policy	3	5	
PAF5200	Investment for Human Capital Development	3	5	

MAJOR IN POLICY ADVOCACY AND COMMUNICATION

Course Code	Course Title	Credits	ECTS	
PAD5123	Economic Perspectives on Government	3	5	
PAD5268	CSR and Public Policy	3	5	PAD5114
PAD 5269	NGOs and Non-profit Management	3	5	PAD5114
PAD5219	Public Sector Reform	3	5	PAD5114
PAD5255	Current Issues in Public Administration	3	5	PAD5114
JMC5630	Political Communication	3	5	
JMC5653	PR Management and Strategies	3	5	

MAJOR IN GREEN ECONOMY AND SUSTAINABILITY

Course Code	Course Title	Credits	ECTS	
PAD5201	Biodiversity and Ecosystem Services	3	5	
PAD5202	Global Sustainable Development	3	5	
PAD5203	Green Technology and Renewable Energy	3	5	
PAD5206	Science of Climate Change	3	5	
PAD5207	Carbon Management	3	5	

EXPERIMENTAL RESEARCH WORK (6 credits, 18 ECTS)

Corse Code	Course Title	Credit	ECTS	
PAD5231.1	Thesis Seminar	3	10	CSS5503
PAD5230.2	Research Internship	3	8	

FINAL ATTESTATION (3 credits, 8 ECTS)

Course Code	Course Title	Credits	ECTS	
PAD5231.2	Thesis Defense	3	8	PAD5231.1

In order to be admitted to thesis defense, a student needs to demonstrate that a scientific paper based on their thesis and prepared together with the thesis work has been presented and published.

MASTER OF INTERNATIONAL JOURNALISM (MIJ) – 7M03201

KIMEP University has offered a master's degree in International Journalism since August 2002. Currently the university's Department of Media and Communications offers a Master of International Journalism (MIJ) degree. This program is designed to be completed with three semesters of full-time study plus an additional semester for completion of thesis; all program requirements must be completed within five years of

commencement of study. There are two specializations or majors in the program: media management and public relations.

PROGRAM STATEMENT OF PURPOSE

The Master of International Journalism (MAIJ) equips graduate students with: advanced knowledge and understanding of and ability to apply key media and communications theories in academic and professional contexts; advanced industry-specific skills for creating journalistic materials and designing public relations and advertising materials and communications plans; intellectual abilities to analyze, synthesize and evaluate social phenomena through the prism of media and communications; advanced competencies to solve problems and learn independently; transferable skills for effective oral and written interpersonal and intrapersonal communication, teamwork, leadership, and time management.

PROGRAM MISSION AND GOALS

The MIJ program (48 KIMEP credits, 90 ECTS) is designed for recent recipients of undergraduate degrees in relevant fields or for early or mid-career professionals seeking to develop knowledge and skills in journalism, public relations, and communication. Its central goals are:

- To provide graduate-level education in the discipline of communications as consistent with the mission statement of KIMEP University;
- To produce competent professionals who demonstrate a thorough knowledge of the theory and practice of media communication, with a focus on journalism and public relations; and
- To foster within students an ethos of professionalism and citizenship.

PROGRAM OBJECTIVES

The objectives of the MIJ program are:

- To provide advanced academic and procedural knowledge, which will equip students with the abilities to able to judge the required knowledge and/or competences as well as their application in both professional or academic contexts;
- To develop students' functioning abilities, which will establish them as leaders in their chosen career in the fields of media and communication;
- To implement high level of critical thinking and analytical competences in investigating trends, issues, and solving problems in journalism, mass media, and public relations and related fields of knowledge and practice.
- To develop creative thinking and innovation by experimenting with new theoretical approaches in order to challenge existing knowledge boundaries and design novel solutions to existing problems.
- To equip students with the awareness and understanding of global issues and happenings in the fields of media and communication.
- To help students develop as constructive and ethical members of their local, national, regional and international communities.

PROGRAM LEARNING OBJECTIVES

The learning objectives of this program study are to ensure that students are able to:

1. Implement major media and communication concepts and theories in producing quality media and communication research;
2. Produce, distribute mediated messages in a range of contexts and technologies, including traditional and online communication;
3. Communicate the nature of mass communication processes and production and their relationship to society, the global marketplace and various media systems;
4. Plan, implement, and evaluate professional projects; and
5. Assess the impact of the activities and culture of media and communication organizations on society.

PROGRAM INTENDED LEARNING OUTCOMES

On the successful completion of the program, MIJ graduates will be able to do the following:

1. **Identify/Diagnose**. Identify and diagnose issues accurately and effectively across a wide range of domains such as political, economic, social, technological, legal, and environmental issues.
2. **Produce/Design**. Design and produce text, video and visual materials adhering to the highest professional international standards and ethical principles across various fields of media and communication, including journalism, public relations, and advertising.
3. **Examine/Argue**. Examine the diverse roles and functions of media and communications in contemporary society and argue new points of view advanced academic and/or professional work.
4. **Forecast**. Use both quantitative and qualitative research methods and evaluations to forecast changes that affect communities, organizations and society as a whole.
5. **Investigate**. Investigate civic, business and political issues through original research and analysis of official and public materials.
6. **Write**. Plan and write academic and professional materials by applying mastery of high level skills, including critical, analytical writing, deductive and inductive argumentation, and causal explanation.
7. **Strategize**. Design and implement ad hoc and proactive comprehensive public relations plans implementing effective PR strategies, tactics, KPIs, and cost-effective budgeting in various contexts and domains.
8. **Communicate**. Effectively communicate orally and in writing, including effective objective reporting of social reality, presentation of analysis, justification of recommended actions, and persuasive messages intended to affect the knowledge and perceptions of others.
9. **Measure/Evaluate**. Effectively measure and evaluate communication initiatives initiated by media organizations, communications agencies, and business and not-for-profit organizations.
10. **Ethics**. Apply professional ethics principles, assess practices, and formulate stands based on national and international Codes of conduct both in journalism and public relations.

MIJ PROGRAM MAJORS

The Graduate Program in International Journalism offers two majors:

- **Media Management Major**
- **Public Relations and Advertising Major**

Students pursuing a major consult with the graduate supervisor and declare a major at initiation of their program. They select courses appropriate to the major in consultation with the graduate supervisor, and they pursue a thesis topic relevant to that major. The major is earned based on successful completion of the approved course distribution and of the approved thesis.

CSS POLICIES

Credits earned in another program can be transferred to the extent that the course is equivalent to a course in the KIMEP program. KIMEP rules apply. A department committee decides case by case. For transfers of credits from bachelor to master program, maximally 25% of the credits of the KIMEP program can be transferred. For joint, dual, and multiple degree programs different rules may apply as determined by specific agreements.

DEPARTMENT OF MEDIA AND COMMUNICATIONS POLICIES

Graduate students may enroll in 4000-level courses for graduate credit so long as the chosen course does not substantially reproduce the content of another course the student has taken or is currently taking. Graduate students may be allowed to enroll in courses at the 3000-level or below for graduate credit with permission of the department. Graduate students who enroll in undergraduate-level courses will be required to complete additional course requirements to justify graduate credit.

Advanced undergraduate students may enroll in graduate-level courses for undergraduate credit with permission of the Department. The content of such courses must not substantially duplicate the content of a course the student has previously taken or is currently taking.

MIJ CURRICULUM

MIJ Program Structure

	Credits	ECTS
Program Foundation Requirements	12	15
Program Specialization Requirements	27	49
Experimental Research Work	6	18
Final Attestation	3	8
Total Required for Graduation	**48**	**90**

PROGRAM FOUNDATION REQUIREMENTS (12 credits, 15 ECTS)

Program Foundation: Required Courses (6 credits, 6 ECTS)

Course Code	Course Title	Credits	ECTS
CSS 5103	Professional Language and Critical Thinking	3	3
CSS 5501.1	Management for Social Sciences	1	1
CSS 5502.2	Psychology for Social Sciences	2	2

Program Foundation: Elective Courses (6 credits, 9 ECTS)

Course Code	Course Title	Credits	ECTS
JMC 5630	Political Communication	3	4.5
JMC 5666	Introduction to Kazakhstani Media Market	3	4.5
JMC 5653	Management of Corporate Public Relations	3	4.5
JMC 5612	Advanced Media Writing	3	4.5
JMC 5715	Advanced Multimedia Storytelling	3	4.5

PROGRAM SPECIALIZATION REQUIREMENTS (27 credits, 49 ECTS)

Program Specialization Requirements:

- Required Courses (15 credits, 29 ECTs)
- Electives Courses (12 credits, 20 ECTs)

Required Courses for *Media Management* Major (15 credits, 29 ECTS)

Course Code	Course Title	Credits	ECTS
JMC 5611	Principles of Media Management	3	6
JMC 5650	Digital Public Relations	3	6
JMC 5661	Research Methods in Media and Communication/Thesis I	3	6
JMC 5616	Theories of Media and Communication	3	6
JMC 5621	Internship I	3	5
		15	29

Elective Courses for *Media Management* Major (12 credits, 20 ECTS)

Course Code	Course Title	Credits	ECTS
JMC 5617	AI Applications in Media	3	5
JMC 5610	Newsroom Management	3	5
JMC 5622	Advertising Writing and Layout	3	5
JMC 5658	Reputation Management	3	5
JMC 5620	Health and Science Communication	3	5
JMC 5704	Negotiation and Persuasion	3	5
JMC 5714	Media Interpretation	3	5
JMC5613	Advanced Business Communication	3	5
JMC 5712	Storytelling with Data	3	5
JMC 5656	Broadcast Journalism Practicum	3	5
JMC 5607	Global Public Relations	3	5
JMC 5711	Special Event Management	3	5
JMC 5619	Advertising and Media Sales	3	5
JMC5690	Special Topics in Mass Communication	3	5
JMC 5623	Writing for Russian (Kazakh) Language Media	3	5
JMC 5000	Critical Thinking and Writing	3	5
JMC5655	Crisis Communication	3	5
ECN5042	Behavioral Economics	3	5
ECN5053	Game Theory	3	5
ECN5271	Emerging Markets and Powers	3	5
MKT 5204	Integrated Marketing Communications	3	5
MKT 5201	Marketing Management	3	5
MKT 5203	Consumer Behavior and Marketing Strategy	3	5
PAD5223	Public Sector Economics	3	5
PAD5255	Current Issues in Public Administration	3	5
PAD5268	Corporate Social Responsibility & Public Policy	3	5
	26 courses total here	**12**	**20**

Required Courses for Public Relations and Advertising Major (15 credits, 29 ECTS)

Course Code	Course Title	Credits	ECTS
JMC 5707	Social Media Marketing	3	6
JMC 5607	Global Public Relations	3	6
JMC 5661	Research Methods in Media and Communication/Thesis I	3	6
JMC 5616	Theories of Media and Communication	3	6
JMC 5621	Internship I	3	5
		15	**29**

Elective Courses for Public Relations and Advertising Major (12 credits, 20 ECTS)

Course Code	Course Title	Credits	ECTS
JMC 5610	Newsroom Management	3	5
JMC 5622	Advertising Writing and Layout	3	5
JMC 5617	AI Applications in Media	3	5
JMC 5658	Reputation Management	3	5
JMC 5620	Health and Science Communication	3	5
JMC 5704	Negotiation and Persuasion	3	5
JMC 5714	Media Interpretation	3	5
JMC5613	Advanced Business Communication	3	5
JMC 5712	Storytelling with Data	3	5
JMC5655	Crisis Communication	3	5
JMC 5656	Broadcast Journalism Practicum	3	5
JMC 5650	Digital Public relations	3	5
JMC 5711	Special Event Management	3	5
JMC 5619	Advertising and Media Sales	3	5
JMC5690	Special Topics in Mass Communication	3	5
JMC 5623	Writing for Russian (Kazakh) Language Media	3	5
JMC 5000	Critical Thinking and Writing	3	5
ECN5042	Behavioral Economics	3	5
ECN5053	Game Theory	3	5
ECN5271	Emerging Markets and Powers	3	5
MKT 5204	Integrated Marketing Communications	3	5
MKT 5201	Marketing Management	3	5
MKT 5203	Consumer Behavior and Marketing Strategy	3	5
PAD5223	Public Sector Economics	3	5
PAD5255	Current Issues in Public Administration	3	5
PAD5268	Corporate Social Responsibility & Public Policy	3	5
	26 courses total	**12**	**20**

EXPERIMENTAL RESEARCH WORK (6 credits, 18 ECTS)

		Credits	ECTS	
JMC5662	Thesis Seminar	3	10	CSS 5503
JMC5625	Research Internship	3	8	

FINAL ATTESTATION (3 credits, 8 ECTS)

		Credits	ECTS	
JMC5663	Thesis Defense	3	8	JMC 5662

INTERNSHIPS

The DMC Internship Program aims to provide students with an opportunity to work in real-world organizations (media outlets, PR and marketing and advertising companies, production and film studios, corporate media, government agencies, embassies, etc.) and acquire marketable skills in the areas of their specialization. Internships are available in the following areas:

- communication,
- broadcasting,
- public relations,
- marketing,
- advertising,
- multimedia journalism,
- SMM
- Media management, and
- Event management.

The professional internship program is designed to:

- Immerse the students into the reality of Kazakhstani and international multimedia and communication field;
- Get introduced to the work of mass communication professionals; learn more about career choices;
- Give students hands-on reporting and writing experience in a professional newsroom; experience in planning and implementing strategic campaigns;
- Help students build a portfolio that will strengthen their applications for post-graduate jobs; employers will require previous experience and gauge a candidate's ability through their work samples;
- Develop a network of professional contacts that will help students launch a career in mass communications, public relations, marketing, and advertising.
- Improve their understanding of how market-based analysis can help them better understand economic and social problems;
- Enhance interns' awareness of the real-life situation in the chosen field;
- Help identify necessary skills and knowledge in order to focus in their academic program;
- Help develop interns' analytical, communication, team-working, decision-making and other professional skills;

The DMC internship program prepares students for such jobs as:

- Multimedia journalists
- Media producers
- PR managers
- Magazine editors
- Marketing specialists
- Communication consultants
- Corporate communications specialists
- Account managers
- Media planners
- News anchors
- Copywriters

- Social media coordinators
- Event managers, among many others.

Students have the opportunity to undertake an internship abroad or study abroad as part of their MIJ program. This can be arranged with one of KIMEP's partner universities by the International Relations Office.

SCHOOL OF LAW GRADUATE PROGRAM

MASTER OF INTERNATIONAL LAW (LL.M.) - 7M04201

PROGRAM OBJECTIVES

GENERAL

The Master of International law is a one-year, full-time, in person degree program providing specialized knowledge of International Law in two tracks: one for commercial law practitioners and one for those interested in advancing their careers relative to human rights law. The objective of the program is to provide professionals with the skills to solve complex legal problems, provide service to clients (individuals, enterprises, governmental and nongovernmental agencies, international organizations, and the like) based on sound ethical principles, and to support and promote the Rule of Law.

Students are expected to advance existing skills in reading and interpreting legal texts, to critically examine the policies underlying legal requirements, and to prepare written and oral legal arguments based on the applicable laws and facts. The KIMEP Master of International Law takes advantage of the unique geographic, economic and political positions of Kazakhstan and Almaty in Central Asia. Close working relationships between faculty, students, practitioners and fellow students allow opportunities to engage in collegial consultations on both academic and professional matters.

COMMERCIAL LAW TRACK

The Commercial Law track is designed for practitioners with some experience in the practice of Law to take their professional abilities to the next level. Because of the variety of courses available, it is suitable for those seeking to move from a more general practice into business law, as well as those already practicing in the area who wish to research and deepen their knowledge of a particular aspect.

HUMAN RIGHTS LAW TRACK

This track is grounded in our Center on International Human Rights Law. In addition to world standard instruction regarding theories and sources of International Public Law, students have the opportunity to research and work on real-world issues in Kazakhstan and Central Asia, such as human trafficking, migration matters, labor exploitation and the rights of women and children.

TEACHING OBJECTIVES:

Students will be instructed in class and through experiential learning relative to:

- Drafting legal documents in the English language;
- Innovatively thinking about how to interpret and apply law to formulate creative solutions to client matters;
- Understanding legal principles triggered by cross border transactions, as well as state and non-state actions;
- Comprehending the business and other social models upon which laws are based;
- Working with legal formalities without losing sight of the substance of an issue;
- Utilizing critical thinking and the tools of advocacy;
- Producing an LL.M. thesis demonstrating deep knowledge of a subject and representing scholarly work at a global standard.

LEARNING OUTCOMES:

At the successful completion of this Program, graduates will be able to:

- Demonstrate an advanced understanding of both substantive and procedural international law;
- Comprehend, explain and influence interactions between domestic and international legal regimes;
- Complete substantive research projects, which demonstrate superior knowledge of international law, and proficiency in research methodologies, academic conventions, and professional English;
- Provide ethically informed legal advice and solutions to issues involving the international aspects of the activities of individuals, enterprises, governments and global civil society;
- Communicate ideas and information clearly and effectively, in both oral and written English, using appropriate legal terminology;
- Demonstrate an ability to work effectively in teams and to lead them.

Please note that this is an LL.M. designed for practicing professionals from Kazakhstan and abroad. Therefore, as a basis for admission to academic Ph.D. programs in Kazakhstan universities, further coursework in Pedagogy will generally be required.

ADMISSIONS AND LANGUAGE POLICY

Successful applicants will have a minimum of two years of experience in the practice of law or similar experience. Candidates for the LL.M. are desired to have an undergraduate degree in Law, or to complete or have completed a KIMEP Minor in Legal Studies, or its equivalent foundational course work in English. An interview in English is required.

The Master of International Law degree is taught **exclusively in English** and students cannot complete the program without a professional level of English language proficiency. Students admitted to the program who score less than 85 on the KIMEP English Placement Test (KEPT) are required to complete Foundation English courses until they can achieve at least this minimum score.

ACADEMIC POLICIES

The program consists of 71 ECTS and may be completed in one academic year of full-time attendance. A more typical student will complete coursework in one academic year and spend an additional semester or two completing research for and writing their thesis. Upon execution of an approved degree plan, students may extend their candidacy for up to three years to accommodate work, family or other obligations. Academic leave will only be granted in exceptional circumstances and for good cause shown.

Degree candidates who do not complete their program of study, including thesis defense, after three (3) full academic years of attendance are awarded a terminal Certificate of Attendance indicating the number of ECTS earned and are thereupon separated from the LL.M. program.

Students must have a minimum GPA of 3.00 to graduate from the program and may not have more than 2 courses in which they receive a grade below "B-." Please see the KIMEP Catalog for University policies regarding grading and grade appeals.

Program requirements

Ministry of Science and Higher Education (MSHE) Graduate Degree Curriculum Categories	KIMEP Credits	Mandatory MSHE ECTS Allocation
Program Foundation Required courses	9	15
Program Foundation Elective courses	3	5
Program Specialization Required courses	9	15
Program Specialization Elective courses	9	15
Experimental Research Work	6	13
Final Attestation	3	8
TOTAL	**39**	**71**

INTERNATIONAL COMMERCIAL LAW TRACK:

Program Foundation Required courses
Students must take all of the following courses:

Course Code	Course Title	KIMEP Credits	ECTS credits
LAW5201 or LAW 5202	Legal Method, Skills and Reasoning (Professional English) or Methods of Legal Argument (Professional English)	3	5
LAW5204	Commercial Law and Management	3	5
LAW5206	International Commercial Arbitration and Psychology	3	5
	TOTAL	**9**	**15**

Program Foundation Elective courses
Students must take one of the following courses:

Course Code	Course Title	KIMEP credits	ECTS credits
LAW5203	Public International Law	3	5
LAW5711	Comparative Legal Systems	3	5
LAW5802	International Tax Law	3	5
LAW5810	International Anti-Corruption Law	3	5
LAW5811	Global Competition Law	3	5
	TOTAL	**3**	**5**

Program Specialization Required courses
Students must take all of the following courses:

Course Code	Course Title	KIMEP credits	ECTS credits
LAW5205	Private International Law	3	5
LAW5213	Law of Treaties	3	5
LAW5803	International Investment Law and Practice	3	5
	TOTAL	**9**	**15**

Program Specialization elective courses
Students must take three of the following courses: **(Courses from the Human Rights Law track may be substituted with prior approval)**

Course Code	Course Title	KIMEP credits	ECTS credits
LAW5212	IT and Cyberspace Law	3	5
LAW5703	Business Litigation Practicum	3	5
LAW5704	Law of Energy and Natural Resources	3	5
LAW5705	Intellectual Property Law	3	5
LAW5706	International Banking Law	3	5
LAW5707	Commercial Arbitration Practicum	3	5
LAW5710	Eurasian Economic Union Law	3	5
LAW5711	Comparative Legal Systems	3	5
LAW5801	Corporate Finance	3	5
LAW5802	International Tax Law	3	5
LAW5804	Mergers and Acquisitions	3	5
LAW5809	Law of the WTO	3	5
LAW5810	International Anti-Corruption Law	3	5

LAW5811	Global Competition Law	3	5
LAW5299	Selected Graduate Topics in Law	3	5
	Total	**9**	**15**

Experimental Research Work
Students must take all of the following courses:

Course Code	Course Title	KIMEP credits	ECTS credits	Prerequisites
LAW5924	Research Apprenticeship and Internship	2	5	Completion of at least 15 credits
LAW5989	Experimental Research for the Thesis	4	8	Completion of at least 15 credits
	Total	**6**	**13**	

Final attestation
Students must take three of the following courses:

Course Code	Course Title	KIMEP credits	ECTS credits	Prerequisites
LAW5991	Thesis Defense	3	8	Completion of all program requirements but Defense
	Total	**3**	**8**	

Students must comply with School of Law Thesis Guidelines in writing and defending their theses.

Example Degree Plan (Commercial Law track)
The following table is illustrative and may vary.

1ST YEAR	SEMESTER I	Credits	ECTS
LAW5201	Legal Method, Skills and Reasoning (Professional English)	3	5
LAW5204	Commercial Law and Management	3	5
LAW5206	International Commercial Arbitration and Psychology	3	5
LAW5xxx	Program Foundation Elective course	3	5
LAW5205	Private International Law	3	5
LAW5213	Law of Treaties	3	5
	Total	**18**	**30**

1ST YEAR	SEMESTER II	Credits	ECTS
LAW5803	International Investment Law and Practice	3	5
LAW5xxx	Program Specialization Elective course	3	5
LAW5xxx	Program Specialization Elective course	3	5
LAW5xxx	Program Specialization Elective course	3	5
LAW5924.2	Research Apprenticeship and Internship	2	5
LAW5989	Experimental Research for the Thesis	4	8
	Total	**18**	**33**

1ST YEAR	SUMMER I SEMESTER	Credits	ECTS
LAW5991	Thesis Defense	3	8
	Total	**3**	**8**

INTERNATIONAL HUMAN RIGHTS LAW TRACK:

Program Foundation Required courses

Students must take all of the following courses:

Course Code	Course Title	KIMEP credits	ECTS credits
LAW5201 or LAW5202	Legal Method, Skills and Reasoning (Professional English) **OR** Methods of Legal Argument (Professional English)	3	5
LAW5214	Human Rights Law and International Business Management	3	5
LAW5215	Human Rights Law and Psychology in States of Emergency	3	5
	Total	**9**	**15**

Program Foundation Elective courses

Students must take one of the following courses:

Course Code	Course Title	KIMEP credits	ECTS credits
LAW5210	International Criminal Law and Procedure	3	5
LAW5711	Comparative Legal Systems	3	5
LAW5810	International Anti-Corruption Law	3	5
	Total	**3**	**5**

Program Specialization required courses

Students must take all of the following courses:

Course Code	Course Title	KIMEP credits	ECTS credits
LAW5203	Public International Law	3	5
LAW5213	Law of Treaties	3	5
LAW5216	Human Rights Law and Practice in Kazakhstan	3	5
	TOTAL	**9**	**15**

Program Specialization Elective Courses

Students must take three of the following courses: **(Courses from the Commercial Law track may be substituted with prior approval)**

Course Code	Course Title	KIMEP credits	ECTS credits
LAW5210	International Criminal Law and Procedure	3	5
LAW5711	Comparative Legal Systems	3	5
LAW5712	Human Rights Law of Migration and Human Trafficking	3	5
LAW5713	Human Rights Violations as International Crimes	3	5
LAW5714	Public International Procedures and Practice	3	5
LAW5710	Eurasian Economic Union Law	3	5
LAW5715	Law of International Organizations	3	5
LAW5716	International Conflict and Security Law	3	5
LAW5810	International Anti-Corruption Law	3	5
LAW5299	Selected Graduate Topics in Law	3	5
	Total	**9**	**15**

Experimental Research Work

Students must take all of the following courses:

Course Code	Course Title	KIMEP credits	ECTS credits	Prerequisites
LAW5924	Research Apprenticeship and Internship	2	5	Completion of at least 15 credits
LAW5989	Experimental Research for the Thesis	4	8	Completion of at least 15 credits
	Total	**6**	**13**	

Final Attestation

Students must take all of the following courses:

Course Code	Course Title	KIMEP credits	ECTS credits	Prerequisites
LAW5991	Thesis Defense	3	8	Completion of all program requirements but Defense
	Total	**3**	**8**	

Students must comply with School of Law Thesis Guidelines in writing and defending their theses.

Example Degree Plan (Human Rights Law Track)

The following table is illustrative and may vary.

1ST YEAR	SEMESTER I	Credits	ECTS
LAW5201	Legal Methods, Skills and Reasoning (Professional English)	3	5
LAW5214	Human Rights Law and International Business Management	3	5
LAW5215	Human Rights and Psychology in States of Emergency	3	5
LAW5xxx	Program Foundation Elective course	3	5
LAW5203	Public International Law	3	5
LAW5213	Law of Treaties	3	5
	TOTAL	**18**	**30**

1ST YEAR	SEMESTER II	Credits	ECTS
LAW5216	Human Rights Law and Practice in Kazakhstan	3	5
LAW5xxx	Program Specialization Elective course	3	5
LAW5xxx	Program Specialization Elective course	3	5
LAW5xxx	Program Specialization Elective course	3	5
LAW5924.2	Research Apprenticeship and Internship	2	5
LAW5989	Experimental Research for the Thesis	4	8
	TOTAL	**18**	**33**

1ST YEAR	SUMMER I SEMESTER	Credits	ECTS
LAW5991	Thesis Defense	3	8
	Total	**3**	**8**

FOUNDATIONAL COURSE WORK

Students with an undergraduate degree other than in Law (except for KIMEP graduates from other colleges with an applicable Minor in Legal Studies) must complete or have completed courses in English equivalent to the applicable KIMEP minor:

	Legal Studies Minor in public law (Human Rights Law track)	Credits	20 ECTS	Undergraduate Prerequisite (Co-requisite for LL.M. students)
LAW1101	Theory of State and Law	3	5	None
LAW1001	Introduction to the Legal System of Kazakhstan and Lawyering	3	5	Theory of State and Law
LAW2106	Criminal Law of Kazakhstan- General Part	3	5	Introduction to the Legal System of Kazakhstan and Lawyering
LAW2107	Criminal Law of Kazakhstan- Special Part	3	5	Criminal Law of Kazakhstan- General Part

	Legal Studies Minor in private law (Commercial Law track)	Credits	20 ECTS	Undergraduate Prerequisite (Co-requisite for LL.M. students)
LAW1101	Theory of State and Law	3	5	None
LAW1001	Introduction to the Legal System of Kazakhstan and Lawyering	3	5	Theory of State and Law
LAW2108	Civil Law of Kazakhstan- General Part	3	5	Introduction to the Legal System of Kazakhstan and Lawyering
LAW2109	Civil Law of Kazakhstan- Special Part	3	5	Civil Law of Kazakhstan- General Part

COLLEGE OF HUMAN SCIENCES & EDUCATION GRADUATE PROGRAMS

MASTER OF ARTS IN FOREIGN LANGUAGE: TWO FOREIGN LANGUAGES (MAFL) - 7M01701

MISSION STATEMENT

The main goal of the educational program is to prepare highly qualified, competitive research methodologists who meet international standards of teaching in the field of teaching English as a foreign language and leaders in secondary and higher education, who are able to evaluate and create curricula for language teaching. During the training, undergraduates form professional competencies, as well as acquire general scientific and special knowledge, develop the skills necessary in professional activities, and master the skills of administration, analysis and transformation of the educational process.

INTENDED LEARNING OUTCOMES (ILOS)

ILO1 Describe and analyze language and language acquisition. Students are able to analyze language at different levels (i.e., phonological, morphological, syntactic, semantic and discursive) and to describe, analyze and apply concepts, theories, and research related to the nature and acquisition of English and other languages to construct educational settings that support foreign language students.

ILO2 Plan, implement and manage foreign language instruction and assessment. Students are able to plan, implement and evaluate standards-based practices and strategies for planning, implementing, and managing instruction in English and other languages, including classroom organization; teaching strategies for developing and integrating reading, writing, speaking, and listening. Students are able to effectively choose and adapt classroom resources and incorporate educational technology, and to design and implement standards-based assessment measures with foreign language students.

ILO3 Appraise and design for learner diversity. Students are able to design courses which account for a range of different learners in ways that reflect the values of harmony and diversity. Students can use appropriate theory to effectively evaluate learner needs and plan for cultural diversity, internationalism, special/inclusive education.

ILO4 Demonstrate professional autonomy and leadership. Students develop lifelong learning skills which help them to maintain understanding of new instructional techniques, research results, and innovations in the foreign language teaching field, as well as public policy issues. Students use such information to take on leadership roles, to reflect upon and improve foreign language education, and provide support and advocacy for foreign language adult students

MAFL CURRICULUM

Requirements for the MA in Foreign Language are as follows:

Discipline module	Credits	ECTS
Program Foundation	**22**	**35**
Required Courses	13	20
Elective Courses	9	15
Program Specialization	**20**	**53**
Required Courses	12	20
Elective Courses	6	10
Research Internship	2	23
Research Component	**5**	**24**
Final Attestation	**1**	**8**
Total Required for Graduation	**48**	**120**

Program Foundation Requirements (22 credits, 35 ECTS)

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
Required Courses		**13**	**20**	
TFL5601	Research Methods (History and Philosophy of Science)	3	5	None
TFL5401	Methods in Language Teaching (Pedagogy)	3	5	None
TFL5402B.2	Teaching Practicum	2	3	TFL5401 Methods in Language Teaching (Pedagogy)
TFL5103.3	Academic Writing	3	5	None
EPM5102	Managerial Psychology	2	2	None
Elective Courses (choose THREE courses)		**9**	**15**	
TFL5301	Introduction to Second Language Acquisition	3	5	None
TFL5404	Language Evaluation and Assessments	3	5	None
TFL5102	Introduction to Sociolinguistics	3	5	None

TFL5506	Cross-Cultural Aspects of Language Teaching	3	5	None

Program Specialization Requirements (20 credits, 53 ECTS)

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisite
Required Courses		**12**	**20**	
TFL5502	Educational Technology in Language Classroom	3	5	TFL5401 Methods in Language Teaching
TFL5201	Language Analysis for Language Instructors: Formal and Functional Grammars	3	5	None
TFL5505.3	Introduction to Program Evaluation	3	5	None
TFL5403	Curriculum and Materials Design	3	5	TFL5401 Methods in Language Teaching
Elective Courses (choose TWO courses)		**6**	**10**	
EPM5111	Analyzing Education Policy	3	5	None
EPM5211	Educational Equity	3	5	None
EPM5214	Language Education Policy	3	5	None
Research Internship		**2**	**23**	
TFL5405.2	Research Internship	2	23	TFL5601 Research Methods (History and Philosophy of Science)

Research Component Requirements (5 credits, 24 ECTS)

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisite
Research Component		**5**	**24**	
TFL5690	Thesis I (Including Field Research – Data Collection: research apprenticeship)	3	21	TEL5601 Research Methods; a minimum of 18 credits in the program
TFL5700	Seminar in Applied Linguistics	2	3	None

Final Attestation Requirements (1 credits, 8 ECTS)

Final Attestation Courses		KIMEP Credits	ECTS	Prerequisite
Required Courses		**1**	**8**	
TFL5691.1	Thesis Defense	1	8	TFL5690 Thesis I (Including Field Research – Data

				Collection: research apprenticeship)

STUDY PLAN

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

1st Year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Cr**	**ECTS**	**Course Code**	**Course Title**	**Cr**	**ECTS**
TFL5401	Methods in Language Teaching (Pedagogy)	3	5	TFL5103.3	Academic Writing	3	5
EPM5102	Managerial Psychology	2	2	TFL5301	Introduction to Second Language Acquisition	3	5
TFL5601	Research Methods (History and Philosophy of Science)	3	5	TFL5403	Curriculum and Materials Design	3	5
TFLxxxx	Program Foundation Elective 1	3	5	TFLXXXX	Program Specialization Elective 1	3	5
TFL5700	Seminar in Applied Linguistics	2	3				
	TOTAL	**13**	**20**		**TOTAL**	**12**	**20**

Summer Semester			
Course Code	**Course Title**	**Cr**	**ECTS**
TFL5405.2	Research Internship	2	23

2nd Year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Cr**	**ECTS**
TFL5201	Language Analysis for Language Instructors: Formal and Functional Grammars	3	5	TFL5690.2	Thesis I (Including Field Research – Data Collection: research apprenticeship)	3	21

TFLXXXX	Program Foundation Elective 2	3	5	TFL5691.1	Thesis Defense	1	8
TFL5502	Educational Technology in Language Classroom	3	5	TFL5505.3	Introduction to Program Evaluation	3	5
TFLXXXX	Program Specialization Elective 2	3	5				
TFL5402B.2	Teaching Practicum	2	3				
	TOTAL	**14**	**23**		**TOTAL**	**7**	**34**

Total for program: 48 course credits (120 ECTS)

MASTER IN EDUCATION POLICY AND MANAGEMENT (MEPM) - 7M04109

MISSION STATEMENT

The program is designed for teachers, educational leaders, administrators, and other educational professionals seeking to extend and deepen their expertise in management policy, research in teaching and learning. It will provide the knowledge and skills required to enhance teaching, leadership and administration roles within the educational field.

INTENDED LEARNING OUTCOMES (ILOS)

ILO1 Critically analyze and evaluate education policy and management and how the education system is related to social, political, economic and cultural aspects of life;
ILO2 Analyze organizational and institutional behaviors to promote inclusion and equity in education;
ILO3 Evaluate programs, instructors, students and institutional performance;
ILO4 Design quality education programs and develop high-quality written products in multiple formats typically utilized by education policy professionals;
ILO5 Communicate complex subjects matter in writing and presenting to professional and academic audiences;
ILO6 Demonstrate the abilities to sustain their own leadership growth

MEPM CURRICULUM

Requirements for the MA in Education Policy and Management are as follows:

Discipline Module	Credits	ECTS
Program Foundation	**9**	**10**
Required Courses	6	6
Elective Courses	3	4
Program Specialization	**15**	**29**
Required Courses	6	10
Elective Courses	6	10
Professional Apprenticeship	3	9
Experimental Research Work	**2**	**13**
Final Attestation	**1**	**8**
Total Required for Graduation	**27**	**60**

Program Foundation Requirements (9 credits, 10 ECTS)

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
Required Courses		**6**	**6**	
EPM5101	Strategic Management in Education	2	2	None
EPM5102	Managerial Psychology	2	2	None
TFL5103.2	Academic Writing (Foreign Language)	2	2	None
Elective Courses (choose ONE courses)		**3**	**4**	
EPM5105	Educational Assessment	3	4	None
EPM5214	Language Education Policy	3	4	None
EPM5215	Finance and Budget in Education	3	4	None

Program Specialization Requirements (15 credits, 29 ECTS)

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
Required Courses		**9**	**19**	
EPM5104	Curriculum Development and Management	3	5	None
EPM5301	Program Evaluation	3	5	None
EPM5302	Professional Apprenticeship	3	9	None
Elective Courses (choose TWO courses)		**6**	**10**	
EPM5103	Organizational Behavior and Leadership in Education	3	5	None
EPM5111	Analyzing Education Policy	3	5	None
EPM5211	Educational Equity	3	5	None

Experimental-Research Work, Dissertation Requirements (2 credits, 13 ECTS)

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
Required Courses		**2**	**13**	
EPM5401.2	Thesis	2	13	Minimum 9 credits, 15 ECTS

Final Attestation Requirements (1 credits, 8 ECTS)

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
Required Courses		**1**	**8**	
EPM5402.2	Thesis Defense	1	8	EPM5401.2 Thesis

STUDY PLAN

The following tables are a sample program of study to finish the MA in Education Policy and Management program in one year.

Fall Semester				Spring Semester			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Credits**	**ECTS**

EPM5101	Strategic Management in Education	2	2	EPM5104	Curriculum Development and Management	3	5
EPM5102	Managerial Psychology	2	2	EPM5301	Program Evaluation	3	5
TFL5103.2	Academic Writing (Foreign Language)	2	2	EPMxxxx	Program Specialization Elective 1	3	5
EPMxxxx	Program Foundation Elective	3	4	EPMxxxx	Program Specialization Elective 2	3	5
EPM5302	Professional Apprenticeship	3	9	EPM5402.2	Thesis Defense	1	8
EPM5401.2	Thesis 1	2	13				
	TOTAL	**14**	**32**		**TOTAL**	**13**	**28**

Total for Program: 27 course credits (60 ECTS)

MASTER OF SCIENCE IN PSYCHOLOGY (MSP) - 7M03102

MISSION STATEMENT

The program aims to train students to become professional psychologists with core counselling and psychological health skills. The curriculum provides a broad and general introduction to Counseling Psychology theory, research, and clinical practice. The program is designed to provide graduates with a strong professional foundation, the knowledge and skills, for professional success in a variety of settings in the field of phycology as well as to prepare them for further education at the doctoral level. The graduates can also pursue non-psychology employment such as human resources, management, and marketing.

INTENDED LEARNING OUTCOMES (ILOS)

Knowledge

ILO1: Demonstrate in-depth knowledge of the core areas of psychology, especially of human development and psychological assessment and their relevant treatments and preventive measures.

ILO2: Integrate knowledge of developmental and biopsychosocial perspectives, including individual and cultural factors, in understanding mental health across the lifespan.

Scientific Mindedness

ILO3: Demonstrate scientific literacy, by applying appropriate techniques, and research methods to identify psychological issues, and develop appropriate research questions and methods, to provide culturally sensitive answers and solutions.

ILO4: Critically evaluate and integrate academic literature to scientific research problems in psychology so that plausible explanations and appropriate solutions can be developed.

Application

ILO5: Demonstrate the ability to conduct assessments using standardized assessment tools, tests, interviews, observations, and other relevant sources for the needs of individual service users.

ILO6: Apply skills in selecting, tailoring, and implementing culturally sensitive and appropriate interventions.

ILO 7: Identify and develop appropriate strategies for working with individual service users at different developmental stages and from disparate backgrounds to facilitate individual and group therapy sessions.

Ethical and Social Responsibility
ILO8: Articulate and apply ethical standards in psychological research and professional practices in a critically reflective way.

Communication
ILO9: Express ideas clearly and effectively in written and verbal formats for different aims and objectives and sociocultural contexts.

MSP CURRICULUM
Requirements for the MA in Psychology are as follows:

Discipline module	Credits	ECTS
Program Foundation	**12**	**16**
Required Courses	6	6
Elective Courses	6	10
Program Specialization	**27**	**49**
Required Courses	15	29
Elective Courses	12	20
Experimental Research Work	**9**	**18**
Final Attestation	**1**	**8**
TOTAL	**49**	**91**

Program Foundation Requirements (12 credits, 16 ECTS)

Required Courses		KIMEP Credits	ECTS	Prerequisites
Course Code	**Course Title**	**6**	**6**	
TFL5103.2	Academic Writing (Foreign Language)	2	2	None
PSY5101	Principles of Management	2	2	None
PSY5113	Managerial Psychology	2	2	None
Elective courses (choose TWO courses)		**6**	**10**	
PSY5115	Biological Psychology	3	5	None
PSY5124	Individual Differences and Psychodiagnostics	3	5	None
PSY5225	Adjustment and Well-Being	3	5	None

Program Specialization Requirements (27 credits, 49 ECTS)

Required Courses		KIMEP Credits	ECTS	Prerequisites
Course Code	**Course Title**	**15**	**29**	
PSY5114	Advanced Social Psychology	3	5	None

PSY5121	Advanced Developmental Psychology	3	5	None
PSY5123	Advanced Cognitive Psychology	3	5	None
PSY5131	Professional Internship	3	9	None
PSY5212	Core Counselling Skills	3	5	None
Elective Courses (choose FOUR courses)		**12**	**20**	
PSY5213	Psychological Assessment	3	5	None
PSY5214	Family Counselling	3	5	PSY5121 Advanced Developmental Psychology
PSY5215	Child and Youth Counselling	3	5	PSY5121 Advanced Developmental Psychology
PSY5221	Managing Therapeutic Process	3	3	None
PSY5224	Community Counselling	3	5	PSY5121 Advanced Developmental Psychology

Experimental Research Work (9 credits, 18 ECTS)

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisite
PSY5111	Research Methods in Psychology	3	5	None
PSY5211	Research Internship and Thesis	3	8	PSY5111 Research Methods in Psychology
PSY5222	Theory in Practice: Internal Internship	3	5	PSY5111 Research Methods in Psychology

Final Attestation (1 credits, 8 ECTS)

Final Attestation Courses		KIMEP Credits	ECTS	Prerequisite
Required Courses		**1**	**8**	
PSY5229	Thesis Defense	1	8	PSY5211 Research Internship and Thesis

Total for Program: 49 course credits (91 ECTS)

STUDY PLAN

The following tables are a sample program of study to finish the MS in Psychology in two years.

1st Year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Credits**	**ECTS**
PSY5111	Research Methods in Psychology	3	5	PSY5123	Advanced Cognitive Psychology	3	5

TFL5103.2	Academic Writing	2	2	PSY5101	Principles of Management	2	2
PSY5113	Managerial Psychology	2	2	PSYxxxx	Program Foundation Elective 1	3	5
PSY5114	Advanced Social Psychology	3	5	PSYxxxx	Program Specialization Elective 1	3	5
PSY5212	Core Counselling Skills	3	5	PSY5222	Theory in Practice: Internal Internship	3	5
	TOTAL	**13**	**19**		**TOTAL**	**14**	**22**

2nd Year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Credits**	**ECTS**
PSYxxxx	Program Specialization Elective 2	3	5	PSYxxxx	Program Specialization Elective 3	3	5
PSY5121	Advanced Developmental Psychology	3	5	PSYxxxx	Program Specialization Elective 4	3	5
PSYxxxx	Program Foundation Elective 2	3	5	PSY5131	Professional Internship	3	9
PSY5211	Research Internship and Thesis	3	8	PSY5229	Thesis Defense	1	8
	TOTAL	**12**	**23**		**TOTAL**	**10**	**27**

Total for program: 49 course credits (91 ECTS)

DOCTORAL DEGREE PROGRAMS

BANG COLLEGE OF BUSINESS DOCTORAL PROGRAMS

MISSION

The Program Mission is to develop outstanding scholars for careers in research and teaching at leading academic institutions throughout the world. The program involves a combination of course and research work over a period of approximately three to seven years. PhD Program guarantees a challenging, focused, and meaningful experience

This degree will build the graduate's capacity in the areas of teaching and professional business research, and ensures that graduates are placed in the leading positions in academia and businesses. The main objective of the program is to strategically affect all business and economics education in Central Asia, and foster international business techniques to assist in the development of 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 PhD program unrivalled in the entire region.

The PhD Program's distinct academic approach is designed to enable students to excel as researchers, educators, and scholars in the future. Throughout PhD Studies experience, students focus on one of four areas of study.

LEARNING GOALS AND OBJECTIVES

The PhD program at BCB aims at achieving the following goals:

Create scholars who can advance business theory and practice,
Develop effective business educators,
Encourage analytical thinking, critical analysis and innovative problem solving.

The learning objectives of the PhD program allow students to:

1. Make original and significant intellectual contributions to the body of knowledge in their chosen field;
2. Know a field of study and apply theoretical knowledge to business problems;
3. Design and implement a research process and apply a range of research methods;
4. Evaluate critically and synthesize new and complex ideas;
5. Teach at the higher education level;
6. Communicate effectively with their peers, the larger scholarly community and with society in general about their areas of expertise;
7. Effectively team work with other people;
8. Appreciate high ethical standards, sustainability, cultural awareness and global impact of research in relevant area.

INTENDED LEARNING OUTCOMES (ILOS)

Upon completion of the PhD program graduates will be able to:

1. Demonstrate ability to make original and significant contributions to the scientific knowledge base in their chosen field;
2. Demonstrate a systematic understanding of a field of study and apply relevant theoretical knowledge to contemporary business problems;

3. Demonstrate the ability to conceive, design, implement and adapt a substantial process of research with scholarly integrity and apply a range of research methods including quantitative and qualitative methods;
4. Be capable of critical analysis, evaluation and synthesis of new and complex ideas;
5. Demonstrate ability to teach and provide valuable educational experience to students in academic settings;
6. Demonstrate skills in oral and written communication sufficient to communicate effectively to scholarly and practitioner audiences;
7. Demonstrate an ability to work effectively with other people from various ethnic, educational, and work experience backgrounds;
8. Demonstrate an understanding and concern for the high ethical standards, sustainability, cultural awareness and global impact of research in relevant area.

ADMISSIONS

Admission to the PhD program is highly competitive. Admission is granted to candidates deemed most likely to complete and benefit from the program. The final decision on admission is based on a comprehensive assessment of the applicant's overall qualifications and commitment to the program.

Requirements for admission to the PhD program include:

- A master's degree or equivalent from a nationally attested or internationally recognized university
- Official IELTS score of at least overall 5.5 and/or TOEFL (IBT) - 46; TOEFL (PBT)-456;
- Official GMAT score of at least 600 or equivalent (KGET 20/50)
- At least three years of experience in a corporate, government, academia or non-profit organization.
- At least two professional letters of recommendation.
- A research proposal that states your research question, your area of research interest and how you propose to undertake your research. To develop a successful proposal, you need to be familiar with current research in the area – identifying gaps in the research literature can be a way of finding an original research topic.
- A professional resume.
- An admission Interview
- Additional exams required by Ministry of Education and Science of RK.

PhD PROGRAM ACADEMIC POLICIES

In general academic policies on registration, course load, class attendance, withdrawal, etc. applied to doctoral students are the same as to other graduate students. In other cases there may be a separate policy for doctoral students which take precedence over general academic policy.

INDEPENDENT STUDY POLICY

An Independent Study is a course in which the instructor will direct student(s) in a non-classroom environment to replace a regular (traditional) course when the regular course cannot be offered by the program for the current semester due to various reasons. The purpose of an Independent Study course is to help the student complete their course requirements in a timely manner. Any course in the curriculum can be taken as an independent study if there is consent from the instructor who offers the course and approval from the PhD Council. The Independent Study workload should be equivalent to a regular PhD course. Students must submit an Approval for Independent Study Form. A PhD Student may take a maximum of 9 credits as independent study.

TRANSFER OF CREDIT

Unless coursework has been transferred, students must take a minimum of 75 credits to satisfy the requirements of the PhD programs. A transfer of credit may be given for a post graduate level course completed by the student especially if taken as part of an official exchange program. Transfer credits are allowed from accredited institutions. A doctoral student must successfully complete one semester in residency at BCB before the coursework is eligible for transfer. The transfer of credit must be approved by Doctoral Council. Transfer of credits is regulated by KIMEP U transfer policy.

DOCTOR OF PHILOSOPHY IN ACCOUNTING AND AUDIT (DACTA) –8D04104

DEGREE REQUIREMENTS[13]

Requirements for the PhD program are as follows:

Requirements	Credits	ECTS
Educational Component	**20**	**45**
Program Foundation Requirements	**9**	**20**
Core Courses	6	10
Pedagogical Internship	3	10
Program Specialization Requirements	**11**	**25**
Specialization Courses	9	15
Research Internship	2	10
Research Component	**50**	**123**
Research Work	20	53
Dissertation	30	70
Final Attestation	**5**	**12**
Total	**75**	**180**

GRADE POINT AVERAGE

A student must maintain a cumulative 3.33 GPA throughout the program. Courses in which grades below "B-" are received but are not accepted for the PhD degree. Grades received in courses transferred from another institution are not included in calculation of the grade point average. If a grade of "C+" or lower is received, the student should repeat the course. More than one retake should acquire an approval from the Council. When the GPA is calculated, the grade for the repeated course will substitute for the original grade. Grades of "I" turn to "F" if work is not completed by the 7th week of the following semester.

CORE COURSE (6 CREDITS/ 10 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisite
BUS6300	Business Research Methods	3	5	none
BUS6301	Academic Writing	3	5	none

SPECIALIZATION COURSES: ACCOUNTING AND AUDITING (9 CREDITS/15 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisite
ACC6400	Modern Research Studies in ACC	3	5	none
ACC63xx	Doctoral Seminar in Accounting I	3	5	none
ACC63xx	Doctoral Seminar in Accounting II	3	5	none

[13] *Students without sufficient business education background are required to undertake additional coursework.*

PEDAGOGICAL AND RESEARCH INTERNSHIP (5 CREDITS / 20 ECTS)

Course Code	Course Title	Credits	ECTS
ACC6370	Pedagogical Internship	3	10
ACC6371	Research Internship	2	10

RESEARCH WORK (50 CREDITS /123 ECTS)

Course Code	Course Title	Credits	ECTS
ACC6380	Research Work	20	53
BUS6381	Dissertation	30	70

FINAL ATTESTATION (5 CREDITS/ 12 ECTS)

Course Code	Course Title	Credits	ECTS
ACC6390.5	Dissertation writing up and defense	5	12

RESEARCH AND PEDAGOGICAL INTERNSHIP

Internship gives PhD students an opportunity to put into practice the knowledge acquired during their studies, get some business and academic experience and be better prepared for their future career. Details of this requirement are specified in the PhD Handbook.

RESEARCH WORK

Under this component of the PhD program, requirement to undertake appropriate research activities that lead to conference presentations, journal publications and international internship abroad. Details of this requirement are specified in the PhD Handbook.

Course Code	Course Title	Credits	ECTS
	Research Work	**20**	**53**
ACC63xx	Seminars in Research Methods 1	3	7
ACC63xx	Seminars in Research Methods 2	3	7
ACC63xx	Seminars in Research Methods 3	3	7
ACC63xx	Seminars in Research Methods 4	3	7
ACC63xx	Research Work	4	12.5
ACC63xx	Research Work	4	12.5

DISSERTATION AND PHD DISSERTATION DEFENSE

PhD dissertation is a scholarly research work, involving the analysis of a specific problem in the area of specialization, evaluation of the results of the analysis, which serves as a basis for developing specific proposals and implementing the appropriate solution to the problem. The student will present an oral defense of their dissertation in front of the members of the dissertation committee, in a public forum. Details of this requirement are specified in the PhD Handbook.

TENTATIVE PROGRAM PLAN

Students may take courses in any order they wish as long as courses meet all prerequisites. The following schedule is suggested to ensure that students make orderly progress towards degree completion, by taking prerequisites before the courses that require prerequisites.

A Suggested Schedule Assuming Fall Entry and Business Education Background (August 2024 – August 2027= 3 years) (All courses are 3 credits unless indicated otherwise)			
Fall 2024, 12 credits		***Spring 2025, 12 credits***	
BUS6300 ACC6400 XXX6370 BUS6380	Business Research Methods- (3) Modern Research Studies in ACC- (3) Pedagogic Internship- (3) Dissertation I - (3) (Research Proposal)	XXX62xx BUS6301 XXX6380	Specialization course 1 -(3) Academic Writing- (3) Dissertation II - (6 credits) (Literature Review & Data Collection)
Fall 2025, 14 credits		***Spring 2026, 13 credits***	
XXX63xx XXX63xx XXX62xx XXX6380	Research Internship -(2) Seminar in Research Methods 1- (3) Specialization course 2 -(3) Dissertation III- (6) (Research Methodology)	XXX63xx XXX638x XXX6380	Seminar in Research Methods 2 -(3) Research Work I - (4) Dissertation IV – (6) (Data Collection & Analysis)
Fall 2026, 13 credits		***Spring 2027, 11 credits***	
XXX63x XX638x XXX6380	Seminar in Research Methods 3- (3) Research Work II- (4) Dissertation V -6 credits (Analysis & Interpretation)	XXX63xx XXX638X XXX6390	Seminar in Research Methods 4 -(3) Dissertation VI (write up thesis) -(3) Dissertation defense -(5)

DOCTOR OF PHILOSOPHY IN FINANCE (DFIN) – 8D04105

DEGREE REQUIREMENTS[14]

Requirements for the PhD program are as follows:

Requirements	**Credits**	**ECTS**
Educational Component	**20**	**45**
Program Foundation Requirements	**9**	**20**
Core Courses	6	10
Pedagogical Internship	3	10
Program Specialization Requirements	**11**	**25**
Specialization Courses	9	15
Research Internship	2	10
Research Component	**50**	**123**
Research Work	20	53
Dissertation	30	70
Final Attestation	**5**	**12**
Total	**75**	**180**

[14] *Students without sufficient business education background are required to undertake additional coursework.*

GRADE POINT AVERAGE

A student must maintain a cumulative 3.33 GPA throughout the program. Courses in which grades below "B-" are received but are not accepted for the PhD degree. Grades received in courses transferred from another institution are not included in calculation of the grade point average. If a grade of "C+" or lower is received, the student should repeat the course. More than one retake should acquire an approval from the Council. When the GPA is calculated, the grade for the repeated course will substitute for the original grade. Grades of "I" turn to "F" if work is not completed by the 7th week of the following semester.

CORE COURSE (6 CREDITS/ 10 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisite
BUS6300	Business Research Methods	3	5	none
BUS6301	Academic Writing	3	5	none

SPECIALIZATION COURSES: FINANCE (9 CREDITS / 15 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisite
FIN6400	Modern Research Studies in FIN	3	5	none
FIN63xx	Doctoral Seminar in Finance I	3	5	none
FIN63xx	Doctoral Seminar in Finance II	3	5	none

PEDAGOGICAL AND RESEARCH INTERNSHIP (5 CREDITS/ 20 ECTS)

Course Code	Course Title	Credits	ECTS
FIN6370	Pedagogical Internship	3	10
FIN6371	Research Internship	2	10

RESEARCH WORK (50 CREDITS/123 ECTS)

Course Code	Course Title	Credits	ECTS
FIN6380	Research Work	20	53
FIN6381	Dissertation	30	70

FINAL ATTESTATION (5 CREDITS/ 12 ECTS)

Course Code	Course Title	Credits	ECTS
FIN6390.5	Dissertation writing up and defense	5	12

RESEARCH AND PEDAGOGICAL INTERNSHIP

Internship gives PhD students an opportunity to put into practice the knowledge acquired during their studies, get some business and academic experience and be better prepared for their future career. Details of this requirement are specified in the PhD Handbook.

RESEARCH WORK

Under this component of the PhD program, requirement to undertake appropriate research activities that lead to conference presentations, journal publications and international internship abroad. Details of this requirement are specified in the PhD Handbook.

Course Code	Course Title	Credits	ECTS
	Research Work	**20**	**53**
FIN63xx	Seminars in Research Methods 1	3	7

FIN63xx	Seminars in Research Methods 2	3	7
FIN63xx	Seminars in Research Methods 3	3	7
FIN63xx	Seminars in Research Methods 4	3	7
FIN63xx	Research Work	4	12.5
FIN63xx	Research Work	4	12.5

DISSERTATION AND PHD DISSERTATION DEFENSE

PhD dissertation is a scholarly research work, involving the analysis of a specific problem in the area of specialization, evaluation of the results of the analysis, which serves as a basis for developing specific proposals and implementing the appropriate solution to the problem. The student will present an oral defense of their dissertation in front of the members of the dissertation committee, in a public forum. Details of this requirement are specified in the PhD Handbook.

TENTATIVE PROGRAM PLAN

Students may take courses in any order they wish as long as courses meet all prerequisites. The following schedule is suggested to ensure that students make orderly progress towards degree completion, by taking prerequisites before the courses that require prerequisites.

A Suggested Schedule Assuming Fall Entry and Business Education Background (August 2024 – August 2027= 3 years) (All courses are 3 credits unless indicated otherwise)			
Fall 2024, 12 credits		***Spring 2025, 12 credits***	
BUS6300 FIN6400 XXX6370 BUS6380	Business Research Methods- (3) Modern Research Studies in FIN- (3) Pedagogic Internship- (3) Dissertation I - (3) (Research Proposal)	XXX62xx BUS6301 XXX6380	Specialization course 1 -(3) Academic Writing- (3) Dissertation II - (6 credits) (Literature Review & Data Collection)
Fall 2025, 14 credits		***Spring 2026, 13 credits***	
XXX63xx XXX63xx XXX62xx XXX6380	Research Internship -(2) Seminar in Research Methods 1- (3) Specialization course 2 -(3) Dissertation III- (6) (Research Methodology)	XXX63xx XXX638x XXX6380	Seminar in Research Methods 2 -(3) Research Work I - (4) Dissertation IV – (6) (Data Collection & Analysis)
Fall 2026, 13 credits		***Spring 2027, 11 credits***	
XXX63x XX638x XXX6380	Seminar in Research Methods 3- (3) Research Work II- (4) Dissertation V -6 credits (Analysis & Interpretation)	XXX63xx XXX638X XXX6390	Seminar in Research Methods 4 -(3) Dissertation VI (write up thesis) -(3) Dissertation defense -(5)

DOCTOR OF PHILOSOPHY IN MANAGEMENT (DMGT) - 8D04103

DEGREE REQUIREMENTS[15]

Requirements for the PhD program are as follows:

Requirements	Credits	ECTS
Educational Component	**20**	**45**
Program Foundation Requirements	**9**	**20**
Core Courses	6	10
Pedagogical Internship	3	10
Program Specialization Requirements	**11**	**25**
Specialization Courses	9	15
Research Internship	2	10
Research Component	**50**	**123**
Research Work	20	53
Dissertation	30	70
Final Attestation	**5**	**12**
Total	**75**	**180**

GRADE POINT AVERAGE

A student must maintain a cumulative 3.33 GPA throughout the program. Courses in which grades below "B-" are received are not accepted for the PhD degree. Grades received in courses transferred from another institution are not included in calculation of the grade point average. If a grade of "C+" or lower is received, the student should repeat the course. More than one retake should acquire an approval from the Council. When the GPA is calculated, the grade for the repeated course will substitute for the original grade. Grades of "I" turn to "F" if work is not completed by the 7th week of the following semester.

CORE COURSE (6 CREDITS/ 10 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisite
BUS6300	Business Research Methods	3	5	none
BUS6301	Academic Writing	3	5	none

SPECIALIZATION COURSES: MANAGEMENT (9 CREDITS / 15 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisite
MGT6400	Modern Research Studies in MGT	3	5	none
MGT63xx	Doctoral Seminar in Management I	3	5	none
MGT63xx	Doctoral Seminar in Management II	3	5	none

PEDAGOGICAL AND RESEARCH INTERNSHIP (5 CREDITS/ 20 ECTS)

Course Code	Course Title	Credits	ECTS
MGT6370	Pedagogical Internship	3	10
MGT6371	Research Internship	2	10

[15] *Students without sufficient business education background are required to undertake additional coursework.*

RESEARCH WORK (50 CREDITS/123 ECTS)

Course Code	Course Title	Credits	ECTS
MGT6380	Research Work	20	53
MGT6381	Dissertation	30	70

FINAL ATTESTATION (5 CREDITS/ 12 ECTS)

Course Code	Course Title	Credits	ECTS
MGT6390.5	Dissertation writing up and defense	5	12

RESEARCH AND PEDAGOGICAL INTERNSHIP

Internship gives PhD students an opportunity to put into practice the knowledge acquired during their studies, get some business and academic experience and be better prepared for their future career. Details of this requirement are specified in the PhD Handbook.

RESEARCH WORK

Under this component of the PhD program, requirement to undertake appropriate research activities that lead to conference presentations, journal publications and international internship abroad. Details of this requirement are specified in the PhD Handbook.

Course Code	Course Title	Credits	ECTS
	Research Work	**20**	**53**
MGT63xx	Seminars in Research Methods 1	3	7
MGT63xx	Seminars in Research Methods 2	3	7
MGT63xx	Seminars in Research Methods 3	3	7
MGT63xx	Seminars in Research Methods 4	3	7
MGT63xx	Research Work	4	12.5
MGT63xx	Research Work	4	12.5

DISSERTATION AND PHD DISSERTATION DEFENSE

PhD dissertation is a scholarly research work, involving the analysis of a specific problem in the area of specialization, evaluation of the results of the analysis, which serves as a basis for developing specific proposals and implementing the appropriate solution to the problem. The student will present an oral defense of their dissertation in front of the members of the dissertation committee, in a public forum. Details of this requirement are specified in the PhD Handbook.

TENTATIVE PROGRAM PLAN

Students may take courses in any order they wish as long as courses meet all prerequisites. The following schedule is suggested to ensure that students make orderly progress towards degree completion, by taking prerequisites before the courses that require prerequisites.

A Suggested Schedule Assuming Fall Entry and Business Education Background (August 2024 – August 2027= 3 years) (All courses are 3 credits unless indicated otherwise)	
Fall 2024, 12 credits	***Spring 2025, 12 credits***

BUS6300 MGT6400 XXX6370 BUS6380	Business Research Methods- (3) Modern Research Studies in MGT- (3) Pedagogic Internship- (3) Dissertation I - (3) (Research Proposal)	XXX62xx BUS6301 XXX6380	Specialization course 1 -(3) Academic Writing- (3) Dissertation II - (6 credits) (Literature Review & Data Collection)
Fall 2025, 14 credits		***Spring 2026, 13 credits***	
XXX63xx XXX63xx XXX62xx XXX6380	Research Internship -(2) Seminar in Research Methods 1- (3) Specialization course 2 -(3) Dissertation III- (6) (Research Methodology)	XXX63xx XXX638x XXX6380	Seminar in Research Methods 2 -(3) Research Work I - (4) Dissertation IV – (6) (Data Collection & Analysis)
Fall 2026, 13 credits		***Spring 2027, 11 credits***	
XXX63x XX638x XXX6380	Seminar in Research Methods 3- (3) Research Work II- (4) Dissertation V -6 credits (Analysis & Interpretation)	XXX63xx XXX638X XXX6390	Seminar in Research Methods 4 -(3) Dissertation VI (write up thesis) -(3) Dissertation defense -(5)

DOCTOR OF PHILOSOPHY IN MARKETING (DMKT) - 8D04102

DEGREE REQUIREMENTS[16]

Requirements for the PhD program are as follows:

Requirements	**Credits**	**ECTS**
Educational Component	**20**	**45**
Program Foundation Requirements	**9**	**20**
Core Courses	6	10
Pedagogical Internship	3	10
Program Specialization Requirements	**11**	**25**
Specialization Courses	9	15
Research Internship	2	10
Research Component	**50**	**123**
Research Work	20	53
Dissertation	30	70
Final Attestation	**5**	**12**
Total	**75**	**180**

[16] *Students without sufficient business education background are required to undertake additional coursework.*

GRADE POINT AVERAGE

A student must maintain a cumulative 3.33 GPA throughout the program. Courses in which grades below "B-" are received are not accepted for the PhD degree. Grades received in courses transferred from another institution are not included in calculation of the grade point average. If a grade of "C+" or lower is received, the student should repeat the course. More than one retake should acquire an approval from the Council. When the GPA is calculated, the grade for the repeated course will substitute for the original grade. Grades of "I" turn to "F" if work is not completed by the 7th week of the following semester.

CORE COURSE (6 CREDITS/ 10 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisite
BUS6300	Business Research Methods	3	5	none
BUS6301	Academic Writing	3	5	none

SPECIALIZATION COURSES: MARKETING (9 CREDITS / 15 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisite
MKT6400	Modern Research Studies in MKT	3	5	none
MKT63xx	Doctoral Seminar in Marketing I	3	5	none
MKT63xx	Doctoral Seminar in Marketing II	3	5	none

PEDAGOGICAL AND RESEARCH INTERNSHIP (5 CREDITS/ 20 ECTS)

Course Code	Course Title	Credits	ECTS
MKT6370	Pedagogical Internship	3	10
MKT6371	Research Internship	2	10

RESEARCH WORK (50 CREDITS/123 ECTS)

Course Code	Course Title	Credits	ECTS
MKT6380	Research Work	20	53
MKT6381	Dissertation	30	70

FINAL ATTESTATION (5 CREDITS/ 12 ECTS)

Course Code	Course Title	Credits	ECTS
MKT6390.5	Dissertation writing up and defense	5	12

RESEARCH AND PEDAGOGICAL INTERNSHIP

Internship gives PhD students an opportunity to put into practice the knowledge acquired during their studies, get some business and academic experience and be better prepared for their future career. Details of this requirement are specified in the PhD Handbook.

RESEARCH WORK

Under this component of the PhD program, requirement to undertake appropriate research activities that lead to conference presentations, journal publications and international internship abroad. Details of this requirement are specified in the PhD Handbook.

Course Code	Course Title	Credits	ECTS
	Research Work	**20**	**53**
MKT63xx	Seminars in Research Methods 1	3	7

MKT63xx	Seminars in Research Methods 2	3	7
MKT63xx	Seminars in Research Methods 3	3	7
MKT63xx	Seminars in Research Methods 4	3	7
MKT63xx	Research Work	4	12.5
MKT63xx	Research Work	4	12.5

DISSERTATION AND PHD DISSERTATION DEFENSE

PhD dissertation is a scholarly research work, involving the analysis of a specific problem in the area of specialization, evaluation of the results of the analysis, which serves as a basis for developing specific proposals and implementing the appropriate solution to the problem. The student will present an oral defense of their dissertation in front of the members of the dissertation committee, in a public forum. Details of this requirement are specified in the PhD Handbook.

TENTATIVE PROGRAM PLAN

Students may take courses in any order they wish as long as courses meet all prerequisites. The following schedule is suggested to ensure that students make orderly progress towards degree completion, by taking prerequisites before the courses that require prerequisites.

A Suggested Schedule Assuming Fall Entry and Business Education Background (August 2024 – August 2027= 3 years) (All courses are 3 credits unless indicated otherwise)			
Fall 2024, 12 credits		***Spring 2025, 12 credits***	
BUS6300 MKT6400 XXX6370 BUS6380	Business Research Methods- (3) Modern Research Studies in MKT- (3) Pedagogic Internship- (3) Dissertation I - (3) (Research Proposal)	XXX62xx BUS6301 XXX6380	Specialization course 1 -(3) Academic Writing- (3) Dissertation II - (6 credits) (Literature Review & Data Collection)
Fall 2025, 14 credits		***Spring 2026, 13 credits***	
XXX63xx XXX63xx XXX62xx XXX6380	Research Internship -(2) Seminar in Research Methods 1- (3) Specialization course 2 -(3) Dissertation III- (6) (Research Methodology)	XXX63xx XXX638x XXX6380	Seminar in Research Methods 2 -(3) Research Work I - (4) Dissertation IV – (6) (Data Collection & Analysis)
Fall 2026, 13 credits		***Spring 2027, 11 credits***	
XXX63x XX638x XXX6380	Seminar in Research Methods 3- (3) Research Work II- (4) Dissertation V -6 credits (Analysis & Interpretation)	XXX63xx XXX638X XXX6390	Seminar in Research Methods 4 -(3) Dissertation VI (write up thesis) -(3) Dissertation defense -(5)

COLLEGE OF SOCIAL SCIENCE DOCTORAL PROGRAMS

DOCTOR OF PHILOSOPHY IN PUBLIC & MUNICIPAL ADMINISTRATION (DPMA) - 8D04101

PROGRAM

The PhD is the highest degree awarded in academia. It denotes international standards of faculty and teaching, and meets an advanced level of competence in scholarly research and communication.

Graduates will be in a position to train the next generation of public service professionals and to conduct original research for public administration and policies of international development for government, business, think tanks, and NGOs within Kazakhstan and abroad.

MISSION

The objective of the PhD program in public and municipal administration is to encourage intellectual inquiry and to foster the creativity and academic excellence that are to produce successful researchers, teachers, and practitioners.

Graduates will acquire the skills to be highly competitive in the international academic labor market, and will have the ability to make contributions at the frontiers of their fields of specialization.

LEARNING GOALS AND OBJECTIVES

The PhD program in Public and Municipal Administration and aims to produce graduates who can, among other things:

- Select and construct a methodology suitable for their research topic;
- Appraise the historical origins and institutional foundations of traditional, legal-rational, and social-democratic political systems;
- Identify key civic and political actors in the agenda-setting and decision-making of public policy;
- Analyze economic events and decisions in terms of efficiency and equity;
- Apply principles of public budgeting and financial management;
- Evaluate the relationships between fiscal and monetary policies and how they affect income distribution;
- Distinguish between normative and action-oriented facets of social policy;
- Formulate and design environmental conditions for economic and technological innovation; and
- Produce an original policy contribution in the form of an advanced doctoral dissertation.

ADMISSIONS

Admission to the PhD program is highly competitive. Admission is granted to candidates deemed most likely to complete and benefit from the program. The final decision on admission is based on a comprehensive assessment of the applicant's overall qualifications and commitment to the program.

PHD PROGRAM ACADEMIC POLICIES

In general academic policies on registration, course load, class attendance, withdrawal, etc. apply to doctoral students the same as to other graduate students. In other cases there may be a separate policy for doctoral students which take precedence over general academic policy.

INDEPENDENT STUDY POLICY

An Independent Study is a course in which the instructor will direct student(s) in a non-classroom environment to replace a regular (traditional) course when the regular course cannot be offered by the program for the current

semester due to various reasons. The purpose of an Independent Study course is to help the student complete their course requirements in a timely manner.
Any course in the curriculum can be taken as an independent study if there is consent from the instructor who offers the course and approval from the PhD Council. The Independent Study workload should be equivalent to a regular PhD course. Students must submit an Approval for Independent Study Form. Independent Study courses may be offered in accordance with the teaching capacity of the department.

TRANSFER OF CREDIT
Unless coursework has been transferred, students must take a minimum of 75 credits to satisfy the requirements of the PhD program. A transfer of credit may be given for a post graduate level course completed by the student especially if taken as part of an official exchange program. Transfer credits are allowed from accredited institutions. A doctoral student must successfully complete one semester in residency before the coursework is eligible for transfer. The transfer of credit must be approved by PhD council. Transfer of credits is regulated by KIMEP U transfer policy.

DEGREE REQUIREMENTS[17]
Requirements for the PhD program are as follows:

Requirements	Credits	ECTS
Core Courses	6	10
Specialization Courses	9	15
Pedagogic Internship	3	10
Research Internship	3	10
Experimental Research Work Including Dissertation and Research Practice	49	123
Final Attestation	5	12
Total	**75**	**180**

GRADE POINT AVERAGE
A student must maintain a cumulative 3.33 GPA throughout the program. Courses in which grades below "B-" are received are not accepted for the PhD degree. Grades received in courses transferred from another institution are not included in calculation of the grade point average. If a grade of "C+" or lower is received, the student should repeat the course. More than one retake should acquire an approval from the Council. When the GPA is calculated, the grade for the repeated course will substitute for the original grade. Grades of "I" turn to "F" if work is not completed by the 7th week of the following semester.

CORE COURSE (6 CREDITS, 10 ECTS)
Core required course

Course Code	Course Title	Credits	ECTS	Prerequisite
PAD6503	Research Methods	3	5	none
CSS6103	Academic Writing for PhD Students in the Social Sciences	3	5	
Total		6	10	

[17] Students without sufficient business education background are required to undertake additional coursework

SPECIALIZATION COURSES (9 CREDITS, 15 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisite
PAD6269	Comparative Governance and Development of Industrial Countries	3	5	None
PAD6211	Contemporary Models of Public Administration and Management	3	5	None
PAD6268	Comparative Public Policy	3	5	None
PAD6123	Economic Perspectives on Government	3	5	None
PAD6255	Selected Issues in Public Policy and Program Implementation	3	5	None

PEDAGOGIC, INDUSTRY INTERNSHIP AND RESEARCH WORK INCLUDING DISSERTATION (TOTAL OF 55 CREDITS, 143 ECTS)

Course Code	Course Title	Credits	ECTS
	Pedagogic Internship	3	10
	Research Internship	3	10
	Experimental Research Work and Dissertation	46	118
	Research Practice	3	5

FINAL ATTESTATION (TOTAL OF 5 CREDITS, 12 ECTS)

Course Code	Course Title	Credits	ECTS
PAD6231.2	Dissertation and Defense	5	12

INDUSTRY AND PEDAGOGIC INTERNSHIP OR ORGANIZATIONAL INTERNSHIP

Internship gives PhD students an opportunity to put into practice the knowledge acquired during their studies, get some business and academic experience and be better prepared for their future career.

EXPERIMENTAL RESEARCH

Under this component of the PhD program, requirements are twofold: (1) a student must take a qualifying exam in order to demonstrate proficiency in the knowledge acquired through course work and be admitted to the candidate status; and (2) undertake appropriate research activities that lead to conference presentations and journal publications.

DISSERTATION AND PHD DISSERTATION DEFENSE

PhD dissertation is a scholarly research work, involving the analysis of a specific problem in the area of specialization, evaluation of the results of the analysis, which serves as a basis for developing specific proposals and implementing the appropriate solution to the problem. The student will present an oral defense of their dissertation in front of the members of the dissertation committee, in a public forum.

PROGRAM PLAN

Students may take courses in any order they wish as long as courses meet all prerequisites.

Year	Fall Semester	Credits KIMEP	Credits ECTS	Spring Semester	Credits KIMEP	Credits ECTS	Credits per Year KIMEP	Credits per Year ECTS
1	Research Methods	3	5	Academic Writing	3	5		
1	Elective 1/Specialization Courses	3	5	Elective 2/Specialization Courses	3	5		
1	Experimental Research Work 1	8	20	Experimental Research Work 2	8	20		
Total	Fall-1	14	30	Spring-1	14	30	28	60
2	Elective 3/Specialization Courses	3	5	Pedagogic Internship	3	10		
2	Experimental Research Work 3	8	20	Experimental Research Work 4	8	20		
2	Research Practice	3	5					
Total	Fall-2	14	30	Spring-2	11	30	25	60
3	Experimental Research Work 5	8	20	Experimental Research Work 6	6	18		
3	Research Internship	3	10	Dissertation and Defense	5	12		
Total	Fall-3	11	30	Spring- 3	11	30	22	60
Total Credits for 3 years							75	180

DOCTOR OF PHILOSOPHY IN ECONOMICS (DAE) – 8D04106

MISSION

The objective of the PhD program in economics is to foster creativity and academic excellence, to produce successful teachers and independent researchers with the ability to make contributions at the frontier of their field of specialization and to provide graduates with the skills to be highly competitive in the international academic labor market.

LEARNING GOALS AND OBJECTIVES

The PhD program in Economics aims at producing graduates who:

- have expertise and the skills to employ innovative methods and find creative solutions to a range of problems in economics and social sciences
- are excellent communicators in the class room with a firm background in a range of fields in modern economics and versed in modern didactical methods
- are creative and innovative contributors with the ability to conduct rigorous economic analysis and the ability to publish in high-ranking journals
- are academics with the ability to take a leading role in scientific investigations, communicate effectively with the scientific community and defend positions.

ADMISSIONS
Admission to the PhD program is highly competitive. Admission is granted to candidates deemed most likely to complete and benefit from the program. The final decision on admission is based on a comprehensive assessment of the applicant's overall qualifications and commitment to the program.

PHD PROGRAM ACADEMIC POLICIES
In general academic policies on registration, course load, class attendance, withdrawal, etc. apply to doctoral students the same as to other graduate students. In other cases there may be a separate policy for doctoral students which take precedence over general academic policy.

INDEPENDENT STUDY POLICY
An Independent Study is a course in which the instructor will direct student(s) in a non-classroom environment to replace a regular (traditional) course when the regular course cannot be offered by the program for the current semester due to various reasons. The purpose of an Independent Study course is to help the student complete their course requirements in a timely manner. Any course in the curriculum can be taken as an independent study if there is consent from the instructor who offers the course and approval from the PhD Council. The Independent Study workload should be equivalent to a regular PhD course. Students must submit an Approval for Independent Study Form. Independent Study courses may be offered in accordance with the teaching capacity of the department.

TRANSFER OF CREDIT
Unless coursework has been transferred, students must take a minimum of 75 credits to satisfy the requirements of the PhD program. A transfer of credit may be given for a post graduate level course completed by the student especially if taken as part of an official exchange program. Transfer credits are allowed from accredited institutions. A doctoral student must successfully complete one semester in residency before the coursework is eligible for transfer. The transfer of credit must be approved by PhD council. Transfer of credits is regulated by KIMEP U transfer policy.

DEGREE REQUIREMENTS
Requirements for the PhD program are as follows:

Requirements	Credits	ECTS
Core Courses	6	10
Specialization Courses	9	15
Pedagogic Internship	3	10
Research Internship	3	10
Experimental Research Work Including Dissertation and Research Practice	49	123
Final Attestation	5	12
Total	**75**	**180**

GRADE POINT AVERAGE
A student must maintain a cumulative 3.33 GPA throughout the program. Courses in which grades below "B-" are received, are not accepted for the PhD degree. Grades received in courses transferred from another institution are not included in calculation of the grade point average. If a grade of "C+" or lower is received, the student should repeat the course. More than one retake should acquire an approval from the Council. When the GPA is calculated, the grade for the repeated course will substitute for the original grade. Grades of "I" turn to "F" if work is not completed by the 7th week of the following semester.

CORE COURSES (6 CREDITS, 10 ECTS)
The following core course is required:

Course Code	Course Title	Credits	ECTS	Prerequisite
ECN6801	Research Methodology	3	5	none
CSS6103	Academic Writing for PhD Students in the Social Sciences	3	5	

SPECIALIZATION COURSES (9 CREDITS, 15 ECTS)
Students choose three of the following courses

Course Code	Course Title	Credits	ECTS	Prerequisite
ECN6042	Behavioral Economics	3	5	none
ECN6191	Development Economics	3	5	none
ECN6192	Political Economy	3	5	none
ECN6226	Industrial Organization	3	5	none
ECN6014	Econometrics	3	5	none
ECN6199	Current Topics in Economics	3	5	none

Students may select more than one special topics course if the courses cover different topics.

PEDAGOGIC, INDUSTRY INTERNSHIP AND RESEARCH WORK INCLUDING DISSERTATION (TOTAL OF 55 CREDITS, 143 ECTS)

Course Code	Course Title	Credits	ECTS
ECN6588	Pedagogic Internship	3	10
ECN6888	Research Internship	3	10
ECN6990	Experimental Research Work and Dissertation	46	118
ECN 6888.1	Research Practice	3	5

FINAL ATTESTATION (TOTAL OF 5 CREDITS, 12 ECTS)

Course Code	Course Title	Credits	ECTS
ECN6991	Dissertation and Defense	5	12

INDUSTRY AND PEDAGOGIC INTERNSHIP OR ORGANIZATIONAL INTERNSHIP
Internship gives PhD students an opportunity to put into practice the knowledge acquired during their studies, get some business and academic experience and be better prepared for their future career. Details of this requirement are specified in the PhD Handbook.

EXPERIMENTAL RESEARCH
Under this component of the PhD program, requirements are twofold: (1) a student must take a qualifying exam in order to demonstrate proficiency in the knowledge acquired through course work and be admitted to the candidate status; and (2) undertake appropriate research activities that lead to conference presentations and journal publications. Details of this requirement are specified in the PhD Handbook.

DISSERTATION AND PHD DISSERTATION DEFENSE
PhD dissertation is a scholarly research work, involving the analysis of a specific problem in the area of specialization, evaluation of the results of the analysis, which serves as a basis for developing specific proposals

and implementing the appropriate solution to the problem. The student will present an oral defense of their dissertation in front of the members of the dissertation committee, in a public forum. Details of this requirement are specified in the PhD Handbook.

PROGRAM PLAN

Students may take courses in any order they wish as long as courses meet all prerequisites.

Year	Fall Semester	Credits KIMEP	Credits ECTS	Spring Semester	Credits KIMEP	Credits ECTS	Credits per Year KIMEP	Credits per Year ECTS
1	Research Methods	3	5	Academic Writing	3	5		
1	Elective 1/Specialization Courses	3	5	Elective 2/Specialization Courses	3	5		
1	Experimental Research Work 1	8	20	Experimental Research Work 2	8	20		
Total	**Fall-1**	**14**	**30**	**Spring-1**	**14**	**30**	**28**	**60**
2	Elective 3/Specialization Courses	3	5	Pedagogic Internship	3	10		
2	Experimental Research Work 3	8	20	Experimental Research Work 4	8	20		
2	Research Practice	3	5					
Total	**Fall-2**	**14**	**30**	**Spring-2**	**11**	**30**	**25**	**60**
3	Experimental Research Work 5	8	20	Experimental Research Work 6	6	18		
3	Research Internship	3	10	Dissertation and Defense	5	12		
Total	**Fall-3**	**11**	**30**	**Spring- 3**	**11**	**30**	**22**	**60**
Total Credits for 3 years							**75**	**180**

COLLEGE OF HUMAN SCIENCES & EDUCATION DOCTORAL PROGRAM

DOCTOR OF PHILOSOPHY IN EDUCATION POLICY & MANAGEMENT (DEPM) - 8D04108

MISSION STATEMENT

The PhD in Education Policy and Management aims to train researchers and educational leaders who have systemic and critical understanding of the discipline, who are able to make original and significant contribution to knowledge in the field of education policy and management, as well as capable of qualitatively transforming the education system at the level of an organization, region or country.

INTENDED LEARNING OUTCOMES (ILOS)

ILO1 Demonstrate systematic and critical understanding of a substantial and complex body of knowledge at the frontier of a discipline, engage in critical reflection, synthesis and evaluation of theories, methodologies and empirical results for solving fundamental research issues in the area of specialization – educational policy and management;
ILO2 Demonstrate expert, specialized cognitive, technical and research skills in the discipline to function as an independent and intellectually autonomous researcher who is able to make a substantial contribution to a discipline or area of professional practice in the sphere of education.
ILO3 Become critical leaders, policymakers and scholars who are able to apply theory of education policy and management in professional practice;
ILO4 Interpret and communicate knowledge of education that informs research, policy, and managerial practice to professional and expert community to promote quality and equity in education;
ILO5 Strictly follow academic, pedagogical and leadership ethical principles in research, teaching and managerial practice.

DEPM CURRICULUM
Requirements for the PhD in Education Policy and Management are as follows:

Category of Courses	Credits	ECTS
Course Work	**21**	**45**
Required Courses	9	15
Elective Courses	6	10
Teaching Internship	3	10
Research Internship	3	10
Research Component	**51**	**123**
Research project 1-5	30	75
Dissertation 1-3	12	33
Seminars	9	15
Final Attestation	**3**	**12**
Total Required for Graduation	**75**	**180**

Course Work Requirements (21 credits, 45 ECTS)

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
Required Courses		**9**	**15**	
EPM/TFL6101	Academic Writing	3	5	None
EPM/TFL6103	Qualitative Research Methods	3	5	None
EPM/TFL6102	Philosophy of Education	3	5	None
Teaching Internship		**3**	**10**	
EPM6301	Teaching Internship: Educational Leadership	3	10	None
Research Internship		**3**	**10**	
EPM6302	Research Internship	3	10	EPM/TFL6103 Qualitative Research Methods or EPM/TFL6205 Quantitative Research Methods

Elective Courses (choose TWO courses)		**6**	**10**	
EPM6201	Leadership and Management for Changes in Education	3	5	None
EPM/TFL6204	Policy Development and Implementation	3	5	None
EPM6211	The Economics of Education	3	5	None
EPM/TFL6303	Language Policy and Planning in Education	3	5	None

Research Component Requirements (51 credits, 123 ECTS) including research seminars and publications

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
Research Projects		30	75	
EPM6601.1.6	Research Projects including research seminars and publications 1	6	15	None
EPM6601.2.6	Research Projects including research seminars and publications 2	6	15	EPM6601.1.6 Research Projects including research seminars and publications 1
EPM6601.3.6	Research Projects including research seminars and publications 3	6	15	EPM6601.2.6 Research Projects including research seminars and publications 2
EPM6601.4	Research Projects including research seminars and publications 4	6	15	EPM6601.3.6 Research Projects including research seminars and publications 3
EPM6601.5	Research Projects including research seminars and publications 5	6	15	EPM6601.4.6 Research Projects including research seminars and publications 4
Dissertations		12	33	
EPM6602.1	Dissertation 1	4	11	EPM/TFL6101 Academic Writing
EPM6602.2	Dissertation 2	4	11	EPM6602.1 Dissertation 1
EPM6602.3	Dissertation 3	4	11	EPM6602.2 Dissertation 2
Seminars		9	15	
EPM/TFL6205	Quantitative Research Methods	3	5	EPM/TFL6103 Qualitative Research Methods
EPM/TFL6202	Advanced Program Evaluation	3	5	None
EPM/TFL6304	Seminar in Advanced Research Methods	3	5	EPM/TFL6103 Qualitative Research Methods or EPM/TFL6205 Quantitative Research Methods

Final Attestation Requirements (3 credits, 12 ECTS)

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites

EPM6603	Dissertation Defense	3	12	EPM6602.3 Dissertation 3

STUDY PLAN

The following tables are a sample program of study to finish the PhD in Education Policy and Management in three years.

1st year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Credits**	**ECTS**
EPM6101	Academic Writing	3	5	EPM6205	Quantitative Research Methods	3	5
EPM6103	Qualitative Research Methods	3	5	EPM6102	Philosophy of Education	3	5
EPMxxxx	Elective 1	3	5	EPMxxxx	Elective 2	3	5
EPM6601.1.6	Research Project 1	6	15	EPM6601.2.6	Research Project 2	6	15
	TOTAL	**15**	**30**		**TOTAL**	**15**	**30**

2nd year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Credits**	**ECTS**
EPM6203	Teaching Internship: Educational Leadership	3	10	EPM6302	Research Internship	3	10
EPM/TFL6202	Advanced Program Evaluation	3	5	EPM6601.4	Research Project 4	6	15
EPM6601.3.6	Research Project 3	6	15	EPM6602.1	Dissertation 1	4	11
	TOTAL	**12**	**30**		**TOTAL**	**13**	**36**

3rd year							
Fall Semester				**Spring Semester**			
Course Code	**Course Title**	**Credits**	**ECTS**	**Course Code**	**Course Title**	**Credits**	**ECTS**
EPM6601.5	Research Project 5	6	15	EPM/TFL6304	Seminar in Advanced Research Methods	3	5
EPM6602.2	Dissertation 2	4	11	EPM6602.3	Dissertation 3	4	11
				EPM6603	Dissertation defense	3	12
	TOTAL	**10**	**26**		**TOTAL**	**10**	**28**

Total for Program: 75 credits (180 ECTS)

PART IX. COURSE DESCRIPTIONS

UNDERGRADUATE PROGRAM COURSE DESCRIPTIONS

GENERAL EDUCATION COURSES

CATEGORY A - GENERAL EDUCATION MINISTRY REQUIRED COURSES

GEN/IRL 1000 History of Kazakhstan (3 credits, 5 ECTS)
Prerequisites: ENG0101 Foundation English Level C
This course covers the history of Kazakhstan in modern times: from the beginning of the twentieth century till present. A study of modern national history has become one of the major factors contributing to the construction of a community of peoples, civil society and to the promotion of patriotism. The history of Kazakhstan is seen as a unique process of development for the Kazakh people, who constitute part of the history of the Eurasian, nomadic, Turkic and steppe civilizations, which in turn constitute an integral part of global civilization. The course aims to study the most recent stages and specifics of key historical processes on the territory of Kazakhstan, focusing particularly on building of a modern nation - state and maturing national liberation movement in the course of pre-Soviet and Soviet periods. Cultural and social changes are also considered.

GEN/LAW1000 History of Kazakhstan (3 credits, 5 ECTS)
Prerequisites: ENG0101 Foundation English Level C
This course covers the history of Kazakhstan in modern times: from the beginning of the twentieth century till present. A study of modern national history has become one of the major factors contributing to the construction of a community of peoples, civil society and to the promotion of patriotism. The history of Kazakhstan is seen as a unique process of development for the Kazakh people, who constitute part of the history of the Eurasian, nomadic, Turkic and steppe civilizations, which in turn constitute an integral part of global civilization. The course aims to study the most recent stages and specifics of key historical processes on the territory of Kazakhstan, focusing particularly on building of a modern nation - state and maturing national liberation movement in the course of pre-Soviet and Soviet periods. Cultural and social changes are also considered.

ENG 1110 Academic Listening and Note Taking (3 credits, 5 ECTS)
Prerequisites: ENG0103 Foundation English Level A or direct admission to Academic English Program
The Academic Listening and Note-taking course develops students' abilities in these two essential academic skills, while at the same time ensuring that listening is not a passive activity. Students improve their understanding of academic discourse in a variety of contexts, including lectures and less formal situations. They are exposed to a variety of dialects of English and levels of formality. They refine their note-taking skills and then use these notes as the basis for questions, responses and requests for clarification. In addition, their notes will be useful for revision and for developing essays, presentations and debates. Mere noting of facts will not be the primary goal. Rather, students will use their notes to write responses and develop their own critical thinking. As far as possible, authentic audio and video materials will be used in preference to the artificial materials specially prepared for such courses.

ENG 1120 Academic Reading and Writing 1 (3 credits, 5 ECTS)
Prerequisites: ENG0103 Foundation English Level A or direct admission to Academic English Program
This course enables students to deal with the academic reading and writing requirements of the program courses. Course activities develop advanced-level reading ability by focusing on main ideas and specific information, by recognizing lexical meaning from content areas in context, and by training in writing that presents clear, well-researched arguments within particular essay styles and structures. Students will acquire independent research skills, using online and print sources in a responsible and ethical manner so as to extend their critical thinking ability within a piece of academic discourse. They will learn to find and select relevant reading texts that provide information and interpretations that can be used to support their ideas and provide

evidence in their essays. Students will need to process and critically analyze that information before incorporating it within their own arguments. A process-writing approach will be adopted, with greater emphasis on the process of reading and writing and on drafts of the essay than on the final product.

KAZxxxx Beginning Kazakh and Elementary Kazakh
Beginning Kazakh and Elementary Kazakh are intended for international students who begin with no knowledge of Kazakh. Students from Turkic-language regions should begin with Elementary Kazakh. Beginning Kazakh is aimed only for students whose first language is not in the Turkic language family.

KAZxxxx Pre-intermediate Kazakh, Intermediate Kazakh, Upper-intermediate Kazakh and Advanced Kazakh
Pre-intermediate Kazakh, Intermediate Kazakh, Upper-intermediate Kazakh and Advanced Kazakh are designed for graduates of Russian-medium schools in Kazakhstan whose Kazakh is not fluent but is above elementary level.

KAZxxxx Business Kazakh, Kazakh Language and Culture, Business Correspondence in Kazakh and Public Speaking in Kazakh
Business Kazakh, Kazakh Language and Culture, Business Correspondence in Kazakh and Public Speaking in Kazakh are intended for students who can speak Kazakh fluently and who wish to develop their Kazakh to a professional level/graduates of Kazakh-medium schools.

GEN 2500/IRL 2500 Introduction to Philosophy (3 credits, 5 ECTS)
Prerequisites: GEN1100 and GEN1120
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.

GEN/OPM 1300 Information and Communication Technologies (3 credits, 5 ECTS)
Prerequisites: ENG0102 Foundation English Level B
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.

GEN/OPM 2301 Business Computer Applications (3 credits, 5 ECTS)
Prerequisites: ENG0102 Foundation English Level B
This course is a broad overview of the main topics in business computer applications. Students gain an understanding of computer architecture, networks, telecommunications; they learn how to apply information and knowledge systems, operations and decision support systems, spreadsheets, databases to a wide range of tasks and decision making process. The course emphasizes how organizations benefit from and use computer-based technology. The purpose of the course is to foster business thinking through available technical means.

GEN 2501 Introduction to Social Sciences (3 credits, 5 ECTS)
Prerequisites: Academic Reading and Writing II, sophmore standing
This course introduces the fundamental concepts and methods of three social science disciplines (sociology, psychology, and political science) and the relationships among them, with the goal of enabling students to better understand their roles as citizens in a globalizing society. In addition, preparation in both qualitative and quantitative skills used in these academic fields will allow students to engage in rational decision-making about contemporary social problems in Kazakhstan and elsewhere. Students will investigate different theoretical and empirical approaches to the study of how people, institutions, and societies function in the modern world. Students will be able to compare and contrast the unique contributions of the three subject areas from an

interdisciplinary perspective and use this knowledge to critically analyze research in the social and behavioral sciences.

GEN 2502 Cultural Studies 1: Kazakhstan (2 credits, 3 ECTS)
Prerequisites: ENG0102 Foundation English Level B
This course builds on GEN ED 2501 Introduction to Social Sciences by examining the field of cultural studies in the context of early and modern Kazakhstan. Beginning with an overview of the discipline and drawing on concepts from anthropology, semiotics, and cultural history, students will investigate the anatomy and evolution of the Kazakh cultural heritage over the past five centuries. The final part of the course will explore the problems and prospects of a revived national and ethnic identity in the political and social context of the 21st century.

CATEGORY B - GENERAL EDUCATION ARTS, SOCIETY, AND CULTURE
For any Category B course, the prerequisite course is *ENG0102 Foundation English Level B.*

GEN/ASC 2103.3 Introduction to Drama (3 credits, 5 ECTS)
Introduces students to dramatic writing, performance art, and the analysis of contemporary drama. Students will study practices of dramatic storytelling through readings, videos, live performances, workshops and dramatic reenactments. Students will also write and act in theatric performances to gain experience with creative writing for theater and gain speaking experience.

GEN/ASC1623 Introduction to Theatre (3 credits, 5 ECTS)
This course is aimed at discovering cultural connections between the history of theatre and cultural history of the world. In this theoretical class we will learn how some events in world history were reflected (or sometimes even provoked) by performative arts. How people of the theatre have influenced the course of history, and how a few influential historical events were inspired by theatre or used theatrical technologies. From Ancient Greece to most contemporary productions, we will learn about the most influential dramaturgists, performers, theaters and productions through prisms of their current politics and cultural development.

GEN/ASC2209 Introduction to Fashion Design (3 credits, 5 ECTS)
This course introduces the elements and principles of Fashion Design and creative process. Students will learn how to generate ideas, conceptualize and analyze fashion design collections, as well as to understand working with materials and illustrate and develop their ideas through a hands-on fashion design project.

GEN/ASC 2108.3 Introduction to Films (3 credits, 5 ECTS)
Introduces students to understanding cinema from the perspectives of the viewer, the professional critic, and the film maker. The course also gives an overview of the world of cinema from history to the craft of filmmaking.

GEN/ASC 2102.3 Introduction to World Literature (3 credits, 5 ECTS)
Introduces students to fiction, plays, and poems from various periods and from various parts of the world in comparative contexts, focusing on questions of culture, class, and gender, and on the role of translation in the study of world literature. The course will concentrate on the development of skills in thinking, in close reading of literary texts, and in writing.

GEN/ASC 1102 Mythology and Folklore (3 Credits, 5 ECTS)
This course looks at mythology and folklore in order to better understand and give a broader perspective of human nature. These stories, which have withstood the test of time, reveal something true and eternal about the human condition. Students will read, discuss, and analyze from both historical and modern perspectives. By the end of this course students will be able to read critically and analyze texts for deeper meaning. Students will be able to extract themes and motifs from their reading and apply those ideas to other stories and contexts.

JMC/ASC 2126 Design Thinking for Innovation (3 credits, 5 ECTS)
Design Thinking for Innovation is an undergraduate course that helps students develop the skill set to find innovative solutions to challenges public, private, or not-for-profit organizations face. Design thinking promotes a way of working with user-centered innovation to address problems where not all knowledge is available at the outset, i.e., the problem itself is unknown. Design thinking rests on principles such as user involvement, problem framing, experimentation, visualization, and diversity, all critical skills for management and innovation. The course equips current and aspiring innovation professionals with the design thinking principles and innovative problem-solving tools to solve diverse organization challenges and guide their missions.

GEN/ASC 2104.3 Digital Photography (3 credits, 5 ECTS)
Introduces the basic concepts of digital imaging as applied to photography. Students learn how to operate image manipulation software using a variety of scanning equipment, software tools and output devices by executing new assignments and applying these technologies to their photographic process. Prerequisite: none.

GEN/CLP 2103 Introduction to Computer Science (3 credits, 5 ECTS)
Prerequisite: None
Introductory course in computer science and the study of algorithms appropriate for students in cognitive sciences. Topics include how computers work, simple algorithms and their efficiency, networking, databases, artificial intelligence, graphics, simulation and modeling, security and the social impact of computing. The course also includes a hands-on introduction to programming concepts.

GEN/ASC 3202 The History of Writing (3 credits, 5 ECTS)
An overview of the major writing systems of the world: Egyptian and Mayan hieroglyphs, Sumerian and Akkadian cuneiform, West Semitic consonantal scripts (abjads), East Asian scripts, runes, and Greek and Roman alphabets. This course has a considerable linguistic component supplemented by historical information about ancient languages and cultures.

GEN/ASC 2105 Drawing/Painting (3 Credits; 5 ECTS)
Prerequisite: none.
Investigates the various approaches and media that students need to develop drawing skills and visual perception. Explores basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting to depict form and space on a two-dimensional surface.

GEN/ASC 2127 Kazakh Spirituality (3 Credits; 5 ECTS)
This course explores the idea of spirituality starting from a broad perspective then into a more focused lens on Central Asia. In addition to general discourse of what spirituality is, it will look especially on Kazakhstan's spiritual traditions, detailing a particularly important role that spirituality has in Kazakhstan's cultural identity. It covers 800 years of from the formation of Turkic tribes to modern day Kazakhstan. During this time, spirituality of the region underwent various periodic influences, such as Tengrism, Judaism, Christianity, Islam, and forms of Shamanism. Specific themes will include methodology, orientalism, texts and transculturation, interpretation, orthodoxy and orthopraxy, philosophy, mobility and inequalities, the development into the Khanates, the transformations and disruptions of the Imperial colonial era, processes of conversion and assimilation.

GEN/ASC 2106.3 Art and Visual Culture (3 credits, 5 ECTS)
This survey course will develop student skills in the perception and comprehension of contemporary visual art. Analysis, active looking and interpreting art are focused on throughout the semester. Global contemporary art of the 20th and 21st century will be key areas of study. Students will learn to distinguish between the fine arts, design, entertainment and spectacle, building a knowledge base and skill in navigating visual culture. New paradigms of art, how art interfaces with informational systems, and the increasingly plastic and immediate art

context will be studied. Interactive art projects and virtual dynamics will be explored and how notions of time, art and design are merging and expanding. Local gallery exhibitions and museum visits will provide a forum for analyzing and writing about art. Prerequisite: none.

GEN/ASC 2107.3 Introduction to World Art History (3 credits, 5 ECTS)
Introduces art history beginning with Mesopotamian and Egyptian civilizations to modern century artists. During the semester, students will survey a variety of images and monuments produced throughout history, focusing on Near Eastern, European, South Asian, Islamic, Christian, East Asian, and African art and architecture. Students will recognize artistic styles and developments in relationship to their historical contexts. Prerequisite: none.

ENG/GEN2100 Introduction to Creative Writing (3 credits, 5 ECTS)
Prerequisite: ENG/GEN1121 Academic Reading and Writing II
An introduction to imaginative writing, concentrating on the mastery of language and creative expression in different genres. The course includes analysis of literary models (professional writings in each genre), individual and class criticism of work by established writers, and lectures on and discussion of literary techniques in each genre.

GEN/ASC 2110.3 Transmedia: The Art of Contemporary Storytelling (3 credits, 5 ECTS)
The course will explore the cultural and business context of transmedia storytelling as a form of creative writer's craft. It introduces undergraduate students from all specialties to the art of 21st century storytelling. During the course, students will be challenged to think creatively, develop their content production competences, and strategically create narratives for organizations from all walks of cultural and business life. Through transmedia storytelling, students will build immersive narrative experiences into a unified communicative context, which will unfold across media, thus enhancing the emotional bond between people and organizations.

GEN/ASC 2112.3 History of Social Media (3 credits, 5 ECTS)
The last few decades have brought an astonishing array of technological changes, particularly in the ways people gather information and communicate with each other. In an effort to understand the meaning of contemporary media, this course will start by examining other moments in history when new technologies have had significant cultural, political, and economic consequences. Students will investigate the origins and implications of "new" media (e.g., the alphabet, printing press, telegraph, photograph, radio, television, internet) and consider how each has prompted new hopes for world peace along with fears for the imminent decline of civilization. We'll draw on historical evidence and our own experience to engage with important questions about the relationship between people and technology.

GEN/ASC 2113.3 Globalization and Diversity: A World Regional Approach (3 credits, 5 ECTS)
Globalization represents a monumental transformation of Earth's cultural, socio-economic, and geopolitical structure. Converging economic, political, cultural, and environmental systems might at first glance portend a certain homogenization across global regions, while the persistence of geographical difference and diversity alludes to some countervailing global forces. These opposing pressures form an overriding theme prevailing throughout this course. The earth's major world regions are surveyed, highlighting environmental, demographic, cultural, geopolitical, and economic patterns at varying scales. This approach allows a comprehensive examination of global and local expressions of the forces forging diversity and globalization in today's world.

GEN/ASC 2114.3 Cheating, Corruption, and Fraud in Society (3 credits, 5 ECTS)
This course will examine the issues of cheating and fraud from an interdisciplinary perspective. At KIMEP, and elsewhere, it may be seen as acceptable behavior to cheat to receive benefits. Bribery is a common way to sort out problems with the law. Regulations are not respected and people do not take personal responsibility

for protecting the rules. The course will have students examine why people cheat, how to recognize indicators of cheating, why cheating is the wrong choice (morally, economically, and psychologically), what the negative consequences are, and the benefits of fighting fraud and corruption in the larger society. The investigation of the issue will draw on insights from business, psychology, sociology, and law.

GEN/ASC 2115 Law and the Arts (3 credits, 5 ECTS)
The course explores fundamental legal notions such as justice, revenge, forgiveness, equality, equity, and more with examples from literature, visual arts, theatre, and films. The course aims at cultivating students' culturally sensitive understanding of those fundamental notions through well-known characters and images, and seeks to foster students' critical and interdisciplinary analysis skills, as well as decision-making skills. It also presents law as an integrated social phenomenon with connections to sociology, politics, economics, and other social sciences. During the course, students will be encouraged to practice their artistic skills while reflecting about the role of law in human lives.

GEN/ASC 2116 Animals and Society (3 credits, 5 ECTS)
Since time immemorial human societies have relied heavily on the use of various species of animals. Animals are used for food, for their skin and furs, for transportation, for entertainment in zoos and circuses, as pets, as working animals, as weapons, as objects of laboratory research, and in countless other ways. Only very recently, however, have animals become the focus of a systematic, multidisciplinary study. The course starts with an introduction to the older, anthropocentric approach to the study of human-animal interactions, and discusses the recent emergence of an alternative, animal-centric approach. Using case-studies, the course analyzes ethical, sociological, anthropological, and psychological aspects of human-animal interaction in cross-cultural perspective. The course will include a comprehensive discussion of animal-protection movements, wildlife conservation initiatives, and recent developments in animal law and other animal-related studies. Love for animals is a requisite for taking the course.

GEN/ASC 2117 Design Foundations (3 credits, 5 ECTS)
This visual art course introduces the elements and principles of design and how to engage the creative process. By learning fundamental steps in the design process, students will learn how to formulate ideas and conceptualize visually. Both image/surface and space/form designs will be researched, analyzed, and studied. Hands-on creative projects will give students practice making designs out of materials and also using software tool to create, depict and modify designs. Working together students will participate in open discussions, peer critiques, and review design ideas through a collaborative process. Prerequisite none.

GEN/ASC 2118 Applied Arts and Design (3 credits, 5 ECTS)
This visual art course introduces students to the actual production of design and visual art. Courses will be taught by working professionals engaged in the field. This course will be offered during summer school, and will project-intensive. Under the mentorship and guidance of the professional, students will actually produce art and design applicable to specific disciplines within the creative arts. Prerequisite none.

GEN/ ASC 2204 Introduction to Language and Society (3 credits, 5 ECTS)
This course examines the role of language in human social interaction and how language relates to socio-economic status, gender, age and social identity. Students are introduced to analysis of sociolinguistic data to understand relations between language and society. Students are also introduced to linguistic diversity in Kazakhstan and the world and implications of language contact for language loss and language change.

GEN/ASC 2125 Audio Storytelling (3 credits, 5 ECTS)
Audio is an essential storytelling medium that is used to entertain, to inform, and to influence audiences. In this course, students will develop knowledge and skills to produce their own audio stories combining various types of sound. Students learn storytelling and audio production techniques by listening to and analyzing stories told in sound (and other media); by developing communication and technical skills used in audio storytelling, and

by progressively producing their own audio stories. The course introduces audio recording with mobile devices and editing with multi-track editing software. Students should have access to a smartphone, simple headset, and computer or laptop (Windows/Mac/Linux).

GEN/ASC 2123 Nutrition in the Modern World (3 credits, 5 ECTS)
In this course we will discuss the history of food and nutrition issues, global nutrition policy and its dynamics over time. Topics include social, economic, political factors that develop people's food and nutrition preferences in different cultures; poverty and food; food politics and sustainability of food systems. Nutrition policy involves issues such as sustainable agriculture, organic farming, food production and the role of genetically modified foods in it. Also examined are multi-faceted nutrition problems in the modern world such as malnutrition, food allergies, eating disorders, unequal access to healthy and affordable food; the global obesity epidemic; the impact of food advertising; and how individual eating habits are affected by the modern environment.

GEN/ASC 2124 Cold War Culture (3 credits, 5 ECTS)
The Cold War is the name historians give to the decades after the Second World War when global culture and politics were shaped by two ideologies in intense competition. The United States and its allies promoted free market economics and ideals, while the Soviet Union and China backed anti-colonial, anti-imperialist movements and regimes. Their indirect, often proxy conflict set the stage for our era of "globalization." This seminar approaches the Cold War from a cultural perspective, above all in terms of the radical changes it brought to American society, but also with an eye to comparative experience. It challenges students to consider whether -- or to what extent -- Cold War metaphors and mindsets are still relevant today.

GEN/ASC 2208 Film Noir (3 Credits, 5 ECTS)
This course introduces "film noir" – the French word for "black film" – one of the great international movie genres of the twentieth century. The genre has its roots in highly stylized, psychological crime thrillers from the 1940s, but was revived and updated in the 1970s and has been a favorite of filmmakers and cinephiles around the world ever since. The course will cover some of the essential films in the genre, both for their own sake and for what they reveal about their time and place in history. There will be a strong writing component to the course. Students will be expected not only to watch the films, but to think and talk about them and to express their ideas intelligently in written form.

COGN/GEN1201 Introduction to Psychology (3 credits, 5 ECTS)
Prerequisite: ENG/GEN1121 Academic Reading and Writing II
This course provides an overview of the foundational subfields and theories in psychology. Students will be introduced to the breadth of the research and topics in psychology, and the basics of subfields like cognitive psychology, social psychology, and human psychological development. They will learn about classic theories in psychology and be introduced to the ways that psychological research is conducted.

ENG/GEN2101 Introduction to Literary Studies (3 credits, 5 ECTS)
Prerequisite: ENG/GEN1120 Academic Reading and Writing 1
This course uses a meaningful range of literary texts to introduce the main genres and central topics of literary studies. Its object is to develop a well-rounded general understanding of the literary arts, including their historical aspects and the basic terminology used in their analysis and interpretation. The texts will model poetry, prose, and drama, while the coursework will focus on the methodical investigation of plot, character, setting, and symbolism, as well as on essential poetic, narrative, and dramatic structures and techniques.

ENG/GEN2201 Introduction to British Literature (3 credits, 5 ECTS)
Prerequisite: ENG/GEN2101 Introduction to Literary Studies
An introduction to the literature of the British Isles through an analysis of its major continuing themes, such as the evolution of regional and class identities, the legacies of industrial revolution, colonialism, and empire, and

the wider relation of Britain to Europe and the world. There will be analysis and interpretation of relevant texts and media, covering a variety of genres and touching on topics in language, culture, politics, economics, and intellectual history, with some emphasis on regional literatures within the British Isles.

ENG/GEN2202 Introduction to American Literature (3 credits, 5 ECTS)
Prerequisite: ENG/GEN2101 Introduction to Literary Studies
An introduction to American literature through an analysis of its major continuing themes, such as the meaning of freedom, the place of nature and the wilderness in the American mind, urban-rural dichotomies, and issues of race, class, and gender identity. This includes the analysis and interpretation of relevant texts and media, covering a variety of genres and touching on topics in language, culture, politics, economics, and intellectual history. Some emphasis on regional literature.

ENG/GEN3102 Introduction to Rhetoric and Composition (3 credits, 5 ECTS)
Prerequisite: ENG/GEN1121 Academic Reading and Writing II
This course introduces students to the field of writing studies. It presents key concepts, principles, traditions and discussions that define the field of rhetoric and composition, surveying major texts, movements, issues and methodologies.

LING/GEN1101 Fundamentals of Linguistics (3 credits, 5 ECTS)
Prerequisite: none
This course will provide students with an overview of linguistics, the scientific study of language, such as how to analyze the different parts of language such as sounds (phonology), parts of words (morphology), word meaning (semantics), and grammar (syntax). How do people use language in conversation with each other (pragmatics and discourse analysis)? These questions and more will be explored in this course, which aims to introduce students to the exciting diversity of world languages and the basics of linguistic analysis.

LING/GEN2202 Latin (3 credits, 5 ECTS)
Prerequisite: None
This course introduces the basic aspects of Latin language and ancient culture. It provides a basic exposure to the Latin elements of scientific language in order to facilitate understanding of special vocabulary and enable students to use appropriate language in communicating with both specialists and the general public. In this course, students will become more conscious of words and their history, and will increase their vocabulary by studying how words are formed, by learning Latin elements in modern words, and by improving their ability to use a dictionary.

PSY/GEN 1201 Mental Health and Wellbeing (3 credits, 5 ECTS)
Prerequisite: None
This is an introduction to the subject of mental health and wellbeing. In the course students are familiarized with cultural, individual differences, and lifespan approaches to mental health and wellbeing. The course overviews current accounts of well-being and common mental health problems such as symptoms of anxiety and depression, weight/eating problems, conduct problems, alcohol and other drug use. The course also explores how to recognize signs of mental ill health and what positive steps individuals can take to improve their mental health and well-being.

GEN/DA 2205 Introduction to Criminal Forensics (3 credits, 5 ECTS)
This course introduces students to forensic science as the study and evaluation of physical evidence in the commission of crimes and as the science dealing with the detection of crime and the apprehension of criminals. Students are also introduced to data analysis as applied in criminal investigations, major specializations of forensic science and the technology employed to generate data about crimes.

GEN/DA 2206 Understanding Digital Media (3 Credits, 5 ECTS)
Networked digital media have become a ubiquitous part of modern life. This course introduces the student to the analysis of digital media with a focus on networks, digitization, and data. We consider how the production, distribution, and consumption of networked digital media are transforming modern life and turning us into a data driven society. Example topics include: networks; digitization; big data; algorithms; "fake news," and privacy.

BANG COLLEGE OF BUSINESS UNDERGRADUTE COURSES

GEN/OPM 1300 Information and Communication Technologies (3 credits, 5 ECTS)
Prerequisites: ENG0004 Foundation English Level 4
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 studyingat KIMEP.

GEN/OPM 2301 Business Computer Applications (3 credits, 5 ECTS)
Prerequisites: ENG0004 Foundation English Level 4
This course is a broad overview of the main topics in business computer applications. Students gain an understanding of computer architecture, networks, telecommunications; they learn how to apply information and knowledge systems, operations and decision support systems, spreadsheets, databases to a wide range of tasks and decision-making process. The course emphasizes how organizations benefit from and use computer- based technology. The purpose of the course is to foster business thinking through available technical means.

BUS4271 Research Methods in Business Studies (3 credits, 5 ECTS)
Prerequisites: 3rd year student and GEN/OPM2402 or IFS2402
This course aims to study the design, and the appropriate methods of research in business studies. It covers basic aspects of the logic of scientific inquiry, the main techniques and methods of research. The course provides students with an understanding of the relationship between research methodology theory, estimation method, and practice. The students will also be provided with an understanding of the use of the primary data generated based on questionnaires to examine business practices, and the secondary data to study the relevance of business and research methodology theory in the real world. The course also covers such topics as statistical concepts, probability and sampling distribution, correlation and regression, single- and multiple- regression, hypothesis testing, goodness of fit, analysis of variance, the problems in regression analysis and remedies and time series analysis.

BUS3334 Ethics, Responsibility and Sustainability in Business (3 credits, 5 ECTS)
Prerequisites: MGT3001
This course aims to equip students with theory and practice of the concepts of ethics, responsibility and sustainability in business. Ethics and appropriate behavior transcend all business activities and figure prominently in management decisions about financial performance and competitive advantage. Specific topics include identification of the stakeholders, development of corporate codes of conduct, impact of business ethics, corporate social responsibility and sustainability on corporate governance. This course will also discuss the importance of ethics, responsibility and sustainability in management, accounting, finance, marketing and other areas of business.

BUS4251.1 Internship Program I (2 credits, 2 ECTS)
Prerequisites: 30 credits completed
The purpose of the program is to introduce various professions to the students and provide training ininterpersonal and professional communications.

GEN/OPM2402 Business Statistical Analysis (3 credits, 5 ECTS)
Prerequisites: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications
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.

ACCOUNTING AREA

ACC2102 Financial Accounting I (3 credits, 5 ECTS)
Prerequisites: FIN2105 Business Microeconomics
This course introduces students to fundamentals of financial accounting, and addresses such topics as: accounting principles and concepts; the accounting cycle, including recording transactions, adjusting and closing the company accounts, and preparing financial statements. It also addresses accounting for merchandising transactions, inventories, cost of goods sold and receivables.

ACC3101 Financial Accounting II (3 credits, 5 ECTS)
Prerequisites: ACC2102 Financial Accounting I
This course continues introduction of financial accounting concepts, and addresses the following topics: accounting for cash and temporary investments; plant and equipment, natural resources and intangible assets; short- and long-term liabilities; issuance of different types of stocks; payment of dividends, reporting income and retained earnings; earnings per share; preparation of the cash flow statement.

ACC2201 Management Accounting I (3 credits, 5 ECTS)
Prerequisites: ACC2102 Financial Accounting I
This course introduces basic concepts in cost and management accounting. The course introduces the student to internal uses of the financial data. Topics that may be covered include Systems Design (Job Order &Process Costing), Cost Behavior, Break-Even Analysis, Variable Costing, Activity-Based Costing, Profit Planning, Standard Costs, Budgeting, and Segment Reporting. Other topics may be included as time permits.

ACC3110 Management Accounting II (3 credits, 5 ECTS)
Prerequisites: ACC2201 Management Accounting I
This course builds on the basic cost and management concepts to focus more intensively on their use by managers in organizations. Among the topics addressed are: performance measurement and management, variance analysis, master budget, total quality management, pricing decisions, transfer pricing, divisional performance management.

ACC3201 Intermediate Financial Accounting I (3 credits, 5 ECTS)
Prerequisites: ACC3101 Financial Accounting II
This course begins the in depth analyses of accounting issues introduced in Financial Accounting. Among the topics addressed are: 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, departures from historical cost and estimating inventory cost; treatment of the long-term assets.

ACC3202 Intermediate Financial Accounting II (3 credits, 5 ECTS)
Prerequisites: ACC3201 Intermediate Financial Accounting I
This course continues the in depth analysis and development of issues in financial accounting. Among the topics addressed are: accounting for investments; current liabilities and contingencies; bonds (investments and payables) and long term notes payable; leases; accounting for income taxes; accounting for components

of shareholders' equity, including contributed capital, retained earnings, dividends and earnings per share; preparation of the cash flow statement.

ACC3204 International Financial Reporting Standards (3 credits, 5 ECTS)
Prerequisites: ACC3202 Intermediate Financial Accounting II
The IFRS standards are issued by the International Accounting Standards Board (IASB). They are a set of accounting rules that are meant to make the financial statements of public companies consistent, transparent, and easily comparable throughout the world. At the present time IFRS Accounting Standards are required in over 140 jurisdictions including Kazakhstan. This course is designed to prepare students to be able to review, read, interpret, discuss and argue the understanding and analysis of a given accounting issue under the International Financial Reporting Standards, Framework, Interpretations, and other authoritative guidance under the IFRS.

ACC3205 Principles of Taxation (3 credits, 5 ECTS)
Prerequisites: ACC2102 Financial Accounting I
This course provides a survey of tax concepts, structure and policy. Among the topics addressed are; types of taxes and the jurisdictions that use them, tax policy and the standards for a good tax, taxes as transaction costs,income tax planning, taxable income from business operations, property acquisitions, dispositions and cost recovery deductions.

ACC3210 Taxation in Kazakhstan (3 credits, 5 ECTS)
Prerequisites: ACC2102 Financial Accounting I
This course covers the fundamental principles of taxation in Kazakhstan. During the course students will start building understanding of the purpose of taxation, main tax concepts, impact of taxation on businesses, impact of taxation on financial decision making, with examples of practical calculations as well as core principles of tax planning, main taxes in Kazakhstan and their application on case studies.

ACC3212 Accounting Information Systems (3 credits, 5 ECTS)
Prerequisites: ACC3101 Financial Accounting II and GEN/OPM1300 Information and Communication Technologies or GEN/OPM2301 Business Computer Applications
This course addresses issues of computer-based accounting. The course will focus on teaching skills needed touse modern accounting software for effective decision support. Students, through extensive hands-on experience with such software, will acquire the skills necessary to manipulate data efficiently and accurately, to produce useful information. Eventually, the students are expected to develop practical skills to handle common business-related situations. The course includes discussions on the accounting software principles, and concentrates on effective techniques of using software in the business world.

ACC3299 Selected Topics in Accounting (3 credits, 5 ECTS)
Prerequisites: ACC2102 Financial Accounting I
The course examines particular issues in accounting. Topics vary according to the interests of the students andinstructors.

ACC3290 New Trends in Accounting (3 credits, 5 ECTS)
Prerequisites: ACC2102 Financial Accounting I
Given the nature of this course, the content is updated frequently and may vary from year to year. The course will cover current concepts and trends in various areas of accounting including new technologies and their applications in contemporary organizations. Students will develop an understanding of modern accounting techniques and tools. The course supports the development of students as autonomous learners and critical thinkers who can identify potential linkages and impact of current and emerging trends on organizational management practices.

ACC4208 Financial Statement Analysis (3 credits, 5 ECTS)
Prerequisites: ACC3110 Management Accounting II
The course provides deeper analysis of financial statements with in depth case problems that assess current/past performance, using that to project future performance and enterprise value.

ACC4201 Advanced Accounting (3 credits, 5 ECTS)
Prerequisites: ACC3202 Intermediate Financial Accounting II
This course builds on the intermediate accounting courses with the purpose to deepen the professional judgment and technical skills needed to deal with the accounting treatment of intercompany investments. Among the topics addressed are: the fair value and equity method of accounting for investments; allocation of differences between investment cost, fair and book value of the net assets purchased; preparation of consolidated financial statements; and elimination of the effects of intercompany transactions during the process of consolidation.

ACC4203 Auditing (3 credits, 5 ECTS)
Prerequisites: ACC3101 Financial Accounting II
This course is designed to provide an introduction to auditing and to help students to understand both the theory and practice of auditing. Students will be explained the underlying concepts and principles of auditing and will learn to apply and adapt these concepts and principles throughout the cases. The course enables students to determine the audit risks, audit assertions and necessary responses to address the issue identified

ACC4209 Principles of Fraud Examination (3 credits, 5 ECTS)
Prerequisites: ACC3101 Financial Accounting II
This course introduces the concept of fraud and its types, explores fraud risks, behavioral triggers underlying fraud schemes, fraud prevention techniques and relevant internal controls. By completing this course students will be able to define fraud and conditions that make fraud possible to occur, distinguish between major types of fraud, identify red flags, perform fraud risk assessment, establish relevant internal controls to prevent and detect fraud risks.

ACC4210 International Accounting (3 credits, 5 ECTS)
Prerequisites: ACC3101 Financial Accounting II
The objective of this course is to give an overview of the main topics in international accounting and to introduce the international dimensions of financial statement analysis. Students will learn about differences in financial measurement and reporting practices that exist internationally, the reasons for these differences, their resultant financial statement effects and methods that you can employ to cope with such differences. Accounting has frequently been called the ‘language of business”. Understanding the two primary accounting systems commonly used throughout the world and ways in which they differ will increase the students’ fluencies in communicating with business professionals in the US and in a rapidly expanding international context. The international financial reporting standards (IFRS) movement and the implications of reading financial statements based on IFRS is also discussed during the course.

ACC4211 Cases in Accounting (3 credits, 5 ECTS)
Prerequisites: ACC2102 Financial Accounting I
This course will prepare the 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 of cash flows, the course will also integrate such understanding into consideration of corporate strategy, accounting choices, budgeting and forecasting.

ACC4216 Professional Auditing (3 credits, 5 ECTS)
Prerequisites: ACC4203 Auditing

This course extends and upgrades the knowledge obtained in ACC4203Auditing course to a higher professional level, and covers topics required by the preparation guide of the ACCA F8 "Audit and Assurance" examination paper. The course is developed in a way to deepen the knowledge and skills of carrying out the assurance engagement, and its application in the context of the relevant professional regulatory framework. Namely, after successful completion of this course students should be able to: explain the concepts of audit and assurance and the functions of audit and corporate governance; and demonstrate how the auditor obtains an understanding of the entity, assesses the risk of material misstatement, and plans an audit of financial statements. The course examines how to describe and evaluate internal controls, and analyzes work and evidence required to meet the objectives of audit engagement and the application of the relevant International Standards on Auditing.

ACC4220 Tax Planning (3 credits, 5 ECTS)
Prerequisites: ACC3210 Taxation in Kazakhstan
Tax planning is an advanced taxation course designed to provide in-depth knowledge of direct tax laws and their impact on decision making. The course encompasses major components of international taxation such as the concept of permanent establishment and the arm's length principle, which are used for international tax planning schemes. Also, it discusses the difference between legitimate tax planning, tax avoidance and tax evasion as well as some tax planning techniques for multinational enterprises. The course provides both theoretical and practical approaches. Moreover, with the purpose to illustrate the key concepts learnt case studies and juridical decisions would be used. The course is aimed to prepare the students who are interested in becoming tax practitioners or tax advisers in their future careers.

ACC4240 Transfer Pricing and Taxation of Multinational Enterprises (3 credits, 5 ECTS)
Prerequisites: ACC3205 Principles of Taxation or ACC3210 Taxation in KZ
This course provides the core knowledge of the major underlying principles and major technical areas of taxation of multinational enterprises and the related accounting practices. Among the topics addressed are: international financial reporting diversity, impact of international taxation on organization's structure, internal control and financing decisions, transfer pricing, and regulation of multinational organizations' tax related practices.

ACC4272 Thesis (3 credits, 6 ECTS)
Prerequisites: 128 credits and BUS4271 Research Methods in Business Studies
Thesis is the final work of the student, which is an independent solution of applied problems corresponding to the profile of the Bachelor of Accounting and Audit program, performed using project approaches and (or) in the form of preparation of business projects, models, as well as creative projects and other projects.

ACC4251.2 Internship Program in Accounting II (2 credits, 3 ECTS)
Prerequisites: BUS4251.1 Internship Program I and 60 credits completed
Familiarization with the organizational structure of the internship host-organization, with the area of its activities; learning mode of operation of the organization; learning the organizational documents of the organization; acquiring the skills of collecting and processing of primary information in the field of management; carrying out a comparative analysis of the organization; identifying gaps and suggesting the ways to improve the development of the organization.

ACC4251.3 Internship Program in Accounting III (3 credits, 5 ECTS)
Prerequisites: ACC4251.2 Internship Program in Accounting II + BUS4251.1 Internship Program I or ACC4211 Cases in Accounting
The consolidation and intensification of theoretical knowledge and skills acquired by students through the process of theoretical learning; the formation of professional competence; the familiarization with real industrial, technological, and organizational processes going on at the place of internship; the

mastering of the profession's basics in the operational sphere: the familiarization with and acquirement of the methodology and technology of professional problem-solving; the collection of the necessary for the preparation and compilationof the internship report materials. Bases of internship are organizations related to careers in accounting.

ACC4800 Digital Transformation of Accounting and Finance (3 credits, 5 ECTS)
Prerequisites: ACC3101 Financial Accounting II
The key to the digital transformation of accounting and financing is pairing people and machines together allowing each one to contribute in areas they are best skilled at. This will discuss how to accelerate the digital transformation of accounting and finance. Just as others who faced the prospect of machines taking over jobs that used to be done by humans, accounting and finance professionals might anticipate the reality of 4th Industrial_Revolution with fear. This course will review how machines replacing some of the accounting and finance tasks will free human finance professionals to do higher level and more lucrative analysis and counselling for their clients.

ACC4880 Social Media and Accounting (3 credits, 5 ECTS)
Prerequisites: ACC3101 Financial Accounting II
The use of social media in various industries helps improve brand awareness, increases sales, and drive website traffic. For accountants, it is quickly becoming a powerful branding and sales tool that boosts their exposure demonstrates their expertise and provides many opportunities to learn more about the industry. This course will discuss how an effective social media strategy can contribute to the profitability of a business.What approaches and use of social media sites like Facebook, Twitter, LinkedIn, blogs, and community forums help businesses not only keep in touch with clients and help businesses establish reputable images,but eventually result in growing bottom lines.

ACC4207 Internal Auditing (3 credits, 5 ECTS)
Prerequisites: ACC3101 Financial Accounting II
The course will equip students with essentials of Internal Auditing providing solid understanding of the International Professional Practices Framework, the Core Principles for the Professional Practice of Internal Auditing, as well as Related Standards, and the Frameworks as COSO, COBIT model, ISO 31000 "Risk Management", Turnbull guidance. By completing this course students will be able to examine and appraise controls for their operational effectiveness, define governance, risk management and control procedures (GRC), evaluate organization's system of internal controls, distinguish between the approaches to auditing risk management processes. The course also covers planning and performance of internal audit engagements with further communication of the results and monitoring processes.

State Examination, 1 credit/2 ECTS
Prerequisites: 128 credits and BUS4271
Students are required to take the state examination. Further details on this requirement are provided under the KIMEP University regulations on this matter.

State Specialized Examinations, 2 credits/4 ECTS
Prerequisites: 128 credits and BUS4271
Specialized examination covers two subjects from area of specialization/major. Further details on this requirement are provided under the KIMEP University regulations on this matter.

FINANCE AREA

FIN2105 Business Microeconomics (3 credits, 5 ECTS)
Prerequisites: ENG/GEN1120/GEN1011
This is an introduction to microeconomic concepts and techniques (mathematical and statistical) that are

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

FIN2106 Business Macroeconomics (3 credits, 5 ECTS)
Prerequisites: FIN2105 Business Microeconomics
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 theprocess 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 techniquesfor determination of spot and forward exchange rates.

FIN3121 Financial Management (3 credits, 5 ECTS)
Prerequisites: ACC2102 Financial Accounting I and GEN/OPM2402 Business statistical analysis or IFS2402 *Probability and Mathematical Statistics*
This is an introductory course to the field of finance with a broad scope and emphasis on general principles. The objective of the course is to introduce basic tools and techniques essential in understanding major theories of Finance and making financial decisions. Students will learn basics of financial system, time value of money and discounting, financial performance analysis, basics of capital budgeting, basics of stock and bond valuation, and introduction to corporate finance.

FIN3210 Corporate Finance (3 credits, 5 ECTS)
Prerequisites: FIN3121 Financial Management
This is an intermediate business financial management course, combining theory and applications. The course focuses on a detailed look at capital budgeting methods, including financial planning and forecasting, capital budgeting techniques, capital budgeting under uncertainty, capital structure policy, dividend policy, share repurchases policy, working capital policy, corporate restructuring, and interactions of investment and financing decisions. Additional topics include business ethics and corporate governance discussions from corporate finance perspectives.

FIN3220 Investments (3 credits, 5 ECTS)
Prerequisites: FIN3210 Corporate Finance
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 toolswith which an undergraduate student majoring in finance should be able to make meaningful investment decisions and be prepared for advanced courses in investment management.

FIN3230 Risk Management and FinTech (3 credits, 5 ECTS)
Prerequisites: FIN3210 Corporate Finance
This course introduces students to Risk Management & FinTech, the emerging world of applications, concepts, and developments at the interface of Finance and Technology. It will help students to understand risk management and corporate governance in the finance industry with the disruption by FinTech. Students will become more confident to analyze and make recommendations to develop business strategies balancing

the risks in operation, reputation, and the stability of finance firms. Students will learn important aspects of risk management in a digitalized world, the application of artificial intelligence in finance, and the nature and use of digital assets. Students will learn about new challenges of compliance with financial requirements and government regulations and how to deal with these changes, strategies in analyzing FinTech risk and how operation risks increase in the finance industry in this changing environment. The course emphasizes a personal learning experience and is based on case discussions and lectures.

FIN4211 Financial Modeling (3 credits, 5 ECTS)
Prerequisites: FIN3220 Investments
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 theuse of financial functions and formulas, macros, and new programming in various financial applications. Intermediate knowledge of any electronic spreadsheet (Microsoft Excel, Lotus, etc.) is required.

FIN4212 Mergers and Acquisitions (3 credits, 5 ECTS)
Prerequisites: FIN3210 Corporate Finance
The course provides the key financial sources and instruments used for mergers and acquisitions (M&A) deals; how to select the most appropriate type of financing - debt, equity, or a combination of the two; financing via debt, bonds, and leases, and ways to borrow or lend; tactics considered in contracts, including contingent payments, earn-outs, and equity kickers; how to determine when refinancing is necessary; how volatile global events can affect economic systems and M&A financing and refinancing; debt/equity hybrids and other financing methods.

FIN4214 Financial Statement Analysis (3 credits, 5 ECTS)
Prerequisites: FIN3210 Corporate Finance
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 flowforecasts, financial ratios, and trends; distinguishes between accounting rules and underlying economic realities; and examines approaches that analysts can take when external reports do not reflect a firm's underlying economics. The course focuses on the pragmatic implications of corporate disclosures and nondisclosures.

FIN4220 Real Estate Finance (3 credits, 5 ECTS)
Prerequisites: FIN3210 Corporate Finance
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 use, development and marketing of commercial and residential real estate.

FIN4221 Investment Banking (3 credits, 5 ECTS)
Prerequisites: FIN3210 Corporate Finance
The course studies 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, emphasizing the mechanics and economics of the issuance process and various valuation techniques for an IPO. Analysis of the market for new issues and appraisal of their spread and price performance will be provided. Ethical, technological, and diversity issues in investment banking operations will be considered.

FIN4224 Financial Derivatives (3 credits, 5 ECTS)
Prerequisites: FIN3210 Corporate Finance

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.

FIN4225 Fixed-Income Securities (3 credits, 5 ECTS)
Prerequisites: FIN3220 Investments
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.

FIN4231 Commercial Bank Management (3 credits, 5 ECTS)
Prerequisites: FIN3210 Corporate Finance
The course aims on understanding the field of banking from the perspectives of both a bank customer as well as a bank manager. Topics include introduction to the business of banking; asset-liability management techniques and hedging against interest rate and credit risk; managing the bank's investment portfolio and liquidity position; managing bank sources of funds; providing loans to businesses and consumers; the bank's organizational structure and service options; and developing a channel for future growth and expansion.

FIN4232 Financial Risk Management and Decision Making (3 credits, 5 ECTS)
Prerequisites: FIN3211 Advanced Corporate Finance
This course aims to give an overview of the risks faced by financial institutions and how they can be managed. The course builds on courses that provide an overview of financial markets and the role of financial institutions and is linked with other courses that deal with financial management issues in more depth such as the courses on fixed interest and derivative management. To some extent, the course on corporate governance is related to the firm-level implementation of risk management and its enforcement. The course provides comprehensive analyses and insights in risk management including: overview of risk management -from the history of risk management to the new regulatory and trading environment; a look at past and present risk management; risk management program designs; techniques to organize the risk management function; develop a system to cover organizations exposures; and risk management implementation including the use of the myriad systems to derive value at risk (VaR), stress-testing, and derivatives for measuring and hedging risk in today's marketplace.

FIN4235 International Finance and Cryptocurrencies (3 credits, 5 ECTS)
Prerequisites: FIN3210 Corporate Finance
This course focuses on the theoretical and practical knowledge required for the global financial and investment functions of multinational corporations. Students will discover how the international capital markets, foreign exchange markets, and the derivatives market can be used to manage transaction and operating risks facing the multinational firm. Students will learn, through hands-on case studies and empirical evidence, how to manage multinational companies' investment and financing activities. The relevance of country risk and international corporate governance in cross-border investments will also be examined. The general emphasis is on the identification and management of opportunities and risk relating to international investments, exchange rate fluctuations, international financial markets, and government policy changes. The course also focuses on the role of digital and/or cryptocurrencies in international finance, its challenges, and how these can change the global financial and investment functions.

FIN4240 Security Analysis and Portfolio Management (3 credits, 5 ECTS)
Prerequisites: FIN3220 Investments

The course teaches the theory and applications of basic investment strategies in the financial world. The primary goal of the course is to give students the capacity to understand the theory and apply, in real-world situations, the techniques that have been developed in the field, and to give the big picture so that students can understand how things fit together. The main objectives of the course are to provide insight into:

- Market classifications, types of assets and market participants, and how assets are traded
- The characteristics, analysis, and valuation of equity securities
- The breadth and diversity of fixed-income securities and details on the distinguishing features of all types of bonds
- The markets, venues, and conventions for bond trading
- The methods used to value fixed-income securities and to determine relative values between them
- Three general classes of derivative instruments: forwards/futures, options, and swaps
- How indices are constructed, managed and used in investments
- Implications of different degrees of market efficiency for security analysis and portfolio management
- The process of examining the risk and return characteristics of individual assets, creating all possible portfolios, selecting the most efficient portfolios, and ultimately choosing the optimal portfolio tailored to the individual in question
- Investment policy statement (IPS)

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.

FIN4241 Case Studies in Finance (3 credits, 5 ECTS)

Prerequisites: FIN3210 Corporate Finance, FIN3220 Investments

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.

FIN4242 Selected Topics in Finance (3 credits, 5 ECTS)

Prerequisite: FIN3210 Corporate Finance, FIN3220 Investments

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

FIN3290 New Trends in Finance (3 credits, 5 ECTS)

Prerequisites: FIN3210 Corporate Finance

Given the nature of this course, the content is updated frequently and may vary from year to year. The course will cover current concepts and trends in various areas of finance including new technologies and their applications in contemporary organizations. Students will develop an understanding of how the innovative finance techniques and tools may affect organizations' management practices as well as strategy. The course supports the development of students as autonomous learners and critical thinkers who can identify potential linkages and impact of current and emerging trends in finance on organization.

FIN4246 Insurance (3 credits, 5 ECTS)

Prerequisites: FIN3210 Corporate Finance

This course explores the principles of risk management and insurance. The course provides an understanding of the foundations, applications and selection of insurance. Fundamentals of life and health insurance as well as property and liability insurance will be included. Enterprise risk management for corporations, financial risk management, overview of employee benefits, and strategic policies to mitigate risk will also be covered. The student will also learn insurance relations, rules and regulation in Kazakhstan in this course.

FIN4248 Islamic banking and Finance (3 credits, 5 ECTS)
Prerequisites: FIN3211 Advanced Corporate Finance
The course covers the fundamentals of Islamic finance and its main principles. The course outlines the underlying contracts and legal documentation, operations and process-flows, and requirements of key Islamic financial products across banking, microfinance, leasing, insurance, capital and money markets, among others.

FIN4204 Best Practices in Islamic Finance (3 credits, 5 ECTS)
Prerequisites: FIN3211 Advanced Corporate Finance
Islamic Banking and Finance-Level 1 aims to introduce students to core norms, modes, principles, basic models of Islamic banking and finance, and to the analysis of the relationship between Islamic and conventional banks. Composed of 12 lectures, the course covers a range of topics, including the prohibition of Riba, Islamic financial contracts, Islamic capital market, Islamic microfinance models, Islamic insurance, and other contemporary issues related to Islamic finance. The course will also address the real-world dilemmas related to banking loans, overdrafts, mortgages, insurance issues faced by Muslims while dealing with conventional banking. This entry-level course is suitable for both beginners and those with a good understanding of Islamic finance. A beginner will be given an overview of the basic functioning of finance in Shar'iah, and those with better knowledge of Islamic finance will be educated on the systematic approach to Shar'iah based finance. This foundational ideology will then be built further in level two and three of the courses, where one, as an entry-level student, will develop a personal approach to Islamic finance and economics.

FIN4272 Thesis (3 credits, 6 ECTS)
Prerequisites: 128 credits and BUS4271 Research Methods in Business Studies
Thesis is the final work of the student, which is an independent solution of applied problems corresponding to the profile of the Bachelor of Finance program, performed using project approaches and (or) in the form of preparation of business projects, models, as well as creative projects and other projects.

FIN4251.2 Internship Program in Finance II (2 credits, 2 ECTS)
Prerequisites: 60 KIMEP credits and BUS4251.1 Internship Program I
Familiarization with the organizational structure of the internship host-organization, with the area of its activities; learning mode of operation of the organization; learning the organizational documents of the organization; acquiring the skills of collecting and processing of primary information in the field of finance; carrying out a comparative analysis of the organization; identifying gaps and suggesting the ways to improve the development of the organization.

FIN4251.3 Internship Program in Finance III (3 credits, 5 ECTS)
Prerequisites: BUS4271 Research Methods in Business Studies + FIN4251.2 Internship Program in Finance II or FIN4241 Case Studies in Finance
The consolidation and intensification of theoretical knowledge and skills acquired by students through the process of theoretical learning; the formation of professional competence; the familiarization with real industrial, technological, and organizational processes going on at the place of internship; the mastering of the profession's basics in the operational sphere: the familiarization with and acquirement of the methodology and technology of professional problem-solving; the collection of the necessary for the preparation and compilation of the internship report materials. Bases of internship are organizations related to careers in Finance.

FIN3211 Advanced Corporate Finance (3 credits, 5 ECTS)
Prerequisites: FIN3210 Corporate Finance
This is an advanced business financial management course that combines theory and applications. The course focuses on global variations in ownership structures and the possible effects of these variations on corporate

governance policies and practices. Investors have become increasingly concerned with environmental and social factors and how companies manage their resources and risk exposures that relate to such factors. ESG (environmental, social, and governance) considerations provide analysts with a broader perspective of the risks and investment opportunities of a company's securities Therefore, identification and evaluation of ESG-related risks are reviewed. Further, the capital structure decision and the assumptions and theories that lead to alternative capital structures are discussed. The emphasis is on important practical issues for the analyst, such as differences in capital structure policies arising from country-specific factors. The theories that explain how dividend policy affects company value and the signals investors get from dividend changes are discussed. Special consideration is given to the factors that affect a firm's payout policy and how to analyze the sustainability of dividends. Finally, mergers, acquisitions, and corporate restructurings—which create changes in ownership and control—are examined to determine whether 1) value is created from the transaction and 2) acquisition price is justified by the transaction's benefits.

FIN4203 Applications in Entrepreneurial FinTech (3 credits, 5 ECTS)
Prerequisites: FIN3210 Corporate Finance, FIN3220 Investments
This course examines the lifecycle of high-growth new ventures (i.e. startups), with a focus on how they are funded. We will follow a successful startup's path from founding through the stages of new venture finance. These include developing a business plan and its financials, the core skills of valuation, the venture capital industry, and how entrepreneurs and investors realize returns. Through examples of specific companies and technologies, we will also learn about the emerging landscape of financial technology (fintech) startups. We will consider the following subsectors, where startups are either seeking to displace incumbents or sell them their services: personal finance, blockchain, equity crowdfunding, lending (peer-to-peer and AI-augmented), payments, insurance, institutional investment, and money transfer.

FIN4201 Foundation of FinTech (3 credits, 5 ECTS)
Prerequisites: FIN3210 Corporate Finance, FIN3220 Investments
In this course, through a series of case studies, and assessments you will explore the major areas of FinTech including, beginning with What is FinTech before turning to Money, Payment and Emerging Technologies, Digital Finance and Alternative Finance, FinTech Regulation and RegTech, Data and Security, and the Future of Data Driven Finance, as well as, the core technologies driving FinTech including Blockchain, AI and Big Data. These will set the stage for understanding the FinTech landscape and ecosystem and grappling with the potential direction of future change. The course is organized around a number of real-world issues, in order to introduce fundamental underlying economic (including money, moral hazard, property rights and bank runs) and psychological (including engagement, trust and privacy) problems, and how technology could provide transformative solutions to those problems (e.g., big data, distributed ledgers, artificial intelligence, machine learning and natural language processing).

FIN4202 Behavioral Finance (3 credits, 5 ECTS)
Prerequisites: FIN3210 Corporate Finance, FIN3220 Investments
Behavioral finance studies psychology's influence on financial practitioners' behavior. In the course, you will learn about the wide range of decision-making biases and information-processing errors that influence our financial decision-making. The course defines behavioral finance and examines how it impacts financial markets. It then explores the most common self-deception and cognitive and emotional biases. The course further discusses the causes and potential measures of these biases. Finally, the course will discuss loss aversion and the herding bias. The main goal of this course is to provide the student with sufficient knowledge to understand the difference between classical financial theory and behavioral finance. The course is focused on the specific features of the decision-making process in a market that is not strongly efficient.

FIN4205 Introduction to Blockchain and Cryptocurrency (3 credits, 5 ECTS)
Prerequisites: FIN3210 Corporate Finance, FIN3220 Investments
This course will introduce fundamental concepts and provide an overview of the burgeoning blockchain and

cryptocurrency space. Students learn about the mechanics of various blockchains and delve into the economics of crypto-mining. The course will begin by providing a background in fundamental concepts in Computer Science such as in cryptography, distributed systems, and data structures. It will then move on to an in-depth overview of blockchain, the history of Bitcoin and the proliferation of new consensus models, NFTs, ICOs, smart contracts, and more. We will discuss DeFi, a blockchain-based form of finance that does not rely on central financial intermediaries such as brokerages, exchanges, or banks to offer traditional financial instruments, and instead utilizes blockchains, making it more secure. Switching to NFTs, we will explore how they work and how NFTs can turn easily reproduced items (such as digital photos, videos, audio, and art) into unique and potentially valuable objects and then use blockchain technology to establish a verified and public proof of ownership. By the end of this course, students will gain a better understanding of cryptocurrency, NFTs, DeFi, and blockchain technology and the impact and potential risks of these transformative technologies.

FIN4205 Corporate Governance and Sustainability (3 credits, 5 ECTS)
Prerequisites: FIN3211 Advanced Corporate Finance
The course explores the nature of corporate governance and its relation to corporate sustainability. The students will learn the various aspects of corporate governance as the system by which companies are directed and controlled. Different views on corporate governance are analyzed through the findings of extensive academic research. Moreover, the course teaches the importance of sustainability in business and shows that corporate sustainability philosophy as the ability of companies to positively influence environmental, social and economic development through their governance practices and market presence, have a positive impact on firm performance. The students will gain insights into how ethical concerns must be incorporated in business decision making, and corporate governance in particular.

State Examination, 1 credit/2 ECTS
Prerequisites: 128 credits and BUS4271
Students are required to take the state examination. Further details on this requirement are provided under the KIMEP University regulations on this matter.

State Specialized Examinations, 2 credits/4 ECTS
Prerequisites: 128 credits and BUS4271
Specialized examination covers two subjects from area of specialization/major. Further details on this requirement are provided under the KIMEP University regulations on this matter.

LEADERSHIP AREA

LDP3201 Leadership: Principles and Best Practices (3 credits, 5 ECTS)
Prerequisites: None
The course is intended for highly motivated students who have capacity for leadership and determined to become effective in leading others. It is modeled as an integrated framework that consists of the best leadership practices presentations and lectures. The students will be exposed to learning first-hand experience of great leaders from industry, government and various social sector enterprises.

LDP4201 Leadership: Making Principles Work (3 credits, 5 ECTS)
Prerequisites: None
The main objective of this course is to equip students with tools necessary for analyzing leadership activities within the organizations. The course will also introduce contemporary leadership concepts and practices through delivering guest lectures and simulating leadership exercises. Students will learn major approaches to leading people that will serve as the basis for future organizational success.

LDP4202 Leadership in Action (3 credits, 5 ECTS)
Prerequisites: LDP 3201 Leadership: Principles and Best Practices
Provided with general guidelines, students will be involved in case studies and projects in area of their specialization. This course will give the opportunity to apply and polish the knowledge received in previous two courses. Students will also be required to develop their leadership competencies and provide sound solutions for managerial challenges.

MANAGEMENT AREA

MGT3001 Principles of Management (3 credits, 5 ECTS)
Prerequisites: *ENG/GEN1120/GEN1011*
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.

MGT3204 Human Resources Management (3 credits, 5 ECTS)
Prerequisites: MGT3001 Principles of Management
This course deals primarily with activities that directly affect how employees are brought into the firm and their treatment once they are employed. These activities include selection, training, evaluation, compensation, labor relations, working conditions, and related issues.

MGT3205 Decision Making (3 credits, 5 ECTS)
Prerequisites: MGT3001 Principles of Management
The course focuses on ideas that can be used in business to understand decisions generally. The curriculum includes the concepts of rational choice, identity, appropriateness, and history-dependent rules. The course also explores how decisions are made in the face of inconsistency in preferences or identities. Prospects for decision engineering are also explored in detail.

MGT3206 Leadership and Motivation (3 credits, 5 ECTS)
Prerequisites: MGT3001 Principles of Management
This course is intended for future managers who require knowledge on how to motivate people, how to manage groups and use appropriate leadership styles. It is modeled as an integrated framework that consists of lectures and training.

MGT3207 Managing Negotiations (3 credits, 5 ECTS)
Prerequisites: MGT3001 Principles of Management
This course deals with the art and skills of negotiating in various business situations. Cases involving and analyzing issues and problems ranging from sales and contracts to the most complicated issues of international business will be discussed.

MGT3208 Innovation Management (3 credits, 5 ECTS)
Prerequisites: MGT3001 Principles of Management
The purpose of the course is to introduce students to recent, leading edge management thinking. A study of the most recent trends and ideas in management and their practical application is carried out. The course will include reviews of books by well-known management theorists and a critical analysis of the application of these theories in Kazakhstan.

MGT3209 International Management (3 credits, 5 ECTS)
Prerequisites: MGT3001 Principles of Management
The course focuses on how international businesses need to be managed in an international and global context. For international firms to be successful, they must appreciate the wide-ranging differences in cultures and business practices in the world. This course explores how to successfully manage firms in an international context.

MGT3210 International Business (3 credits, 5 ECTS)
Prerequisites: MGT3001 Principles of Management
This course involves study of the issues and logistics involved in conducting business in the international arena. Issues such as globalization, the impact of economics, socio-cultural factors, and economic policy are discussed in detail. The nature and economic role of the multinational corporation including the impact of legal, political, educational, and cultural variables upon firm performance and managerial activity forms the core of the course. Case studies illustrate managerial, marketing and financial and accounting activities, in the global economic space.

MGT3211 Principles of Entrepreneurship (former Small Business Management)(3 credits, 5 ECTS)
Prerequisite: None
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.

BUS4201 Social Entrepreneurship (3 credits, 5 ECTS)
Prerequisite: None
This course is about the emerging and exciting field of Social Entrepreneurship. Students will learn aboutcreating a business that makes a difference and transforms society to deliver social impact. They will learn about inspirational stories of social entrepreneurs and how they have developed creative solutions to address social problems around them. Students will study the challenges social entrepreneurs face and understand the driving force behind their success. They will comprehend the complexity of social change and the value of social innovation. They will learn about developing sustainable business models and creating a business.

MGT3217 Building and Accelerating the Venture (3 credits, 5 ECTS)
Prerequisite: None
The course is focused on the professional development of young entrepreneurs such as a start-up through mentorship, learning best and failed practices of existed entrepreneurs in Kazakhstan. The Building and Accelerating the Venture model is based on lean startup and customer development principles (i.e., innovative business models, scientific approach, hypothesis testing, minimum viable product, problem-solution fit, and customer satisfaction, customer discovery). The course invites guest-speakers from different units to have a practical guide about venture creating and accelerating.

MGT3218 Business Model Innovation (3 credits, 5 ECTS)
Prerequisite: None
This course aims to develop skills necessary to design and test innovative business models to establish a new venture. It includes analyzing existing business models and highlights the importance of innovation in business models for entrant firms. During the course, students will explore different examples of innovative approaches in product development, service delivery, production, customer relations, and value creation for competitive advantage. The course uses case studies, short lectures, discussions and guest speakers from the business community to share their experience and expertise with innovative business models.

MGT3212 Organizational Behavior (3 credits, 5 ECTS)
Prerequisites: MGT3001 Principles of Management
Managers get things done through other people. They make decisions, allocate resources, and direct the activities of others to attain goals. Managers do their work in an organization. This is a consciously coordinated social unit, composed of two or more people. These units strive to achieve a common goal or set of goals. This course develops a sound understanding of the human side of work and provides knowledge of the behavioral aspects of working in organizations.

MGT3213 Managing Change (3 credits, 5 ECTS)
Prerequisites: MGT3001 Principles of Management
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.

MGT3215 Hospitality Management (3 credits, 5 ECTS)
Prerequisites: None
This course examines the philosophy and history of hospitality and the special characteristics of the industry. A broad overview of management styles, management and marketing theories and organizational structures is offered, as well as an introduction to local and international issues associated with the industry. This course examines hospitality specific issues such as yield management, services marketing, hospitality distribution channels, and service quality management strategies.

MGT3299 Selected Topics in Management (3 credits, 5 ECTS)
Prerequisites: MGT3001 Principles of Management
This course provides further study into various areas in management. Topics covered will change from year to year depending on the students' particular needs and strengths.

MGT4201 Strategy and Business Policy (3 credits, 5 ECTS)
Prerequisites: MGT3001 Principles of Management, MKT3130 Principles of Marketing, FIN3121 Financial Management, ACC2201 Management Accounting I +to be 4th year student
This course examines the enterprise as a whole including understanding how and why the various functionsof 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.

MGT4204 Cases in Management (3 credits, 5 ECTS)
Prerequisites: MGT3001 Principles of Management
The course offers various advanced case studies on practical problems in managing the business entities.

MGT4208 Training and Development (3 credits, 5 ECTS)
Prerequisites: MGT3204 Human Resources Management
This course will cover a comprehensive and wide range of issues relevant with employee training and development activities. It will discuss the issues to clarify the role of training and development in the management of human resources in the organizational contexts. Students will be prepared to plan and execute training programs for different levels of employees – including training needs assessment, learning principles, training methods, organizing training contents, conducting different training sessions, motivating trainees, and training evaluation methods. Further, this will help to understand the national HRD models andskills development programs in different national contexts.

MGT4210 Compensation and Performance Management (3 credits, 5 ECTS)
Prerequisites: MGT3204 Human Resources Management
The main objective of the course is to provide knowledge of performance management and compensation practices, and their role in promoting organizations' competitive advantage. Student will be prepared to assume the roles of competent compensation professional by having a sound understanding of performance management and compensation practices, and the environment in which business professionals plan, implement, and evaluate employee performance appraisal practices and compensation systems. They will begiven the idea of the context of compensation practice, the criteria used to evaluate employees' performance,compensation system design, benefits, and other contemporary HR challenges that HR managers will face in the real circumstances.

MGT4272 Thesis (3 credits, 6 ECTS)
Prerequisites: 128 credits and BUS4271 Research Methods in Business Studies
Thesis is the final work of the student, which is an independent solution of applied problems corresponding to the profile of the Bachelor of Management program, performed using project approaches and (or) in the form of preparation of business projects, models, as well as creative projects and other projects.

MGT4251.2 Internship Program in Management II (2 credits, 2 ECTS)
Prerequisites: 60 credits completed and BUS4251.1 Internship Program I
Familiarization with the organizational structure of the internship host-organization, with the area of itsactivities; learning mode of operation of the organization; learning the organizational documents of the organization; acquiring the skills of collecting and processing of primary information in the field of management; carrying out a comparative analysis of the organization; identifying gaps andsuggesting the ways to improve the development of the organization.

MGT4251.3 Internship Program in Management III (3 credits, 5 ECTS)
Prerequisites: BUS4251.1 Internship Program I and MGT4251.2 Internship Program in Management II or MGT4204 Cases inManagement (substitute)
The consolidation and intensification of theoretical knowledge and skills acquired by students through the process of theoretical learning; the formation of professional competence; the familiarization with real industrial, technological, and organizational processes going on at the place of internship; the mastering of the profession's basics in the operational sphere: the familiarization with and acquirement of the methodology and technology of professional problem-solving; the collection of the necessary for the preparation and compilation of the internship report materials.

MGT3219 Corporate Social Responsibility (3 credits, 5 ECTS)
Prerequisite: MGT3001/Principles of Management
This course aims to equip students with contemporary theoretical and practical ideas in the field of CSR. The course covers fundamental CSR principles and practices used to connect business and community to support social issues and interests. The students will receive knowledge and develop skills necessary to develop, implement and evaluate company's well-balanced CSR strategy and programs aimed to provide good to the community and benefit business.

MGT4800 Business Strategy Simulation (3 credits, 5 ECTS)
Prerequisites: MGT3001 Principles of Management, MKT3130 Principles of Marketing, FIN3121 Principles ofFinance, ACC2201 Management Accounting I
The overall aim of this is to apply strategy concepts to through a simulation. Using a Business Strategy Simulation game, students will be acting as managers of a company and be responsible with managing a business. They will make and implement decisions on marketing, operations, HRM, R&D and finance. As managers of a business, students will be competing with other firms and will directly experience the challenges of managing a company.

MGT4801 Competitive Dynamics (3 credits, 5 ECTS)
Prerequisites: MGT3001 Principles of Management, MKT3130 Principles of Marketing, FIN3121 Principles of Finance, ACC2201 Management Accounting I
This course will allow the students to learn the dynamics of competition. Competitive strategies and tactics of firms is the main focus of this course. How to apply strategic and tactical decisions in order to obtain a competitive advantage is the central scope. Case studies and/or simulations are used to study the various competitive dynamics faced by companies.

MGT3290 New trends in Management (3 credits, 5 ECTS)
Prerequisites: MGT3001 Principles of Management
Given the nature of this course, the content is updated frequently and may vary from year to year. The course will cover current concepts and trends in various areas of management including new technologies and their applications in contemporary organizations. Students will develop an understanding of how the innovative management techniques and tools may affect management practices as well as strategy. The course supports the development of students as autonomous learners and critical thinkers who can identify potential linkages and impact of current and emerging trends on organizational management practices.

MGT3220 HR Analytics (3 credits, 5 ECTS)
Prerequisites: MGT3204 Human Recourse Management
This course will help students to develop their HR analytics skills that help managers identify major workplace trends and measure policy effectiveness. In this course, students will learn how to review and visualize HR data, identify key steps and issues, and communicate finding to key decision makers. Students will also be prepared to effectively collect and synthesize data from a variety of sources, and gain insights on performance, compensation, talent acquisition, and other HR related issues that can guarantee organization's competitive advantages at the contemporary market.

MGT3800 Real Estate Management (3 credits, 5 ECTS)
Prerequisites: FIN 3210 Corporate Finance

In this course, students will be equipped with basic knowledge and skills to effectively manage, administer and sell properties. Students will learn marketing, operations, financial, as well as other aspects of property management. This course also prepares students to effectively analyze market rental data; prepare a property-operating budget, and apply various methods for financing real estate acquisition and operations.

State Examination, 1 credit/2 ECTS
Prerequisites: 128 credits and BUS4271
Students are required to take the state examination. Further details on this requirement are provided under the KIMEP University regulations on this matter.

State Specialized Examinations, 2 credits/4 ECTS
Prerequisites: 128 credits and BUS4271
Specialized examination covers two subjects from area of specialization/major. Further details on this requirement are provided under the KIMEP University regulations on this matter.

MARKETING AREA

MKT3130 Principles of Marketing (3 credits, 5 ECTS)
Prerequisites: ENG/GEN1120/GEN1011
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.

MKT3150 Strategic Marketing (3 credits, 5 ECTS)
Prerequisites: MKT3130 Principles of Marketing
This class involves an in-depth study of marketing management, with emphasis on the marketing environment, development of marketing strategies, formulation of policies, and, critically, the integration of marketing with other functional areas of business.

MKT3201 Consumer Behavior (3 credits, 5 ECTS)
Prerequisites: MKT3150 Strategic Marketing
This course will provide the students with knowledge of key concepts of Consumer Behavior Science and theiruse in developing marketing strategies. This will include analysis of external and internal influences on consumer behavior; consumer decision-making process; concepts of consumer strategy and tactics; the importance of product image and brands; and, store image influence consumer purchases.

MKT3202 Marketing Communications (3 credits, 5 ECTS)
Prerequisites: MKT3150 Strategic Marketing
This course is designed to introduce students to the main aspects of the marketing communication mix as well as marketing communications strategy. This knowledge will develop them as future marketing managers,who will be able to lead a company's communications. By the end of the course students will be able to define and develop a company's marketing communications strategy; brief advertising agencies about message style and media used for promotional campaign; and, evaluate advertising agency proposals.

MKT3205 Retailing (3 credits, 5 ECTS)
Prerequisite: MKT3130 Principles of Marketing
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.

MKT3210 Services Marketing (3 credits, 5 ECTS)
Prerequisites: MKT3150 Strategic Marketing
This course focuses on the specific issues facing successful marketers in the service sector. Marketing of services, including promotion and pricing practices and strategies, are discussed in detail as is in-depth practical knowledge of franchising and specific services sectors.

MKT3212 Fundamentals of Selling (3 credits, 5 ECTS)
Prerequisite: MKT3130 Principles of Marketing
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.

MKT3214 Brand Management (3 credits, 5 ECTS)
Prerequisites: MKT3150 Strategic Marketing
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 improvemanagerial 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).

MK3216 New Product Development (3 credits, 5 ECTS)
Prerequisites: MKT3130 Principles of Marketing
This course addresses important marketing issues involved in developing new product and is based in the strategy of the firm and includes the marketing, manufacturing, finance, engineering and R&D functions. 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. One unique feature of this course is to get students understanding and managing new-product marketing processes.

MKT3221 Tourism Practices and Principles (3 credits, 5 ECTS)
Prerequisite: None
Through an interdisciplinary approach this course introduces students to the nature of tourism and hospitality from both an industry and a social perspective. The course imparts knowledge and comprehension by introducing research skills, the development of critical analysis and encourages the articulation of concepts andopinions. Students will be made aware of the development of "system thinking" and its application in both the tourism and the hospitality industry.

MKT3222 Cross-Cultural Tourism Marketing (3 credits, 5 ECTS)
Prerequisite: None
Through an active participation in this course the student will develop an understanding of culture as a tourism product, as well as cross-cultural tourism marketing and its place in tourism. The perspectives include the fundamental – what is culture and how are representations embodied in specific products and communication channels, the global and comparative – how is the nature of culture changing in a global economy from tourism marketing point of view and how can tourism business respond to the challenge, developing tourism that is culturally sustainable?

MKT3223 Niche Tourism (3 credits, 5 ECTS)
Prerequisite: None
Niche Tourism examines one of the fastest growing areas within the tourism sector. This course provides an integrated picture of specialty/niche tourism as a whole looking at both the 'macro' and 'micro' niche area. It has a comprehensive theoretical framework, and discusses initiatives, policies and strategies adopted internationally. With an emphasis on linking theory to practice, it is underpinned by up-to-date international case studies from around the world. Divided into 3 parts, it covers a variety of aspects under the headings of special interest tourism, tradition and culture base tourism and activity-based tourism.

MKT3275 Advertising Management (3 credits, 5 ECTS)
Prerequisites: MKT3202 Marketing Communications
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.

MKT4201 Cases in Marketing (3 credits, 5 ECTS)
Prerequisites: MKT3150 Strategic Marketing
The course offers various advanced case studies on practical problems in marketing.

MKT4203 Marketing Research (3 credits, 5 ECTS)
Prerequisites: MKT3150 Strategic Marketing
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. Projectsemphasize current marketing research techniques.

MKT4208 International Marketing (3 credits, 5 ECTS)
Prerequisites: MKT3150 Strategic Marketing
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 core part of the course.

MKT4210 Digital Marketing (3 credits, 5 ECTS)
Prerequisites: MKT3202 Marketing Communications
The course is designed to examine the unique features of marketing through the digital media. Upon completion of the course, students will be able to understand what activities comprise digital marketing and how to support marketing strategy with those activities. Students will not only learn the advantages of digital media compared to off-line media, but also get recommendations on how to properly use various instrumentsof digital marketing such as web design, search advertising, display advertising, online video, viral marketing,branded content, mobile marketing, and social media marketing. The course will use local and international real-life cases and will emphasize ethics surrounding digital marketing activities.

MKT4219 Event Marketing (3 credits, 5 ECTS)
Prerequisites: MKT3150 Strategic Marketing
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.

MKT3277 Sustainable Marketing (3 credits, 5 ECTS)
Prerequisites: MKT3150 Strategic Marketing
Sustainable Marketing course will introduce students to the concepts of social and environmental sustainability principles applied to marketing activities of organization. The course will demonstrate students how to optimize marketing decisions with respect to nature and society wellbeing. Participants will learn concepts like Triple Bottom Line, Natural capitalism, cradle-to-cradle design, and other. It is expected to demonstrate that implementation of sustainability principles to marketing activities can improve performance and profitability of business organization.

MKT3290 New Trends in Marketing (3 credits, 5 ECTS)
Prerequisites: MKT3150 Strategic Marketing
Given the nature of this course, the content is updated frequently and may vary from year to year. The course will cover current trends in marketing including new technologies and their use in marketing. Students will develop an understanding of trending, observe current trends and discover how new trends in marketing may affect strategy. The course supports the development of students as autonomous learners and independent thinkers who can anticipate the linkage and potential impact of current and emerging trends on marketing and marketers.

MKT4299 Selected Topics in Marketing (3 credits, 5 ECTS)
Prerequisites: MKT3150 Strategic Marketing

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

MKT4272 Thesis (3 credits, 6 ECTS)
Prerequisites: 128 credits and BUS4271 Research Methods in Business Studies
Thesis is the final work of the student, which is an independent solution of applied problems corresponding to the profile of the Bachelor of Marketing program, performed using project approaches and (or) in the form of preparation of business projects, models, as well as creative projects and other projects.

MKT4251.2 Internship Program in Marketing II (2 credits, 2 ECTS)
Prerequisites: 60 KIMEP credits completed and BUS4251.1 Internship Program I
Familiarization with the organizational structure of the internship host-organization, with the area of its activities; learning mode of operation of the organization; learning the organizational documents of the organization; acquiring the skills of collecting and processing of primary information in the field of management; carrying out a comparative analysis of the organization; identifying gaps and suggesting the ways to improve the development of the organization.

MKT4251.3 Internship Program in Marketing III (3 credits, 5 ECTS)
Prerequisites: BUS4251.1 Internship Program I and MKT4251.2 Internship Program in Marketing II or MKT4201 Cases in Marketing(substitute)
The consolidation and intensification of theoretical knowledge and skills acquired by students through the process of theoretical learning; the formation of professional competence; the familiarization with real industrial, technological, and organizational processes going on at the place of internship; the mastering of the profession's basics in the operational sphere: the familiarization with and acquirement of the methodology and technology of professional problem-solving; the collection of the necessary for the preparation and compilation of the internship report materials. Bases of internship are organizations related to careers in Marketing.

State Examination, 1 credit/2 ECTS
Prerequisites: 128 credits and BUS4271
Students are required to take the state examination. Further details on this requirement are provided under the KIMEP University regulations on this matter.

State Specialized Examinations, 2 credits/4 ECTS
Prerequisites: 128 credits and BUS4271
Specialized examination covers two subjects from area of specialization/major. Further details on this requirement are provided under the KIMEP University regulations on this matter.

OPERATIONS MANAGEMENT AND INFORMATION SYSTEMS AREA

PHYS1201 Physics (3 credits, 5 ECTS)
Prerequisites: None
This course provides students with the opportunity to develop their knowledge, understanding and skills relevant to the study of motion. Students examine energy in its different forms, and how we describe and measure electricity and magnetism and their interrelated effects.

MATH1202 Calculus (3 credits, 5 ECTS)
Prerequisites: none
The course covers fundamental topics in single-variable calculus. 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. Applications to economics, business, and computer science are studied.

MATH1204 Mathematics for Computer Science (3 credits, 5 ECTS)
Prerequisites: MATH1202 Calculus
The course introduces the advanced mathematical tools and methods needed for computer science. It teaches the principles of discrete *mathematics* and linear algebra applied in programming and computer science

CIT2735 Introduction to Programming (3 credits, 5 ECTS)
Prerequisites: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications
The course introduces program design and problem solving using the C programming language. Programming topics include integrated programming environment (editing, computing, debugging), data types, operators, input/output, structured arrays, functions, recursions, pointers and file processing.

IFS2402 Probability and Mathematical Statistics (3 credits, 5 ECTS)
Prerequisites: MATH1202 Calculus
The course introduces probability theory and mathematical statistics. It teaches the concept and elementary properties of probability space, and random variables and their probability distributions. The concept of sampling, estimation, and hypotheses testing isalso explained.

OPM3011 Quantitative Methods for Business Data Analysis (3 credits, 5 ECTS)
Prerequisite: GEN/OPM2402 or IFS2402 Probability and Mathematical Statistics
This course looks at the quantitative methods used to understand the behavior and performance of a business. It will teach students how to use regression analysis to predict or estimate the impact of one variable on another, how to use linear programming to find ways to allocate resources effectively, and other methods of quantitative analysis that enable students to collect and evaluate measurable and verifiable data in complex global business environment. In addition, students will learn to apply a combination of computer skills and quantitative methods in business contexts such as evaluating performance, assessing financial instruments, and making predictions**.**

OPM3131 Introduction to Operations Management (3 credits, 5 ECTS)
Prerequisite: GEN/OPM2402 Business Statistical Analysis or IFS2402 Probability and Mathematical Statistics
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 beintroduced to the application of effective operations management techniques: productivity management,product and process design, job design, the planning and management of materials flows, manpower andcapacity planning and scheduling, project management, and quality management.

OPM3215 Business Time Series Forecasting (3 credits, 5 ECTS)
Prerequisite: OPM3011 Quantitative Methods for Business Data Analysis

The course covers forecasting models and techniques, such as exponential smoothing models, ARIMA models, neural network techniques, rule-based forecasting and other business forecasting. Computer software will be used for practical applications. Case studies in context of global business environment of time series forecasting models related to marketing, operations, and finance are provided.

GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications (3 credits, 5 ECTS)
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. This course is a broad overview of the main topics in business computer applications. Students gain an understanding of computer architecture, networks, telecommunications; they learn how to apply information and knowledge systems, operations and decision support systems, spreadsheets, databases to a wide range of tasks and decision-making process. The course emphasizes how organizations benefit from and use computer-based technology. The purpose of the course is to foster business thinking through available technical means.

CIT1303 Computer Networks (3 credits, 5 ECTS)
Prerequisites: PHYS1201 or GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications

This course is based on a top-down approach. It is dedicated to teach students about computer network's concepts and functions of various layers (for example, application, transport, network). Moreover, students will learn to work and analyze computer networks. By the end of the course, it is expected that students will have sufficient knowledge to make use of computer networks.

IFS2203 Management Information Systems (3 credits, 5 ECTS)
Prerequisite: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications
This class is an introductory level undergraduate course in Management Information Systems (MIS). The focus of this course is to use information systems for effectively managing and growing an enterprise. Even though we will explore some core technologies, we do not aim to teach technology or using computers effectively. The right choice of information systems by knowledgeable individuals in an enterprise will affect the organization in terms of positive results, and it will prevent failures. MIS is critical for many organizations including start-ups, established businesses, non-profit or government enterprises. An organization is made up of technology, data, processes, and people as core components. A career in MIS is not only restricted to be a systems or enterprise architect which involves integration across these core components. It might involve data analytics, process design, or technology management. MIS recognizes the importance of people in both enabling and constraining organizations. In this course, we will learn how to use information technology in the most efficient way to solve business problems like analyzing trends, sales forecasting, and product optimization. The relationship of internationalization, outsourcing and MIS software will also be discussed.

IFS2204 Algorithms and Data structures (3 credits, 5 ECTS)
Prerequisite: none
This course covers everything from fundamental concepts to advanced techniques, providing students with a solid foundation and understanding of how to effectively solve problems and optimize code. Through a combination of theory and practical exercises, students will learn key algorithms and data structures, their implementation and practical applications. By the end of the course, students will be able to select and implement appropriate data structures and algorithms to solve any coding problem they encounter.

CIT2731 Data Visualization in Business (3 credits, 5 ECTS)
Prerequisites: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications

In modern business, data is the cornerstone of strategic decision making. Converting complex data sets into clear, actionable insights is a vital skill for professionals across industries. This comprehensive course is designed to equip students with the knowledge and tools necessary to master the art of data visualization, with an emphasis on the use of Corel Draw Graphics Suit, Piktochart, Tableau, free logo, gif making online

platforms among other leading software tools. From creating compelling visual narratives to improving business presentations, reports and dashboards, students will learn to use data visualization as a powerful tool to influence decision making and implement business strategies.

CIT2302 Database Management Systems in Business (3 credits, 5 ECTS)
Prerequisite: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications
This course covers fundamentals of databases & database management systems. The course introduces types and models of data base logical organization, relational structure of database systems based on entity relationship diagrams. The course contains basic principles of the relational database management systems with key fields and relationship models, with database testing mechanisms via Normal forms. Thecourse contains principles of securing data while monitoring, editing, and transferring. The course is compiled in the sequential manner from declaring, structuring, arranging data to managing data with data basemanagement system -DBMS objects such as queries, forms, reports, pages. The course contains basis of programming with built-in DBMS languages like SQL, built-in macro-commands

CIT3734 Enterprise Web Applications (3 credits, 5 ECTS)
Prerequisites: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301Business Computer Applications

This course is designed to familiarize students with modern approaches for development, support and use of enterprise web applications infrastructure.
Students will get an overview of the main web technologies (HTML, CSS, Ajax), JavaScript, as well as popular cloud platforms such as Microsoft Azure (web applications' development/testing/hosting, creation of virtual machines, data storage and analysis, machine learning and AI), and ERP platforms with web access and CRM components.
Security issues related to implementation and use of such tools will be additionally discussed in this course.

IFS3745 Information Security Management (3 credits, 5 ECTS)
Prerequisites: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications
The purpose of this course is to show some of the critical security challenges in today's computing world and to discuss mechanisms for defending against those attacks by using classical and modern approaches of cryptography and other defense mechanisms. Course contains topics which deal with theoretical and fundamental aspects of cryptography, discuss various applications of cryptographic protocols and techniques in designing computing and network security solutions. The course will be useful for students interested in cryptography and security related areas. This course introduces the student to the fundamental concepts of information security: confidentiality, integrity, availability, authentication, auditing, information privacy, legal aspects. Other more advanced topics covered in the course include: development of security policies, access control, risk management, incident response, inappropriate insider activity, ethics, internationalization of security software.

CIT3801 Software Engineering Concepts (3 credits, 5 ECTS)
Prerequisites: GEN/OPM2402 Business Statistical Analysis or IFS2402 Probability and Mathematical Statistics
Software engineering is the application of a systematic disciplined quantifiable approach to the development, operation and maintenance of software; the application of engineering to software. In the course there will be given basic activities which are common to all software engineering process models: software specification – functional requirements obtained from the user; software design and implementation – production of the software system as a product; software validation – activity that

assures that customer specifications are met; software evolution – system modification to meet continuing customer needs.

CIT3802 Advanced Programming (3 credits, 5 ECTS)
Prerequisites: CIT2735 Introduction to Programming
This course introduces computer programming using JAVA Script and the basics of JAVA programming languages with the principles of object-oriented programming. The emphasis is on event-driven programming methods, including creating and managing objects, classes, and using object-oriented tools, such as a class debugger. Upon completion, students should be able to develop, code, test, and debug JAVA Script and JAVA language programs.

CIT3803 Python Programming (3 credits, 5 ECTS)
Prerequisites: IFS2204 Algorithms, Data structures and Programming
In this course students will learn programming in Python which is a popular programming language. Itwas created by Guido van Rossum, and released in 1991. It is used for: web development (server- side), software development, mathematics, system scripting. Students will learn how to utilize Python program to create web applications; to create workflows; to connect to database systems, to read and modify files; to handle big data and perform complex mathematics; to rapid prototype; to do production-ready software development.

CIT3806 Cryptographic Data Security (3 credits, 5 ECTS)
Prerequisites: IFS2204 Algorithms, Data structures and Programming
The purpose of this course is to show some of the critical security challenges in today's computing world and to discuss mechanisms for defending against those attacks by using classical and modern approaches of cryptography and other defense mechanisms. Course contains topics which deal with theoretical and fundamental aspects of cryptography, discuss various applications of cryptographic protocols and techniques in designing computing and network security solutions. The course will be useful for students interested in cryptography and security related areas.

CIT3812 Programming in C (3 credits, 5 ECTS)
Prerequisites: IFS2204 Algorithms, Data structures and Programming
The course teaches C language of programming, developed for creating system applications that directly interact with the hardware devices such as drivers, kernels, etc. C programming is considered as the base for other programming languages, that is why it is known as a mother language.

CIT3815 Database Development with SQL (3 credits, 5 ECTS)
Prerequisites: IFS2204 Algorithms, Data structures and Programming
The course will teach SQL, a domain-specific language used in database management systems development (DBMS). The language is designed for managing data held in a relational DBMS, or for stream processing in a relational data stream management system.

CIT3807 Programming in Java (3 credits, 5 ECTS)
Prerequisites: IFS2204 Algorithms, Data structures and Programming
The course teaches Java, a popular general-purpose programming language and computing platform. It is fast, reliable, and secure. According to Oracle, the company that owns Java, Java runs on 3 billion devices worldwide. Considering the number of Java developers, devices running Java, and companies adapting it, it's safe to say that Java will be around for many years to come.

CIT3814 Programming in PHP (3 credits, 5 ECTS)
Prerequisites: IFS2204 Algorithms, Data structures and Programming
The course teaches PHP, a popular general-purpose scripting language that is especially suited to web

development. The language has the ability to communicate back and forth with a server and create a dynamic web page for the user.

CIT3815 Programming in SQL (3 credits, 5 ECTS)
Prerequisites: IFS2204 Algorithms, Data structures and Programming
The course will teach SQL, a domain-specific language used in programming. The language is designed for managing data held in a relational database management system, or for stream processing in a relational data stream management system.

CIT3809 Mobile Programming (3 credits, 5 ECTS)
Prerequisites: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications
This course teaches how to develop mobile applications for mobile devices, such as personal or enterprise digital assistants or mobile phones. These applications can be pre-installed on phones during manufacturing stage, or delivered as web applications using server-side or client-side processing to provide an "application- like" experience within a Web browser.

CIT3810 Machine Learning (3 credits, 5 ECTS)
Prerequisites: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications
The course teaches the fundamental of Machine learning, a method of data analysis that automates analytical model building. It is based on the idea that systems can learn from data, identify patterns and make decisions with minimal human intervention.

IFS 4204 Decision Support Systems (3 credits, 5 ECTS)
Prerequisites: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications
A decision support system (DSS) - is a computer system that encompasses mathematical models, informational databases and a user interface to help managers make better decisions. This course is intended to develop an appreciation of the nature of managerial business decision making as well as a workingknowledge of Decision Support Systems (DSS) for facilitating the process of semi-structured decision making.The course will help students to gain proficiency in general solutions of operational business problems, using Decision Support Systems released in spreadsheets at the examples of MS Excel, Google sheet (free cloud), released in free cloud applications – such as Microsoft Power BI, and special commercial DSS software including IBM SPSS.

IFS4301 Introduction to Data Science (3 credits, 5 ECTS)
Prerequisites: GEN/OPM2402 Business Statistical Analysis or IFS2402 Probability and Mathematical Statistics
This course covers the necessary tools and concepts used in the data science industry, including machine learning, statistical inference, scaled data, and more. Students will learn the basics of retrieving data from a variety of sources, including web APIs and page cleaning. Students will learn the basic syntax of data mining languages such as R, Python, command line and spreadsheets for research and data manipulation. The coursecontains topics on using methods for data analysis.

OPM3204 Project Management (3 credits, 5 ECTS)
Prerequisites: OPM3131 Introduction to Operations Management
This course offers a comprehensive overview of project management and covers topics such as methodology, tool sets, and project lifecycle including analysis, planning, design, and evaluation. It provides a good foundation for beginners who want to learn about the various phases of the system development lifecycle, as well as different types of documentation.

IFS4302 IT Project Management (3 credits, 5 ECTS)
Prerequisites: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications

This course is designed to familiarize students with IT Project management with an outstanding of the tools and management of IT projects based on stationary and online analytical processing intellectual systems.

IFS4305 Data Visualization (3 credits, 5 ECTS)
Prerequisites: GEN/OPM 1300 Information and Communication Technologies or GEN/OPM 2301 BusinessComputer Applications
The course is addressed to students with knowledge on basic data analysis techniques. Students will get started with building interactive MS Power BI dashboards based on the user needs and required metrics. By the end of the classes students will become efficient in telling an interactive story using data and providing recommendations based on it.

IFS4306 Enterprise Resource Planning (ERP) Systems (3 credits, 5 ECTS)
Prerequisites: CIT2302 Database Management Systems in Business
ERP Systems are used by large and midsize companies in order to support their daily business transactions, covering areas such as Sales & Distribution, Procurement, Inventory Management, Production Planning, Finance and Controlling. Enterprise software designed to integrate every aspect of a company's operation. The goal of this course is to familiarize students with business processes and enable them to record transactions in an ERP System.

IFS3202 ERP Development and Programming (3 credits, 5 ECTS)
Prerequisites: IFS2204 Algorithms, Data structures and Programming and CIT2302 Database Management Systems in Business
In this course students will study nuances of creating new customized configurations in 1C or other ERP platforms. They will learn how to create configurations that suit technical specifications requirements, write code and work with different kinds of systems, database architecture design, and use business process automation for development of customizable ERP systems. Eventually, students are expected to develop their own configuration, and acquire skills necessary to start a career as an ERP Programmer.

IFS4304 SAP System (3 credits, 5 ECTS)
Prerequisites: CIT2302 Database Management Systems in Business
This course is designed to provide students with a thorough understanding of both the role that SAP system plays in an organization and the challenging task of managing the Information Systems (IS) function. Students will have the opportunity to work through many real-life business situations using SAP software and explore the interaction among the different business processes. The hands-on exercises, coupled with the in-class discussions of selected software will prepare the student with the knowledge sought by businesses looking to use technology to maintain their competitive edge in the marketplace.

IFS4272 Thesis (3 credits, 6 ECTS)
Prerequisites: 128 credits and BUS4271 Research Methods in Business Studies
Thesis is the final work of the student, which is an independent solution of applied problems corresponding to the profile of the Bachelor of Information Systems program, performed using project approaches and (or) in the form of preparation of business projects, models, as well as creative projects and other projects.

IFS4251.2 Internship Program in IS II (2 credits, 2 ECTS)
Prerequisites: BUS4251.1 Internship Program I and 60 credits completed
Familiarization with the organizational structure of the internship host-organization, with the area of its

activities; learning mode of operation of the organization; learning the organizational documents of the organization; acquiring the skills of collecting and processing of primary information in the field of management; carrying out a comparative analysis of the organization; identifying gaps and suggesting the ways to improve the development of the organization.

IFS4251.3 Internship Program in IS III (3 credits, 5 ECTS)
Prerequisites: BUS4251.1 Internship Program I and IFS4251.2 Internship Program in IS II or IFS4204 Decision Support Systems
The consolidation and intensification of theoretical knowledge and skills acquired by students through the process of theoretical learning; the formation of professional competence; the familiarization with real industrial, technological, and organizational processes going on at the place of internship; the mastering of the profession's basics in the operational sphere: the familiarization with and acquirement of the methodology and technology of professional problem-solving; the collection of the necessary for the preparation and compilation of the internship report materials. Bases of internship are organizations related to careers in Information Technologies in Business.

CIT3908 Cybersecurity (3 credits, 5 ECTS)
Prerequisites: GEN/OPM1300 Information and Communication Technologies or GEN/OPM2301 BusinessComputer Applications
Cyber Security deals with the technology, practices, and processes of securing computer systems, networks, andinformation from any type of damage, corruption, hacking or theft. Cyber Security course covers many areas of cybersecurity including, security legal issues standards and regulations, security management, network security, cloud security, system security, network infrastructure, protocols, and encryption standards, methods,and algorithms.

IFS3730 Business Analytics (3 credits, 5 ECTS)
Prerequisites: GEN/OPM1300 Information and Communication Technologies or GEN/OPM2301 Business Computer Applications and GEN/OPM2402 Business Statistical Analysis or IFS2402 Probability and Mathematical Statistics
This course provides an overview of strategic and managerial issues on business analytics in modern enterprises. Upon completion of the subject, students will be able to figure out fundamental issues of business analytics: Business Analytics Overview- Introduction to business analytics, data-analytic thinking, data science solution for business problems. Predictive Modelling- Introduction to predictive modeling. Forecasting analytics. Prescriptive Analytics- Introduction to optimization and simulation. Decision Analytics- What is a good model? Visualizing model performance, introduction to data Introduction to Business Analytics mining and text analytics.

IFS4203 Big Data Management and Analysis (3 credits, 5 ECTS)
Prerequisites: GEN/OPM1300 Information and Communication Technologies or GEN/OPM2301 BusinessComputer Applications
This course covers Big Data Fundamentals, including the characteristics of Big Data, the sources Big Data (such as social media, sensor data, and geospatial data), as well as the challenges imposed around information management, data analytics, privacy and security, as well as platforms and architectures. Data warehouses will also be presented as a solution to handling big data and business intelligence applications. This course is for understanding why the Big Data Era has come to be. This course provides students with the terminology and the core concepts behind big data problems, applications, and systems. It will help students to start thinking about how Big Data might be useful in their business or career.

IFS3201 Blockchain and Cryptocurrency (3 credits, 5 ECTS)
Prerequisites: *OPM3011Quantitative Methods in Business data Analysis; FIN3121 Corporate Finance* ***and*** *GEN/OPM2402 Business Statistical Analysis or IFS2402 Probability and Mathematical Statistics*

This course studies the basics of decentralized financial protocols which are one of the fastest growing and innovative topics in modern finance. The goal of this course is to introduce the main concepts related to blockchains and cryptocurrencies. It includes a deep dive into blockchain technology underlying Bitcoin and Ethereum networks, scalability solutions, network consensus mechanics, encryption basics. Special focus is made on the architecture and models of decentralized exchanges, borrowing and lending protocols, stable coins and prediction markets solutions. The course wants to bridge the gap between theory and practice, and the applied aspects of financial models are emphasized throughout the course. The practical part contains many real-world cases using Solidity and Hyperledger.

State Examination, 1 credit/2 ECTS
Prerequisites: 128 credits and BUS4271
Students are required to take the state examination. Further details on this requirement are provided under the KIMEP University regulations on this matter.

State Specialized Examinations, 2 credits/4 ECTS
Prerequisites: 128 credits and BUS4271
Specialized examination covers two subjects from area of specialization/major. Further details on this requirement are provided under the KIMEP University regulations on this matter.

CSS UNDERGRADUATE COURSES

ECONOMICS AREA

ECN1101 Introduction to Economics (2 credits, 3 ECTS)
Prerequisites: GEN1100 and GEN1120
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.

GEN1201/ECN1201 Mathematics for Business and Economics (3 credits, 5 ECTS)
Prerequisites: ENG0004 Foundation English Level 4
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.

ECN2020 Global Economics (3 credits, 5 ECTS)
Prerequisites: None
The purpose of this course is to enable students to understand the 21st Century world economy. Students will be introduced to the global distribution of world GDP by country, and changes in this pattern since the turn of the century. Global macroeconomic interconnections among the significant players will be examined in terms of commodity trade flows and FDI flows, and country rankings by GDP in current USD, constant dollars, Purchasing Power Parity, per capita GDP, and Human Development Index, among other indicators. The course will also deal with major country alliances such as BRICS and the EU, and examine the role of major older institutions such as IMF and World Bank and WTO, and the newly-formed Asian Infrastructure Development Bank. Students will study world-wide trends in inequality of income and wealth, the incidence of poverty, and the different forms poverty takes.

ECN2021 Health Economics (3 credits, 5 ECTS)
Prerequisites: None
This course deals with the core concepts in microeconomics, welfare economics, and moral and political philosophy, and applies them to reach an understanding of human health and health-care issues in both developed and developing countries. It investigates how the provision of health-care services is different from the supply of commodities in markets, with particular emphasis on the role of government and insurance markets. In addition, it deals with the theoretical and empirical aspects of key health economics issues, including the demand for health-care services, supply side concerns, health insurance, the provision of public goods, and related topics. Another chief concern in this course is the role of public policy in engendering 'health equity' in society.

ECN2083 Introduction to Statistics (3 credits, 5 ECTS)
Prerequisites: GEN1201/ECN1201 (Not available to students who have credit for OPM2201 or STAT2101)
This course introduces the basic concepts of study design, data collection, data analysis and statistical inference. Topics include an overview of observational and experimental study designs; graphical and numerical descriptive statistics; probability distributions for simple experiments and for random variables; sampling distributions, confidence intervals, and hypothesis testing for the mean and proportion in the case of one sample. The emphasis is on developing statistical reasoning skills and concepts; computational skill is secondary. Students are taught the use of statistical software to handle the computations.

ECN2101 Professional Foreign Language for Economists (2 credits, 3 ECTS)
The course focuses on effective writing and communication for economists.

ECN2102 Principles of Macroeconomics (3 credits, 5 ECTS)
Prerequisites: All required GE English courses
This course provides basic understanding of a typical market-based economy from society's point of view. It includes national income analysis; the traditional theory of income and employment; economic fluctuations; the economic role of the government; government expenditures and taxation; money and banking; economic growth; and international economics.

ECN2103 Principles of Microeconomics (3 credits, 5 ECTS)
Prerequisites: All required GE English courses
This course provides students with a basic understanding of how markets work. At the end of the course, students should be able to: understand and explain the basic problems in microeconomics; demonstrate knowledge of basic microeconomic terms, concepts and models; correctly apply microeconomic terms and concepts when discussing economic issues; and appreciate the contributions, as well as the limits, of microeconomics in solving current economic problems.

ECN2202 Business Law (3 credits, 5 ECTS)
Prerequisites: All required GE English courses
This course familiarizes students with core notions and landmark concepts of the legal system of the Republic of Kazakhstan that are likely to be encountered in future business practice. It begins with an introduction to the major legal concepts in the context of modern business and then introduces students to the basic doctrines of the business law of Republic of Kazakhstan and covers its main branches, including: Law of Transactions, Property Law, Liability Law, Land Law, Labor Law, Tax Law etc.

ECN2210 Introduction to Programming (3 credits, 5 ECTS)
Prerequisites: None
The course is intended for students with no programming background. It introduces an array of general topics of programming such as algorithms, data types, control structures, functions, arrays, files, testing, debugging and others. The course is an important prerequisite for a core course in data science.

ECN2360 Introduction to Personal Finance (3 credits, 5 ECTS)
Prerequisites: ECN2103 and ECN2102 (for non-economics students ECN 1101)
This course of applied economics helps consumers plan a budget and earmark savings for personal goals. Topics include financing and owning a home; minimizing taxes; budgeting to balance income and expenses; managing expenses such as credit-card spending; planning one's savings, particularly for investment; planning education and careers; determining how much insurance to buy; and retirement planning. The course shows students how to apply basic economic theory to practical problems.

ECN2401 Calculus (3 credits, 5 ECTS)
Prerequisites: ECN1201/GEN1201.
This course provides 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 analysis, and academic research.

ECN3030 Economics of the European Union (3 credits, 5 ECTS)
Prerequisites: ECN2103, ECN2102
This course covers an array of significant aspects of the European Union economies in conjunction with other economies of Europe. Students learn about the European Central Bank's operations, and the Euro's exchange rates against major currencies. The course traces the economic history of the EU, its relationship with non-EU European countries, highlighting the role played by political and institutional foundations of integration processes across Europe, including adoption of trade agreements and establishment of supranational organizations of the Union. Other diverse issues covered by this course are: EU economic performance, ranging from commodity and factor markets, Common Agricultural Policy, trade policies, to fiscal and monetary policy frameworks.

ECN3040 Market Regulation and Antitrust Policy (3 credits, 5 ECTS)
Prerequisites: ECN2103
In some markets with a handful of participants (half a dozen or less sellers or buyers) some agents can exercise power in a manner that creates a divergence between commodity price and the true cost of producing an additional unit of the commodity. Governments, in such cases, seek to regulate markets to bring about more efficient outcomes and to protect individuals from collusive and other harmful activities, especially by corporations. This is true of pollution control, environmental protection, ensuring new entrants access to markets dominated by large corporations, and solving problems of asymmetric information, especially in the healthcare industry. This course deals with the economic and legal foundations upon which such government regulation or deregulation of business activities is achieved. This course is cross-listed with the School of Law course by the same title, with the Course code LAW3040.

CSS/ECN3240 Analyzing and Modeling Data (3 credits, 5 ECTS)
Prerequisites: ECN2083
Analyzing and Modeling Data introduces students to the methods and software used in academic and professional quantitative research projects. The course will focus on how data and statistical tools are used to answer important natural and social science research questions.

CSS/ECN3450 Data Science (3 credits, 5 ECTS)
Prerequisites: CLP2201 or CIT2735 or ECN2210
A data scientist is someone who creates programming code and combines it with statistical knowledge to create insights from data. Exploring and modeling data constitutes the analytical core of data science. However, a well-trained data scientist must also be proficient in extracting, manipulating and structuring data from structured and unstructured sources. Similarly, as analysis progresses, a good data scientist will also be able to

visualize their results and communicate their findings. This course offers students comprehensive training across these four steps of data science: data extraction and manipulation, exploratory analysis (unsupervised learning), classification and inference (supervised learning), and finally, visualization and reporting.

ECN3081 Intermediate Microeconomics (3 credits, 5 ECTS)
Prerequisites: ECN2103 or FIN2105. Alternatively ECN1101 with minimum grade B minus.
This course falls between Principles of Microeconomics and Advanced Microeconomics. Topics include consumer theory, firm production and costs, decision-making under perfect competition, imperfect competition, monopoly, and oligopoly. Students can diagnose and solve microeconomic problems using the economic concepts and tools acquired in this course.

ECN3082 Intermediate Macroeconomics (3 credits, 5 ECTS)
Prerequisites: ECN2102 or FIN2106. Alternatively ECN1101 with minimum grade B minus.
This course provides the theoretical background to analyze macroeconomic phenomena. Several competing theories will be introduced to discuss controversial issues of employment, inflation and government policies. Traditionally, Keynesian and Classical theories are debated in depth in this course. Theories like the Real Business Cycle Model also will be included.

ECN3083 Mathematical Economics (3 credits, 5 ECTS)
Prerequisites: ECN2103
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.

ECN3151 Managerial Economics (Entrepreneurship) (3 credits 5 ECTS)
Prerequisites: ECN2103
This course provides the student with the tools for decision making in an enterprise. Course topics include organization and finance of the firm, optimization techniques, estimation of demand functions, behavior and pricing strategies under different market conditions, creating and capturing value, task assignment and labor contract.

ECN3155 Money and Banking (3 credits, 5 ECTS)
Prerequisites: ECN2102
The course begins with a review of the functions of money and of the structure of banking. It proceeds with monetary theory as a guide to changing the money supply and the interest rates. Much of the course concerns bank regulation. To understand the functioning of banks and, more generally, of financial institutions, one must first comprehend such phenomena as market equilibrium, interest, inflation and exchange rates. Specific banking issues will be interwoven into digressions concerning macroeconomics, microeconomics and international trade. The last part of the course is about duration and convexity, which help immunize bank balance sheets against unexpected changes in interest rates.

ECON3161 Natural Resource Economics (3 credits, 5 ECTS)
Prerequisites: ECN2103
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 modelling 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.

ECN3184 Econometric Methods (3 credits, 5 ECTS)
Prerequisites: ECN 2103 (alternatively FIN2105), ECN 2102 (alternatively FIN2106) and ECN2083 (alternatively GEN2400 or GEN2402)
This course introduces regression techniques widely used in economics and finance. It discusses basic procedures for estimating equations and testing hypotheses; the use of one or more independent variables; and problems in time series or cross-sectional data (for example, a dataset of income in each Kazakhstani oblast for a given year).

ECN3189 Economy of Kazakhstan (3 credits, 5 ECTS)
Prerequisites: ECN2103 (alternatively FIN2105) and ECN2102 (alternatively FIN2106)
This course starts by introducing the economic history and geography of Kazakhstan and its neighbors. It then details economic development before, during and after the Soviet period. It emphasizes the stabilization and restructuring of Central Asian economies after 1991. It concludes by examining Kazakhstan's resources, sectoral composition, and international comparative advantage.

ECN3230 Financial Institutions Management (Management) (3 credits, 5 ECTS)
Prerequisites: ECN2103
This course gives an overview of financial institutions and their role as financial intermediaries. It develops a framework within which questions of adequate regulation can be addressed and introduces tools to measure, analyze and manage different types of risk to which these institutions are exposed.

ECN3350 Financial Economics (3 credits, 5 ECTS)
Prerequisites: ECN3081
This course introduces modern theories in financial economics. It applies economic analysis and the modern theory of finance to decisions of investors and firms. Topics include the selection of a portfolio that may comprise bonds and other securities; option pricing; and basic theories of efficient markets. Students will learn how to evaluate such corporate financial decisions as capital budgeting, working capital management, mergers and acquisitions, bankruptcy and corporate reorganization.

CSS1999 Academic Internship (2 credits, 4 ECTS)
Prerequisites: none
Through the course, students with no or with little professional experience in their area of specialization will be given an opportunity to be introduced to the basic skills necessary to have internship at professional level and/or to apply for job in any governmental or non-governmental organization in future. In particular, students will be exposed to legislations which govern labor relations, how to write CV and motivation letters, business ethnics and business correspondence rules. In addition, representatives of different organizations such as British Council, United Nations, embassies, and business organizations, republican and international banks will introduce their companies to the students with perspectives of internship and future work.

ECN3888 Academic Internship in Economics for BAE two parts for a total of 2 credits, 4 ECTS
First part: No Prerequisite
In this course students will be exposed to legislations which govern labor relations, health and safety, processing sensitive information. They will also get introduced to writing of applications, writing of resumes and interview skills.
Second part: Prerequisite is passing first part
Students will study selective company laws and tax regulations and acquire relevant knowledge for working in Kazakhstan as an economist.

ECN3888.1 Professional Internship in Economics for BAE (4 credits, 6 ECTS)
Prerequisites: ECN3888.01 or ECN/CSS3888, 60 credits completed

Through the internships, students with no or with little professional experience in their chosen area of concentration will be given an opportunity to be introduced in the daily work environment. Students already employed in their chosen careers become better familiar with professional day-to-day life, which offers an opportunity to sharpen skills and/or examine unfamiliar aspects of their chosen fields. Ultimately, internship should help students be better prepared for fast approaching job market experience and for their future professional career. Students will keep an internship journal, write a report on their internship and make a presentation.
This course may be taken in one semester or in two parts in two consecutive semesters.

ECN4990 State Examination in International Economics (1 credits, 2 ECTS)
Prerequisites: 4th year status
This course prepares students for the state exam in International Economics.

ECN4991 State Examination in Econometrics/Quantitative Methods (1 credits, 2 ECTS)
Prerequisites: 4th year status
This course prepares students for the state exam in Econometrics/Quantitative Methods.

ECN/IRL The EU as a Role Model for Economic and Political Regional Integration (3 credits, 5 ECTS)
Since the breakup of the Soviet Union, various attempts have been made to recreate a common space for trade and political cooperation among its former constituent parts. The formation of the Eurasian Economic Union is the latest of those attempts but the war in Ukraine and the strictures of the sanctions regime have called its future into doubt. This course aims to work out common features of regional integration processes, draw lessons from the European integration experience and shed light on the successes and failures of regional integration projects in the post-Soviet space. It explores consequences for the prospect of regional integration in Central Asia.

ECN4086 Applied Microeconomics (3 credits, 5 ECTS)
Prerequisites: ECN3081
This course follows up Intermediate Microeconomics with such advanced topics as general equilibrium theory, strategic behavior, making decisions under uncertainty, asymmetric information, public goods and externalities. The course develops these topics with elementary mathematics.

ECN4104 Research Methods and Methodology (Data analysis) (3 credits, 5 ECTS)
Prerequisites: 90 Credit hours
This course introduces students to methods and methodology of research in economics. It discusses issues such as organizing a research project, collecting data and it provides them with techniques of statistical and data analysis such as cluster analysis and factor analysis. The course will guide the students towards developing their own research projects.

ECN4111 International Finance (3 credits, 5 ECTS)
Prerequisites: ECN4112
This course gives deepens the analysis of international economics, including different theories of the foreign exchange rate, currency crises, efficiency of foreign exchange markets and international monetary arrangements.

ECN4112 International Economics (3 credits, 5 ECTS)
Prerequisites: ECN2102, ECN2103
This course gives an overview of the determinants of trade and money and finance in an open economy. It introduces basic concepts and general equilibrium models of trade with and without factor movements; trade barriers and their impact on social welfare; the political economy of trade barriers and the evolution of trade

organizations. It also introduces the balance of payments, theories of the exchange rate and open economies macroeconomics. Other issues, such as optimum currency areas are also discussed.

ECN4121 Public Economics (3 credits, 5 ECTS)
Prerequisites: ECN2103
This class emphasizes government expenditure policy. Topics include the theory of externalities and public goods, welfare economics and income distribution, political economy and voting mechanisms, and the design and evaluation of social insurance programs.

ECN4122 Labor Economics (3 credits, 5 ECTS)
Prerequisites: ECN2103
This course develops theoretical models for the labor market, presents related empirical research, and discusses policy applications. Topics include labor supply, labor demand, market equilibrium, compensating wage differences, investment in human capital, and cyclical unemployment. In addition, labor unions, minimum wage laws, compensation policies and productivity, wage indexation, and discrimination and equal opportunity laws may be discussed.

ECN4125 Monetary Economics (3 credits, 5 ECTS)
Prerequisites: ECN3082
This course develops the basic analytical tools used in monetary regulations, such as money supply aggregates as well as the demand and supply of money. After developing several theories of macroeconomics, the course will analyze the effectiveness of monetary policy in various economic situations. Inflation theories will be also covered.

ECN4140 Introduction to Game Theory (3 credits, 5 ECTS)
Game Theory is the mathematical modeling of strategic interaction in conflict and cooperation among actors who never engage in any premeditated action that is dominated by any feasible alternative that they have. This course focuses on non-cooperative games and their applications to economics, political science, sociology, the law, biology, and other fields. It applies this knowledge to the design of mechanisms. A short introduction to cooperative game theory completes the course.
The module aims at students:

- Knowing the standard solution concepts of non-cooperative Game Theory
- Applying these concepts to economic problems
- Appreciating the problem of moral hazard and adverse selection in games of asymmetric information.
- Applying our knowledge of games to the design of mechanisms.
- Having a basic understanding of the different approach of cooperative Game Theory.

ECN4152 Industrial Organization (3 credits, 5 ECTS)
Prerequisites: ECN3081
The study of industrial organization is important for understanding corporate behavior. The course focuses on an empirical and theoretical examination of the structure, conduct, and performance of firms and industries. Major topics include the theory of the firm; profit maximizing and growth maximizing models; price and output determination under different market structures; measures of market structure and market performance; production and cost functions; productivity growth, technical efficiency and technical change.

ECN4153 Law and Economics (3 credits, 5 ECTS)
Prerequisites: ECN3081
This course introduces students to law making and enforcement from an economic perspective. Areas of law amenable to this treatment include contracts, torts, and property law. Topics may include rationality;

motivation; moral judgment and responsibility; fairness and justice; self-control; informal social control via norms and education; formal social control via laws; and issues of identity and intergroup conflict.

ECN4154 Government and Business (Government Regulation of the Economy) (3 credits, 5 ECTS)
Prerequisites: ECN3081
This course surveys theoretical treatments of oligopoly, natural monopolies, mergers, vertical restraints, and price discrimination; and social welfare tradeoffs associated with public regulation of electrical, natural gas, cable TV, and telecommunications firms and the effects of government policies on businesses and individuals.

ECN4169 Development Economics (3 credits, 5 ECTS)
Prerequisites: ECN2103 and ECN2102
The module aims to introduce students to the problems and features of developing economies, and it is based on the modern analytical quantitative approach adopted by the main international development institutions, with an emphasis on the most recent advances in the field. The course focuses on growth models, child labour, inequality and poverty, sharecropping theory, and economics of conflict.

ECN4181 Special Topics in Economics (3 credits, 5 ECTS)
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.

ECN4182 Thesis Seminar (2 credits, 3 ECTS)
Prerequisites: 3rd year standing
This course prepares students for writing research papers and reports. For students interested in doing independent research it leads up to the thesis course ECN4183.

ECN4183 Thesis (2 credits, 3 ECTS)
Prerequisites: ECN 4104, ECN4182
A thesis is an independently written piece of work which represents critical scholarly reflection or original research in the student's major field of study. Proposals must be approved by a faculty sponsor. Completed projects will be announced and presented to interested students and faculty.

ECN4183.4 Thesis (3 credits, 5 ECTS)
Prerequisites: ECN 4104, 90 credits completed
A thesis is an independently written piece of work which represents critical scholarly reflection or original research in the student's major field of study. Proposals must be approved by a faculty sponsor. Completed projects will be announced and presented to interested students and faculty.

ECN4185 Applied Econometrics (3 credits, 5 ECTS)
Prerequisites: ECN3184
This course applies regression methods to answer economic questions.

ECN4350 Advanced Financial Economics (3 credits, 5 ECTS)
Prerequisites: ECN3184, ECN3081, ECN3082.
The course will give an introduction to advanced mathematical and econometric modelling techniques in financial economics.

ECN4351 Foreign Exchange Markets (3 credits, 5 ECTS)
Prerequisites ECN2102
The course will enable students to understand global markets for foreign exchange (forex). It emphasizes practical currency dealing, providing the skills that you need to become a forex dealer or market analyst. To

learn the ropes of trading, students will play a margin trading game with an Internet demonstration account. The main topics of the course are basic analysis of forex, technical analysis of forex markets, and principles of currency dealing in Kazakhstani banks.

ECN4352 Financial Econometrics (3 credits, 5 ECTS)
Prerequisites: ECN3184.
The course focuses on advanced techniques for financial data analysis using methods such as ARCH, GARCH and AREMA.

ECN4359 Investment in Emerging Markets (3 credits, 5 ECTS)
Prerequisites: ECN2102 and ECN2103
This applied course involves 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.

MATHEMATICS AREA

MATH2001 Linear Algebra (3 credits, 5 ECTS)
Prerequisites: any of GEN1201, GEN 1202, GEN1203
This course studies in depth the main notions and tools of linear algebra including matrices, systems of linear equations, vector spaces, linear operators, determinants, eigenvalues and eigenvectors, inner product spaces, quadratic forms, and some applications. Additional topics may be selected by instructor. The emphasis is on mathematical theory and proofs.

MATH3001 Introduction to Analysis (3 credits, 5 ECTS)
Prerequisites: any of GEN1201, GEN1202, GEN1203
This course studies in detail the main notions and tools of mathematical analysis. The topics include the real number system, limits, continuous functions, differentiation, the Riemann integral, the concept of metric space, uniform convergence, infinite series. Additional topics may be selected by instructor. The emphasis is on mathematical theory and proofs.

MATH3002 Differential equations (3 credits, 5 ECTS)
Prerequisites: MATH2001, MATH3001
This course studies first-order and second-order differential equations, homogeneous ordinary differential equations, systems of linear differential equations. Such topics as existence and uniqueness of solutions will also be covered. Additional topics may be selected by instructor. The emphasis is on mathematical theory and proofs.

MATH4001 Discrete mathematics (3 credits, 5 ECTS)
Prerequisites: any of GEN1201, GEN1202, GEN1203
This course studies such topics an introduction to logic, mathematical induction, sets, relations, functions, introduction to graphics, elementary number theory, combinatorics, algebraic structures. Additional topics may be selected by instructor. The emphasis is on mathematical theory and proofs.

MATH4002 Probability Theory and Statistics (3 credits, 5 ECTS)
Prerequisites: GEN2401/ECN2083 or equivalent, MATH3001

This course starts with elementary probability and statistics and goes much further. The topics include expectation, distributions (including multivariable), laws of large numbers and central limit theorems, conditional expectations. Additional topics may be selected by instructor. The emphasis is on mathematical theory and proofs.

MATH4003 Introduction to Multivariate Statistics (3 credits, 5 ECTS)
Prerequisites: MATH3001
This course deals with the multivariate normal distribution, sampling distributions of the mean vector and covariance matrix, principal components; canonical correlation; factor analysis, cluster analysis, and discriminant analysis.

INTERNATIONAL RELATIONS AREA

IRL2510.2 Professional Foreign Language: Strategic Communications in International Affairs (2 credits, 3 ECTS)
The course focuses on international relations and effective communications with a special attention to international treaties, memorandums and speeches of key decision makers in international relations. In particular we will study the theoretical frameworks behind the communications in International Relations and how to employ them in order to reach the targeted audience and goals.

IRL2512 Fundamentals of International Relations (3 credits, 5 ECTS)
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.

CSS/IRL3XXX – Computational Social Science
Prerequisites: none
This course introduces students to computational social science (CSS) from a sociological perspective, grounding popular computational methods such as text mining and network analysis in sociological theory. By framing these methods in sociological theory, students will gain a more critical understanding of why scientists select these methods and how computational methods impact society.

IRL3516 Terrorism and Security (3 credits, 5 ECTS)
This course studies the origins and nature of contemporary terrorism, terrorist groups: tactics and trends on the world-wide scale starting from the ancient times to the present. It examines threats and challenges posed by the terrorist groups to state security and to the security of the international system.

IRL3520: Foreign Policy of Kazakhstan (3 credits, 5 ECTS)
This is an advanced survey course on Kazakhstan's foreign policy making since 1991. Special emphasis will be given to the impact of the Soviet legacy on Kazakhstan's foreign policy and the present relationships between Kazakhstan and the West. Other topics include the Kazakhstan's present role in the War on Terror and regional security.

IRL3521 Theories of International Relations (3 credits, 5 ECTS)
This a basic course on theories of international relations. The purpose of this course is to acquaint students with the historical evolution of the theories of IR and to focus on various theories, concepts, approaches and methodologies used in the field. Instead of focusing on any particular group of theories, this course will

critically review and analyze all theories: old and new, traditional and modern. Recent theories like feminist theories, post-modernist theories, globalist theories, ecological theories will also be discussed here.

IRL3523 International Political Economy (3 credits, 5 ECTS)
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, 5 ECTS)
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.

IRL3526 Domestic Politics and Foreign Policy of the USA (3 credits, 5 ECTS)
This is an advanced course on American domestic politics and foreign policy since the birth of the Republic to the modern era. This course will focus on American government and foreign policy as a whole, but will also give special attention to present-day American foreign policy, and American-Kazakhstan relations in particular.

IRL3527 Domestic Politics and Foreign Policy of the Russian Federation (3 credits, 5 ECTS)
This is an advanced course on the formation and development of Russian government and foreign policy from Ancient Russia to the modern era. This course will focus on Russian foreign policy as a whole, but will put special emphasis on present-day Russian foreign policy-making, and Russia-Kazakhstan relations in particular.

IRL3528 Domestic Politics and Foreign Policy of the People's Republic of China (3 credits, 5 ECTS)
This is an advanced course on government and foreign policy making in China since the formation of the Chinese State to the modern era. This course will focus on Chinese foreign policy as a whole, but will also give special attention to present-day Chinese foreign relations, and in particular China-Kazakhstan relations.

IRL3539 History of Diplomacy from 1648 to 1815 (3 credits, 5 ECTS)
This is an advanced survey course on the development of modern international relations in Europe from the inception of the Westphalia System to the rise and fall of Napoleon. Special emphasis will be placed upon the role of history in shaping the modern international system.

IRL3540 History of Diplomacy from 1815 to 1945 (3 credits, 5 ECTS)
This course task is to give to the students the history of European affairs beginning from 1815 from the point of Europe international relations. Among the main problems of the course are: the XIX century history could be explained by "congress system", middle class discontent that caused revolutions of 1848: Napoleon III "overthrew' the Second Republic and his regaining the Russian friendship by the Reinsurance Treaty; Bismarck unification of Germany and Polish policy of Russia in 1863, Crimean War and causes of it; Anglo-Japanese alliance of 1902 and a decade of anarchy existed in international affairs before the Would War I and the settlement of 1919 that "balkanized" Central and Eastern Europe. The new "Versailles-Washington" system established in 1919-20-s led to paradoxical results – intensification of the tensions between defeated and victorious countries which finally broke a peace and led to World War II.

IRL3541 Contemporary World History: 1945 to Present (3 credits, 5 ECTS)
This course presents the major historical events from 1945 to the present. It starts with the end of the Second World War and covers the years of the Cold War and Decolonization up to the fall of the Soviet Union. It then considers the end of the second millennium with the fragmentation of states and the beginning of the third

millennium with the emergence of new threats such as international terrorism, challenges such as environmental problems, opportunities such as technological developments, and the new distribution of power.

IRL3544 Diplomatic and Consular Service (3 Credits, 5 ECTS)
Prerequisites: IRL2512
This course covers theoretical and practical problems and issues of diplomacy, organization and functioning of diplomatic and consular services in Kazakhstan. This course will also discuss and debate the process and mechanisms of foreign policy decision-making in Kazakhstan and the forms and methods of their realizations.

IRL3517 International Institutions and Law (3 Credits, 5 ECTS)
Prerequisites: IRL2512
This course is designed to introduce students to basic concepts of international organization and international law. It will focus on the history, administration, and politics of key international institutions and the machinery of international law. We will discuss and analyze how institutions and legal frameworks function in the areas of international peace and security, human rights and humanitarian relief, and environment and sustainable development.

IRL3545 Diplomatic Protocol and Documents (3 Credits 5 ECTS)
Prerequisites: IRL2512
This course instructs students in diplomatic protocol in the context of preparing them for diplomatic service. Diplomatic privileges and immunities, the presentation of the credentials of diplomatic representatives, the protocol of diplomatic correspondence, diplomatic receptions, personal visits and conversations, international courtesy, the structure of staff protocol and the personal activity of diplomatic representation abroad will be covered. Various kinds of diplomatic documents will also be examined.

IRL3547 Security Studies (3 credits, 5 ECTS)
This course is designed as a foundational course for students majoring in International Relations aimed to complement their general knowledge of international issues with an understanding of the challenges of globalizing world. The course will address conceptual problems of defining the 'threat', as a key notion in Security Studies. Threats could range from the survival of individual to groups, nations, and the whole world. By investigating definitions of security as state provision of defence in realist and neorealist conceptions we will set up an analytical departure point. Then we will move towards exploring the notion of threat by 'broadening' and 'deepening' its definitions. Expanded definitions enable us to engage with the constructivist, structuralist and post-modern analytical frameworks within Security Studies.

IRL3546 Selected Topics in International Relations (3 credits, 5 ECTS)
This course examines various topics of international relations. Topics vary according to the interests of students and instructors.

IRLXXXX International Trade (3 credits, 5 ECTS)
This course will introduce bachelor students into the main theories, documents and practices of International Trade. The main objective is to provide understanding of the mechanisms of the trade between nations before and today and further possible developments, obstacles and debatable areas.
IRL3550 United Nations: Structure and Practices (3 credits, 5 ECTS)
This course provides an overview of the major contemporary international institution. The course will have three parts. First, it presents a review of the structure and functions of the UN in general and of specific agencies (for example, the UNHCR and UNICEF) in particular. Second, it offers a normative theoretical knowledge for interpreting the institution. Third, it reviews case studies with the help of experts involved in the field.

IRL3564 Political Communication in International Affairs (3 credits, 5 ECTS)
This elective course is designed for the students of International Relations and Regional Studies, who are interested in learning how to analyze various political messages in international affairs. It focuses on how the theories of Political Communication and Psychology are employed in IR and examines to what extent those theories interact with world politics. The major theoretical approach of Political Communication and Psychology have been developed mainly in line with (post-) Constructivist approaches in the field of International Relations. However, this course extensively examines the interactions and interfaces between Constructivism(s) and other Political and IR theories, notably Realism, Liberalism, Functionalism, Marxism, and Critical Theories. It intends to encourage students to actively participate in the interactive learning process through discussion, role plays, presentations, and workshops. The course explores not only the fundamentals of concepts and theories of Political Communication but also the practical mechanisms of delivering political messages in international affairs and the substantive IR Theories. The course is divided into three parts: core concepts and theories of Political Communication and Psychology in IR; case studies matching different multi-dimensional communication tools with specific political events, phenomena or processes in international affairs (e.g. cinema, social media, conferences, propaganda, museums, political events, soft power foreign policy tools, global public sphere etc.); and workshop focusing on actual production of students' own projects based on methodological tools that they learn in Part II. The course is divided into three sections as follows. (1) Core concepts and theories on Political Communication and Psychology in IR; (2) Case studies, matching different multi-dimensional communication tools with specific political events or phenomena in international affairs (e.g. cinema, social media, conferences, propaganda, museums, political events, soft power foreign policy tools, global public sphere etc.); (3) Workshops focusing on the actual production of students' own projects, based on the methodological tools that are covered in Section II. Students' final projects for this course will contain creative political communication materials such as political advertisement, campaign posters, public policy communication, analysis on political leadership, interview report, policy recommendations for public diplomacy addressing to political leaders or relevant ministries, publicity on a city or state identity, consultation papers, speeches, op. eds., political cartoons, caricatures, review of political films, or innovative interpretations on existing political communication materials.

IRL3595 Research Design and Methodology (3 credits, 5 ECTS)
This course is designed to be an introduction to the concepts and tools necessary to conduct research both in political science and other social science disciplines. During the course we will discuss why and how certain research tools, e.g. survey, in-depth interviews, experiments, are used to explore certain phenomena. Students will develop important practical skills to collect data and develop their own research design. They will learn how to establish causal relationship between different social phenomena; analyze the effects of various political processes using appropriate specific research techniques they will acquire in this class.
The course will be valuable to anyone who will choose future profession in law, government, business, or community advocacy. It will be also interesting for those who seek to make better arguments and become critical consumers of mass media and political information.

IRL4512 Multivector Diplomacy: Central Asia in Global Politics (3 credits, 5 ECTS)
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.

IRL4513 International Migration and Urbanization Studies (3 credits, 5 ECTS)
This focuses on a broad, theoretical understanding of human mobility and the role of international migration and urbanization from economic, social and political perspectives, including social change and globalization, as well as an overview of the major debates and literature on contemporary migration from different disciplinary perspectives. We will also learn how the new economic powers and dramatic improvements in human capital have given rise to an era of labor migration unparalleled in magnitude and diversity, though not entirely unique. As a result of this course, you will not only be more informed about international migration and urbanization, but you will also be able to critically evaluate the merits of different arguments regarding the field. This course, therefore, offers a holistic view of the international migration and urbanization process from multiple perspectives. In the classroom, I expect all of you to be actively involved in the learning process. You are not expected to sit passively; instead, you are expected to pose questions and provide ideas on the topics that we are discussing.

IRL4519 Globalization: Current Issues (3 credits, 5 ECTS)
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, global civil society, global crisis, and the value of information technology.

IRL4521 Petro Politics (3 credits, 5 ECTS)
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.

IRL4525 Asian Security: Theory and Practice (3 credits, 5 ECTS)
The main goals of the course are to give a brief introduction to the field of security studies and its current debates and to apply this theoretical knowledge to the study of Asian security at different levels of analysis: national, regional and global. The discussion of key issues in each region (Northeast Asia, Southeast Asia, South Asia and Central Asia) will be combined with the in-depth consideration of various aspects of security: military (including nuclear), political, economic, environmental and societal security.

IRL4526 Comparative Foreign Policy (3 credits, 5 ECTS)
This course centers on the foreign policies of states, and more specifically, on the various factors that produce these policies. It is not an easy task to analyze policy "outputs". The complexity of the matrix makes clear that we cannot attribute the adoption of one foreign policy rather than another to any single factor. Clearly, the interactions between and among all the various sources of "input" makes any such analysis that much more difficult. Nevertheless, it is possible to discern patterns in policy process and the broad outlines of policy goals, and this is what will be accomplished in this course. In this task we will be aided by the use of "case studies" and foreign policy profiles of selected countries.

IRL4527 Ethics in International Affairs (3 credits, 5 ECTS)
The course presents students a normative approach centered on ethics for studying international affairs. The main purpose of this course is to acquaint students with the moral dilemmas that political leaders, activists and citizens have to face in a globalized world. The theoretical approach is combined with case studies in fields such as just war theory, conflict and reconciliation, humanitarian intervention and the responsibility to protect, sovereignty and social justice, and environmental and technological challenges in the international arena.

IRL4528 Central Asia-Russia Relations (3 credits, 5 ECTS)
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.

IRL4531 Political Economy of Central Asia (3 credits, 5 ECTS)
*Prerequisites:*ECN1101 Introduction to Economics

The course analyzes the economic development of Central Asian states starting from the Soviet legacy and going through the years of independence until possible future developments. In particular, the course will try to understand how the common past has been starting point for new and different forms of political economy adopted by different countries. Differences in natural resources, infrastructure and political decisions of different economic paths of developments will be considered in order to understand how to shape future decisions.

IRL4532 Domestic Politics and Foreign Policy in Central Asia and the Caucasus (3 credits, 5 ECTS)
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 Central Asia and the Caucasus and the rest of the world.

IRL4550 Emerging Powers (3 credits, 5 ECTS)
The course focuses on those states which are emerging as regional powers (both along economic and military dimensions) and with ambitions of further growth. Students will be exposed to the developmental trends of those states and the ways in which they aim to get recognition and influence the international political agenda.

IRL4562 Environmental Politics, Development and Global Governance (3 credits, 5 ECTS)
This course is designed for students to learn how to present their own thoughts and interpretations on selected IR issues within the scope of the theme, environmental politics and global governance, demonstrating the ability to employ major IR theories and key concepts for prominent environment-related problems in contemporary world politics. This course studies how environmental issues are interconnected with international affairs and globalization, and how they contribute to creating a new domain in global politics. Through examining the most pressing global environmental challenges that the international community is facing, the course intends to help students develop theoretical visions and practical insights to better understand prominent global environmental issues, and to discuss solutions and alternatives to the current situation. The course will be run in a seminar format consisting of student presentation followed by discussions. This course requires students' active participation in raising questions, role play, discussions, presentations, peer commenting, etc.

IRL4590 Undergraduate Seminar in International Relations (3 credits, 5 ECTS)
This seminar course is designed to offer students an opportunity to apply their theoretical knowledge to a specific issue in international relations. Students will participate in ongoing research projects headed by individual faculty members. Topics will vary every time the course is offered, and may include issues in bilateral relations, international security, international political economy and the international legal order.

CSS1999 Academic Internship (2 credits, 4 ECTS)
Prerequisites: none
Through the course, students with no or with little professional experience in their area of specialization will be given an opportunity to be introduced to the basic skills necessary to have internship at professional level and/or to apply for job in any governmental or non-governmental organization in future. In particular, students will be exposed to legislations which govern labor relations, how to write CV and motivation letters, business

ethnics and business correspondence rules. In addition, representatives of different organizations such as British Council, United Nations, embassies, and business organizations, republican and international banks will introduce their companies to the students with perspectives of internship and future work.

CSS3001.1 Introductory Internship (Kazakhstan Parliament/Ministry of Economics) (2 credits, 4 ECTS)
The purpose of this course is to provide quality preparation for an internship at the Kazakhstan Parliament. Depending on focus, the course covers material related to the structure and processes of the Parliament and introduces the essential foundations of representative politics or it covers material related to the structure and processes of the Ministry and introduces the essential foundations of Economic policy.

CSS3001.2 Introductory Internship (Kazakhstan Parliament) (4 credits, 6 ECTS)
Depending on focus, the internship is designed to provide the student with an experiential learning opportunity by placing the individual in the Parliament of Kazakhstan or, with a placement in the Ministry's departments, to gain a better understanding of how economic analysis is undertaken and how economic policies are developed and implemented.

IRL4596 Academic Internship in International Relations for BIR in two parts for a total of 2 credit hours, 4 ECTS
First part: No prerequisites
In this course students will be exposed to legislations which govern labor relations, health and safety, processing sensitive information. They will also get introduced to writing of applications, writing of resumes and interview skills.
Second part: Prerequisite is passing first part
This is an introductory course where students will review the basic foundations of state and international institutions both public and private. The course will combine lectures on different topics and organizations as well as visits to public institutions in Almaty.

IRL4597 Professional Internship in International Relations (4 credits, 6 ECTS)
Students will engage in a supervised internship with a consulate, NGO, private company or other agency. A program of study and activities is collaboratively designed by the students' advisor and the participating agency. In the past, departmental internships have been pursued at the Foreign Ministry, US and UK consulates, the UN, the OSCE, and the EurAsEC. Students may either extend their original internship to cover two semesters, or they may select two distinct professional internships covering one semester each. This course may be taken in one semester or in two parts in two consecutive semesters.

IRL4990 State Examination in Social Political Theory (1 credits, 1.5 ECTS)
Prerequisites: 4th year status
This course prepares students for the state exam in Social Political Theory.

IRL4991 State Examination in Comparative Politics (1 credits, 1.5 ECTS)
Prerequisites: 4th year status
This course prepares students for the state exam in Comparative Politics.

IRL4598.1 Thesis Seminar (2 credits, 3 ECTS)
The course is structured to offer students the possibility of developing a thesis proposal or to start working on the specific research skills and materials required for a project.

4599.2 Thesis (2 credits, 3 ECTS)
Students will write a thesis on a topic of their choice, in line with the international relations bachelor program, under the supervision of a qualified faculty member. For further details see the CSS Undergraduate Thesis Guidelines on the L-Drive.

IRL/POL4515 Diplomatic Negotiations
The course on Diplomatic Negotiations is designed to equip students with knowledge about the skills, art, strategy, and processes of international negotiations. It is a blend of pragmatic, practical knowledge and theoretical frameworks. The curriculum includes the history of international negotiations and case studies in specific countries and regions throughout history, with a focus on great powers and their interactions with Central Asian countries and beyond.

IRL/POL4516 Business Diplomacy
This course aims to equip our students with the techniques, skills, and mindsets of diplomats to learn how to manage the uncertainty and volatility of the 21st-century international business environment. The course will begin by exploring the current geopolitical and geo-economic environments and the underlying trends for the future. It will then explore how a distinctive diplomatic approach can be adapted to enable companies to better understand and mitigate geopolitical risks. Students will learn how to use the "diplomatic approach" to tackle a range of challenges facing companies and their executives, including company-centred analysis of risks and opportunities, developing dynamic approaches to business strategies, prioritising long-term resilience over short-term profits and shareholder value, managing threats from cyberspace, managing supply chains in a volatile international environment, building international networks of information, support, and influence, and managing relations with external stakeholders, including governments.

IRL/POL4530 Middle East Politics (3 credits, 5 ECTS)
A survey of the twentieth and twenty –first century political history of the Middle east and its regional issues, such as the Palestinian-Israeli conflict, ethnic and religious nationalism, the geopolitics of oil, the two Western wars in Iraq, and both Western and Islamic alliances. This course will also compare the governments and political ideologies of the Middle East region, focusing on social and institutional structures and development issues. Concepts and ideologies like Arabism, Islam, modernization, and the nature of states and political systems will be studied.

IRL/POL4534 Politics of the European Union (3 credits, 5 ECTS)
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. The purpose of this course is to offer students an informed and accessible overview of European government and politics as well as of the structure and policies of the European Union.

IRL/POL 4540 Geopolitics and Political Economy of Natural Resources (3 credits, 5 ECTS)
This course is devoted to geopolitical and economic aspects of countries endowed with different types of natural resources. Natural resources shape the economy and economy shapes political choices. However processes of discovery and use of natural resources have to be analysed in geographical and institutional context.

POL3512 Comparative Politics (3 credits, 5 ECTS)
This is an introductory course in the field of Comparative Politics. The course will acquaint students with various paradigms in the field, while also offering practical case studies to illustrate different political orientations of nation states and regions.

Political Science Area

POL2001 Introduction to Political Theory

This course introduces students to political ideas such as freedom, equality, and justice. To be effective, political theories – or ideologies – have to contain ideas about the history, state and future development of the

world. This course will introduce the main ideologies found in contemporary political debate: liberalism, conservatism, socialism, nationalism, feminism and environmentalism.

POL2201 Data Analysis for Politics
The course equips students with the fundamental principles and techniques of data analytics as applied to political contexts. Through hands-on projects and data-driven research, students will learn how to collect, clean, and analyze political and social data to extract meaningful insights, inferences and inform decision-making processes. Topics include statistical analysis, data visualization, and predictive modeling, empowering students to critically evaluate political phenomena and develop evidence-based policy recommendations.

POL3511 Political Analysis
Methodological and theoretical problems of micro-analytic studies in political science. Techniques of data collection and assimilation.

IRL/POL3519 Domestic Politics and Institutions of Kazakhstan
This course introduces political institutions of Kazakhstan and discusses drivers and outcomes of domestic politics.

POL3533 Political Sociology
This course introduces students to the social circumstances of politics and key topics in political sociology such as state formation, citizen participation in politics, social movements, political parties, electoral alignments and voting, the welfare state, as well as important and relevant political-social phenomena such as suicide terrorism. Political Sociology studies the relationship between society and politics, and can be seen as the intersection of political science and sociology. It is that branch of sociology which is concerned with the nature and distribution of power in a society.

POL3534 Social and Political Theory (3 credits, 5 ECTS)
This course provides a historical background to the development of social and political thought in European and Asian civilizations from antiquity to the present day. Readings from primary sources, such as Plato, Aristotle, Confucius, the Dhammapada, Augustine, al Farabi, ibnKhaldoun, Aquinas, Machiavelli, as well as modern thinkers from Hobbes to the post-moderns will help students to comprehend the theoretical underpinnings of research on political systems, political economy, social hierarchy and comparative civilizations.

POL4510 Public Opinion and Polling (3 credits, 5 ECTS)
In this course, students learn how to conduct surveys and identify legitimate survey organisations and creditable survey methodology. It will show how misleading or misinterpreted polling data can influence public opinion and what can be done to prevent or impede the spread of misinformation.

POL4511 Political Parties, Campaigns and Elections (3 credits, 5 ECTS)
This course examines the theories and practices of elections, electoral institutions, voter mobilisation, political parties, media coverage, & political campaigns. It is going to analyse the behaviour of political actors that is candidates, voters and the media. It covers topics including data analysis and the impact of campaigns on voters.

POL4512 Special Topics in Methods and Models (3 credits, 5 ECT
This course covers advanced methods and models used in political science research. Topics may include qualitative and quantitative research techniques, statistical analysis, game theory, and computational modelling. Students will gain necessary experience with these methods, enhancing their ability to design and conduct political science research. The specific content of the course may vary depending on current trends and instructor expertise.

POL4537 Society and Culture of Central Asia (3 credits, 5 ECTS)

The course offers a theoretical background for understanding issues in the general field of political sociology and then moves on to review the similarities and differences between the social, political and cultural aspects of Central Asian states.

POL3546 Selected Topics in Regional Studies (3 credits, 5 ECTS)
This course examines various topics in comparative politics and regional studies. Topics vary according to the interests of students and instructors.

POL4535 Institutions of the European Union

This course is a comprehensive exploration of the EU structures, functions, and dynamics.
Designed for the students with an interest in European politics and integration, this course explains the institutional framework that governs EU. Key topics covered include the founding of the European Union, the treaties and legal framework and the roles and powers of key EU institutions.

POL4596 Academic Internship in Political Science (3 credits, 5 ECTS)

The Academic Internship in Political Science provides students with the opportunity to gain practical experience in a professional setting related to their field of study. Internships may take place in various organizations, including government agencies, non-profit organizations, research institutions, or private sector companies. Students will apply theoretical knowledge acquired in the classroom to real-world political scenarios, develop professional skills, and build networks within the political science community.

POL4597 Professional Internship in in Political Science (3 credits, 4 ECTS)
Students will engage in a supervised internship with a consulate, NGO, private company or other agency. A program of study and activities is collaboratively designed by the students' advisor and the participating agency. In the past, departmental internships have been pursued at the Foreign Ministry, US and UK consulates, the UN, the OSCE, and the EurAsEC. Students may either extend their original internship to cover two semesters, or they may select two distinct professional internships covering one semester each. This course may be taken in one semester or in two parts in two consecutive semesters.

POL4599 Thesis (3 credits, 8 ECTS)
Students will write a thesis on a topic of their choice, in line with the international relations bachelor program, under the supervision of a qualified faculty member. For further details see the CSS Undergraduate Thesis Guidelines on the L-Drive.

POL/IRL3515 Political Geography (3 credits, 5 ECTS)
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.

GEN1610 Great Traditions and Culture of Kazakhs (3 credits, 5 ECTS)
The course is aimed to acquaint students with the origin, nature, and dynamics of development and the role of traditions in the history of the Kazakh people. Traditions and culture are a central pillar of the new identity building process in independent Kazakhstan. The ancient Kazakh land saw great transformations – in economics, politics, culture and identity – that eventually led to the emergence of the new state for all the ethnic groups populating it. The State program of civic identity creation is focused on three interrelated elements- Kazakh, history, Kazakh culture and Kazakh language. Culture and traditions are in the process of development

and integrating the positive influences of other cultures, adopting them and thus being enriched, is vitally important while historically, politics and ideology have played a big role in imposing certain changes that eroded the indigenous culture and changed the civilizational uniqueness of the Kazakh people. The students will observe the major contemporary challenges to traditions and culture caused by globalisation and the modernization processes, and what must be done to preserve the culture of the Kazakh people for the future.

GEN/POL2600 History of Civilizations 1 (3 credits, 5 ECTS)
The course provides a comparative analysis and overview of the cultural and political development of human society from the earlier civilization until Renaissance, providing background for the analysis and understanding of the political, legal, ideological, cultural and religious achievements of the world civilization.

GEN/POL2601 History of Civilizations 2 (3 credits, 5 ECTS)
The course provides a historical analysis and overview of the cultural and political development of human societies from the Renaissance to the end of World War II. It aims to provide a general knowledge of major events in different areas of the world.

PUBLIC AND MUNICIPAL ADMINISTRATION AREA

PAD2700 Fundamentals of Sociology (3 credits, 5 ECTS)
Prerequisites: ENG0004
This course provides students with the necessary background needed to analyze social structures and social institutions. Emphasis is placed on building sociological perspectives and a comprehensive understanding of sociology as an academic discipline. The course covers various theoretical paradigms and concepts in the field of sociology.

GEN2704/ECON1101 Introduction to Economics (2 credits, 3 ECTS)
Prerequisites: GEN1100 and GEN1120
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.

GEN2711/IRL2512 Fundamentals of International Relations (2 credits, 3 ECTS)
Prerequisites: GEN1100 and GEN1120
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.

CSS1999 Academic Internship (2 credits, 4 ECTS)
Prerequisites: none
Through the course, students with no or with little professional experience in their area of specialization will be given an opportunity to be introduced to the basic skills necessary to have internship at professional level and/or to apply for job in any governmental or non-governmental organization in future. In particular, students will be exposed to legislations which govern labor relations, how to write CV and motivation letters, business ethnics and business correspondence rules. In addition, representatives of different organizations such as British

Council, United Nations, embassies, and business organizations, republican and international banks will introduce their companies to the students with perspectives of internship and future work.

CSS3001.1 Introductory Internship (Kazakhstan Parliament/Ministry of Economics) (2 credits, 4 ECTS)
The purpose of this course is to provide quality preparation for an internship at the Kazakhstan Parliament. Depending on focus, the course covers material related to the structure and processes of the Parliament and introduces the essential foundations of representative politics or it covers material related to the structure and processes of the Ministry and introduces the essential foundations of Economic policy.

CSS3001.2 Introductory Internship (Kazakhstan Parliament) (4 credits, 6 ECTS)
Depending on focus, the internship is designed to provide the student with an experiential learning opportunity by placing the individual in the Parliament of Kazakhstan or, with a placement in the Ministry's departments, to gain a better understanding of how economic analysis is undertaken and how economic policies are developed and implemented.

GEN1201/ECN 1201 Mathematics for Business and Economics (3 credits, 5 ECTS)
Prerequisites: ENG0004 Foundation English Level 4
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.

PAD2111 Fundamentals of Public Administration (3 credits, 5 ECTS)
Prerequisites: None
Replaces PA1513 Introduction to Public Administration
The course provides students with basic concepts and models of public administration. It covers basic theories of public administration, some issues of public policy analysis, and certain tools of new public administration.

PAD2430: Research Reading and Writing (3 credits, 5 ECTS)
This course is intended for student researchers. The course provides students with an understanding of how to work at different stages of a project and how to manage the complexity of the process. It introduce students to the nature, uses and objectives of research and its reporting and guide students through the complexities of planning, organizing, drafting and writing a report. It gets students familiar with a range of techniques that they can use to write effective essays, papers and dissertations and facilitate the development of skills in successful writing with a clear and scientific style.

PAD2431 Population Health Management (3 credits, 5 ECTS)
Prerequisites: None
This course covers the determinants of a healthcare system, including access to medical care, socioeconomic status of the population, the physical environment, and individual behaviors and their interactions with each other. Topics will include development of the public health system, health risk factors, disease trends, risk-mitigation measures, community assessment, public health awareness and preparedness, and health promotion strategies

PAD3113 Quantitative Data Analysis (3 credits, 5 ECTS)
Prerequisites: None
Previously listed as PAD2113
The course focuses on quantitative principles and techniques of decision making and their application in public management, public administration and public policy analysis. The problems analyzed include frequency distribution, sampling techniques, and measures of central tendency, probability, variability, regression, measures of association, correlation, and various other applied quantitative measures. The course is designed

for students with little or no background in mathematics: it does not focus on derivations and proofs, but rather on understanding the uses and interpretations of statistics as tools for data analysis. A second objective of the course is to introduce students to the utility of computer packages for statistical analysis.

Academic Internship in Public Administration for BPMA two parts for a total of 2 credits hours, 2 ECTS
First part: No prerequisites
In this course students will be exposed to legislations which govern labor relations, health and safety, processing sensitive information. They will also get introduced to writing of applications, writing of resumes and interview skills.
Second part: Prerequisite is passing first part
This is an introductory course where students will review the basic foundations of state and international institutions both public and private. The course will combine lectures on different topics and organizations as well as visits to public institutions in Almaty.

PAD3115.4 Professional Internship in Public Administration for BPMA (4 credits, 6ECTS)
Prerequisite: PAD2111
Internships are aimed at practical application of public administration studies, development of professional skills and acquiring work experience. They are available in a wide range of public agencies and non-profit organizations. These high-quality professional internships are tailored to suit your needs whether it is a requirement for university, a desire to experience another culture, broaden your horizons or expand your career opportunities.
This course may be taken in one semester or in two parts in two consecutive semesters.

PAD3116 Methods of Social Research (3 credits, 5 ECTS)
Prerequisites: None
Previously listed as PAD2502
This is a basic foundation course designed to instruct students in methodological concepts of academic work. The course will provide students with an understanding of how researchers must operate at different stages in their projects simultaneously, how to understand academic problems, and how to manage the complexity this process entails.

PAD3521 Global Sustainable Development (3 credits, 5 ECTS)
Prerequisites: PAD 2111 or ECN 1101 or ECN2103
Sustainability occupies a unique niche at the intersection of the environment, economics, and society. The foundations of this course emerge from the economic growth versus economic development debate and the recognition of the need for a more holistic and inclusive measure of economic performance and/or success. From the Brundtland Commission Report (1987) to the United Nations Sustainable Development Goals {2015) the international community recognizes sustainable development as a process that meets the needs of the present generation without compromising the ability of future generations to meet their own needs. This course explores the concepts of sustainable development at different geographical scales (local, national and international). Recognizing the close linkages between many economic and environmental issues, this course links ecology, biodiversity, ecosystem services, and resilience with economic development, natural resource exploitation, production, consumption, employment and income generation. The course also considers policy tools and techniques for decision-making where environmental resources are concerned.

PAD3522 Decision Making (3 credits, 5 ECTS)
Prerequisite: PAD2111 or PAD2700 or FIN2105
Previously listed as PMG3522

This course presents decision-making as a crucial part of strategic management. The course is intended to explain that decision-making is a complex process that involves understanding of constituent components. These components are presented in a logical sequence to students, together with analytical tools for decision-making. Decision-making pervades the entire administrative organization and planning process.

PAD3523 Human Resource Management (3 credits, 5 ECTS)
Prerequisite: PAD2111 or PAD 2700 or FIN2105
Previously listed as PMG3523
The purpose of this course is to provide students with an understanding of the principles and functions of human resources management and of personnel administration. It also reviews how organizations do or can deal with human resource management issues. Studying the ways that HRM issues are handled can help students who will be tomorrow's managers be better prepared to create policies and procedures that will ensure effective use of human resources in organizations.

PAD3524 Leadership and Management (3 credits, 5 ECTS)
Prerequisite: PAD2111 *or PAD2700 or FIN2105*
Previously listed as PMG3524
The course's main objective is to help students develop personal leadership skills necessary in a challenging and fast-changing environment. The course combines both theoretical foundations and practical exercises on self-management, managing and building relationship with other people, and essentials of managing organizations.

PAD3533 Organization Theory and Design for Public Organizations (3 credits, 5 ECTS)
Prerequisite: PAD2111 or PAD2700 or FIN2105
Previously listed as PMG3533
This course is meant for students of public administration. This course focuses on the classical and modern aspects of organizations and the role of managers as leaders and facilitators of change. It aims to provide students with theoretical concepts and knowledge relevant to organizational design and management issues as well as opportunities to apply theories and knowledge to future organizational settings. This course deals with various perspectives on organizations, including a structural frame, human resource frame, political frame and symbolic frame.

PAD3536 Organizational Behavior for Public Organizations (3 credits, 5 ECTS)
Prerequisite: PAD2111
Previously listed as PMG3536
This course is meant for students of public administration. This course will introduce students to the major concepts of organization theory and behavior. The course examines various theories developed in an attempt to explain and predict employee behavior in an organizational context. The primary focus of organizational behavior is leadership and decision making skills in an intercultural environment, power, job satisfaction, and motivation. The overall objective of this course is the development of skills and knowledge that will allow students to contribute in the managing of effective behavior in organizations.

PAD3540 Governance and Development (3 credits, 5 ECTS)
Prerequisite: PAD2111
Previously listed as PPA3540
Radical global transformations are underway in industrial structures, business activities, production systems, and a new development ideology. To adapt to these diverse changes, developing countries must reconstruct their development policies. Development policies need a new vision 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 thought, debates, approaches, and issues. The focus is on bridging theoretical discourses with practical

examples and learning. By the end of the course 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.

PAD3541 Natural Resource Management (3 credits, 5 ECTS)
Prerequisite: PAD2111
Previously listed as NMG3541
This course is intended to provide students with critical frameworks for understanding problems in natural resource decision-making and use. An interdisciplinary approach to managing natural resources will be developed that will allow students to assess and utilize the types of information, expertise, and value-judgments that need to be considered in reaching a decision. Historical and current examples of resource use will be employed in order to reinforce the learning process. Essay topics of the students' choice may be Kazakh or international.

PAD3542 Public Policy Analysis (3 credits, 5 ECTS)
Prerequisite: PAD2111
Previously listed as PPA3542
This course presents a multi-disciplinary, multi-theoretical approach to understanding public policies in different areas such as health care, education, social welfare, crime, defense, environment, and economic and tax policy. The course will focus on a systematic analysis of public policy alternatives, factors, and processes involved in policy development. It will also examine questions about the content of governmental decisions, the factors that cause different policy-outputs, and the consequences of various governmental decisions.

PAD3543 Urban Development (3 credits, 5 ECTS)
Prerequisite: PAD2111
Previously listed as PPA3543
This course provides an overview of politics and policy-making for large cities and metropolitan areas. It dwells upon such issues as governmental strategies of reform; land-use planning and regulation; management and social impact of growth; transportation and the environment; citizen participation and development of local democratic institutions.

PAD3546 Comparative Educational Policy and Systems Design (3 credits, 5 ECTS)
Prerequisite: PAD3542
Previously listed as PPA3546
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.

PAD3547 Social Policy in Transition Countries (3 credits, 5 ECTS)
Prerequisite: PAD3542
Previously listed as PPA3547
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 analyzing 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

PAD3548 Health Care Policy (3 credits, 5 ECTS)
Prerequisite: PAD3542
Previously listed as PPA3548

This course is designed to instill an understanding of major health care policymaking and related issues. The course emphasizes history/background; the physical, social, and economic environment; the policy process; and the political marketplace of contemporary Kazakhstan health care policies.

PAD3549 NGO Management (3 credits, 5 ECTS)
Prerequisites: PAD2111 or PAD2700 or FIN2105
NGOs have the power to change the world and solve today's most pressing social problems in society. In doing so, the core element is an understanding of Ngo's management issues. This course aims to equip students with the NGO management theories, models, tools, and templates they need to generate ideas and shape opportunities into impactful NGOs in Kazakhstan. It covers both the governance and management of nonprofit organizations - the scope and structure of the nonprofit sector in Kazakhstan, leadership of nonprofits, management, fundraising, earned income strategies, and advocacy for policy change - helping students understand what they are and how they work. It also includes topics regarding diversity, equity, and inclusion; volunteer stewardship; nonprofit executive transitions; models for pursuing earned income; ethical dilemmas and controversial donors, and an exploration of the role of nonprofits in advancing social movements. The course is based on a variety of Kazakhstani NGOs examples, cases, and profiles to illustrate management issues and how NGOs in Kazakhstan and around the world are changing their communities.

PAD3550 NGOs and Development (3 credits, 5 ECTS)
Prerequisites: PAD2111
NGOs have become a visible component of civil society. This course critically examines the expanding role of NGOs and their activities, and presents the most significant management challenges facing NGOs today and the tools and approaches that managers use. It will equip students with a sound understanding of the issues facing NGOs. The course examines an analysis of the development of the NGO sector and an introduction to some frameworks for understanding NGOs. It focuses on NGOs and their relationship with a wide range of different stakeholders, examination of the key management functions. This course provides students with critical insight into the scope and nature of this sector; types and characteristics of NGOs, and trends and projections for the future of the third sector.

PAD3553 Disaster Management (3 credits, 5 ECTS)
Prerequisites: None
This course provides students with a conceptual understanding of disasters and how to reduce the impacts on society. Students are provided with the skills to respond to disasters and various approaches of Disaster Risk Reduction (DRR). Students are taught the relationship between vulnerability, disasters, disaster prevention, and risk reduction. Students are provided with the knowledge of medical and psycho-social responses to disasters. Finally, the course teaches students how to control public health consequences of disasters, as well as disaster risk management (DRM) institutional processes.

PAD3603 Biodiversity and the Ecosystem
Prerequisite: None
This course introduces students to the concepts of biodiversity. Students gain a satisfactory understanding of science, theories, and concepts of conservation, the diversity of plant and animal life, and various aspects of the ecosystem. This course examines public policy issues that would enhance biodiversity and help maintain a balance in the ecosystem.

PAD4003 Public Policy of Kazakhstan (3 credits, 5 ECTS)
Prerequisite: PAD 3542
This course begins with a discussion of social prerequisites for and governmental strategies of national development, with reference to managerial versus liberal modernizing approaches. Reference is made to the

historical, economic, and social origins of public policies in Kazakhstan. The course then proceeds to an examination of the main challenges of national consolidation and institutional development facing the country. Students will have the opportunity to work on a variety of topics such as nation-building, culture, and immigration policy; development of the public service; science, education, and labour policy; industrial and agricultural policy; information, broadcasting, and media; WTO accession, or other topics, depending on students' interests and agreement with the instructor.

PAD4441 Energy Policy (former Oil and Gas Policy) (3 credits, 5 ECTS)
Prerequisites: PAD2111
Previously listed as NMG4541
The course will examine the role of oil and gas in politics, including the types of regimes in which oil figures prominently, and will examine the ways in which government policies affect economic growth in these industries. The course will pay special attention to the role of OPEC in world affairs, and to the growing influence of newly emerged oil powers, including the Caspian Sea region and Republic of Kazakhstan.

PAD4442 Comparative Public Administration (3 credits, 5 ECTS)
Prerequisite: PAD2111 or PAD2700 or FIN2105
This course introduces students to the comparative aspects of contemporary public administration systems in a selected set of countries. Examples will be drawn from Continental-European, Anglo-Saxon and Asian models of public administration systems. Students will explore how various countries (developed, developing, and transitional) deal with multiple dichotomies in their respective public administrations: theory and practice, efficiency and fairness, secrecy and openness, and the most famous of all, politics and administration. Students will learn about various degrees of impact that politics, economics, culture and environment may have on the functioning of public administration institutions on central and local levels as well as on the relationships between politicians and bureaucrats.

PAD4443 Public Management (3 credits, 5 ECTS)
Prerequisite: PAD2111 or PAD2700 or FIN2105
The course aims to expose participants to current trends and developments in public management theory and practice and to teach students about public organizations and the challenges facing contemporary public managers. It explores new approaches and attempts to reform administration and management in government. We will learn about the evolution of the field of public administration, the way that public organizations differ from private organizations, how the "reinventing government" movement has affected public management and spawned counter-movements, and how public managers interact with other actors and institutions in the political process. There will be a specific focus on state and local government in Kazakhstan.

PAD4520 Program Evaluation (3 credits, 5 ECTS)
Prerequisite: PAD2111 or PAD2700 or FIN2105
Previously listed as PMG4520
The course is organized to provide students with an overview of the tools and techniques used to measure the activities, characteristics, effectiveness and efficiency of programs targeted towards specific populations. The primary objective of program evaluation is to provide feedback to decision-makers and other stakeholders, in order to 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 and local NGOs. Project evaluations will be conducted in groups of 3-4 students. Students will be accompanied and supervised throughout all stages of the evaluation process. No previous experience with evaluation research and empirical or qualitative data analysis is required.

PAD4521 Current Issues in Public Management (3 credits, 5 ECTS)
Prerequisite: PAD2111
Previously listed as PMG4521
This course discusses government reform and modernization efforts across the world. It deals with the most common areas in need of reform and innovation such as civil service, regulation, service delivery, and corruption control. It looks at innovations that involve the use of information technology, performance management, and competition to improve the effectiveness and efficiency of government. Many concepts now in use in public sector management borrowed from the private sector. How they apply and conceptualize in a public sector context is an important part of this course.

PAD4541 Gender and Public Policy (3 credits, 5 ECTS)
Prerequisite: PAD 2111 or PAD2700 or FIN2105
Previously listed as PPA4541
The course looks at the negative and positive effects of public policy on gender relations in the family and the labor market. The reasons for gender differences in economic outcomes are discussed. Policies to promote gender equity are considered. The first part of the course focuses on the labor market and the gender wage gap. The second part of the course examines the family, with a particular focus on intra-household resource allocation. The final part of the course considers macro-economic issues. The course takes a comparative perspective on gender inequality in the labor market, drawing insights from developed, transitional, and developing countries.

PAD4542 Current Issues in Public Policy and Administration (3 credits, 5 ECTS)
Prerequisite: PAD3542
Previously listed as PPA4542
This course provides a scholarly perspective on public policy and administration that covers major theories associated with the field and the political, social, and economic context within which they are developed. The course will make a strong connection between the students' professional development and a body of knowledge based on major theories and concepts of public policy and administration.

PAD4553.2 Local Government (3 credits, 5 ECTS)
Prerequisite: PAD2111
Previously listed as PMG4553
The course is designed to provide students with an understanding of the political, institutional, and legal framework of local government activities. Students will be introduced to the concept of power decentralization. The focus will be on the process of decentralization in Kazakhstan, with regard to particular problems and constraints that local governments encounter.

PAD4556 Senior Research Project (3 credits, 5 ECTS)
Prerequisites: Senior level standing
This course is offered as an alternative to the Internship in Public Administration. The course may be done within any career track or major area, but must cover some topics in Kazakhstan public administration or public policy, or a topic concerning the operation of a private business or NGO in Kazakhstan. The main purpose of the course is to familiarize students how to apply concepts of public and private organizational design and functioning - and to do so in some depth, culminating in a research paper of 20 pages of text. The student will go through the supervised steps of selecting, justifying, and focusing a topic and will use evidence and methods of research appropriate to his/her project. The course is conducted under the supervision a faculty member chosen in agreement by the student and PA Department. It ends with the student's oral presentation of the project before a committee of PA faculty.

PAD4557 Thesis Seminar (2 credits, 3 ECTS)
This is a seminar course intended to improve generic student writing skills and skills in public administration and policy specifically. Students will write position papers and policy briefs, as they would for ministerial councils within government or for corporate boards of directors in the private sector.

PAD4559 Thesis (2 credits, 4 ECTS)
Students may choose to work with a faculty supervisor towards a thesis.

PAD4702 CSR and International Development (3 credits, 5 ECTS)
Prerequisites: PAD2111 or PAD2700 or FIN2105
The course examines corporate social responsibility (CSR), which is one of numerous development challenges today. An overview of corporate social responsibility (CSR), focusing on today's interplay between business and governments, intergovernmental institutions, investors and non-governmental organizations (NGOs) is provided. The course examines both theoretical and real-world cases of CSR and development as well as various topics including global initiatives on CSR and CSR in Kazakhstan. This course is in a seminar format and students are expected to participate actively in class discussions and activities.

PAD4790 State Examination in Public Finance (1 credits, 1.5 ECTS)
Prerequisites: 4th year status
This course prepares students for the state exam in Public Finance.

PAD4791 State Examination in Public Management (1 credits, 1.5 ECTS)
Prerequisites: 4th year status
This course prepares students for the state exam in Public Management.

PAF2211: Public Sector Marketing (3 credits, 5 ECTS)
This course examines the relationship between marketing and organizational success in the public sector. It examines the impacts of public organizations on local, national and global economies. Topics covered include strategic marketing, developing a core marketing strategy, developing and launching new offerings, formulating and implementing communication strategies, and estimating and forecasting markets. Students learn to combine marketing strategies and tactics with the concepts of public service, public governance, and corporate social responsibility.

PAF3511 Fundamentals of Public Financial Management (3 credits, 5 ECTS)
Prerequisite: PAD2111
Replaces FMG2511 Introduction to Financial Management
This course provides students with a conceptual understanding of the financial decision-making process made in public sector enterprises. With a focus on the big canvass, the course provides a foundation to financial decision-making rooted in current financial theory and in the present state of world economic conditions. The goal of this course is not merely to teach a discipline or trade but also enable students to understand what is learned and yet unforeseen problems—in short, to educate students in public financial management issues such as administration and management of Government's financial affairs, allocation, investment, control of public funds, and public budgeting.

PAF3531 Public Finance (3 credits, 5 ECTS)
Prerequisite: PAD2111
This course will examine economics of the public sector. It emphasizes government budget influences on distribution, resource allocation, stability, growth, expenditure, budgeting, and public choice. It will also study public goods, externalities, and social insurance. Students will use models to analyze real-world problems and programs.

PAF3532 Government and Business (3 credits, 5 ECTS)
Prerequisite: PAD 2111
The course focuses on the role of government for supporting and enhancing private entrepreneurship. This includes identifying the industries in which 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.

PAF3534 Taxation and Spending in Selected Countries (3 credits, 5 ECTS)
Prerequisites: PAD 2511, *ECN2103* (or *ECN1101*)
This course will study both the theories of taxation and how various taxation concepts and approaches are used in different countries around the world. Some topics will focus on alternative ways of generating revenue, and how successful government is in doing this. Other topics will examine government spending programs in areas such as social insurance, education, and health care. Students will study the success and difficulties in implementation of different tax structures in different countries, including the United States, Canada, Kazakhstan, and other Central Asian countries.

PAF3535 Fundamentals of Financial Accounting (3 credits, 5 ECTS)
Prerequisite: PAF3511
This course provides an introduction to the concepts and uses of financial accounting information in a business environment and its role in the economic decision-making process. Students will be exposed to the decisions firms make relating to their operating, capital investment, and financing policies. Students will be able to: identify the information conveyed in each of the four basic financial statements and the way that it is used by different decision makers; identify what constitutes a business transaction and apply transaction analysis to record the effects of those transactions; prepare basic financial statements based upon Generally Accepted Accounting Principles (GAAP); and describe common financial statement relationships used in financial analysis.

PAF4531 Investment Management (3 credits, 5 ECTS)
Prerequisite: PAF3511
Theory and practice of investment decisions of individuals and fund managers. Topics include capital market theory and the efficient market hypothesis literature. Standard institutional and investment analysis topics and international investment topics are also covered.

PAF4532 Current Topics in Public Financial Management (3 credits, 5 ECTS)
Prerequisite: PAF3511
Examination of public financial management topics currently being discussed in the media, and development of advanced analytical skills in those areas. Topics will change depending on the global environment and the implications of government decisions on global financial and economic issues.

PAF4532.2: Fiscal Governance (3 credits, 5 ECTS)
This course will present students with the general concepts, principles and techniques of financial management as they are applied in governmental units and agencies. Topics covered include the study of the budget cycle, legislative control of the budget, the politics of the budgetary process, and different types of budget formats (performance, program, comprehensive). The course covers the concepts of market failure and the role of government; and fiscal and monetary policies. In addition, the course covers policies relating to government revenues and expenditures; analysis of trends that could lead to a locality's fiscal decline, and indicators of revenues. Other topics covered in this course include capital budgeting; property management; cash management, risk management, debt administration; and pension funds management.

PAF4532.4: Current Topics in Financial Management: Managerial Accounting (3 credits, 5 ECTS)
The course makes a focus on how cost accounting helps government managers to make better decisions. Cost accounting is recognized as a managerial tool for planning, strategy, decision-making and implementation. The goal of this course is to teach the students to analyze and apply the concepts and theories of cost accounting for planning and controlling the costs, for budgeting and financial management as well as costing products, and services in government organizations.

PAF4533 Financial Management in Public Sector (3 credits, 5 ECTS)
Prerequisite: PAF3511
In this course students will study theory and practice of financial management in public and private organizations. Analysis of financial statements, pro forma statements, cost of capital, risk and return, capital budgeting, and other indicators of financial performance will be studied. Also, attention will be paid to socioeconomic aspects of financial management. Case studies may be employed where applicable.

PAF4534 Public Budgeting (3 credits, 5 ECTS)
Prerequisite: PAD2111 or PAD2700 or FIN2105
This course is concerned with the practice of public agency budgeting in the decision making process and its impact on policy making. It will introduce participants to significant features of government budgeting topics, such as the role of budgeting in resource allocation, information and control, and various budget formats. Other topics include the budget cycle, the role of budgeting in enhancing social equity, budget analysis methodology, and introduction to theories of budgeting.

PAF4535 Public Sector Auditing (3 credits, 5 ECTS)
Prerequisite: PAF 3511
The course introduces participants to the concepts and practices of performance auditing/assessment. Students will be provided with the knowledge and skills to determine whether a public organization is managing and utilizing its resources efficiently. They will be able to identify the causes of inefficiencies in public organizations and determine whether an agency has considered alternatives that might yield desired results at lower costs. Other topics include economy and efficiency assessments, effectiveness assessments, and introduction to financial auditing.

PAF4536 Project Appraisal and Management (3 credits, 5 ECTS)
Prerequisite: PAF3511
The main aim of this course is to provide an introduction to elementary techniques in project financial and economic analysis and their application to a range of public sector investment projects at different scales. During the course, agricultural, industrial and infrastructural projects will be considered with the emphasis upon practical decision-making with limited information and in the context of public goals and objectives.

PIC3601 Fundamentals of International Customs Administration (3 credits, 5 ECTS)
This course provides a general introduction to key aspects of managing a Customs administration in the contemporary globalized world. It examines the role and responsibilities of Customs authorities, strategic and operational management issues, aspects of International Trade directly affecting Customs, the use of risk management, and the impact of international treaty obligations. The course also introduces students to the policy and principles of Customs administration and to international trends with an impact on Customs. These include social expectations, emerging technologies, and the global economy. The course also includes comparisons of a range of administrative procedures adopted by the Customs authorities of leading and emerging economies.

PIC3701 Customs Statistics (3 credits, 5 ECTS)
The course provides the knowledge of basic categories, concepts and terms of customs statistics. Students learn how to use statistical methods for an analysis of customs indexes and indicators in order to explain the data on trade and economic operations. Real-data sets for computer-based analysis are used.

PIC3702 Customs Management (3 credits, 5 ECTS)
This unit provides a general introduction to key aspects of managing a Customs administration in the contemporary globalized world. It examines the role and responsibilities of Customs, strategic and operational management issues, aspects of international trade directly affecting Customs, the use of risk management, and the impact of international treaty obligations. The unit includes a comparative aspect which examines a range of legislative and administrative procedures adopted by Customs authorities in leading economies.

PIC4704 Economic Perspectives on Customs and International Trade (3 credits, 5 ECTS)
The course focuses on theories of international trade underpinning economic integration of countries in different regions and within the World Trade Organization. Students will study the theory of comparative advantage, factors that determine international trade and currencies' exchange rate, and the role of customs regulations for promoting and/or impeding international exchange of goods and services. Additionally, economic effectiveness of increased international trade and its impact on economic growth will be discussed.

PIC4703 Administrative and Customs Law (3 credits, 5 ECTS)
Students will be introduced to the relationship between Customs work, international law, and their relationship to municipal law. The jurisdiction of Customs services will be examined, as will the international organizations and conventions impacting on Customs, and the impact of the World Customs Organization's convention. Areas of focus include emerging rules on supply chain security, dealing with intellectual property breaches at international borders, and anti-dumping/countervailing.

JOURNALISM AND MEDIA COMMUNICATION AREA

JMC1601.2 English for Media Communication I (3 credits, 3 ECTS)
Prerequisites: None
This first-year course helps beginning students develop relevant skills in media communication while introducing them to journalism, public relations, and related fields, and to the resources of the Department of Media and Communications.

JMC 1750/GEN 2813 Media and Information Literacy (3 KIMEP credits, 5 ECTS)
This undergraduate course introduces students to the critical consumption of information and media. It is designed to help better understand media content in different media platforms. Today's society receives the information through a powerful combination of words, images and sounds. Thus, people need to develop skills to effectively comprehend and critically assess these messages and become a conscientious consumer as this content affects the way people think, feel and behave. This course will focus on the ability to access, analyze, evaluate and communicate the process of creating and interpreting information and media in a variety of forms. Students will learn how to distinguish reliable from unreliable information on the Internet; discuss the role and impact of misinformation, disinformation and fake news in our society; consider how viral posts on social media - news, videos, photographs - might affect them, their families, their community. Through a variety of class activities, students will develop critical thinking, analysis, interpretation, writing and reading skills; develop fact-checking and verification skills needed in a media-rich environment.

JMC2605 Mass Media and Society (3 credits, 5 ECTS)
Prerequisites: None
This course surveys how media and mass communication impact society and its economic and political development. It is designed to acquaint students with theory and research in the mass communication field. It

examines the relationship between individuals and the media and explores the role of and impact of media in progressively larger social systems. (Students who have taken GED2610 Mass Communications and Society should not take this course.)

JMC2607 Ethical and Legal Issues in Media and Communication (3 credits, 5 ECTS)
Prerequisites: None
The purpose of this course is to introduce students to the major legal, ethical and policy issues related to the mass media. The course covers a wide variety of legal and ethical issues including freedom of expression law, libel, censorship, defamation, invasion of privacy, obscenity, advertising regulations, deception and fabrications, image manipulations, source confidentiality, and etc. We will also discuss limitations of freedom of expression and freedom of information. This course covers some philosophical theories of reasoning, justice from Aristotle, Kant, and Mill.

JMC2608/GEN2812 Introduction to Public Relations (3 credits, 5 ECTS)
Prerequisites: None
This course is designed to provide students with initial theoretical knowledge of public relations and beginning practical experience. It surveys the basics of the PR process and PR-related communication theories. It also introduces students to PR strategies and tactics and discusses public relations professional ethics. The course offers students an opportunity to use some of the strategies and tactics that public relations practitioners have actually used in their campaigns.

JMC2609 Psychology in Communication (3 credits, 5 ECTS)
Prerequisites: None
This course examines behavior and experience, as it relates to those who produce and consume media products. It will provide a foundation and framework for understanding how media works in individuals, and in groups or systems or societies, while considering the role of such group aspects as culture and gender. We will consider personality, perception, motivation, social relationships, etc. Some of the potential theoretical frameworks that this course covers include: source effects theory, uses and gratifications theory, third-person effects theory, spiral of silence theory, cultivation theory, media dependency theory, feminist theory and the media.

JMC2611 Introduction to Journalism (3 credits, 5 ECTS)
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.

JMC/ASC2126 Design Thinking for Innovation (3 credits, 5 ECTS)
Prerequisites: None
This course is an undergraduate course that helps students develop the skill set to find innovative solutions to challenges public, private, or not-for-profit organizations face. Design thinking promotes a way of working with user-centered innovation to address problems where not all knowledge is available at the outset, i.e., the problem itself is unknown. Design thinking rests on principles such as user involvement, problem framing, experimentation, visualization, and diversity, all critical skills for management and innovation. The course equips current and aspiring innovation professionals with the design thinking principles and innovative problem-solving tools to solve diverse organization challenges and guide their missions.

JMC2615 Media Writing (formerly JMC3201) (3 credits, 5 ECTS)
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. The theoretical basis of the course lies in: the theory of newsworthiness, pluralistic theory of value, Aristotle's Golden Mean and utilitarian theoretical model etc. Students cannot earn credit for both JMC2615 and JMC3201.

JMC2703 Visual Storytelling (formerly Photojournalism) (3 credits, 5 ECTS)
Prerequisites: None
This course covers the key concepts and skills of digital journalism photography and digital photo editing. It explains composition, exposure, and lighting as well as such advanced techniques such as working with subjects, producing a professional portfolio, and postproduction. It also addresses the application of photography and photo editing in journalism, with attention to photography and its relationship to reality, approaches to journalism photography, non-fiction storytelling in photography, and ethical issues for photojournalists. By understanding the traditions and current practices of successful photographers, students learn how to work as a photojournalist, while exploring and developing their own vision.

JMC2704 Persuasive Communications (3 credits, 5 ECTS)
Prerequisites: None
This course covers key principles, practices, and contexts of persuasion in the current era of changing mass communication patterns, in both traditional and online communication spheres. The course introduces key concepts, principles, and practices of implementing "applied psychology of messaging" in diverse communication contexts. Students learn practical ways to deal with persuasion from the theoretical perspective of: attribution theory, behavior change theories, cognitive dissonance theory, elaboration likelihood model, social judgment theory etc. Its general focus can be summarized as the "applied psychology of messaging." We will cover many key concepts of persuasion, but will mostly focus on practical ways to deal with persuasion. Most of the class will involve learning, critiquing, using and practicing major advanced persuasion techniques. Analytical and creative thinking will be integrated into most projects. The course will also consistently consider the ethical aspects of using persuasion, in terms of individuals, groups and societies.

JMC 2778 Russian Language Practicum (3 KIMEP credits, 5 ECTS)
This undergraduate course introduces students to the main aspects of the Russian language and style, phonetics, grammar and vocabulary. It will also help them better understand contemporary Russian Literature and culture. This course will focus on the fundamentals of speaking, writing and listening in Russian. The students will learn the language through the Russian novels, short stories and poetry of the famous Russian poets and writers. They will survey the works of Pushkin, Dostoevsky, Tolstoy, Chekhov and many others. Through a variety of class activities, students will develop their writing and reading skills in Russian and enhance the knowledge of contemporary Russian communicative norms. The course will offer extensive practice in orthography and pronunciation. Students in this course will be encouraged to do as much of the Russian literature readings as possible to enrich their language and vocabulary.

JMC3211 Editing (3 credits, 5 ECTS)
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. This purpose of this course is to introduce and train students in the role of editors in the news process, to teach them the basic concepts of editing and to provide them realistic opportunities to develop their own editing skills. Please note that this course does not cover audio-video editing rather this course emphasizes traditional and still highly valued print editing skills. In this course, students edit numerous news stories and examine every aspect of editing from writing headlines to fact-checking to creating readable "products."

JMC3603 Business News (3 credits, 5 ECTS)
Prerequisites: None (Previous Title: Business Communication)

This purpose of this course is to introduce to the business reporting with emphasis on understanding what is going on at companies big and small and to report and write stories about them in a way that an average reader can understand. This course is targeted for those who would like to enhance their reporting skills in business and other related areas of journalism and for those who would like to be in media management positions. This is a practical course where we spend the majority of the semester for brainstorming, discussing, writing, re-writing and re-writing. This course is about learning "by doing". Students are expected to know the conventions of journalistic writing and the elements of journalistic style from previous semester courses. To a large degree, journalistic writing is formulaic and follows certain established conventions. We start with the fundamentals of good news writing, building little by little until students are able to craft effective news stories anchored with solid lead paragraphs. Then, we move toward specialized reporting about business issues/topics. Some of the theoretical aspects of this course include discussions about (1) political economy of the media theory (2) theories of media ownership and (3) theories of media content.

JMC3605 Political Communication (3 credits, 5 ECTS)
Prerequisites: None
This course covers examines communication processes and relationships among political actors, media, and publics, with particular focus on the changes occurring in the late 20th and early 21st century. The course introduces and develops theories of liberal democracy as foundations for political communication, as well as theories of media and communication that provide an analytical framework for understanding political communication.

JMC3608 Journalism in Kazakhstan (3 credits, 5 ECTS)
Prerequisites: None
The purpose of this course is to examine news media in Kazakhstan and other CIS countries, including regional problems that relate to journalism. The course surveys different media outlets in Kazakhstan, examines their specifics and introduces their types.

JMC3609 Principles of Media Management (3 credits, 5 ECTS)
Prerequisites: None
This purpose of this course is to introduce to the practical and theoretical knowledge of how to manage a mass media outlet. The course looks at print, broadcast, advertising and internet/social media operations. We will cover topics such as media market and market structures, forces affecting media market, and theories of management as well as financial management that involves systematic planning, monitoring and control. We will also cover about managing personnel (such as hiring and firing of employees) and about what it generally takes to motivate them, examine audience and audience research, etc. The final several weeks of the semester will focus on regulatory and technological influences on media management. Overall, this course provides students with an understanding of how media firms operate within a complex social, political and multicultural environment. This course covers some theories of management including Maslow's hierarchy of needs theory, scientific management theory, administrative management theory, HR school of management theory. Other theoretical discussions include about audience theory, theories of media effect, and theories of management.

JMC3710 Marketing Public Relations (3 credits, 5 ECTS)
Prerequisites: None
This course introduces students to the core principles and best practices of public relations using a marketing approach to deliver business outcomes. The core focus is planning, executing, and evaluating MPR programs to encourage the purchase and consumer satisfaction. The course breaks from the communication and journalism lenses and concentrates on public relations for products and services a company offers to satisfy consumers' needs, wants, concerns, and interests. The course dives deep into the role and functions of public

relations in relationship marketing, service marketing, reputation management, and marketing research. Students develop knowledge and skills to use public relations to achieve business goals in a highly competitive national and international context.

JMC3611 Internship 1 (3 credits, 5 ECTS)
Prerequisite: None
Students develop marketable skills, which they can later apply in a professional setting, and begin career networking. Course may be repeated for credit with department permission.

JMC 3770 Digital Studies (3 KIMEP credits, 5 ECTS)
This seminar format course is designed to introduce students to several key topics and practices in the study of new forms of digital media, culture and identity in Kazakhstani and global contexts. Students will explore academic literature using critical, theoretical and experimental approaches in documenting the widespread influence of digital media across diverse aspects of Kazakhstani reality. The course approaches the topics through the lens of "making is a mode of thinking," therefore students will be required to develop further their digital skills by exploring digital design platforms for several digital creative projects using Adobe Spark, mapping software, and image/audio/video editing software. The course will also help students to build meaningful bridges between Central Asian and Digital Studies disciplines via writing "reflection paper" assignments. The course involves interactive "seminar format" and "production mode" interactive sessions. Throughout the semester students will submit reflection memos, several digital projects, and a final Design Thinking Project.

JMC3612 Internship 2 (3 credits, 5 ECTS)
Prerequisites: None
This course offers additional training in the student's chosen field. Sudents may continue a previous internship or choose a new field of study. The course is designed to provide experience and skills in the field and provide the opportunity for networking.

JMC4081 State Examination/Professional Project I (1 credits, 1.5 ECTS)
Prerequisites: 4th year status
This course prepares students carry out a professional project.

JMC4082 State Examination/Professional Project II (1 credits, 2 ECTS)
Prerequisites: 4th year status
This course prepares students carry out a professional project.

JMC3615.2 Writing for Russian Language Media (2 credits, 3 ECTS)
Prerequisites: None
This course is designed to develop help students apply skills in writing for media in the Russian language. Students will study the language of mass media and access a range of sources in the Russian-language media. The material of the course includes understanding themes and vocabulary of mass media and applying principles of Western style media writing in a Russian language environment. The course will focus on practical written assignments designed to build students' competence in writing professionally in Russian in order to prepare them for entering the local media workforce.

JMC3616.2 Writing for Kazakh Language Media (2 credits, 3 ECTS)
Prerequisites: None
This course is designed to develop help students apply skills in writing for media in the Kazakh language. Students will study the language of mass media and access a range of sources in the Kazakh-language media. The material of the course includes understanding themes and vocabulary of mass media and applying principles of Western style media writing in a Kazakh language environment. The course will focus on practical

written assignments designed to build students' competence in writing professionally in Kazakh in order to prepare them for entering the local media workforce.

JMC3617 Creative Thinking and Critical Writing (3 credits, 5 ECTS)
Prerequisites: None
Creative thinking and critical writing course develops students' creative and critical thinking, analytical writing, and research skills. It develops the ability to analyze, criticize and advocate ideas. Examines relationships of language to logic, induction and deduction, facts, inferences, judgments, formal and informal fallacies of language and thought. The theoretical bases of the course is rooted in Piaget's *Theory* of *Creative Thinking, Wallas's model of the creative process* a systems approach to understanding creativity, Csikszentmihalyi's creativity and flow theory, theories of reasoning, theories of critical discussion, and theories of the cognitive mechanisms.

JMC3623 Broadcast Journalism (3 credits, 5 ECTS)
Prerequisites: JMC2615 Media Writing
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.

JMC 3627 Audience Engagement (3 KIMEP credits, 5 ECTS)
This undergraduate course examines this growing relationship of journalists with their news audience and is about creating quality journalism by incorporating audiences more closely into content production. This course is important because no single media outlet can be successful without generating economic gain and economic gain cannot be gained without prioritizing the audience's needs and wants. Thus, this course will teach how media organizations can engage with audiences in a meaningful and productive way. The course explores the best available tools and platforms to share content and encourage audience engagement to promote collaboration and interaction. In addition to covering best case studies from global news outlets in audience engagement, this course also offers some theoretical and practical understanding about types of engagement and how to use them and under what circumstances to promote quality journalism. Some of the practical sessions focus on the use of various audience metrics/analytics (Google Analytics, Twitter Analytics, Facebook Insights, etc.) to guide editorial decisions. Offering appealing content is not enough these days, because audiences are diverse and fragmented. The given course will focus on the current trends and solutions related to the audience engagement.

JMC3709 Social Media Influencers (3 credits, 5 ECTS)
Students will learn how to leverage established and emerging social media platforms for specific purposes such as marketing, storytelling, research, branding, collaboration, and development. Through case studies and hands-on practice, students will gain an understanding of social media strategy, metrics, and best practices for a company or personal brand. The effects of social media on storytelling, media production, audiences and culture will be explored. This course teaches the technologies and development methodologies behind social networks. Students work on creating and experimenting with various social media sites and platforms using various digital tools.

JMC 3602 Business Communication (3 credits, 5 ECTS)
Prerequisites: None
This undergraduate elective course is designed for students majoring Public Relations. The course applies business communication principles and develops business mindset through creation of various business documents and oral presentations. It includes study and implementation of effective team communication and use of technology to facilitate the communication process.

JMC4070.2 Thesis (2 credits, 3 ECTS)
Prerequisites: JMC 4701 Communication Research
Students may write an undergraduate thesis on independent research undertaken in consultation with a faculty advisor, who may specialize in the student's potential thesis topic. Students must submit a proposal and obtain the written approval of the faculty advisor.

JMC4201 Advanced Media Writing (3 credits, 5 ECTS)
Prerequisites: JMC 2615 or JMC 3201 Media 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.

JMC4601 Advertising and Media Sales (3 credits, 5 ECTS)
Prerequisites: None
The course examines advertising and promotional principles and their application in mass and niche marketing. Students will receive hands-on experience based on theories such as hierarchy of effects model, strong and weak advertising theories, hierarchy of needs, moments of truth theory, planned behaviour theory etc.

JMC 4602 Podcasting (3 credits, 5 ECTS)
Podcasting introduces students to the craft of factual and fact-based audio storytelling. Students will explore a variety of audio podcasts and then conceive, produce, distribute and promote their multi-episode audio podcasts. This course is designed for students who can record and edit audio files with multiple tracks. Students should be comfortable editing audio files using Audacity or another program with advanced editing functions. Although the course will review some aspects of the technical production of audio files and the instructor is available for consultation, students are expected to come to the course with basic audio production skills.

JMC4612 Online Journalism (3 credits, 5 ECTS)
Prerequisites: JMC 2612 New Information Technologies; JMC 2615 or JMC 3201 Media Writing
This practicum course introduces students to producing media content for an online news or news-related website. Students plan and produce content, learning to make use of the communication affordances of online environments. This course builds on theoretical understanding introduced in JMC 2612 New Information Technologies and on practical skills developed in JMC 2615 Media Writing, which are prerequisites. Coursework or practical skills in digital photography, photo editing, or digital video production are also useful for this course.

JMC4614 Media Analysis (3 credits, 5 ECTS)
Prerequisites: JMC 2605 Media and Society
This course demonstrates how and why to analyze a wide range of media materials. Students will use a variety of media analysis techniques to investigate the production of media messages.

JMC4615 Multimedia Storytelling (formerly Online Multimedia Technologies)
(3 credits, 5 ECTS)
Prerequisites: None
This course introduces students to online interactive, multimedia technologies including learning management, conferencing, video sharing, social networking multimedia, video creation and editing, and viral marketing. The course builds on theoretical knowledge developed in JMC 2612 New Information Technologies.

JMC4616 Theories of Media and Communications (3 credits, 5 ECTS)
Prerequisites: None
The course introduces and develops skills in understanding and applying major theories of media and communications. The course covers theories relevant to the study of journalism, public relations, and other

areas of media and communications, and prepares the student to identify, select, and apply theory in graduate-level work, particularly the master's thesis.

JMC4622 Copywriting (formerly Advertising, Writing, Layout and Strategies) (3 credits, 5 ECTS)
Prerequisites: None
This course addresses the strategic and creative aspects of ad production. Students learn the why, what and how of various concept designs for print, online, outdoor, and broadcast advertisements. The course is built on the theoretical base of the elaboration likelihood model (elm), Packard's hidden persuaders' theory, theory of creativity, graphic design theory, Dagmar model, moments of truth theories.

JMC4627 Public Relations Campaigns (3 credits, 5 ECTS)
Prerequisites: None
The course covers how to identify, create, implement and evaluate public relations strategies using research-based goals. This course will maximize practical activities based on key principles of the field, and bridge international and regional characteristics of a campaign. This course will extend previous classes in PR and prepare you for final work on the topic and for work after you graduate. It will also increase skills of persuasive, clear and expressive writing for almost any kind of work.

JMC4690 Special Topics in Journalism and Communication (Variable 1-4 credits, 3-5 ECTS)
Prerequisites: None
Generally taught in seminar format, the theme of this course will vary depending upon faculty expertise, departmental priorities and student needs. The course can be repeated for credit if the topic changes.

JMC4701 Communication Research (3 credits, 5 ECTS)
Prerequisites: None
Communication Research course explores the implementation of communication theories and concepts in researching communication issues. Students develop the skills to design, conduct, interpret, and critically evaluate research projects in the field of media and communications. The course helps students upgrade their understanding of quantitative (survey research, content analysis, experiments) and qualitative research (interviews, focus groups, field studies) research methods. Particular attention is paid to the case study and textual (semiotic, genre, narrative, discourse, textual) analysis research methods.

JMC4703 Crisis Communication (3 credits, 5 ECTS)
Prerequisites: None
This course prepares students to foresee, act proactively to prevent or react to an organizational crisis. The course familiarizes students with crisis dynamics and major techniques of coping with crisis. The draws on theoretical bases such as situational crisis communication theory, contingency theory, reputation management theory, image repair theory and corporate apologia.

JMC4704 Brand/Image Management (3 credits, 5 ECTS)
Prerequisites: None
Image and Brand Management course discusses essential components of building a strong brand and impeccable image. The course helps students to learn how to create, maintain, and possibly regain an appropriate image of themselves in the eyes of stakeholders. Students will study theories and concepts that are crucial to organization's well-being, including credibility, identity, image, and reputation. The objective of this course is to master the foundational principles of image and brand management and apply this knowledge to enhance personal or organizational image.

JMC4705 Video Documentary (formerly Introduction to Documentary) (3 credits, 5 ECTS)
Prerequisites: Recommended JMC3623

This elective course is designed for undergraduate students. The course will review the basics of visual writing, different types/angles of shots, specifics of vocal delivery. The course work involves developing story ideas, on-tape interviewing, reporting, writing, video editing and on-air delivery of the script of the documentary. The final outcome of the coursework will be production of an individual documentary piece. This course is an excellent opportunity to produce original work for student's future portfolio.

JMC4706 Creative Workshop (3 credits, 5 ECTS)
Prerequisites: None
The Creative Workshop is a course designed for students to develop creative projects in communication. The focus of the course will vary depending on student and faculty requirements.

JMC4708 Public Speaking (formerly Broadcast Public Speaking) (3 credits, 5 ECTS)
Prerequisites: None
This course will help students improve their public speaking skills. The course will teach students how to perfect pronunciation, vocal delivery, pitch, intonation and fluctuation of the voice. It will also cover rhetoric and stylistic rules of writing to the ear. The theory will also prepare students to be effective public speakers on air in various genres.

JMC4709 Media Relations (3 credits, 5 ECTS)
Prerequisites: None
Media relations examines the relationship between organizations (corporate, non-profit, or advocacy) and the media. Students will be looking at how to develop a strategy for getting the organization's messages out, and how to prepare the organization for meetings with the media. The course relies on theories of the mass media in order to address the role of media relations in organizations and the practice of media relations in the context of both old and new media.

JMC4710 Public Image-making (3 credits, 5 ECTS)
Prerequisites: None
Public Image-making explores the role and functions of the public image in the public, corporate and political spheres. The course develops students' knowledge and understanding of key public image related concepts and the process of image-making and management. The course is built on theories of social prestige and celebrity, perception management and framing, social stereotyping, image and contemporary myth, symbols and signs, strategic public communication, media events (events for the media and pseudo-events), media relations.

JMC4711 Special Event Management and Design (3 credits, 5 ECTS)
Prerequisites: None
Special Event Management and Design course introduces students to the process of designing and managing various types of planned events such as special events, cultural events, corporate events etc. Students acquire practical knowledge and skills based on theories such as event design theory, social identity theory, social capital theory, hierarchy of needs theory, planned behavior theory, theory of cultural performance.

JMC 4712 Storytelling with Data (3 credits, 5 ECTS)
Prerequisites: Media Writing
Journalists, public relations practitioners, non-governmental organizations and other communicators are increasingly using data to tell compelling, fact-based stories. This course introduces students to data-based storytelling. We will address data and their relationship to facts and fact-based storytelling; examine examples of storytelling with data, such as data visualizations, charts, graphs, and maps; learn how to find or develop data to support fact-based stories, and learn about tools for generating fact-based stories. Students will generate their own fact-based stories as part of the course.

JMC4714 Fashion and Lifestyle Journalism (3 credits, 5 ECTS)
The course will introduce students to fashion industry and lifestyle trends and issues, this ever-growing and dynamic field of modern journalism and mass communication. Fashion is considered in its widest sense, from its cultural importance to the social and ethical issues that concern the industry, as well as fashion would be approached as spectacle, as art, as craft, and as commercial, industrial entity.

JMC 4715 Media Design (3 KIMEP credits, 5 ECTS)
This undergraduate course introduces the basics of media design in the digital age. Students will learn how news organizations adopted design principles to create personalized user-centered news products. Students will learn to critique the web and mobile interfaces of the news publications from the design perspective via examining color, interactivity, digital affordances, etc. The first part of the course will offer theoretical knowledge of key design elements and rules, while the second part of the course will offer students some practical workshops for creating media products where students can experiment with diverse design formulas and techniques. The course should contribute to the students' critical and practical understanding of how persuasive design can influence user behavior and engagement.

CHSE UNDERGRADUATE COURSES

CHN1301 Beginning Chinese (3 credits, 5 ECTS)
Prerequisites: None
This course introduces the basic elements of the Chinese language in such a way as to enable students to engage in simple communication. 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 focuses on writing short compositions, dictations, delivering monologues, and intensive and extensive reading of graded books. Speaking and listening skills will be developed primarily through self-study assignments.

CHN1302 Elementary Chinese (3 credits, 5 ECTS)
Prerequisite: CHN1301 Beginning Chinese
This course follows the Beginning Chinese course and assumes knowledge of all the materials covered in CHN 1301. This course is designed to provide students with a solid background in the four language learning skills: speaking, listening, reading and writing. A special focus of this course is given to developing speaking skills as an integral part of the learning process. Students will learn to communicate in simple terms about their house/flat and their immediate needs, and to describe and comment on their living situations and daily and leisure-time activities. Reading and listening activities will focus on a variety of topics from everyday life in Chinese-speaking countries. Students will also have an opportunity to learn about Chinese culture and traditions.

CHN1303 Pre-Intermediate Chinese (3 credits, 5 ECTS)
Prerequisite: CHN1302 Elementary Chinese
This course is a continuation of CHN1302 Elementary Chinese course and is aimed at students who possess sufficient basic knowledge of phonetics, morphology and syntax of the Chinese language and have experience in everyday speech in Chinese. The course will help to improve students' accents, their production of proper intonation, and their knowledge of Chinese grammar, and to introduce the basic features of functional styles of the Chinese language.

CHN1304 Intermediate Chinese (3 credits, 5 ECTS)
Prerequisite: CHN1303 Pre-Intermediate Chinese
This course is designed for students with prior experience on listening, speaking, reading and writing Chinese at the elementary level. While students will be trained in all four skills, more emphasis will be given to reading and writing Chinese characters, expanding vocabulary, and understanding Chinese culture. This course further

develops students' linguistic and cultural competence. In dealing with texts, students are guided to interpret, narrate, describe, and discuss topics, ranging from real-life experience and personal memoirs to historic events. To facilitate the study of the language, different aspects of Chinese culture and society will be introduced through group activities, multimedia programs, and research projects throughout the course.

CHN1305 Upper Intermediate Chinese (3 credits, 5 ECTS)
Prerequisite: CHN1304 Intermediate Chinese
This course offers Chinese for daily communication through intensive study and practice in written and spoken Chinese. Students will carry on conversations and participate in classroom discussions in Chinese on various topics associated with daily life and learn to write short passages in Chinese characters. This course also explores definitions of culture and analyzes the dynamic role of language in culture and culture in language, with an aim to foster cross-cultural awareness and self-realization while developing proficiency in Chinese.

CHN1306 Advanced Chinese (3 credits, 5 ECTS)
Prerequisites: CHN1305 Upper Intermediate Chinese
This course continues the development of critical awareness by emphasizing the link between socio-cultural literacy and a higher level of language competence. While continuing to expand their critical literacy skills, students interpret texts related to Chinese popular culture, social change, cultural traditions, politics and history. Through linguistic and cultural comparisons, students will understand more about people in the target society and themselves, as well as about the power of language in use to enhance their competence in operating between languages and associated cultures. This course also aims to improve the ability to speak and understand Chinese, emphasizing correct pronunciation and intonation.

CHN3302 Chinese for Business Settings (3 credits, 5 ECTS)
Prerequisite: CHN1304 Intermediate Chinese
This course is designed to develop comprehension, speaking, reading, and writing of Chinese specifically related to the business environment. It is an advanced Chinese course for those interested in contemporary Chinese business communications. The course covers various types of authentic business-related language materials, both oral and written. It emphasizes cultural and linguistic aspects of Chinese business communications. Objectives include a better understanding of the business world in China, its practices and trends, as well as development of language skills in listening, speaking, reading, and writing.

CHN3305 Chinese Language: Language of Mass Media (3 credits, 5 ECTS)
Prerequisite: CHN1304 Intermediate Chinese
This course covers an introduction to the language of Chinese media, including newspapers, magazines, TV, radio and the internet. It includes a deep understanding of both the content of the selected materials and the linguistic characteristics of the language: its structures, vocabulary and style. The emphasis of the course is on improved reading comprehension through the study, analysis and discussion of a wide range of topics in the Chinese media. The course is designed to develop Chinese language skills in conversation, reading, writing, and critical thinking in both practical and cultural situations through contemporary films, television programs, newspapers, magazines, and literary works. Selected important issues and themes in Chinese culture and history are considered.

CLP1202/MATH2401 Calculus (3 credits, 5 ECTS)
Prerequisite: None
This course is designed to introduce students to the basic ideas and methods of mathematical analysis and their application to mathematical modeling. This course equips students with some of the analytical tools that are required by courses in cognitive sciences, computational linguistics and programming. Students will learn to translate ordinary language descriptions of problems into mathematical expression, derive solutions by rigorous mathematical methods, interpret their results, and explain them.

GEN/CLP2103 Introduction to Computer Science (3 credits, 5 ECTS)
Prerequisite: None
Introductory course in computer science and the study of algorithms appropriate for students in cognitive sciences. Topics include how computers work, simple algorithms and their efficiency, networking, databases, artificial intelligence, graphics, simulation and modeling, security and the social impact of computing. The course also includes a hands-on introduction to programming concepts.

CLP2201/ECN2210 Fundamentals of Programming I (Python) (3 credits, 5 ECTS)
Prerequisite: None
This course is designed for students with no prior programming experience. The course introduces the fundamental computer concepts, logic, and computer programming. Topics include basic algorithms and problem solving, data types, control structures, functions, loops, lists, dictionaries, files, and the mechanics of running, testing, and debugging, and documenting programs using the Python programming languages.

CLP2202/ECN2211 Fundamentals of Programming II (3 credits, 5 ECTS)
Prerequisite: CLP2201/ECN2210 Fundamentals of Programming I (Python)
Students are introduced to the programming tools required to solve a more advanced set of problems. Students will use dedicated libraries for numeric and symbolic manipulation. They will learn how to extract data and how to create correct visualization directly from the programming environment. The used language is Python.

CLP2205 Academic Internship (3 credits, 4 ECTS)
Prerequisite: Minimum of 69 credits in program (115 ECTS)
This is the first of two required internships. Students will undertake an internship at an appropriate venue outside of KIMEP. Applying knowledge learned in the classroom, they will gain on-the-job experience in areas such as research methods, data analysis, software programming, computing statistical methods, logic, psychology, neuroscience and language acquisition.

CLP3102 Introduction to Machine Learning (3 credits, 5 ECTS)
Prerequisite: GEN/CLP2103 Introduction to Computer Science and CLP2202/ECN2211 Fundamentals of Programming II
Introduction to modeling and algorithmic techniques for machines to learn concepts from data. Extracting meaningful patterns from random samples of large data sets. Statistical analysis of the resulting problems. Common algorithm paradigms for such tasks. The focus is on applications in natural language processing, computer vision, data mining, human computer interaction, and information retrieval.

CLP3201 Introduction to Natural Language Processing (3 credits, 5 ECTS)
Prerequisite: GEN/CLP2103 Introduction to Computer Science and CLP2202/ECN2211 Fundamentals of Programming II and LING3305 Introduction to Computational Linguistics
This class introduces key concepts of Natural Language Processing (NLP) and Natural Language Understanding (NLU), familiarizes with common tools and techniques to analyze unstructured data in cognitive sciences. Students will work extensively with probability, statistics, mathematical functions such as logarithms and differentiation, and linear algebra concepts such as vectors and matrices.

CLP3204 Introduction to Data Structures and Algorithms (3 credits, 5 ECTS)
Prerequisite: GEN/CLP2103 Introduction to Computer Science
The course provides the basic background for a computer scientist in the area of data structures and algorithms. Students will learn about fundamental data structures and algorithms and how to apply them in real problems. The topics that will be covered by the course include: Analysis of algorithms, Abstract Data Types (ADT), Lists, stacks, and queues, Search trees (BST, AVL, and B-trees), Priority queues (heaps), Sorting algorithms, Hash data structures, Graphs.

CLP3206 Pattern Recognition (3 credits, 5 ECTS)
Prerequisite: GEN/CLP2103 Introduction to Computer Science and CLP2202/ECN2211 Fundamentals of Programming II
This course is an introduction to pattern recognition: features, classifications, learning. Students will also learn statistical methods, structural methods and hybrid methods. Applications to speech recognition, remote sensing and biomedical areas. Learning algorithms, Syntactic approach: Introduction to pattern grammars and languages. Parsing techniques. Pattern recognition in computer aided design.

CLP3301 Text Mining (3 credits, 5 ECTS)
Prerequisite: GEN/CLP2103 Introduction to Computer Science and CLP2202/ECN2211 Fundamentals of Programming II and LING3305 Introduction to Computational Linguistics
Text mining, also known as 'knowledge discovery from text', is an ICT research and development field that has gained increasing focus in the last decade, attracting researchers from data science, computational linguistics, and machine learning. Example key applications text categorization, information extraction, social media mining and automatic summarization. This course gives an overview of the field from both a theoretical angle (underlying models) and a practical angle (applications). In addition to the lectures, the students work on practical assignments.

CLP3302 Human-Computer Interaction (3 credits, 5 ECTS)
Prerequisite: GEN/CLP2103 Introduction to Computer Science and CLP2202/ECN2211 Fundamentals of Programming II
The basic theories, principles and guidelines of the design and evaluation of human-computer interactions. Topics include: design methodologies (e.g., participatory design, low- and high-fidelity prototyping), user interface technologies (e.g., input and output devices, interaction styles), and quantitative and qualitative evaluation of user interfaces (e.g., expert reviews, usability testing).

CLP3303 Web Development Technologies (3 credits, 5 ECTS)
Prerequisites: GEN/OPM1300 Information and Communication Technologies or GEN/OPM2301 Business Computer Applications
By the end of this course you'll be able to describe how a web page is organized, create dynamic web pages using a combination of HTML, CSS, and JavaScript, select the correct web hosting service, and deploy your web pages. Finally, you'll be able to develop a working business website. You will also learn how to tackle the backend and how to link to a database.

CLP3304 Mobile Application Development (3 credits, 5 ECTS)
Prerequisites: GEN/OPM1300 Information and Communication Technologies or GEN/OPM2301 Business Computer Applications
This course introduces application development systems to run on a mobile device. By the end of this course students will be able to use dedicated programming languages and frameworks to create mobile applications and deploy them. Koltin will be the main language used in this course but other languages or no code frameworks will also be introduced.

CLP3305 Database Management System (3 credits, 5 ECTS)
Prerequisites: GEN/OPM1300 Information and Communication Technologies or GEN/OPM2301 Business Computer Applications
This course covers fundamentals of databases and database management systems. The course introduces relational design, entity relation structure, enhanced entity relation structure. The onboard DBMS or Client-server DBMS will be introduced. The normalization process and functional dependencies will also be introduced. By the end of the course students will be able to design small-medium scale relational databases and deploy them using SQL language.

CLP4201 Professional Internship (3 credits, 5 ECTS)
Prerequisite: CLP2205 Academic Internship
Supervised professional work or research experience on university campus, or off campus in an industry, business or institutional setting using skills and knowledge acquired in cognitive science coursework. Evaluation by internship supervisor.

CLP4211 Senior Project (3 credits, 5 ECTS)
Prerequisite: CLP2202/ECN2211 Fundamentals of Programming II
The aim of the course for students to develop their own programming product under supervision.

COGN/GEN1201 Introduction to Psychology (3 credits, 5 ECTS)
Prerequisite: ENG/GEN1120 Academic Reading and Writing I
This course provides an overview of the foundational subfields and theories in psychology. Students will be introduced to the breadth of the research and topics in psychology, and the basics of subfields like cognitive psychology, social psychology, and human psychological development. They will learn about classic theories in psychology and be introduced to the ways that psychological research is conducted.

COGN1202 Psycholinguistics: Language and Mind (3 credits, 5 ECTS)
Prerequisite: LING1101 Fundamentals of Linguistics and COGN/GEN1201 Introduction to Psychology
In this course, students will become familiar with major topics and theory in psycholinguistics, the study of how the human mind processes and uses language. We will examine the brain structures relevant to language processing and production, and learn about current theory and research methods. We will consider the psychological implications of multilingualism as well as some discussion of psychological aspects of first and second language acquisition.

COGN2101 Social Psychology (3 credits, 5 ECTS)
Prerequisite: COGN/GEN1201 Introduction to Psychology
A survey of the major theoretical and empirical research in social psychology, including person perception and social cognition, attitudes and persuasion, prejudice and stereotyping, interpersonal attraction, and helping behavior. Some theoretical applications will be discussed, as will methodological approaches to social psychological questions and problems. Students will complete research projects and writing assignments.

COGN2103 Introduction to Cognitive Psychology (3 credits, 5 ECTS)
Prerequisite: COGN/GEN1201 Introduction to Psychology
This course will discuss the major fields of human cognition, particularly how we take in information about the world (perception and attention), how we interpret and store that information (learning and memory) and how we retrieve and use that information (higher cognitive function / decision-making).

COGN2204 Writing in Cognitive Science (3 credits, 5 ECTS)
Prerequisite: COGN2103 Introduction to Cognitive Psychology
This course teaches cognitive science students how to become proficient writers through exploring the fundamentals of research writing, scholarly publication and peer review processes.

COGN2207 Special Topics in Cognitive Science
COGN/GEN1201 Introduction to Psychology
The course develops current topics in cognitive science in accordance with student and faculty interest.

ENG/GEN1100 Academic English Speaking (3 credits, 5 ECTS)
Prerequisites: ENG/GEN1110 Academic Listening and Note Taking
This course develops students' skills in speaking confidently and persuasively on a variety of academic topics in the Humanities, Business Studies and the Social Sciences. Students will be expected to undertake extensive

research on their chosen topics and thereby develop their ability to use resources appropriately and ethically. In so doing, they will engage analytically and in-depth with their topics and offer constructive criticisms of one another's presentations. At all times, critical thinking will be emphasized. Students will adopt a process approach to academic speaking, placing emphasis less on the final product than on the stages of academic research, each of which will be presented to the class in the form of a mini-presentation. Through regular presentations on their research, students will improve their language proficiency and ability to argue effectively and persuasively within an academic context, and to handle evidence and statistical data. Class activities will take the form of discussions, debates and presentations.

ENG/GEN1121 Academic Reading and Writing II (3 credits, 5 ECTS)
Prerequisites: ENG/GEN1120 Academic Reading and Writing I
This is an advanced-level academic reading and writing course in which students undertake a research project on an academic topic of their own choice. Building on the research and writing skills developed in previous courses, students select a project of substantial scope within an area of interest to them. They offer a sound defense of their choice of topic, using criteria appropriate to an academic context, and then prepare to undertake research. In preparing their research essays, students make extensive use of library and online resources, as well as field research such as interviews and off-campus research, depending on the nature of their topic. Reading tasks include finding, analyzing and evaluating a variety of sources. A process-approach to writing is adopted, with specific attention to planning, outlining, surveying the literature, drafting, rewriting, reviewing and using feedback constructively. Attention is paid to both peer and instructor feedback. At the final stage, editing, citations and bibliographical components are the focus of attention.

ENG/GEN2100 Introduction to Creative Writing (3 credits, 5 ECTS)
Prerequisite: ENG/GEN1121 Academic Reading and Writing II
An introduction to imaginative writing, concentrating on the mastery of language and creative expression in different genres. The course includes analysis of literary models (professional writings in each genre), individual and class criticism of work by established writers, and lectures on and discussion of literary techniques in each genre.

ENG/GEN2101 Introduction to Literary Studies (3 credits, 5 ECTS)
Prerequisite: ENG/GEN1120 Academic Reading and Writing I
This course uses a meaningful range of literary texts to introduce the main genres and central topics of literary studies. Its object is to develop a well-rounded general understanding of the literary arts, including their historical aspects and the basic terminology used in their analysis and interpretation. The texts will model poetry, prose, and drama, while the coursework will focus on the methodical investigation of plot, character, setting, and symbolism, as well as on essential poetic, narrative, and dramatic structures and techniques.

ENG/GEN2201 Introduction to British Literature (3 credits, 5 ECTS)
Prerequisite: ENG/GEN2101 Introduction to Literary Studies
An introduction to the literature of the British Isles through an analysis of its major continuing themes, such as the evolution of regional and class identities, the legacies of industrial revolution, colonialism, and empire, and the wider relation of Britain to Europe and the world. There will be analysis and interpretation of relevant texts and media, covering a variety of genres and touching on topics in language, culture, politics, economics, and intellectual history, with some emphasis on regional literatures within the British Isles.

ENG/GEN2202 Introduction to American Literature (3 credits, 5 ECTS)
Prerequisite: ENG/GEN2101 Introduction to Literary Studies
An introduction to American literature through an analysis of its major continuing themes, such as the meaning of freedom, the place of nature and the wilderness in the American mind, urban-rural dichotomies, and issues of race, class, and gender identity. This includes the analysis and interpretation of relevant texts and media,

covering a variety of genres and touching on topics in language, culture, politics, economics, and intellectual history. Some emphasis on regional literature.

ENG/GEN3102 Introduction to Rhetoric and Composition (3 credits, 5 ECTS)
Prerequisite: ENG/GEN1121 Academic Reading and Writing II
This course introduces students to the field of writing studies. It presents key concepts, principles, traditions and discussions that define the field of rhetoric and composition, surveying major texts, movements, issues and methodologies.

ENG3301 Masterpieces of World Literature (3 credits, 5 ECTS)
Prerequisite: ENG/GEN2101 Introduction to Literary Studies
This course is an overview of the development of world literature. Each class will be dedicated to a significant book that challenged the received literary conventions and paved the way to new directions in literature. It offers students the opportunity to read excerpts from works that are considered landmark classics.

ENG3303 Business and Professional Writing (3 credits, 5 ECTS)
Prerequisite: ENG/GEN1120 Academic Reading and Writing I
A practical, workshop style course in the types and techniques of business and professional writing in English, including commercial correspondence, reports, policy documents, advertising copy, and product-related literature. Strengthens skills necessary to communicate effectively in a variety of business and professional situations and in both oral and written modes.

PSY/GEN1201 Mental Health and Well-being (3 credits, 5 ECTS)
Prerequisite: None
This is an introduction to the subject of mental health and wellbeing. In the course students are familiarized with cultural, individual differences, and lifespan approaches to mental health and wellbeing. The course overviews current accounts of well-being and common mental health problems such as symptoms of anxiety and depression, weight/eating problems, conduct problems, alcohol and other drug use. The course also explores how to recognize signs of mental ill health and what positive steps individuals can take to improve their mental health and well-being.

GER1301 Beginning German (3 credits, 5 ECTS)
Prerequisites: None
This course introduces the basic elements of the German language in such a way as to enable students to engage in simple communication. 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 focuses on writing short compositions, dictations, delivering monologues, and intensive and extensive reading of graded books. Speaking and listening skills will be developed primarily through self-study assignments.

GER1302 Elementary German (3 credits, 5 ECTS)
Prerequisites: GER 1301 Beginning German or equivalent
This course follows Beginning German and assumes knowledge of all the materials covered in GER 1301. This course is designed to provide students with a solid background in the four language learning skills: speaking, listening, reading and writing. A special focus of this course is given to developing speaking skills as an integral part of the learning process. Students will learn to communicate in simple terms about their house/flat and their immediate needs, and to describe and comment on their living situations, and daily and leisure-time activities. Reading and listening activities will focus on a variety of topics from everyday life in the German- speaking countries. Students will also have an opportunity to learn about German culture and traditions.

GER1303 Pre-Intermediate German (3 credits, 5 ECTS)
Prerequisite: GER1302 Elementary German
This course is a continuation of the GER1302 Elementary German course and is aimed at students who possess sufficient basic knowledge of phonetics, morphology and syntax of the German language and have experience in everyday speech in German. The course will help to improve students' accents, their production of proper intonation, and their knowledge of German grammar, and to introduce the basic features of functional styles of the German language.

GER1304 Intermediate German (3 credits, 5 ECTS)
Prerequisite: GER1303 Pre-Intermediate German
This course is designed for students with prior experience on listening, speaking, reading and writing German at the elementary level. While students will be trained in all four skills, more emphasis will be given to reading and writing German characters, expanding vocabulary, and understanding German culture. This course further develops students' linguistic and cultural competence. In dealing with texts, students are guided to interpret, narrate, describe, and discuss topics, ranging from real-life experience and personal memoirs to historic events. To facilitate the study of the language, different aspects of German culture and society will be introduced through group activities, multimedia programs, and research projects throughout the course.

GER1305 Upper Intermediate German (3 credits, 5 ECTS)
Prerequisite: GER1304 Intermediate German
This course offers German for daily communication through intensive study and practice in written and spoken German. Students will carry on conversations and participate in classroom discussions in German on various topics associated with daily life and learn to write short passages in German characters. This course also explores definitions of culture and analyzes the dynamic role of language in culture and culture in language, with an aim to foster cross-cultural awareness and self-realization while developing proficiency in German.

GER1306 Advanced German (3 credits, 5 ECTS)
Prerequisites: GER1305 Upper Intermediate German
This course continues the development of critical awareness by emphasizing the link between socio-cultural literacy and a higher level of language competence. While continuing to expand their critical literacy skills, students interpret texts related to German popular culture, social change, cultural traditions, politics and history. Through linguistic and cultural comparisons, students will understand more about people in the target society and themselves, as well as about the power of language in use to enhance their competence in operating between languages and associated cultures. This course also aims to improve the ability to speak and understand German, emphasizing correct pronunciation and intonation.

GER3302 German for Business Settings (3 credits, 5 ECTS)
Prerequisite: GER1304 Intermediate German
This course is designed to develop comprehension, speaking, reading, and writing of German specifically related to the business environment. It is an advanced German course for those interested in contemporary German business communications. The course covers various types of authentic business-related language materials, both oral and written. It emphasizes cultural and linguistic aspects of German business communications. Objectives include a better understanding of the business world in German, its practices and trends, as well as development of language skills in listening, speaking, reading, and writing.

GER3305 German Language: Language of Mass Media (3 credits, 5 ECTS)
Prerequisite: GER1304 Intermediate German
This course covers an introduction to the language of German media, including newspapers, magazines, TV, radio and the internet. It includes a deep understanding of both the content of the selected materials and the linguistic characteristics of the language: its structures, vocabulary and style. The emphasis of the course is on improved reading comprehension through the study, analysis and discussion of a wide range of topics in the

German media. The course is designed to develop German language skills in conversation, reading, writing, and critical thinking in both practical and cultural situations through contemporary films, television programs, newspapers, magazines, and literary works. Selected important issues and themes in German culture and history are considered.

KAZ1501 Beginning Kazakh (3 credits, 5 ECTS)
Prerequisites: None
Beginning Kazakh provides students with an opportunity to learn the State language of the RK and one of the world's widely spoken languages – Turkic. This course establishes a sound foundation in Kazakh language, 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 his course, aimed at encouraging research on the countries where these languages are spoken, thereby also promoting cross-cultural understanding and respect.

KAZ1502 Elementary Kazakh (3 credits, 5 ECTS)
Prerequisite: KAZ 1501 Beginning Kazakh
This course is designed to provide students with a solid background in the four language learning skills: speaking, listening, reading and writing. A special focus of this course is given to developing speaking skills as an integral part of the learning process. Students will learn to communicate in a simple way about family and other people, living conditions, educational background and present and most recent job. Reading and listening activities will focus on a variety of topics from simple everyday life in the Turkic speaking countries. Students will also have an opportunity to learn about the aspects of Kazakh culture and tradition.

KAZ1504 Pre-Intermediate Kazakh (3 credits, 5 ECTS)
Prerequisites: KAZ 1502 Elementary Kazakh
During the course, students learn the language and speech tools used in typical speech situations in the socio-domestic and socio-cultural spheres of everyday communication and practice their use. The student learns to tell the story of his experience, giving detailed descriptions of people and places he knows. The student acquires the necessary grammatical and lexical skills for this purpose and actively uses them, learns to listen to short messages from the media and understand basic information.

KAZ1506 Intermediate Kazakh (3 credit, 5 ECTS)
Prerequisite: KAZ 1504 Pre–Intermediate Kazakh
During the course, students increase their vocabulary and improve their writing, reading and speaking skills. Increases the ability to self-express, create and present your own ideas on common topics. At this level, the student acquires the skills of writing a descriptive essay. Working with different types of reading (stories, reading letters) develops students' language skills.
Students develop the ability to express their opinions on various topics and acquire the skills to justify them. They can support their opinions with arguments, understand informative content, and stay informed about current events from sources such as TV, radio, and the Internet. Additionally, students learn to distinguish the purpose and meaning of different parts of a text, comprehend the main idea of modern informative articles, and utilize both basic and additional information to articulate their opinions. They gain proficiency in writing opinions about events, drawing from relevant information. Throughout the course, they cultivate the skills to justify their opinions using information and data.

KAZ1508 Upper Intermediate Kazakh (3 credits, 5 ECTS)
Prerequisite: KAZ 1506 Intermediate Kazakh
The course is designed for those who want to use it at the general specialty level. Students develop skills in the correct use of Kazakh vocabulary and commonly used sentences and phrases. Students will also learn to participate in debates, roundtables, compose texts on interesting topics, and write essays on a given topic using words and phrases learned throughout the course.

In this course, the students understand the main content of large, complex texts on specific or abstract topics, as well as depending on their professional interests. They can express themselves on various topics, participate in discussions on the specialty, and write an essay. They can give a brief overview of the information in the newspapers in the state language. They also listen to news related to their professional field, describe problems on general professional topics and suggest solutions in writing.

KAZ2001 Business Correspondence in Kazakh (3 credits, 5 ECTS)
Prerequisites: KAZ2004 Public Speaking in Kazakh
This course is designed for native speakers of Kazakh and for students with advanced knowledge of Kazakh as a second language. It is meant to provide students with a comprehensive review of Kazakh business communication, and its scope and importance in business. The course also aims to expand students' awareness of certain important aspects of business life such as corporate culture, guiding principles of business ethics, cross-cultural relations in business, and business communications by email, Kazakh standards of office management and so forth. This course offers opportunities to develop communication skills through speaking and writing assignments and presentations based on research of real business cases.

KAZ2004 Public Speaking in Kazakh (3 credits, 5 ECTS)
Prerequisites: None
The course is designed for students who are fluent in the Kazakh literary language, oratory and creativity, and want to develop fluency in the Kazakh language. During the course, students learn to prepare speech, to speak in front of an audience, be able to build speeches according to different models, to manage the audience, to hold discussions, to use tools to influence the listener. In addition, during the learning process, the student will develop analytical competence in information analysis, leadership skills such as team management.

KAZ2005 Academic Writing in Kazakh (3 credits, 5 ECTS)
Prerequisite: KAZ2004 Public Speaking in Kazakh
This course enables students to deal with the academic reading and writing requirements of the program courses. Course activities develop advanced-level reading ability by focusing on main ideas and specific information, by recognizing lexical meaning from content areas in context, and by training in writing that presents clear, well-researched arguments within particular essay styles and structures. Students will acquire independent research skills, using online and print sources in a responsible and ethical manner so as to extend their critical thinking ability within a piece of academic discourse. They will learn to find and select relevant reading texts that provide information and interpretations that can be used to support their ideas and provide evidence in their essays. Students will need to process and critically analyze that information before incorporating it within their own arguments. A process-writing approach will be adopted, with greater emphasis on the process of reading and writing and on drafts of the essay than on the final product.

KAZ2101 Professional Kazakh 1 (2 credits, 3 ECTS)
Prerequisites: KAZ1502 Elementary Kazakh or KAZ1504 Pre-Intermediate Kazakh
The course is designed for language learners who have mastered the Kazakh language at an elementary level, are familiar with its features, speak the language at an everyday level, and aim to learn it specifically for their field of activity and/or profession. During the course, prospective professionals will be able to obtain information, explain, apply, commit, control, introduce the company, agree / disagree, etc. in their field of expertise. They will participate in speech situations and acquire communication skills. During the course the students read and fully understand simple instructional texts as well as complex texts and find general information. They learn to write simple types of business letters, resumes.

KAZ2102 Professional Kazakh 2 (2 credits, 3 ECTS)
Prerequisites: KAZ1506 Intermediate Kazakh or KAZ1508 Upper Intermediate Kazakh
In this course students learn to use the state language as a means of communication in their future profession, professional field. They develop the skills necessary for the implementation of communicative goals necessary

for professional activity in everyday life. They learn business etiquette in all forms of business communication. Students enrich their vocabulary with words and terminology related to the specialty. They learn to write business texts, documents, letters, understand and analyze oral assignments in the field. The student who finished this course will be able to understand business language, and write different letters, documents using Kazakh language. The State language will be used in student's future work, especially by improving student's professional and communication skills.

KOR1301 Beginning Korean (3 credits, 5 ECTS)
Prerequisites: None
This course introduces the basic elements of the Korean language in such a way as to enable students to engage in simple communication. 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 focuses on writing short compositions, dictations, delivering monologues, and intensive and extensive reading of graded books. Speaking and listening skills will be developed primarily through self-study assignments.

KOR1302 Elementary Korean (3 credits, 5 ECTS)
Prerequisite: KOR1301 Beginning Korean
This course follows the Beginning Korean course and assumes knowledge of all the materials covered in KOR1301. This course is designed to provide students with a solid background in the four language learning skills: speaking, listening, reading and writing. A special focus of this course is given to developing speaking skills as an integral part of the learning process. Students will learn to communicate in simple terms about their house/flat and their immediate needs, and to describe and comment on their living situations and daily and leisure-time activities. Reading and listening activities will focus on a variety of topics from everyday life in -speaking countries. Students will also have an opportunity to learn about Korean culture and traditions.

KOR1303 Pre-Intermediate Korean (3 credits, 5 ECTS)
Prerequisite: KOR1302 Elementary Korean
This course is a continuation of KOR1302 Elementary Korean course and is aimed at students who possess sufficient basic knowledge of phonetics, morphology and syntax of the Korean language and have experience in everyday speech in Korean. The course will help to improve students' accents, their production of proper intonation, and their knowledge of Korean grammar, and to introduce the basic features of functional styles of the Korean language.

KOR1304 Intermediate Korean (3 credits, 5 ECTS)
Prerequisite: KOR1303 Pre-Intermediate Korean
This course is designed for students with prior experience on listening, speaking, reading and writing Korean at the elementary level. While students will be trained in all four skills, more emphasis will be given to reading and writing Korean characters, expanding vocabulary, and understanding Korean culture. This course further develops students' linguistic and cultural competence. In dealing with texts, students are guided to interpret, narrate, describe, and discuss topics, ranging from real-life experience and personal memoirs to historic events. To facilitate the study of the language, different aspects of Korean culture and society will be introduced through group activities, multimedia programs, and research projects throughout the course.

KOR1305 Upper Intermediate Korean (3 credits, 5 ECTS)
Prerequisite: KOR1304 Intermediate Korean
This course offers Korean for daily communication through intensive study and practice in written and spoken Korean. Students will carry on conversations and participate in classroom discussions in Korean on various topics associated with daily life and learn to write short passages in Korean characters. This course also explores definitions of culture and analyzes the dynamic role of language in culture and culture in language, with an aim to foster cross-cultural awareness and self-realization while developing proficiency in Korean.

KOR1306 Advanced Korean (3 credits, 5 ECTS)
Prerequisites: KOR1305 Upper Intermediate Korean
This course continues the development of critical awareness by emphasizing the link between socio-cultural literacy and a higher level of language competence. While continuing to expand their critical literacy skills, students interpret texts related to Korean popular culture, social change, cultural traditions, politics and history. Through linguistic and cultural comparisons, students will understand more about people in the target society and themselves, as well as about the power of language in use to enhance their competence in operating between languages and associated cultures. This course also aims to improve the ability to speak and understand Korean, emphasizing correct pronunciation and intonation.

KOR3302 Korean for Business Settings (3 credits, 5 ECTS)
Prerequisite: KOR1304 Intermediate Korean
This course is designed to develop comprehension, speaking, reading, and writing of Korean specifically related to the business environment. It is an advanced Korean course for those interested in contemporary Korean business communications. The course covers various types of authentic business-related language materials, both oral and written. It emphasizes cultural and linguistic aspects of Korean business communications. Objectives include a better understanding of the business world in Korea, its practices and trends, as well as development of language skills in listening, speaking, reading, and writing.

KOR3305 Korean Language: Language of Mass Media (3 credits, 5 ECTS)
Prerequisite: KOR1304 Intermediate Korean
This course covers an introduction to the language of Korean media, including newspapers, magazines, TV, radio and the internet. It includes a deep understanding of both the content of the selected materials and the linguistic characteristics of the language: its structures, vocabulary and style. The emphasis of the course is on improved reading comprehension through the study, analysis and discussion of a wide range of topics in the Korean media. The course is designed to develop Korean language skills in conversation, reading, writing, and critical thinking in both practical and cultural situations through contemporary films, television programs, newspapers, magazines, and literary works. Selected important issues and themes in Korean culture and history are considered.

LING/GEN1101 Fundamentals of Linguistics (3 credits, 5 ECTS)
Prerequisite: None
This course will provide students with an overview of linguistics, the scientific study of language, such as how to analyze the different parts of language such as sounds (phonology), parts of words (morphology), word meaning (semantics), and grammar (syntax). How do people use language in conversation with each other (pragmatics and discourse analysis)? These questions and more will be explored in this course, which aims to introduce students to the exciting diversity of world languages and the basics of linguistic analysis.

LING2101 Language and its Structure I: Phonetics and Phonology (3 credits, 5 ECTS)
Prerequisite: LING/GEN1101 Fundamentals of Linguistics
Introduction to the nature and patterning of sounds in human language. The students will be familiarized with articulatory and acoustic phonetics, and basic phonological analysis, focusing on cross-language typology and comparison. The class is aimed at hands-on development of practical skills, including IPA transcription, field techniques, and digital speech analysis.

LING2201 Language and its Structure II: Morphology and Syntax (3 credits, 5 ECTS)
Prerequisite: LING2101 Language and its structure I: Phonetics and Phonology
Morphology deals with the internal structure of words and their meaningful parts. Syntax is concerned with sentence structure. Together, morphology and syntax comprise the core of the grammar of a language. This course introduces students to the basic principles for the description of grammatical structure and the structure

of words, and how they can be applied to describe English and other languages. The class is aimed at hands-on development of practical skills of morpho-syntactic analysis. It also focuses on descriptions of contemporary English grammatical structures that pose problems for learners and teachers.

LING/GEN2202 Latin (3 credits, 5 ECTS)
Prerequisite: None
This course introduces the basic aspects of Latin language and ancient culture. It provides a basic exposure to the Latin elements of scientific language in order to facilitate understanding of special vocabulary and enable students to use appropriate language in communicating with both specialists and the general public. In this course, students will become more conscious of words and their history, and will increase their vocabulary by studying how words are formed, by learning Latin elements in modern words, and by improving their ability to use a dictionary.

LING2203 Language Typology (3 credits, 5 ECTS)
Prerequisite: LING/GEN1101 Fundamentals of Linguistics
Why and how are languages similar or different from one another? How can we understand and categorize those similarities and differences? In this course, we will examine not only the linguistics of one specific language, but a broader context of human language through the study of typology. This focus on typology will help us to make generalizations about linguistic structures and to understand how languages we know compare to a range of linguistic types and phenomena. This course will deepen students' understanding of linguistic theory and analysis and give them the tools to conduct cross-linguistic comparison.

LING3202 Advanced Syntax (3 credits, 5 ECTS)
Prerequisite: LING3203 Logic of Language
This course covers advanced topics in syntax, such as generative grammar and recent syntactic theories and rules for natural language analysis.

LING3203 Logic of Language (3 credits, 5 ECTS)
Prerequisite: LING2101 Language and its Structure I and LING2201 Language and its Structure II
This course introduces students to the philosophy of language, language and logic/human reasoning, propositional/sentential and predicate logic, and the nature and (abstract) representation of meaning and its relation to reference and truth. Other topics include the relationships between language and knowledge, language and reality, language and acts performed through its use.

LING3301 Foundations of Second Language Acquisition (3 credits, 5 ECTS)
Prerequisite: LING/GEN1101 Fundamentals of Linguistics
This course examines the process of acquiring a second or additional language. It familiarizes students with important theories of second language acquisition and different methods for studying such acquisition. There will be special emphasis on the acquisition of English. 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 second language teaching. The course also analyzes the linguistic, cognitive-behavioral, and socio-cultural bases of second language acquisition in childhood and adulthood with an emphasis on making theory-practice linkages.

LING3303 Introduction to Discourse Analysis (3 credits, 5 ECTS)
Prerequisite: LING2201 Language and Its structure I: Phonetics and Phonology
The course will focus on aspects of discourse analysis, both written (genres and genre analysis) and spoken (turn-taking, sequence organization). On completion of the course, students will be able to identify and describe patterns in talk and text organization and reflect on possible applications of discourse analytic methodologies and findings to issues in the real world.

LING3305 Introduction to Computational Linguistics (3 credits, 5 ECTS)
Prerequisite: LING2101 Language and Its Structure I and LING2201 Language and its Structure II
This course provides a non-technical introduction to the field of computational linguistics and its history. The main objective is to familiarize students with core questions and approaches in the field. It covers major application areas of computational linguistics including machine translation, information retrieval, information extraction, and computational lexicography. We will also discuss the tools and resources needed for natural language processing and generation

LING3306 Corpus Linguistics (3 credits, 5 ECTS)
Prerequisite: LING/GEN1101 Fundamentals of Linguistics
In this class, students will be introduced to the field of corpus linguistics, learn how to utilize existing corpora, learn the basic computational skills and quantitative methods necessary in carrying out a corpus investigation, find out how corpora are influencing recent trends in linguistic research, and have opportunities to apply corpus-based methods in their own work.

LING4101 Bilingualism and Bilingual Education (3 credits, 5 ECTS)
Prerequisite: LING3301 Foundation of Second Language Acquisition
What does it mean to be bilingual or multilingual? How can we explore the reality of multilingualism, and how does it relate to education? How do these complex phenomena shape and reflect other aspects of how we live our lives? This course will explore these questions to give students theoretical and practical tools for understanding bi/multilingualism and bilingual education.

LING2204 Pragmatics (3 credits, 5 ECTS)
Prerequisite: LING/GEN1101 Fundamentals of Linguistics
This elective course will introduce students to a fascinating subfield of linguistics devoted to understanding how and why certain language is used in a particular context and how context affects our interpretation of language. Students will explore a wide range of theoretical and experimental research on topics in pragmatics, such as implicature, speech acts, relevance and conversation, and non-verbal communication, and apply these concepts to break down utterances for discourse analysis. It will be engaging to anyone interested to learn how people communicate and mis/understand each other. Students will come away with strong awareness of different pragmatic factors and tools to analyze natural language production in various settings.

LIT3301 Survey of Russian Literature (3 credits, 5 ECTS)
Prerequisite: ENG/GEN2101 Introduction to Literary Studies
Introduction to the classics of Russian literature in translation, beginning with Pushkin in the early nineteenth century and concluding with the works of Dostoevsky and Tolstoy in the later part of that century. This course provides a survey of Russian literature of the newly-concluded eventful 20th-century. The course is conducted in Russian/English.

PSY1202 Human Biology (3 credits, 5 ECTS)
Prerequisite: None
The course provides a broad overview of human anatomy, physiology and organization and provides students with an understanding of the human body in health and disease. The primary emphasis will be on the structure and function of the human organism including basic concepts, principles, and processes in human biology; chemistry, cells, genetics, reproduction, disease, evolution, and the anatomy and function of major organ systems in humans.

PSY2103 Introduction to Quantitative Research Methods and Statistics I (3 credits, 5 ECTS)
Prerequisite: CLP1202/MATH2401 Calculus
The course aims to acquaint students with the knowledge and skills for empirical research. The content of the course includes the building block of good quantitative research design, which includes providing an

introduction to the basic tools of experimental methodologies and statistical uses. It equips the students with the ability to identify what high-quality research involves and why it is important for testing psychology concepts and learning. Students will be able to manage statistical data, analyze a statistical dataset, and construct a psychology report in a standard APA format.

PSY2104 Philosophy of Science (3 credits, 5 ECTS)
Prerequisite: None
This course introduces the fundamental issues in the field of philosophy of science, in particular what constitutes science and evidence; the reliability and validity of scientific theories and methods; and scientific objectivity and ethics.

PSY2201 Organizational Psychology (3 credits, 5 ECTS)
Prerequisite: COGN/GEN1201 Introduction to Psychology
This course will explore the history, advances and contemporary trends in the field of industrial/organizational psychology. Students will learn about the application of psychology to the world of work as achieved through the use of science and practitioner collaboration as the main tools of this discipline. Students will study the factors that contribute to an optimal fit between the worker, the job and the organization with the goals of improved worker performance and well-being. Students will critically examine the psychological implications that come with the challenge of meeting these commonly competing goals in our current society.

PSY2202 Introduction to Quantitative Research Methods and Statistics II (3 credits, 5 ECTS)
Prerequisite: PSY2103 Introduction to Quantitative Research Methods and Statistics I
The course is intended to extend the knowledge and skills acquired in PSY2103. The content will provide students with a more advanced level of tools in experimental methodology and statistical analysis. It equips students with an understanding of the interpretation of published results of psychological research that form the basis of the psychology program. Students continue to acquire skills in both descriptive and inferential statistics. Students will learn to decide upon using parametric and non-parametric tests and to carry them out. The use of SPSS for data analysis will also be taught.

PSY2203 Developmental Psychology (3 credits, 5 ECTS)
Prerequisite: COGN/GEN1201 Introduction to Psychology
This course is a study of human growth and development. Emphasis is on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the lifespan.

PSY2205 Introduction to Mental Health Promotion and Suicide Prevention (3 credits, 5 ECTS)
Prerequisite: None
This course provides an advanced understanding of mental health problems with specific attention to suicide prevention. Students will study the ethical considerations with suicidal patients. They will also learn about national strategies for suicide prevention.

PSY2206 Cyber psychology
Prerequisite: COGN/GEN1201 Introduction to Psychology
The primary objective of this course is to introduce students to the key concepts, theories, research methodologies, and practical applications of psychology in digital contexts. The content of the course will provide students with the opportunity to develop skills related to the eight dimensions of cyberpsychological architecture: identity, social, interactive, text, sensory, temporal, reality, and physical. This course is designed as a transdisciplinary model that can be used as a framework to assess the psychological effect of any digital environment and experience.

PSY2207 Introduction to Individual Differences and Psychopathologies (3 credits, 5 ECTS)
Prerequisite: COGN/GEN1201 Introduction to Psychology
This course is designed so that students develop a broad knowledge of the key historical and contemporary approaches to the study and assessment of personality, intelligence, and psychopathologies. It examines the controversial history of psychological measurement and definitions of intelligence, personality, and psychopathologies and the psychological, social, cultural, and biological influences and predispositions upon these. The course links theoretical approaches with practical applications of psychological assessment and includes the development of basic skills in understanding and using psychological tests, psychometric instruments, and the classification of psychopathologies and their treatments.

PSY3103 Child Development (3 credits, 5 ECTS)
Prerequisite: PSY2203 Developmental Psychology
Development of the child from prenatal period through pre-adolescence. Theories, research, and current issues in cognitive, social-emotional, and physical development with emphasis on stability and change across these stages of development. Topics include physical changes, attachment, emotions, parenting, morality, language, memory, education, peer relations, aggression, and gender identity. Developmental methodology and empirical evidence.

PSY3106 Seminar in Developmental Psychology (3 credits, 5 ECTS)
Prerequisite: PSY2203 Developmental Psychology and PSY3103 Child Development
Contemporary issues in developmental psychology, focusing on how developmental theory and methodology can promote health and welfare across the lifespan. Topics vary from year to year. Practical approaches for developmental psychologists in explaining, assessing, and intervening in current social challenges. Individual and societal implications of various issues from the perspective of developmental science. Ethical and cultural influences on developmental psychology.

PSY3107 Seminar in Educational Psychology (3 credits, 5 ECTS)
Prerequisite: PSY3202 Introduction to Educational Psychology
Role of psychology in education. Contributions of educational research to current classroom practice and curriculum design. Applications of educational psychology research to current problems in education. Theoretical and practical approaches to understanding learning and teaching.

PSY3108 Seminar in Cognitive Psychology (3 credits, 5 ECTS)
Prerequisite: COGN2103 Introduction to Cognitive Psychology
New developments and contemporary issues in experimental and cognitive psychology.

PSY3109 Neuropsychology (3 credits, 5 ECTS)
Prerequisite: COGN2103 Introduction to Cognitive Psychology
This undergraduate course will be a comprehensive introduction to human neuropsychology structured to provide students with a basic understanding of the relationship between brain and behavior. Topics covered will include foundations of neuropsychology, structure of the nervous system, functional specialization of the brain, cognitive functions, assessments and presentations of brain disorders.

PSY3110 Introduction to Clinical Psychology (3 credits, 5 ECTS)
Prerequisite: PSY2203 Developmental Psychology and PSY2207 Introduction to Individual Differences and Psychopathologies
This course introduces students to clinical psychology, including topics such as the history of treatment, the role of science in clinical psychology, and the main paradigms that inform treatment and research. The course also explores some of the most common mental illnesses.

PSY3202 Introduction to Educational Psychology (3 credits, 5 ECTS)
Prerequisite: COGN/GEN1201 Introduction to Psychology
This course provides an introduction to concepts, theories, and research in educational psychology. The topics covered include cognitive, social and physical development during the school years, learning theories, instructional approaches, motivation, assessment, and individual differences

PSY3204 Family Psychology (3 credits, 5 ECTS)
Prerequisite: PSY2203 Developmental Psychology
The family environment is critical for the development of children and for adult adjustment. In this course we will explore key theories and models of the development of parenting and family interactions. We will also look at functional and dysfunctional family relationships and behaviors, and effective ways to assess such interactions. Finally, the course will focus on applications of developmental models to intervention and clinical applications, and the role of parenting interventions in the prevention and management of social, emotional, behavioral and health problems.

PSY3206 Academic Internship (3 credits, 4 ECTS)
Prerequisite: Minimum of 69 credits in program (115 ECTS)
This course introduces students to fieldwork. During this academic internship students will receive supervised psychology-related experience at an internship site and will also engage in academic coursework. The major areas of focus include partaking in fieldwork, observing real-life situations of working professionals and their clients and comparing academic theory to fieldwork observations. Students will be expected to relate internship experiences to the psychological literature. Regular seminar meetings allow for group supervision and the examination of legal, ethical, and professional issues.

PSY3207 Qualitative Research Methods and Writing in Psychology (previously Writing in Psychology)
Prerequisite: COGN/GEN1201 Introduction to Psychology
This course introduces students to a range of qualitative methods employed in psychological research and how to write them up for publication to various disparate audiences (e.g., academic journals, professional practitioner publications, and the media). Students will learn techniques such as observations, interviews, and focus groups. They will also learn how to analyze qualitative datasets using methods such as content analysis, thematic analysis, discourse analysis, and narrative analysis. This course offers students the opportunity to design and conduct an interview following ethical guidelines set out by the APA. Students will learn how to write ethics forms for approval by their course leader and institutional review boards.

PSY3305 Fundamentals of Psychological Counseling (3 credits, 5 ECTS)
Prerequisite: PSY2203 Developmental Psychology and PSY3103 Child Development
The course will focus on a variety of counseling approaches, the therapeutic relationship, legal and ethical issues, and the realities of therapeutic practice. Specialty areas of counseling to be addressed will include: marital, family, sexuality, substance abuse, child abuse, domestic violence.

PSY3309 Seminar in Social/Personality Psychology (3 credits, 5 ECTS)
Prerequisite: COGN2101 Social Psychology and PSY2207 Introduction to Individual Differences and Psychopathologies
Contemporary issues in social psychology and/or personality psychology. Issues will vary to reflect new disciplinary developments or instructor interests.

PSY3310 Special Topics in Cognitive Psychology
Prerequisite: COGN2103 Introduction to Cognitive Psychology
The course develops current topics in cognitive psychology in accordance with student and faculty interest.

PSY3311 Special Topics in Social Psychology
Prerequisite: COGN2101 Social Psychology
The course develops current topics in social psychology in accordance with student and faculty interest.

PSY3312 Special Topics in Counselling
Prerequisite: PSY2203 Developmental Psychology
The course develops current topics in counselling in accordance with student and faculty interest.

PSY3313 Special Topics in Neuropsychology
Prerequisite: COGN2103 Introduction to Cognitive Psychology
The course develops current topics in neuropsychology in accordance with student and faculty interest.

PSY4104 Psychological Testing (3 credits, 5 ECTS)
Prerequisite: PSY2201 Organizational Psychology and PSY2207 Introduction to Individual Differences and Psychopathologies
Opportunity to develop the skills for assessing quality of commonly used measures of human behavior. Basic material on norms, reliability, and validity leads to evaluation, administration, and interpretation of tests currently in use in clinical, industrial, and educational settings. Topics include ethics, testing and the law, and test construction.

PSY4201 Psychopathology (3 credits, 5 ECTS)
Prerequisite: PSY3110 Introduction to Clinical Psychology and PSY2205 Introduction to Mental Health Promotion and Suicide Prevention
Analysis of disordered behavior: description, possible origins, prevention, treatment, and social significance. Current research and new developments. Class lectures and discussions, case studies.

PSY4203 Senior Project (3 credits, 8 ECTS)
Prerequisite: 108 credits, 179 ECTS of coursework
This course is individual instruction in developing a major cumulative paper integrating what students have learned in the program. Senior projects can take several different forms: empirical project (research paper), secondary research (literature review), creative project (e.g., developing educational or multimedia product), or service project (e.g., manual for an organization).

PSY4302 Experimental Methods and Data Analysis I (3 credits, 5 ECTS)
Prerequisite: PSY2202 Introduction to Quantitative Research Methods and Statistics II
Scientific method as the means through which knowledge advances in the field of psychology. Developing and researching hypotheses, collecting data, testing hypotheses using appropriate statistical techniques, interpreting and reporting statistical results. Research methodology, descriptive statistics, and inferential statistics, as well as use of the computer software Statistical Package for the Social Sciences (SPSS) to analyze psychological data. Students will be responsible for researching a topic and creating a research proposal.

PSY4303 Experimental Methods and Data Analysis II (3 credits, 5 ECTS)
Prerequisite: PSY4302 Experimental Methods and Data Analysis I
Statistical techniques that build on concepts introduced in PSYC 211. Mastering inferential statistics and nonparametric statistical procedures. Students will carry out the research study outlined in their proposals from PSYC 211 and complete an APA-style research paper. This course must be taken in the semester immediately following PSY4302 and with the same instructor.

PSY4304 Professional Internship (3 credits, 4 ECTS)
Prerequisite: PSY3206 Academic Internship

This internship provides students an opportunity to develop and apply career readiness skills through supervised experience as a psychologist in a relevant workplace setting in selected business, not-for-profit, government, scientific or community organizations. Interns provide psychology services in consultation, counseling, assessment, intervention development, program evaluation, etc. The assessment of course learning outcomes is based on an evaluation of the student by his/her site supervisor, along with assignments (including a weekly log, reflections applying major theories, and a final paper) evaluated by the internship instructor.

RUS1301 Beginning Russian (3 credits, 5 ECTS)
Prerequisites: None
This Beginning Russian course introduces the basic elements of the Russian language in such a way as to enable students to engage in simple communication. 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. The course focuses on learning basic vocabulary and elementary grammatical structures, writing short compositions and dictations.

RUS1302 Elementary Russian (3 credits, 5 ECTS)
Prerequisite: RUS1301 Beginning Russian
The course assumes the knowledge of all the materials covered in RUS1301. This course is designed to provide students with a solid background in the four language learning skills: speaking, listening, reading and writing. A special focus of this course is given to developing speaking skills as an integral part of the learning process. Students will learn to communicate in simple terms about their house/flat and their immediate needs, and to describe and comment on their living situations and daily and leisure-time activities. Reading and listening activities will focus on a variety of topics from everyday life in Russian-speaking countries. Students will also have an opportunity to learn about Russian culture and traditions.

RUS1304 Pre-Intermediate Russian (3 credits, 5 ECTS)
Prerequisite: RUS1302 Elementary Russian
This course is a continuation of RUS1303 Elementary Russian and is aimed at students who possess sufficient basic knowledge of phonetics, morphology and syntax of the Russian language and have experience in everyday speech in Russian. The course will help to improve students' accents, to provide proper intonation, to improve their knowledge of Russian grammar, and to introduce the basic features of functional styles of the Russian language. This course will greatly expand the vocabulary and common lexicon, and will form a reserve of "background knowledge" of Russian culture. Students will learn not only to participate in educational discussions, but also to lead them. The course involves watching television and listening to lectures and recorded guides to historical Russian cities. Tasks will include a need to describe, narrate, explain and reason about the given cultural information.

RUS1306 Intermediate Russian (3 credits, 5 ECTS)
Prerequisites: RUS1304 Pre-Intermediate Russian
This course is intended to motivate students in their Russian language learning, develop communication skills in real situations, and improve knowledge and appreciation of Russian culture. The course is intended to be communicative, with a focus on active student participation and the use of many different learning resources (textbooks, recordings, computers, etc.). Cultural and literary readings are used to expand vocabulary, stimulate discussion, and broaden understanding of the Russian world. Constant review and acquisition of new knowledge are fundamental requirements for the study of this course.

RUS1308 Upper Intermediate Russian (3 credits, 5 ECTS)
Prerequisite: RUS1306 Intermediate Russian 2 or equivalent or any Kazakh Language Course
This course is designed for students from CIS countries. It aims to help students enhance their Russian language proficiency, particularly their reading and speaking competence. Students will improve their

Russian language skills to the level of free idiomatic use, the perception and generation of stylistically differentiated speech in the socio-cultural and professional sphere of communication, develop confidence for everyday communication and expand knowledge of Russian culture. The main emphasis is on active vocabulary expanding, reading comprehension and interpretation. Intermediate level of Russian is required.

RUS2001 Advanced Russian (3 credits, 5 ECTS)
Prerequisite: RUS1308 Upper Intermediate Russian
This course is designed for students from the CIS. The purpose of the course is to deepen and systematize knowledge in the field of vocabulary, syntax and punctuation of the Russian literary language, the formation of linguistic competence and communication skills in the field of business writing and communication, students' understanding of the features of the functioning of language units in a literary text.

RUS2101 Professional Russian 1 (2 credits, 3 ECTS)
Prerequisites: RUS1302 Elementary Russian, RUS1304 Pre-Intermediate Russian
This course prepares students to use Russian for their professional studies and consequently for their professional needs in real life and work. It further helps students master Russian language skills by using professional terminology and fundamental business communication tools such as writing letters, e-mail, progress reports, business idioms, and delivering presentations. The classroom focus will be on the use and improvement of Russian speaking and communication skills within the context of the business world.

RUS2102 Professional Russian 2 (2 credits, 3 ECTS)
Prerequisites: RUS1306 Intermediate Russian, RUS1308 Upper Intermediate Russian
The main aim of this course is to develop the ability to use Russian language proficiently in professional environments that demand communicative competence. With a wide variety of offerings – from accent correction to business writing – this course focuses on helping students to develop the skills necessary to succeed in their careers and to function comfortably in more casual settings. Formation of skills of public speaking and the mastery of the official business style of speech will enable the successful conduct of future specialists in any direction.

RUS2103 Professional Russian 3 (2 credits, 3 ECTS)
Prerequisites: RUS2001 Advanced Russian, KAZ2001 Business Correspondence in Kazakh, KAZ2004 Public Speaking in Kazakh, KAZ2005 Academic Writing in Kazakh
The main objective of this course is to study the Russian literary language norms necessary for a specialist in the field of business and professional communications as well as the effective methods of professional communication in oral and written forms. The course contains basic information on stylistics and grammar of spoken and written language, the rules of speech etiquette and speech mastery.

RUS3301 Survey of Russian Literature (3 credits, 5 ECTS)
Prerequisite: ENG2101 Introduction to Literary Studies
This course discusses predominantly prosaic creativity in the Russian literature of the 19th and 21st centuries, past and present. It focuses on the peculiarities of narrative style in the literary works of major Russian writers and examines the changes in the Russian literary scene affected by them. An emphasis is placed on close reading of literary texts and analysis of literary techniques employed in them. We will discuss the various approaches and possibilities in presenting authorial positions and characterization in literature; ways of experimenting with narrative and playing with the reader; the creation of the Russian novel, play and short story, and the use of different narrative devices for diverse artistic purposes. This course integrates the study of Russian language, literature, and culture. Taught in Russian.

RUS3302 Business Communication in Russian (3 credits, 5 ECTS)
Prerequisites: Advanced-level proficiency in Russian
This course is designed for native speakers of Russian and for students with advanced knowledge of Russian as a second language. It is meant to provide students with a comprehensive review of Russian business communication, and its scope and importance in business. The course also aims to expand students' awareness of certain important aspects of business life such as corporate culture, guiding principles of business ethics, cross-cultural relations in business, and business communications by email, Russian standards of office management and so forth. This course offers opportunities to develop communication skills through speaking and writing assignments and presentations based on research of real business cases.

RUS3305 Russian Language: Language of Mass Media (3 credits, 5 ECTS)
Prerequisite: RUS1306 Intermediate Russian
This course covers introduction to the language of Russian media, including newspapers, magazines, TV, radio and the internet. It includes a deep understanding of both the content of the selected materials and the linguistic characteristics of the language: its structures, vocabulary and style. The emphasis of the course is on improved reading comprehension through the study, analysis and discussion of a wide range of topics in the Russian media. The course is designed to develop Russian language skills in conversation, reading, writing, and critical thinking in both practical and cultural situations through contemporary films, television programs, newspapers, magazines, and literary works.

TFL2102 Approaches and Methods of English Language Teaching (3 credits, 5 ECTS)
Prerequisite: ENG/GEN1120 Academic Reading and Writing I
This course serves as an introduction to traditional and contemporary methods, techniques, and educational trends practiced in teaching a foreign/second language worldwide. Additionally, students will be familiarized with basic procedures used in language classrooms and how to adapt these to any educational setting. The course involves extensive readings, discussions, conducting mini-activities and reflecting on teaching experiences.

TFL2201 Materials Development and Resources in English Language Teaching (3 credits, 5 ECTS)
Prerequisites: TFL2102 Approaches and Methods in English Language Teaching
This course will give students a better idea of the role of materials, including textbooks and websites, within the area of English language teaching. In this course, students will (a) have the opportunity to understand relevant theories and principles, (b) be provided with tools to investigate learners' needs, and (c) analyze, design and adapt tasks and materials for various English lessons. Because this is a theory-informed practice- oriented course, quite a large part of class time will be used for workshops where students will work together in pairs and groups, evaluating, adapting and designing materials, and planning courses based on the needs of their future students, with the help of the instructor. It is also recommended that during the course, students spend some time looking carefully at published materials as a source of ideas on content, topics, task types, layout and design, methodology and syllabus. The assignment for this course can be in the form of a piece of professional project in materials design or materials evaluation, rather than a traditional academic essay.

TFL2202 Academic Internship (3 credits, 4 ECTS)
Prerequisite: Minimum of 69 credits in program (115 ECTS)
This is the first of two required internships. Students will undertake an internship at an appropriate venue outside of KIMEP. Applying knowledge learned in the classroom, they will gain on-the-job experience in areas such as research methods, data analysis, software programming, computing statistical methods, logic, psychology, neuroscience and language acquisition.

TFL3101 Introduction to Language Assessment (3 credits, 5 ECTS)
Prerequisites: TFL2102 Approaches and Methods in English Language Teaching

This course will provide students with a broad overview of the major principles involved in English language testing and assessment. The focus is on both the theoretical and practical issues in testing and assessment. Students will also apply their knowledge through the design of assessment tasks and activities for all language skills. This class will be in the form of lectures, workshops and discussions.

TFL3201 Introduction to Critical Pedagogy (3 credits, 5 ECTS)
Prerequisites: ENG/GEN1121 Academic Reading and Writing II and TFL2102 Approaches and Methods of English Language Teaching
Critical Pedagogy is an approach to language teaching and learning which is concerned with transforming relations of power which are oppressive and which lead to the oppression of people (Kincheloe, 2005). It tries to humanize and empower learners by altering dominant systems. This course is a philosophical and pedagogical exploration of the relationships among oppression, power, society, and change. In this course, students will (a) review the interlocking systems of oppression that pose barriers for the learners, (b) examine outstanding educators involved in critical pedagogy, (c) be introduced to critical pedagogy and select critical pedagogy teaching practices (e.g. critical literacy, racial/ethnic identity development, culturally relevant pedagogy). Furthermore, students will analyze classroom and out- of- classroom experiences; then, they will discuss the ways to turn the theories of critical pedagogy into classroom practices.

TFL3202 Learning Technology in FL classroom (3 credits, 5 ECTS)
Prerequisites: TFL2102 Approaches and Methods in English Language Teaching
This course explores various software/applications that has/have been designed for use in FL classes, including language learning through tools such as audio, video, computer and the Internet. Students will learn to choose and assess software, websites, and other technologies to enhance language learning. Students will also gain practical knowledge on how to blend digital content with traditional classroom language teaching.

TFL3205 Research Writing in Applied Linguistics (3 credits, 5 ECTS)
Prerequisites: LING3301 Foundations of Second Language Acquisition; ENG/GEN1121 Academic Reading and Writing II
The course is designed to familiarize students with the basic concepts and skills necessary for designing and conducting research in the fields of applied linguistics and teaching English to speakers of other languages (TESOL). The course takes a step-by-step approach through the process, from getting to know the key concepts involved in applied linguistics research, to the design and carrying out of a research project, and interpreting the research findings. At the end of the course, students will be able to design their own small-scale studies.

TFL/TRN/COGN3206 Project Management Fundamentals (3 credits, 5 ECTS)
Prerequisites: ENG/GEN1121 Academic Reading and Writing II
In the course, students will learn practical ways to explore and understand project goals and to consider all the factors that may affect its implementation. Students will learn how to plan, scope, schedule, cost and manage projects from beginning to end. Also they will develop skills of presenting and defending the scheduling and execution of a project in both orally and in written forms.

TFL3207 Introduction to Special Education (3 credits, 5 ECTS)
Prerequisites: TFL2201 Materials Development and Resources in English Language Teaching
This course aims at providing students with knowledge, understanding and care of pupils with special needs. By means of different teaching activities, students will acquire a better understanding of: definitions, characteristics and causes of pupils with various special needs; educational emphases and needs of these pupils; contemporary situations/state of special education in Kazakhstan, and; the latest trends in contemporary special education.

TFL4101 Special Topics in ELT
Prerequisite: None

The course develops current topics in English language teaching in accordance with student and faculty interest.

TFL4102 Teaching Practicum (3 credits, 5 ECTS)
Prerequisite: TFL2202 Academic Internship
The teaching practicum gives students the opportunity to put teaching theory into practice. Practicum students will complete a minimum of 10 hours of observation, 5 hours of teaching and 5 hours of preparation, consultation, and review with their practicum supervisor. At the end of the practicum, students submit a portfolio of lesson observations, lesson plans, teaching materials, teaching reflections, etc.

TFL4204 Senior Project: Action Research (3 credits, 8 ECTS)
Prerequisites: 108 credits of coursework, 180 ECTS
This course will focus on putting ideas in action through conducting an action research project of teaching situations, pedagogical activities and learning environments. Students will complete an action research project, develop their portfolio, and engage in seminar discussions.

TRN2101 Introduction to Translation (3 credits, 5 ECTS)
Prerequisites: None
This is the core prerequisite course for students in the Bachelor's in English & Translation Studies (BATS) program. The course introduces the basic principles of translation as applied to any language pair, but with a particular emphasis on Kazakh-English, Russian-English, and/or Kazakh-Russian, depending on the student and instructor. The course includes units on translation history and theory, in both source and target cultures, as well as focused exercises in textual analysis, vocabulary building, systematic research, and cultural interpretation. It will explore the burgeoning field of AI or machine translation and hone skills in post-editing, quality assurance, and practical problem-solving. The course provides an overview of the translator's profession in Central Asia and around the world. Students are encouraged to analyze what "works" about a translation, what doesn't work, and why.

TRN2102 Subtitles: Translation for Films and Television (3 credits, 5 ECTS)
Prerequisite: TRN2101 Introduction to Translation
This course helps students develop the technical skill and theoretical insight necessary to produce high-quality subtitles for feature and documentary films, television shows, websites, video games, and related audiovisual media. It will analyze subtitling from both practical and theoretical perspectives, examining common problems from examples and exploring strategies to solve them. Along with actual subtitling, students will learn the historical development of audiovisual translation and build the kind of theoretical foundation that allows them to bridge the gap between theory and practice. They will apply various principles, methods, and strategies to specific media, and to the challenges presented by particular genres, ranging from the strictly technical to the socio-political, cultural, and historical.

TRN2202 Academic Internship (3 credits, 4 ECTS)
Prerequisites: Minimum of 69 credits in program (115 ECTS)
Students will have the opportunity to practice translation in a professional area, including the development of specialized glossaries or the undertaking of other independent projects supervised by professionals.

TRN3101 Introduction to Interpreting (3 credits, 5 ECTS)
Prerequisite: TRN2101 Introduction to Translation and ENG/GEN 1100 English Speaking
This course introduces the special nature of English interpreting (translating orally), into and out of any other language, but with an emphasis on Russian and/or Kazakh, depending on the instructor. The course will focus on the particular skill set an oral interpreter must develop and constantly reinforce. It offers an overview of the responsibilities of interpreters in judicial, commercial, political, educational, technical, and other settings. Extensive practice is included in sight translation and in simultaneous as well as consecutive interpreting.

TRN3201 Commercial Translation (3 credits, 5 ECTS)
Prerequisite: TRN2101 Introduction to Translation
This course examines the particular characteristics of business texts, such as commercial correspondence, company policy documents, advertising copy, and product-related literature. The specialized vocabulary and conventions governing commercial texts are studied. Careful attention is paid to the translator's responsibility to the client. Practice is given in translating a wide variety of authentic texts. Students continue to focus on basic principles of translation, with special emphasis on theory, textual analysis, vocabulary building, systematic research, and the exploitation of AI and other digital tools.

TRN3202 Legal Translation (3 credits, 5 ECTS)
Prerequisite: TRN2101 Introduction to Translation
This course examines the particular characteristics of legal texts, such as contracts, briefs, correspondence, official documents, law enforcement documents, and others. The specialized vocabulary and conventions governing such texts are studied. Careful attention is paid to the translator's responsibility to the client. Practice is given in translating a wide variety of authentic texts. Students continue to focus on basic principles of translation, with special emphasis on theory, textual analysis, vocabulary building, systematic research, and teamwork.

TRN3204 Technology for Translation (3 credits, 5 ECTS)
Prerequisite: TRN2101 Introduction to Translation
This course introduces students to the technology available to support the practice of translation. It will familiarize them with modern hardware and software systems, including AI resources. Students will also explore and practice relevant skills in machine translation, subtitling, dubbing, editing, and formatting, learning the tools used for commonly needed tasks in local and global industry.

TRN3205 Literary Translation in Prose (3 credits, 5 ECTS)
Prerequisite: TRN2101 Introduction to Translation
Seminar-style course on literary translation in prose, including the most common theoretical and practical problems of artistic translation and the techniques and strategies that translators employ to produce high-quality texts that faithfully serve the original and at the same time have artistic merit in their own right. Emphasis on linguistic, cultural, and critical contexts and on developing competencies, including studying different translations of the same work and then practicing (and theorizing) translations of one's own. Students will choose their own texts from fiction and drama, generally working with English-Kazakh, English-Russian, or Russian-Kazakh language pairs, or with other language pairs with the instructor's permission.

TRN3301 Topics in Consecutive Interpreting (3 credits, 5 ECTS)
Prerequisite: TRN3101 Introduction to Interpreting
A practical, workshop-style course on the styles and techniques of consecutive (sequential) interpreting. It differs from the introductory course in its emphasis on practice over theory, providing opportunities to improve consecutive interpreting skills in a variety of situations and contexts.

TRN3302 Topics in Simultaneous Interpreting (3 credits, 5 ECTS)
Prerequisite: TRN3101 Introduction to Interpreting
A practical, workshop-style course on the skill of simultaneous interpreting. It differs from the introductory course in its emphasis on practice over theory, with opportunities to improve simultaneous interpreting skills in a variety of situations and contexts and through the medium of various technologies.

TRN4101 Topics in Translation: Russian Stylistics (3 credits, 5 ECTS)
Prerequisite: TRN2101 Introduction to Translation and completion of all four Academic English courses.

The course aims to help students develop and enhance stylistic appreciation of a wide range of text types. The students taking the course work systematically through all the levels of the language (stylistic, lexical, syntactical etc.) to identify and familiarize themselves with a variety of expressive means and stylistic devices found in Russian. As part of the course, the functional styles of the Russian language are explored in terms of their characteristic features and typical contexts so that, as a result, students can make informed and conscious choices between stylistic and linguistic alternatives in their own speech and writing.

TRN4105 Voice and Diction (3 credits, 5 ECTS)
Prerequisite: TRN3101 Introduction to Interpreting
This advanced course introduces students to the fundamentals of voice and diction for oral interpreting and related spheres. Emphasis will be on relaxation, alignment, and preparation, proper breathing techniques, clear vowel and consonant formation, knowledge of different resonators, power of projection, word association, and linking one's voice to character. The course will consist of lecture demonstrations, vocal and physical warm-ups, explorations and exercises, and written assignments. The objective is for students to develop an increased awareness of their individual vocal strengths, weaknesses, controls, and potential.

TRN4103 Senior Project in Translation (3 credits, 5 ECTS)
Prerequisite: TRN2101 Introduction to Translation and at least two other BATS courses
This course is intended for students doing a major or a minor in the Bachelors in English & Translation Studies (BATS) program. Students will develop a semester-long translation project in consultation with the instructor and/or program coordinator. The final translation may include a written defense reflecting on the student's translation principles or analyzing particular translation problems.

TRN4104 Professional Internship (3 credits, 5 ECTS)
Prerequisite: TRN2202 Academic Internship
This course is supervised training in a business firm, government office, or translation agency. The course involves weekly discussions of specific texts and problems arising from the field work experience. The internship includes written and laboratory assignments.

TRN4204 Capstone Project in Translation (3 credits, 8 ECTS)
Prerequisites: 108 credits of coursework (180 ECTS)
Students will apply their knowledge and skills attained throughout their training in their undergraduate studies to identify, propose, and execute a meaningful translational research project.

LAW UNDERGRADUATE COURSES

LAWENG1110 Legal English I
Prerequisite: None
This course is designed to provide students with in-depth knowledge of Legal English within the framework of Common Law, as well as to enhance their ability to communicate effectively in legal settings. The curriculum covers essential legal vocabulary, maxims, and expressions commonly used in legal documents, contracts, and court proceedings. Students will enhance oral communication skills including negotiation techniques, client interviews, and presenting legal arguments. Class activities will take place in the form of discussions, case study, debate and quizzes.

LAWENG1100 Legal English II
Prerequisite: LAWENG1110 Legal English I
This course is designed to provide students with in-depth knowledge of Legal English within the framework of Common Law, as well as to enhance their ability to communicate effectively in legal settings. The curriculum covers essential legal vocabulary, maxims, and expressions commonly used in legal documents, contracts, and

court proceedings. Students will enhance oral communication skills including negotiation techniques, client interviews, and presenting legal arguments. Class activities will take place in the form of discussions, case study, debate and quizzes.

LAW/ENG1121 Academic Reading and Writing II for Law Students (3 credits, 5 ECTS)
Prerequisite: LAWENG1120 Academic Reading and Writing I for Law Students
Framework: B2 to C1 low upon completion
This is an advanced-level academic reading and writing course, in which students undertake a major research project on a legal topic of their own choice. Building on the research and writing skills developed in previous courses, students select a project of substantial scope within an area of interest to them. They offer a sound defense of their choice of topic, using criteria appropriate to an academic context, and then prepare to undertake research. In preparing their research essays, students make extensive use of library and online resources, as well as field research such as interviews and off-campus research, depending on the nature of their topic. Reading tasks include finding, analyzing and evaluating a variety of sources. A process-approach to writing is adopted, with specific attention to planning, outlining, surveying the literature, first draft, rewriting, reviewing and using feedback constructively. Attention is paid to both peer and instructor feedback. At the final stage, editing, citations and bibliographical components are the focus of attention. In this context, the student will be introduced to the OSCOLA style citations as used in the law school.

LAW1001 Introduction to the Legal System of Kazakhstan and Lawyering (3 credits, 5 ECTS)
Prerequisite: LAW1101 Theory of State and Law
This survey course provides a framework to understand the normative dimensions of the legal system of the Republic of Kazakhstan. It introduces students, through lectures, seminars and practical exercises, to basic legal concepts of law and state and subsequently exposes them to fundamental principles and doctrines of Kazakhstan's legal system. The course reflects the breadth and diversity of the legal system of Kazakhstan and covers the basics of its main branches, including: Constitutional Law, Administrative Law, Financial Law, Tax Law, Labor Law, Criminal Law, Civil Law, Family Law, etc.

LAW1101 Theory of State and Law (3 credits, 5 ECTS)
Prerequisite: None
This course aims at introducing the students to the main important concepts and principles of the Theory of State and Law (TSL). The fundamental nature of TSL for all legal branches – both practical and special legal sciences, is explained. The interaction between the state and law is clarified. Students learn and analyze a number of major theories that describe the origin and nature of the state and law. The course provides a systematic description of TSL discussing the main characteristics, typology of the state, its forms and functions, the nature, content, sources, structure, application and interpretation of the law and legal norms. Students will discuss, in an interactive manner, such key notions as lawful behavior, legal responsibility, and legal awareness and culture. The main aim of the course is to provide the students with a balanced perspective on this crucial discipline combining both theoretical and practical approaches, as well as analytical tools to reflect critically on the major concepts of law pertinent for all legal disciplines, both public and private, in order to be used in their future legal practice.

LAW1102 History of State and Law in Kazakhstan (3 credits, 5 ECTS)
Prerequisite: None
Previously listed as LAW2101
This course considers the emergence of the ancient states in the territory of Kazakhstan and then examines the development of feudal nomadic monarchies of Huns, Turks, Mongol-Kypchaks and Kazakhs. Special attention will be paid to the major principles of the organization and activities of the Kazakh Khanate as well as the main characteristics of customary Kazakh law. Next, students learn the development of state and law in Kazakhstan when it was a part of the Russian Empire. Subsequently the legal status of Soviet Kazakhstan is examined with special emphasis placed upon the constitutions of 1926, 1937 and 1978. Finally, the course analyzes the

development of state and law in independent Kazakhstan paying special attention to the process of the adoption of the Declaration of Sovereignty of October 25, 1990; Constitutional Law on Independence of December 16, 1991; the first Constitution of Kazakhstan of January 28, 1993 and the current Constitution of August 30, 1995.

LAW1103 History of State and Law in Foreign Countries (3 credits, 5 ECTS)
Prerequisite: None
Previously listed as LAW2102
This course provides a historic background to the development of state and law in a number of foreign countries that had the major impact on the evolution of state and law. In doing so, the course will examine the organization of state and the system of law in ancient oriental civilizations (Egypt, Babylon, India, China) as well as in ancient Greece and Rome. Afterward the course will deal with the development of feudal state and law and will examine the experience of such countries as France, England, Byzantium and Arab Caliphate. Subsequently students will learn the development of modern state and law as they originated in Europe in the age of revolutions. In doing so, the course will analyze the development of state and law in France, Germany, England, the United States, Russia, China and Japan.

LAW1301 Legal Research, Writing and Reasoning (3 credits, 5 ECTS)
Prerequisite: LAWENG1121 Academic Reading and Writing II for Law Students
This course is based on the foundation Academic Reading and Writing for Law Students. Students conduct research, and evaluate, analyze, and apply legal material to problem tasks. Students develop written legal communication skills needed both in the LL.B. program and in the workplace. The course teaches students methods of interpreting a statute; to distinguish between material and immaterial facts; to find legal authorities relevant to legal problems; to read court opinions; to analyze a legal issue using facts and law; and to communicate legal analysis logically, clearly, and concisely, both in written and in oral presentations. Depending on the semester, students may be asked to draft a contract, opinion letter or office memorandum.

LAW1401 First Year Professionalism Seminar (1 credit, 2 ECTS)
Prerequisite: None
An interactive introduction to the legal profession and skills necessary for success in law school and later in practice. Students meet guest speakers and trainers from Kazakhstan and around the world.

LAW2104 Constitutional Law of Kazakhstan (3 credits, 5 ECTS)
Prerequisite: LAW1001 Introduction to Legal System of Kazakhstan and Lawyering
The course introduces Constitutional Law of Kazakhstan (CLK) as a leading legal branch science. It explains the notion, object, sources, system and methods of CLK, its basic principles and concepts. A characterizing overview of the Constitution of Kazakhstan is provided. The constitutional basis of status of the individual and citizen in Kazakhstan are discussed. The constitutional status of social political institutions (state, administration, state and non-state organizations, political parties, etc.) are reviewed. Students will familiarize themselves with constitutional basics of organization and functioning of such key state institutions as Parliament, President, Government, and judiciary, Office of the Prosecutor, local state and self-governing bodies as well as the Constitutional Council of Kazakhstan. Suffrage and the electoral system are discussed. The course is thus aimed at providing the students with up-to-date information and theoretical / practical knowledge on major pillars of CLK.

LAW2105 Administrative Law and Practice in Kazakhstan (3 credits, 5 ECTS)
Prerequisite: **LAW2104 Constitutional Law of Kazakhstan (3 credits, 5 ECTS)**
This course introduces students to the body of law governing the legal issues of state administration and state service. It deals with forms and methods of the state administration and explains the system of organs of state administration. In addition, students are introduced to the various legal administrative regimes and the principles of the organization of the state service. Since state administration is engaged in a variety of different

spheres, the course examines a number of branches of the administrative legal structure. Furthermore, the course focuses upon legal issues of administrative liability and proceedings.

LAW2106 Criminal Law of Kazakhstan: General Part (3 credits, 5 ECTS)
Prerequisite: LAW1001 Introduction to the Legal System of Kazakhstan and Lawyering
This course considers in detail the principles and main concepts of criminal law and legislation of the Republic of Kazakhstan (CrLRK). Students will learn, from dynamic and comparative perspectives, specific rules with respect to the operation of criminal law in time, space and by person, the notion and various categories of criminal offences, incomplete offences as well as general conditions for criminal responsibility. The course will also extensively review the law governing complicity in a crime and the circumstances excluding, mitigating and aggravating the criminality of acts. Subsequently the concept, types and the purposes of criminal punishment as well as the conditions of the release from criminal responsibility and punishment are examined with particular attention to the specifics of the criminal responsibility and punishment of juveniles. Mandatory medical measures are also discussed.

LAW2107 Criminal Law of Kazakhstan: Special Part (3 credits, 5 ECTS)
Prerequisite: LAW2106 Criminal Law of Kazakhstan: General Part
Criminal Law Special Part extensively reviews individual crimes and the particular punishments applicable to each. In particular the course deals with crimes against human life and health; against freedom, honor and dignity of persons; against sexual inviolability and freedom; against the constitutional rights and freedoms and against minor persons. Special attention will be paid to crimes in the sphere of economics, crimes against property and crimes against the interests of commercial and non-commercial organizations. Subsequently the course will examine crimes against public security, order and morality; ecological crimes and crimes against traffic safety. Finally students will learn rules with respect to the crimes against the fundamentals of the constitutional system and state security; corruption crimes and other crimes against state administration; crimes against military service as well as crimes against peace and mankind's security.

LAW2108 Civil Law of Kazakhstan: General Part (3 credits, 5 ECTS)
Prerequisite: LAW1001 Introduction to the Legal System of Kazakhstan and Lawyering
This course introduces students to the fundamental concepts and principles of civil legislation of the Republic of Kazakhstan. The course deals in particular with the following major issues: (1) foundations of civil law in Kazakhstan, focusing upon application and interpretation of civil legislation, the exercise of civil rights and protection of freedom of entrepreneurship; (2) the law governing persons, including natural persons (especially their legal and deed capacity as well as entrepreneurial activities) and legal entities (in particular their types and forms, issues related to their foundation documents, legal capacity, liability, reorganization, etc.); (3) the law of transactions with particular emphasis on the rules related to the execution, termination and invalidation of contracts; (4) the property law covering acquisition and protection of the right of ownership, legal issues related to immovable property, state ownership, etc.; and (5) the law of obligations, including execution of obligations, methods of securing the execution of obligations, replacing persons in obligations and responsibility for violating obligations.

LAW2109 Civil Law of Kazakhstan: Special Part (3 credits, 5 ECTS)
Prerequisite: LAW2108 Civil Law of Kazakhstan: General Part
The course provides a systematic overview of all types of individual contractual obligations provided by the Special Part of the Civil Code of Kazakhstan, obligations arising due to infliction of damage, obligations due to unsubstantiated enrichment, intellectual property rights, inheritance rights and international private law.

LAW2110 Labor Law and Practice in Kazakhstan (3 credits, 5 ECTS)
Prerequisite: LAW2109 Civil Law of Kazakhstan: Special Part
The course focuses upon legal rights and obligations of employees and employers under Kazakhstan law. Students not only learn the labor legislation, but also study related court cases, and draft employment contracts

and acts of an employer. Areas to be covered include: (a) individual employment contract (including peculiarities of labor law contract against those of services contract under civil law) (b) worker's compensation law and practice; (c) mandatory employment standards (duration of vacation, working time, etc.); (d) peculiarities of some employment relationships including those of minors, women, disabled, government officials, etc., (e) social partnership agreements, and collective contracts, (f) trade unions (rights and obligations of an employer and a trade union), (g) mandatory safety standards and (i) government control.

LAW2301 History of Political and Legal Studies (3 credits, 5 ECTS)

Prerequisite: None

This course is an introduction to the history of political and legal theories from ancient times to the modern days. The main purpose of this course is to examine the origins and development of contemporary political and legal concepts such as sovereign state, division of powers, representation, legitimacy, individual rights and so forth. Students will learn the roots of government authority and the meaning of political ideals such as liberty, equality, and justice. In reviewing these concepts, this course introduces students to major political and legal thinkers, including Plato, Aristotle, Niccolo Machiavelli, Thomas Hobbes, John Locke, Jean-Jacques Rousseau, Immanuel Kant and many others. The course pays particular attention to the historical context of thinkers and concepts and to the issue of how the theories and ideas articulated in political thought have shaped the contemporary principles of state and law.

LAW2302 Philosophy of Law (3 credits, 5 ECTS)

Prerequisite: None

Philosophy of law deals with essential questions about law and legal systems, such as: what exactly is "law"? How is law different from other systems of rules? What is the relationship between law and morality? What is "justice"? What is "wrong"? What are "rights"? What is the best way to interpret a legal norm? What can be achieved through law and what cannot? What punishment is appropriate to the various cases of misconduct? The course discusses these and other questions with particular regard to the contemporary international debate. Its chief aim is equipping students with stringent and sophisticated legal reasoning.

LAW2303 Roman law (3 credits, 5 ECTS)

Prerequisite: LAW1101 Theory of State and Law

All the legal systems called "civil law systems" have a common ancestor: Roman law. In Kazakhstan or in France, in Mexico or in Germany, many of the terms, concepts, and basic rules of functioning that modern legal systems use were first developed by ancient Roman jurists. For this reason, the study of Roman law can offer important insights into the nature of modern law. Further, Roman law enabled the evolution of the so-called modern state. It was in Roman law, for example, that the distinction between public and private law first appeared; and it was in Roman law that an early form of international law emerged. The course provides a survey of the original contributions of the ancient Romans to the systematic development of law, and outlines the subsequent development of Roman law into the modern "civil law systems".

LAW2305 Sociology of Law (3 credits, 5 ECTS)

Pre- or co-requisite: LAW1101 Theory of State and Law, LAW2302 Philosophy of Law

The course considers the operation of law in various practical contexts, and approaches law a dynamic phenomenon integrated with other social processes. A useful addition to the Theory of State and Law (LAW 1101) and / or Philosophy of Law (LAW2302), the course integrates law with politics, economics, religion, international relations, arts, linguistics, public relations, ecology, science, etc., and studies their mutual influences. As a result, students come to appreciate law as a factor inherent in all human activities. The course will be useful to students of all programs.

LAW2401 2nd Year Professionalism Seminar (1 credit, 2 ECTS)
Prerequisite: LAW1401 1st Year Professionalism Seminar Continued acculturation in to the world of law, with a greater emphasis on the transition from school to work, including networking opportunities and attendance at professional programs.

LAW2402/LAW2403 Internship I – Mooting: Part 1 / Mooting: Part 2 (1 credit, 2 ECTS/1 credit, 2 ECTS)
Prerequisite: LAW1401 1st Year Professionalism Seminar and LAWENG1110 Legal English I
The course is designed to give knowledge about moot courting, to provide methodology of further skills improvement and excellence in oral skills, writing, reading and critical thinking, to motivate their involvement in the moot court community in the university. The course boosts students' skills in talking, writing, and thinking. It uses methodologies specifically designed to train advocates and moot courters. It also gives a chance to join one or more than 20 internationally known and respectable law competitions – a fantastic way to start one's career in international law. Students are expected to be able to apply the law and principles to real case study questions, as well as to hypothetical sets of facts presented by the lecturer in each class. Ample use will be made from the jurisprudence and practice of foreign states.

LAW3040 Competition Law (previously Antimonopoly Law) (3 credits, 5 ECTS)
Prerequisite: None
Regulation was once considered to be the command of the 'sovereign', often uniformed or even oblivious of the needs of society and markets. Since the 19th Century, though, this concept has developed thanks to a more structured presence of the state and to better knowledge of the national and international economic fabric. The 20th century and the first part of the 21th, have witnessed a first wave of State interventionism and regulatory action of markets and then, from the late 1970s, at least three decades of deregulation. The main goal of regulation and (maybe at first glance paradoxically) deregulation is to foster competitiveness in the market. But what does it mean to have competitive markets and how can this be achieved? Is the choice limited only to regulation or deregulation of markets? What is competition law and how does it relate to direct regulation of a market? What is a monopoly and what does it mean for a firm to abuse that power? What about an oligopoly and a cartel? These and many others are the questions that will find a response in this course. This course provides a comprehensive overview of the structure and substance of the EU and Kazakh competition rules, with some comparative references to other systems, examining both the current legal framework and the underlying competition policy considerations that have informed their application and development. Moreover, this course will look at regulatory alternatives to competition law, which is the direct intervention of a Government in economic regulation. This course is cross-listed with the Economic course by the same title, with the Course code **ECN3040**.

LAW3301 Contract Law and Practice in Kazakhstan (3 credits, 5 ECTS)
Prerequisite: LAW2109 Civil Law of Kazakhstan: Special Part
This course focuses on the law of contractual obligations covering the formation and interpretation of business transactions, legal limitations on the bargaining process, claims and defenses related to breach of contract, and remedies for breach. In addition, it explores legal peculiarities of each type of contract, i.e., purchase and sale, barter, lease, transportation, construction, bank servicing, loan, insurance, storage, and many other contracts. It develops necessary skills and competencies to draft and efficiently negotiate business contracts.

LAW3302 Tort Law and Practice in Kazakhstan (3 credits, 5 ECTS)
Prerequisite: LAW2109 Civil Law of Kazakhstan: Special Part
The second part of the course focuses on civil obligations arising out of injury (damage). It introduces students to the fundamentals of tort doctrine, focusing primarily on 'injury (damage),' 'illegality,' 'causation,' and 'guilt' elements required to establish conditions for civil liability, and types of liabilities, including personal injury, products liability, and moral distress, etc. Working on skills-based exercises, students will practice

analyzing and applying tort principles to factual scenarios. Finally, the course deals also with the legal issues of unjust enrichment.

LAW3303 Company Law and Practice in Kazakhstan (3 credits, 5 ECTS)
Prerequisite: LAW2109 Civil Law of Kazakhstan: Special Part
The course builds on the introduction to legal entities. Students study the concept, attributes and legal capacity of legal entities as well as rules related to the creation of legal entities; organs of legal entities; branches and representations of legal entities; reorganization and liquidation of legal entities. Besides students will study in detail various forms of legal entities: business partnerships (general partnership, *kommandit* partnership, limited liability partnership, partnership with additional liability and joint-stock company), production cooperative, state enterprise as well as non-commercial organizations. The practical component of the course consists of drafting documents relating to the creation and operation of a legal entity.

LAW3304 Family and Inheritance Law and Practice in Kazakhstan (3 credits, 5 ECTS)
Prerequisite: LAW2109 Civil Law of Kazakhstan: Special Part
The social, political and economic transformations which faced Kazakhstan in the last fifteen years made an impact on family relations and thus family legislation and inheritance legislation. The first part of the course examines the basic laws governing issues such as the definition of marriage; marriage contracts; termination of marriage; marital support; marital property; debts and family business in marriage as well as matters which regard parental rights and obligations; children's rights and adoption. Cross-border cases, such as international marriages and international adoption are analyzed in the course. The second part of the course is dedicated to inheritance issues, such as the form and content of testament as well as the procedure of inheritance by law, in a case the testament is missing. During the semester the students will receive theoretical knowledge regarding family and inheritance issues and will be offered numerous challenging cases to solve in order to develop the ability to apply these laws in practice.

LAW3305 Comparative Constitutional Law (3 credits, 5 ECTS)
Prerequisite: LAW2104 Constitutional Law of Kazakhstan
Comparative constitutional law is an approach to the study of constitutional law based on comparisons across countries and jurisdictions. The course introduces students to the methods of comparative legal scholarship and highlights aspects of the international debate. The course surveys the main areas of constitutional law as illustrated by countries such as: Germany, France, South Korea, UK, USA, South Africa, and others. It discusses the global diffusion of constitutional ideas and models, and emphasizes the role of constitutional review.

LAW3306 Intellectual Property Law and Practice in Kazakhstan (3 credits, 5 ECTS)
Prerequisite: LAW2109 Civil Law of Kazakhstan: Special Part
Intellectual property is one of the most important issues of business and of common life since it involves the rights of producers as well as those of consumers, the rights of authors and of those who enjoy their creations. The course describes objects of intellectual property rights and their methods of protection as well as remedies available to the injured party. The legislative regulation of copyright, patents, trademarks, trade names, trade secrets and appellations of origin of goods are studied within the course – from the point of view of Kazakhstani legislation and in accordance with international agreements on intellectual property. In addition, students will encounter novel contractual innovations such as licenses that protect open-source ware. Together with the theoretical analysis of IP legislation the students will be offered numerous cases to solve, which involve both local and international intellectual property laws.

LAW3307 Land Law and Practice in Kazakhstan (3 credits, 5 ECTS)
Prerequisite: LAW2109 Civil Law of Kazakhstan: Special Part
The course analyzes legislative regulations of relations in the sphere of management, usage and perseverance of land resources of Kazakhstan. Rights and responsibilities of state, natural persons and legal entities towards

the land are described in the course as well as difference between types of land: lands reserved for agricultural use, lands of municipality, industrial lands, and protected land territories, lands of forest and water funds are to be analyzed from legislative point of view.

LAW3308 Environmental Law and Practice in Kazakhstan (3 credits, 5 ECTS)
Prerequisite: LAW1101 Theory of State and Law
Environmental protection is a matter of everyone's concern. The first part of the course consists of an introduction to environmental studies, and provides an understanding of the scientific study of nature; the relationship between human beings and the environment; corporate social responsibility; the causes and consequences of major environmental problems; and cost/benefit analysis to evaluate possible solutions to regulation of the environment. The second part of the course focuses upon the concept, principles and tasks of the Environmental Law of Republic of Kazakhstan, the legal mechanism of the protection of environment, the legal forms of the environmental control and the issues of the juridical liability for the violation of Kazakhstani laws regulating the use and protection of the environment. In addition, the course examines international agreements and policy goals dealing with the mitigation of the adverse effects of cross-border pollution and other environmental damage and the allocation of liability for that damage.

LAW3309 Animal Law (3 credits, 5 ECTS)
Prerequisite: None
Animal law is the branch of law that deals with animals. It addresses topics such as: breeding, sanitary and veterinary norms, population control, registration, trade, husbandry standards and practices, animals for human entertainment, use of animals in scientific laboratories, etc. Historically, this branch of law has been developed with an exclusive concern for human health and economic or scientific interests. More recently, however, there has emerged another perspective that is centered on the protection of animals for their own sake. An example of legislation inspired by this perspective is the one aimed at the prevention of cruelty against animals.

LAW3311 Public International Law (3 Credits, 5 ECTS)
Prerequisite: LAW1001 Introduction to the Legal System of Kazakhstan and Lawyering
Public international law is the system of law governing the international community, thus the aim of the course provides a framework to understand the normative dimensions of international relations. The course introduces students, through lectures, seminars and practical exercises, to the fundamental principles and doctrines of public international law as a meaningful tool for providing order to world politics and for minimizing global conflict. The course reflects the breadth and diversity of international law and covers all its main branches, including: sources; the subjects of international law; international institutions; the law of treaties; peaceful settlement of international disputes; the use of force; territory; human rights; diplomatic and consular law as well as international economic law. The course builds upon the practice of international relations and institutions, developments in political economy, mass media, domestic and international legislation.

LAW3312 Private International Law (3 credits, 5 ECTS)
Prerequisite: LAW2109 Civil Law of Kazakhstan: Special Part
Private International Law is the study of private international law relationships from the point of view of the jurisdiction of domestic courts, the substantive law applicable to those relationships, as well as international cooperation between domestic courts of different jurisdictions. Students will learn about jurisdiction rules, conflict of law rules, and recognition of foreign judgments and international cooperation through the study of the domestic law and treaties of Kazakhstan. Ample used will be made from real life case studies, as well as hypothetical sets of facts to which the law has to be applied in order to find possible solutions. This course is very useful for all those students who wish to pursue a career in litigation, as well as for those students who wish to learn how to draft legal documents with a view to avoiding complex future litigation, especially when any of the contracting parties are foreign corporations.

LAW3313 Property Law and Practice in Kazakhstan (3 credits, 5 ECTS)
Prerequisite: LAW2109 Civil Law of Kazakhstan: Special Part
Property law is the fundamental area of law that governs the relations of people and other legal entities with objects. First, property law defines who can be a subject of property relations, and what constitutes an object for the purposes of these relations. Then, it establishes the basic framework to determine who may do what with an object. It explains what it really means to own a thing, or to sell it, or to rent it. While the foundations of property law are covered in the course on civil law, this course offers a more advanced treatment of the matter. It discusses topics such as state vs. private ownership, operational management, economic management, easements, expropriations, and others.

LAW3314 Children's Rights (3 credits, 6 ECTS)
Prerequisite: None
This course will introduce the students to the field of Children's Rights, notably the UN Convention on the Rights of the Child, the Law on the Rights of a Child in the Republic of Kazakhstan, and other international children's rights-related treaties and domestic law. It covers the key principles of children's rights, the categorization of children's rights, and the rights and legal procedures that are special for children. Students will learn the key discourse regarding the moral aspect of children's rights, answer the questions of whether children have rights and how they should be effectively enforced. Students will be encouraged to explore (engage) other relevant areas of law that cover the interests of children, including human rights, family law, labor law, medical law, and aspects of administrative and criminal laws. Guest lectures will be invited for some topics so students will be exposed to a variety of perspectives and approaches from the experts in each topic covered. Throughout, students will also develop key academic skills, including identifying, reading, and analyzing academic texts, applying those texts to current events, and building academic arguments.

LAW3603/LAW3604 Internship II (2 credits, 3 ECTS/2 credits, 2 ECTS)
Prerequisite: LAW2108 Civil Law of Kazakhstan: General Part
Internship II provides academic credit for participation in the KIMEP Legal Clinic.

LAW4401 Criminal Procedure Law of Kazakhstan (3 credits, 5 ECTS)
Prerequisite: LAW2107 Criminal Law of Kazakhstan: Special Part
This course considers the objectives and general principles of the criminal procedure law of Republic of Kazakhstan. It will explore the issues of jurisdiction as well as operation of the criminal procedure law in time and space. Afterward students will learn specific rules with respect to the pre-trial proceedings with particular attention to matters such as the initiation of criminal case, inquiry, preliminary investigation, administrative session and preliminary hearing. Subsequently the course will examine major legal issues and will engage in simulation exercises related to the trial, such as judicial examination, judicial investigation, oral argument, content of court judgment, special proceedings, admission of guilt, justice of the peace proceedings, enhanced adversariality, the presumption of innocence, appeal, cassation and supervision.

LAW4402 Civil Procedure Law of Kazakhstan (3 credits, 5 ECTS)
Prerequisite: LAW2109 Civil Law of Kazakhstan: Special Part
The civil procedure course addresses the rules, principles and forms of pleadings that govern the litigation of a civil case. The course familiarizes students with how and where a lawsuit is initiated and with the issues related to status of the parties, the jurisdiction and venue, the forms of action and pleadings. Then the course examines the pre-trial stage with particular attention to such issues as preparation of the case and the preliminary relief. Afterward the trial stage is explored with special emphasis on the elements of proof at trial, burden of proof and evidence rules as well as presumed facts and res judicata. The course will also examine content, form and effect of judgments; forms of appellate review and procedures; reopening judgments because of new circumstances; reopening default judgments and execution of judgments.

LAW4501 Commercial Litigation Practice in Kazakhstan (3 credits, 5 ECTS)
Prerequisite: LAW4402 Civil Procedure Law of Kazakhstan
The civil procedure course addresses the rules, principles and forms of pleadings that govern the litigation of a civil case in Kazakhstani courts. The course familiarizes students with how and where a lawsuit is initiated in the courts of Kazakhstan and with the issues related to status of the parties, the jurisdiction and venue, the forms of action and pleadings. Then the course examines the pre-trial stage with particular attention to such issues as preparation of the case and the preliminary relief. Afterward the trial stage is explored with special emphasis on the elements of proof at trial, burden of proof and evidence rules as well as presumed facts and res judicata. The course will also examine content, form and effect of judgments; forms of appellate review and procedures; reopening judgments because of new circumstances; reopening default judgments and execution of judgments. The course will have very practice oriented focus and will be instructed by practicing litigation lawyers.

LAW4502 Law of the WTO (3 credits, 5 ECTS)
Prerequisite: None
The course will explore the regulatory framework governing international trading relations. It will begin with the economic theory of international trade and in particular the case for free trade, then examine the politics of trade policy and objections and sources of opposition to free trade. The following topics will be examined: international economic institutions, the Bretton Woods System, the GATT/WTO, Preferential Trade Agreements, international regulation of tariffs, national tariff administration, the principles of nondiscrimination (most favored nation, countervailing duties, safeguards, adjustment assistance, trade and agriculture, trade in services, trade-related investment measures, trade-related intellectual property rights, and health and safety, and trade and the environment).
This course will emphasize the role of developing and transition countries in global trade and the impact of the current regulatory framework on these countries.

LAW4503 Law of the European Union (3 credits, 5 ECTS)
Prerequisite: None
The law of the European Union is the complex and vital legal system that enables European integration and shapes the daily lives of more than 450 million European citizens. Further, it regulates the economic and political relations of the European Union with the rest of the world. After an introduction to the history of European integration, the course will examine the institutional structure of the European Union, the sources of EU law, the EU legislative process, the relationship between EU law and national legal systems, the mechanisms for the enforcement of EU law, and fundamental features of the EU legal system like constitutional law, the protection of fundamental rights, the single market, and the social dimension. The European Union's relations with Kazakhstan and Central Asia will also be considered.

LAW4504 International Human Rights Law (3 credits, 5 ECTS)
Prerequisite: None
This course serves as a basic introduction to International Human Rights law. Through lectures, seminars and practical exercises, the course will acquaint students with every significant aspect of this critical field including its history, theory, and practice. Beginning with a focus on the historical origins, philosophical foundations and the emergence of the concept of human rights, the course will go on to cover such topics as: the United Nations human rights system, the Universal Declaration of Human Rights and United Nations Charter; the various generations of rights - including political, civil, economic, social and cultural rights - and remedies for human rights violations including the use of force and humanitarian intervention; major international and regional human rights conventions and other related legal instruments and organizations; and the mechanisms for the implementation human rights and the reporting of violations, including through the advocacy efforts of NGOs. The course is closely related with the practice of international relations and law.

LAW4505 International Investment Law (3 credits, 5 ECTS)
Prerequisite: None

This course deals with the international law applicable to the rights and obligations of foreign investors and States of the place where the foreign investment is made. The course will have two parts: substantive and procedural. The substantive part will study the rights and obligations of foreign investors and national States, as included in Bilateral Investment Treaties (BITs), other international instruments, as well as in customary law and which protect the investment from unlawful State actions such as expropriation without appropriate compensation or unfair and unequitable treatment. Special attention will be paid to BITs to which the Republic of Kazakhstan is party. The procedural part will deal with the different dispute resolution mechanisms between foreign investors and national States, focusing on arbitration under the Washington Convention of 1965 and the International Center for the Settlement of Investment Disputes (ICSID). This type of arbitration is particularly important in Kazakhstan, because this country relies heavily upon foreign participation in the development of its energy sector. BITs are triggered and their terms may or may not provide clarity on substantive and dispute resolution issues. Recognition and enforcement of arbitral awards issued under the different instruments will also be studied. Students are expected to be able to apply the law and principles to real case study questions, as well as to hypothetical sets of facts presented by the lecturer in each class. Ample use will be made from the jurisprudence and practice of foreign states.

LAW4506 International Commercial Law and Practice (3 credits, 5 ECTS)

Prerequisite: LAW4402 Civil Procedure Law of Kazakhstan

This course provides an overview of key concepts of certain areas of the substantive law applicable to international trade transactions, especially to the international sale of commodities and other kind of goods, as well as ancillary contracts and transactions such as international payments, carriage, guarantees or insurance. Attention will also be paid to international engineering contracts and international loan agreements. This course is very useful for all those students who wish to pursue a career in international trade, logistics or international commercial litigation, as well as for those students who simply wish to learn how to draft legal documents with a view to avoiding complex future litigation. The main instruments of uniformity are examined, such as the UN Convention on the International Sale of Goods (CISG). Major international Treaties and Model Laws shall be studied applying, for example to secured transactions, payment systems, assignment of receivables, and security interests in mobile equipment. Trade finance, mainly in the form of letters of credit, independent guarantees and stand by-credits is introduced. As well as transport law, mainly maritime, including the UNCITRAL Convention on Contracts for the International Carriage of Goods Wholly or Partly by Sea. Students are expected to be able to apply the law and principles to real case study questions, as well as to hypothetical sets of facts presented by the lecturer in each class. Ample use will be made from the jurisprudence and practice of foreign states.

LAW4507 Law of Energy and Natural Resources (3 credits, 5 ECTS)

Prerequisite: None

Acknowledging the importance of energy on a global scale, and particularly to the economic development of Kazakhstan, this course explores the agreements/contracts/treaties and negotiations between states (public) and multinationals (private) in the exploration, supply of, and investment in energy resources. The course examines the role of major players in energy resources including international organizations in the energy sector, such as OPEC, the OECD, the IEA, the UN, the EU as well as NGOs. The course will also provide an in-depth look at the non-legal aspects of oil and gas industry, ownership rights to petroleum, the evolution of international petroleum agreements, concession agreements, production sharing agreements, risk service agreements, participation agreements, exploration, appraisal and exploitation clauses, other clauses like title to data and facilities, confidentiality, assignment, liability and insurance, foreign exchange, imports and exports, marketing and valuation of petroleum, downstream activities, and accounts, natural gas contracts, unitization, joint operating agreements, farm-out agreements, force majeure, adaptation and stabilization provisions, choices of law and forum, sovereign immunity, dispute resolution methods and enforcement of awards. Students are expected to be able to apply the law and principles to real case study questions, as well as to hypothetical sets of facts presented by the lecturer in each class. Ample use will be made from the jurisprudence and practice of foreign states.

LAW4508 Financial Law and Practice in Kazakhstan (3 credits, 5 ECTS)
Prerequisite: LAW2108 Civil Law of Kazakhstan: General Part
The course introduces students to the functions, organization, structure and legal regulation of financial institutions and competitive markets. An overview of the infrastructure of the market is provided to give students the necessary background to understand the nature of financial markets and institutions in a free market economy. The course studies the legal acts establishing and governing the key public institutions with responsibility to manage financial institutions: the National Bank of Kazakhstan and the Kazakhstan Financial Services Regulator. In parallel, the law governing key private institutions that act on the market are studied. These institutions include banks [commercial, investment, and retail], investment firms, insurance companies, and organized securities and commodities markets. The course also covers very generally the global financial landscape including the Bank of International Settlements, the International Monetary Fund, and inter-governmental cooperation to control the volatility of markets.

LAW4509 Tax Law and Practice in Kazakhstan (3 credits, 5 ECTS)
Prerequisite: LAW2109 Civil Law of Kazakhstan: Special Part
Tax law is one of the most important legal courses for any successful lawyer - since taxation is present in almost every aspect of professional and business life. This course introduces students to the fundamental principles of taxation both from the theoretical and practical perspective. Students will learn the importance of tax considerations for business decision making and tax planning. Specifically, students will explore the key sources of tax law in Kazakhstan - Tax Treaties, Tax Code, Transfer Pricing Legislation, relevant administrative guidance and instructions, including the most important tax returns, but will also familiarize themselves with the important case law. Students will further explore the core principles and issues in the different areas of taxation - Corporate and Personal Income Tax, Social Tax and Obligatory Social Contributions, Value Added Tax, Subsurface Use Taxation, Excise and Customs regime as well as the Special Tax Regimes. Students should also explore and distinguish between the tax evasion and tax avoidance, understand the key anti-avoidance provisions and also study the relationship of Ethics and Tax Planning. Those students who have taken LAW3520 Tax Law of Kazakhstan are ineligible for this course.

LAW4510 Procuracy Supervision in Kazakhstan (3 credits, 5 ECTS)
Pre- or corequisite:: LAW4401 Criminal Procedure Law of Kazakhstan
Introduction to the fundamental concepts and the system of Procuracy supervision including guidelines for procuracy action; principles of organization of procuracy; state system of the procuracy Procurator General of Kazakhstan and his authority and organization and the history of the system of procuracy authority.

LAW4511 Practice in Kazakhstan and Professional Responsibility (previously Advocacy in Kazakhstan and Professional Ethics of Lawyer) (3 credits, 5 ECTS)
Prerequisites: LAW4401 Criminal Procedure Law of Kazakhstan and LAW4402 Civil Procedure Law of Kazakhstan
The course will explore Kazakhstan legislation in the area of advocacy, including licensing requirements to advocate's practice, statutory rights and responsibilities of an advocate, tribunal and law enforcement agencies during investigation, trial and appeal. In addition, the course will deal with professional ethics standards under the law of Kazakhstan and under international standards.

LAW4512 Criminalistics (3 credits, 5 ECTS)
Prerequisite: LAW4401 Criminal Procedure Law of Kazakhstan
Criminalistics (or forensic science) is understood as the scientific study and evaluation of physical evidence in the commission of crimes and as the science dealing with the detection of crime and the apprehension of criminals. It is especially important in law enforcement where forensics is done in relation to criminal law. The course introduces various areas of forensic science to the student, including fingerprint, trace evidence,

ballistics and other basic areas of forensics. Time permitting, topics such as forensic auditing and mobile phone treatment.

LAW4513 Experts in Judicial Proceedings (previously Court System of Forensic Inquire) (3 credits, 5 ECTS)
Pre- or co-requisites: LAW4401 Criminal Procedure Law of Kazakhstan, LAW4402 Civil Procedure Law of Kazakhstan
The course covers the role of the 'expert' in court proceedings, including who is an expert, how his expert opinion/report is treated as evidence, which partly may request an expert opinion and the role of the center for experts in managing the scientific evidence in criminal and civil proceedings.

LAW4514 Law of International Treaties (3 credits, 5 ECTS)
Pre- or co-requisites: LAW3311 Public International Law, LAW3312 Private International Law
There is no area of international law that is not, to a lesser or higher extent, regulated by a treaty. This course offers a comprehensive overview of the foundations, principles and sources of the law of international treaties (LIT), clarifies the role of bilateral and multilateral treaties between states as well as treaties of international organizations, and explains the very notion of a "treaty", together with the key role it plays in the system of international law. The main sources of treaty law such as the Vienna Conventions of 1969 (VCLT), 1978 and 1986 are considered and characterized. Key issues such as the treaty-making process, stages and the role played by domestic law, treaty parties, the relationship between treaties, customary international law and rules of *jus cogens*, as well as the role of the language in treaty-making are discussed. Students will thus be offered a holistic perspective on this crucial part of international law taking into account its influence on the development of the latter as well as its role in the regulation of dynamically evolving international relations of today.

LAW4515 International Criminal Law and Procedure (3 credits, 5 ECTS)
Prerequisite: LAW4401 Criminal Procedure Law of Kazakhstan
After the Second World War, but especially since the 1990s - that is, after the establishment of the International Criminal Tribunals for the Former Yugoslavia and Rwanda - international criminal law (ICL) is gaining in significance. States' cooperation in penal matters, whose function consists in the prevention and repression of the most serious crimes of international concern, is developing in bilateral and multilateral formats. In conjunction with the key concepts of the law of international security, international humanitarian law and international human rights law, this course includes lectures, seminars and practical exercises, and covers the substantive issues of international criminal law - that is, jurisdiction, the general part of ICL, crimes under international law (genocide, crimes against humanity, war crimes and the crime of aggression) - and the fundamentals of international criminal procedure, including the operation of the International Criminal Court. The implementation of ICL in the CIS countries and selected common law and civil law jurisdictions is also covered. The course is closely related with the practice of international relations and law.

LAW4516 Introduction to the Legal System of Foreign Countries (3 credits, 5 ECTS)
Prerequisite: None
The course surveys the legal system of a foreign country. It outlines the main components of the country's law, including constitutional law, administrative law, criminal law, business and company law, family law, structure and functions of the courts, main international organizations and treaties the country adheres to. The course is accessible also to students without legal background and is a good introduction to law in general.

LAW4517 Comparative Contract Law (3 credits, 5 ECTS)
Prerequisite: None
This course starts with an introduction to comparative law. Here, different methods and theories of comparative analysis will be analyzed. It follows a description of the main legal systems in the world and the reasons for their division in 'legal families'.

In particular, the course will focus on the common law tradition (distinguishing in particular the English model and the US model), the civil law tradition (with examples from the French, German, Italian, and Kazakh systems), and the Chinese system.
Following this introduction, the course will delve into the micro-comparison of the institution of the contract in these legal systems, considering in particular: i) the binding nature of the contractual promise in common law and civil law; ii) cause and consideration; iii) invalidity and vitiation of consent; iv) the contract and the transfer of ownership in common law and civil law; v) consumer contracts and online contracts in common law and civil law jurisdictions.
Comparative contract law is the comparative study of the contract law of several legal systems and jurisdictions. As the latter can be differentiated into groups according to their origin, methodology and substantive similarities, the course will examine the Common Law, the Continental Law and the Sharia legal systems. In doing so, the course will introduce students to the most important contract law concepts (e.g. interpretation of contracts, formation of contracts, the principle of good faith, liability for non- performance, remedies for non-performance, etc.) from comparative perspective. Studying the differences and similarities of the contracts of different legal systems, the course will facilitate a better understanding of both the Contract Law of Kazakhstan and International Contract Law.

LAW4519 Criminology (3 credits, 5 ECTS)
Prerequisite: LAW2106 Criminal Law of Kazakhstan: General Part
The course covers the roots and causes of crime, trends in criminal behavior, the anthropological, psychological and sociological aspects of various categories of crimes, the basics of victimology, and other related topics. The course is usefully related to the General and Special Parts of Criminal Law, and Criminalistics, in that it provides a background to relevant material and procedural provisions, and helps to study criminal law in a broader cultural context.

LAW4521 History of International Law (3 credits, 5 ECTS)
Prerequisite: None
The course covers the development of international law, from antiquity to modern time. It presents international law as a cultural phenomenon common to the entire human civilization, intended to progressively install ideas of peace, cooperation, good faith and mutual respect among peoples and States. The major milestones in the development of international law are related to key events in the history of international relations, to show international law's realistic nature and practicality. The course is closely related with the history of international relations.

LAW4522 Diplomatic and Consular Law (3 credits, 5 ECTS)
Prerequisite: LAW3311 Public International Law
The course focuses, in a detailed fashion, on the 1961 Vienna Convention on Diplomatic Relations, the 1963 Vienna Convention on Consular Relations and other treaty-based and customary sources of international law dealing with the regulation of official bilateral or multilateral relations between States. Through lectures, seminars and practical exercises, the course covers the organization and functioning of permanent and temporary diplomatic missions, the legal status of diplomatic, administrative and technical, and service staff under international law, and the Republic of Kazakhstan's legislation on diplomatic and consular service.

LAW4523 Laws of International Institutions and of International Organizations (3 credits, 5 ECTS)
Prerequisite: LAW3311 Public International Law
The course deals with the nature of international organizations as secondary subjects of international law, and through lectures, seminars and practical exercises, provides an overview of the structure and functioning of the United Nations and organizations of the UN system, of other universal and regional international organizations. It also provides an overview of activities of international non-governmental organizations (NGOs), and of the International Committee of the Red Cross (ICRC). The course is closely related with the practice of international relations and law.

LAW4524 International Conflict and Security Law (3 credits, 5 ECTS)
Prerequisite: None
The course includes lectures, seminars and practical exercises and deals, on the one hand, with the prohibition of the use of force in international relations (Article 2(4) of the UN Charter) and lawful exceptions from this prohibition, and, on the other hand, with the international law of armed conflict (ILAC). In the first part, States' inherent right to individual and collective self-defense, the UN collective security regime, peacekeeping and peace-enforcement, "humanitarian intervention", the Responsibility to Protect, and other relevant legal regimes are dealt with. The second part of the course is devoted to the legal regulation of the conduct of hostilities and the protection of victims of international and non-international armed conflicts. The course is closely related with the practice of international relations and law.

LAW4525 Law of IT and Cyberspace (3 credits, 5 ECTS)
Prerequisite: LAW2109 Civil Law of Kazakhstan: Special Part Information technology and the Internet have had, and are having, an immense impact on substantive law. 'Computer law' has developed since the Seventies from a patchwork of applications of ordinary rules of contract, criminal, and commercial law, to what is largely accepted to be a rapidly growing specialist cognate discipline. It has now expanded to embrace the "new" field of "cyber law" that focuses on the legal regulation of the Internet. This course will examine the legal ramifications of cyberspace and the digitization and virtualization of everyday activities, including topics such as regulation by law and code, intellectual property in cyberspace, illegal file sharing, content liability, cybercrime, online privacy and cloud computing. Themes relevant throughout the course will be discussed such as globalization, enforcement, regulatory forms (including self-regulation and soft law) and the competing lobbies for consumers, corporations, regulators, rights-holders and cyber-libertarians. A further focus will be the extent and need for interaction between themes and legal fields.

LAW4526 International Humanitarian Law (3 credits, 5 ECTS)
Prerequisite: None
This course represents a basic introduction to International Humanitarian Law (IHL, or LoAC). Through lectures, seminars and practical exercises, the course will acquaint students with most of the significant aspects of this topical field including its history, theory, and practice. Beginning with the discussion of the historical origins of IHL, its philosophical foundations and the emergence of understanding that principle of humanity should be respected even during armed conflict, the course will go on to cover such topics as: main sources of IHL – the Hague Law (rules on conduct of hostilities) and Geneva Law (protection of individuals and objects); ius in bello; status of combatants; qualification of armed conflict; war crimes; domestic implementation of IHL; IHL legal regime and its differences from other legal regimes (such as ICL and IHRL). Students will learn about the work and mandate of humanitarian organizations such as the International Committee of the Red Cross during armed conflict and will be introduced to the governing principles of IHL.

LAW4529 International Tax Law and Practice (3 credits, 5 ECTS)
Prerequisite: LAW4509 Tax Law and Practice in Kazakhstan
The course focuses on the application of taxes and tax law in the international community as it relates to individuals, businesses and government agencies conducting Cross-border commerce.

LAW4530 Mediation, Arbitration and the AIFC (3 credits, 5 ECTS)
Prerequisite: LAW4402 Civil Procedure Law of Kazakhstan
This course deals with one of the most popular private dispute resolution mechanisms in international business transactions. It provides an overview of topics such as the jurisdiction and formation of arbitral tribunals, the procedural and substantive law applicable to arbitration proceedings and to the merits of the dispute, interim measures, challenges to the arbitration awards, and recognition of foreign awards. The emphasis will be on commercial arbitration under the UNCITRAL Model Law but with constant references to the most widely used arbitration rules and covering all aspects of the arbitration proceedings, from the drafting and enforcement of the arbitration agreement to the enforcement of the arbitration award. Students are expected to be able to apply

the law and principles to real case study questions, as well as to hypothetical sets of facts presented by the lecturer in each class. Ample use will be made from the jurisprudence and practice of foreign states.

LAW4533 Eurasian Economic Union Law (3 credits, 5 ECTS)

Prerequisite: None

This course introduces students to the substantive laws of the Eurasian Union, with comparative remarks to the European Union substantive law and references to the One Belt, One Road initiative.

Kazakhstan has embarked on a project which deeply affects its sovereign power to regulate the domestic economy, as the Eurasian Economic Union (EAEU) aims to achieve deeper integration among countries part to the post-Soviet space. According to many scholars working and commenting on the EAEU, this process of integration is mainly inspired by the European Union institutions and substantive laws. However, the EAEU is far from enjoying the same or even a comparable level of independence from the Member States as in the EU, as the EAEU relies predominantly on intergovernmental elements with a view to preserving the interests of all of its member states. These economic interests are intertwined in the substantive laws of the EAEU that aim to the creation of a level playing field for business to compete within the economic area and, at the same time, of a custom union where member countries agree on external tariffs. To achieve this goal a number of key economic sectors are subject to common regulatory frameworks, in particular, intellectual property rights, ICTs and energy.

The course focuses on the following topics:

- Eurasian Economic Union: History and Institutions
- Trade Regulation
- Competition
- Intellectual Property
- Special regulatory regimes
- ICTs and Innovation
- Agriculture and Energy
- The EAUE, the EU and the OBOR

LAW4534 Fundamentals of Legal Consulting (3 credits, 5 ECTS)

Prerequisite: None

The course gives the students the idea of how legal consulting work is regulated and conducted in Kazakhstan. The course will cover the Law on Advocacy and Legal Assistance in relation to the work of Legal Consultants. The course will also cover the activity of legal consulting firms: how clients are target and addressed, how services are proposed, what kinds of services are there in general, how fees and time frames are calculated (in general), how clients are evaluated from the QRM and conflict of interest perspectives, etc.

LAW4535 Comparative Law (3 credits, 5 ECTS)

Prerequisite: LAW1101 Theory of State and Law

In this course, students are introduced to comparative law as a method of legal enquiry.

This course starts with an introduction to comparative law. Here, different methods and theories of comparative analysis will be analyzed. It follows a description of the main legal systems in the world and the reasons for their division in ‘legal families’.

In particular, the course will focus on the common law tradition (distinguishing in particular the English model and the US model), the civil law tradition (with examples from the French, German, Italian, and Kazakh systems), and the Chinese system.

The course explores, in a comparative fashion, the main legal traditions of the world. More specifically, it deals with the organization of power in the respective legal traditions, the sources of law and law-making techniques, the status and role of the judiciary, etc. Ultimately, the course helps students develop the skills of analyzing the legislations of foreign States and identifying the most appropriate legal solutions to practical challenges, and contributes to the development of students' critical and creative thinking.

LAW4536 Introduction to Common Law (3 credits, 5 ECTS)
Prerequisite: LAW1101 Theory of State and Law
In international law and with the opening of the AIFC, the common law has become an important element of jurisprudence for any jurisdiction. This course will provide an introduction into this system of law. The primary focus may be on UK and US law in addition to examples from other common law jurisdictions.

LAW4603 Internship III – Pre-diploma
Prerequisite: LAW3604 Internship II – Legal Clinic: Part 2 ***OR*** *LAW4633 Internship II – Ask a Lawyer: Part 2* ***and*** *completion of at least 108 credits*
Internship III introduces students to the practice of law in a professional setting, in which they apply the knowledge and skills learned in the classroom. Students engage in a supervised internship in a law firm, consulting firm, company, non- government agency, or governmental organization. The student's advisor and the participating sponsor, together with the student, collaboratively design the program of activities and supervision.

LAW4632/LAW4633 Internship II (2 credits, 3 ECTS/2 credit, 3 ECTS)
Prerequisite: LAW2108 Civil Law of Kazakhstan:General Part

Internship II provides academic credit for participation in the KIMEP Ask-A-Lawyer project.

LAW4999 Selected Undergraduate Topics in Law (3 credits, 5 ECTS)
Prerequisite: None
This course provides further study into various areas of law. Topics covered will vary from semester to semester depending on expertise and interests of instructors and students' particular needs and strengths. This course may be repeated for credit if the topics are different.

LAW4702 Thesis Defense (Thesis/Project II) (2 credits, 3 ECTS)
Co-requisite: completion of all other academic courses, to include prior completion of at least 128 credits
A capstone thesis or project that is a research work on a topic in Law. Students will be supervised by faculty member(s) during the creative process.

LAW4769 Research Methods (Thesis/Project I) (3 credits, 5 ECTS)
Co-requisite: completion of all other academic courses, to include prior completion of at least 128 credits
The student will become familiar with various research methods, focusing on professional legal methodology in order to be prepared for oral thesis or project defense.

LAW4904 Bar Examination (5 credits, 8 ECTS)
Co-requisite: completion of all other academic courses, to include prior completion of at least 128 credits
A structured review of certain required courses, with an emphasis on issue spotting and examination taking techniques and strategies for multiple choice questions, and also for essay examinations, utilizing "**IRAC" –** the *Issue, Rule, Analysis, and Conclusion* structure of legal analysis, which results in an effective essay answer, organized around the identified or stated **Issue**, the applicable **Rule**(s), the student's **Analysis** regarding how the rule(s) apply to the issue and a **Conclusion,** typically the result, for each and every legal issue and sub-issue identified in an essay question. Take-home and in-class practice examinations of both types of examination are conducted weekly.

SCSM UNDERGRADUATE COURSES

ENG/GEN1100 Academic English Speaking (3 credits, 5 ECTS)
Prerequisites: ENG/GEN1110 Academic Listening and Note Taking

This course develops students' skills in speaking confidently and persuasively on a variety of academic topics in the Humanities, Business Studies and the Social Sciences. Students will be expected to undertake extensive research on their chosen topics and thereby develop their ability to use resources appropriately and ethically. In so doing, they will engage analytically and in-depth with their topics and offer constructive criticisms of one another's presentations. At all times, critical thinking will be emphasized. Students will adopt a process approach to academic speaking, placing emphasis less on the final product than on the stages of academic research, each of which will be presented to the class in the form of a mini-presentation. Through regular presentations on their research, students will improve their language proficiency and ability to argue effectively and persuasively within an academic context, and to handle evidence and statistical data. Class activities will take the form of discussions, debates and presentations.

ENG/GEN1121 Academic Reading and Writing II (3 credits, 5 ECTS)
Prerequisites: ENG/GEN1120 Academic Reading and Writing I
This is an advanced-level academic reading and writing course in which students undertake a research project on an academic topic of their own choice. Building on the research and writing skills developed in previous courses, students select a project of substantial scope within an area of interest to them. They offer a sound defense of their choice of topic, using criteria appropriate to an academic context, and then prepare to undertake research. In preparing their research essays, students make extensive use of library and online resources, as well as field research such as interviews and off-campus research, depending on the nature of their topic. Reading tasks include finding, analyzing and evaluating a variety of sources. A process-approach to writing is adopted, with specific attention to planning, outlining, surveying the literature, drafting, rewriting, reviewing and using feedback constructively. Attention is paid to both peer and instructor feedback. At the final stage, editing, citations and bibliographical components are the focus of attention.

RUS2101 Professional Russian 1 (2 credits, 3 ECTS)
Prerequisites: RUS1302 Elementary Russian, RUS1304 Pre-Intermediate Russian
This course prepares students to use Russian for their professional studies and consequently for their professional needs in real life and work. It further helps students master Russian language skills by using economic and professional terminology and fundamental business communication tools such as writing memoranda, letters, e- mail, progress reports, business idioms, practicing interviews and delivering presentations. The classroom focus will be on the use and improvement of Russian speaking and communication skills within the context of the business world.

RUS2102 Professional Russian 2 (2 credits, 3 ECTS)
Prerequisites: RUS1306 Intermediate Russian, RUS1308 Upper-Intermediate Russian
The course focuses on the study of the current state of the Russian language and the rules of literate speech building. Students will learn various words and phrases in their specialty and develop speaking skills in the area of their profession. As a result of studying the course, the student will improve the general level of their Russian language knowledge in oral and written forms and develop skills for work with specialized terminology from their professional field.

RUS2103 Professional Russian 3 (2 credits, 3 ECTS)
Prerequisites: RUS2001 Advanced Russian
The main objective of this course is to study the Russian literary language norms necessary for a specialist in the field of business and professional communications as well as the effective methods of professional communication in oral and written forms. The course contains basic information on stylistics and grammar of spoken and written language, the rules of speech etiquette and speech mastery.

KAZ2101 Professional Kazakh 1 (2 credits, 3 ECTS)
Prerequisites: KAZ1502 Elementary Kazakh or KAZ1504 Pre-Intermediate Kazakh

The course is designed for language learners who have mastered the Kazakh language at an elementary level, are familiar with its features, speak the language at an everyday level, and aim to learn it specifically for their field of activity and/or profession. During the course, prospective professionals will be able to obtain information, explain, apply, commit, control, introduce the company, agree / disagree, etc. in their field of expertise. They will participate in speech situations and acquire communication skills. During the course the students read and fully understand simple instructional texts as well as complex texts and find general information. They learn to write simple types of business letters, resumes.

KAZ2102 Professional Kazakh 2 (2 credits, 3 ECTS)
Prerequisites: KAZ1506 Intermediate Kazakh or KAZ1508 Upper-Intermediate Kazakh
In this course students learn to use the state language as a means of communication in their future profession, professional field. They develop the skills necessary for the implementation of communicative goals necessary for professional activity in everyday life. They learn business etiquette in all forms of business communication. Students enrich their vocabulary with words and terminology related to the specialty. They learn to write business texts, documents, letters, understand and analyze oral assignments in the field. The student who finished this course will be able to understand business language, and write different letters, documents using Kazakh language. The State language will be used in student's future work, especially by improving student's professional and communication skills.

SCS1101 Calculus I (4 credits, 7 ECTS)
Prerequisites: A working knowledge of algebra and trigonometry is required.
Introduction to calculus, including limits, differentiation, integration, and analytic geometry. Applications (both traditional and modern) appear throughout, including examples from geometry, economics, and physics.

SCS1201 Calculus II (4 credits, 7 ECTS)
Prerequisites: Calculus I with a minimum grade of C-
This is a continuation of differential and integral calculus. Topics include integration, numerical integration, logarithm, exponential functions, Taylor's theorem, and series.

SCS2301 Calculus III (4 credits, 7 ECTS)
Prerequisites: Calculus II with a minimum grade of C- or permission of the instructor.
This is a continuation of differential and integral calculus. Topics include parametric equations, vector geometry, curves and surfaces in space, partial derivatives, and multiple integration. Calculator or computer lab projects will constitute a portion of the course.

SCS 1102 Physics I (3 credits, 5 ECTS)
Prerequisites: Calculus I as a corequisite or prerequisite, or permission of the instructor
Physics I is a calculus-based introduction to motion, work, energy and momentum, physics of solids and fluids, and thermodynamics.

SCS1103 Physics I Lab (1 credits, 2 ECTS)
Prerequisite: Physics I as a corequisite or prerequisite, or permission of the instructor
Students will utilize the scientific method while conducting experiments related to the Physics I curriculum. This course should be taken concurrently with Physics I.

SCS1202 Physics II (3 credits, 5 ECTS)
Prerequisites: Physics I
Physics II is a calculus-based introduction to electricity, magnetism, harmonic motion, light, and optics.

SCS1203 Physics II Lab (1 credits, 2 ECTS)
Prerequisite: Physics II as a corequisite or prerequisite, or permission of the instructor

Students will utilize the scientific method while conducting experiments related to the Physics II curriculum. This course should be taken concurrently with Physics II.

SCS2101 Chemistry I (3 credits, 5 ECTS)
Prerequisite: None

This course will cover general concepts and theories of chemistry. These topics will include atomic and molecular structure, stoichiometry, reactions in solution, gases, the periodic table, covalent bonding/molecular geometry, and thermochemistry.

SCS2102 Chemistry I Lab (1 credits, 2 ECTS)
Prerequisite: Chemistry I as a corequisite or prerequisite, or permission of the instructor
Students will utilize the scientific method while conducting experiments related to the Chemistry I curriculum. This course should be taken concurrently with Chemistry I.

SCS3204 Chemistry II (3 credits, 5 ECTS)
Prerequisite: Chemistry I

This is a continuation of CHEM 101. Topics will include liquids and solids, solution chemistry, kinetics, chemical equilibrium, acid-base reactions, spontaneity, and an introduction to organic chemistry.

SCS2103 General Biology (3 credits, 5 ECTS)
Prerequisite: None
This course will serve to introduce the student to the scientific method, characteristics of life, chemistry, macromolecule structure and function, cell structure and function, enzymology, metabolism, cellular respiration, photosynthesis, DNA replication, nuclear and cell division, transcription and translation and heredity.

SCS2104 General Biology Lab (1 credits, 2 ECTS)
Prerequisite: General Biology as a corequisite or prerequisite, or permission of the instructor
Students will utilize the scientific method while conducting experiments related to the General Biology curriculum. This course should be taken concurrently with General Biology.

SCS2105 Discrete Mathematics (3 credits, 5 ECTS)
Prerequisite: Calculus I with a minimum grade of C-, or permission of the instructor.
This course provides the foundation essential for reasoning in mathematics and in computer science. Topics include, but are not restricted to, propositional and predicate logic, proof of strategies and induction, sets, functions, and recursion.

SCS2202 Linear Algebra (3 credits, 5 ECTS)
Prerequisites: Calculus I with a minimum grade of C-, or permission of the instructor.
This course includes the study of matrices, determinants, systems of equations, vector spaces, and linear transformations.

SCS2302 Elementary Statistics (3 credits, 5 ECTS)
Prerequisite: None
This is an introduction to descriptive and inferential statistics using mainly parametric methods. Some of the major areas covered are measures of central tendencies, measures of dispersion, distributions (such as frequency, normal, binomial, and probability), correlation, regression, and hypothesis testing.

SCS3101 Probability and Statistics (3 credits, 5 ECTS)
Prerequisites: Calculus I with a minimum grade of C- or permission of the instructor. Elementary Statistics, or its equivalent, is highly recommended.
A rigorous introduction to the study of probability and statistics. A working knowledge of calculus is required. Topics include conditional probability, discrete and continuous probability distributions, expectation and other measures of random variables, moment-generating functions, sampling distributions, and the central limit theorem.

SCS2201 Introduction to Information Security and Ethics (3 credits, 5 ECTS):
Prerequisite: None
This course handles ethical dilemmas in computer science related to technology, addressing topics like digital rights, cybercrime, and the social impact of technology. It embraces cybersecurity fundamentals, network security, encryption techniques, vulnerability assessment, and defensive strategies. Students will learn to use various cybersecurity tools and ethical hacking methodologies.

SCS1104 Structured Programming 1 (3 credits, 5 ECTS):
Prerequisite: None
An introductory course in programming focusing on logical thinking and problem-solving. It covers the basics of programming using Python language, including variables, control structures (loops, conditionals), arrays, lists, dictionaries, functions, and modules. The course will be handled in practical labs where students use IDEs to develop and debug Python programs.

SCS1204 Structured Programming 2 (3 credits, 5 ECTS):
Prerequisites: Structured Programming 1
This course covers advanced programming concepts using C or C++. Topics include dynamic memory management, file I/O operations, basic data structures, and the use of pointers. Students will undertake practical projects to develop modular, advanced, and efficient coding skills. They will gain a deeper understanding of how complex programs are structured.

SCS2202 Object-Oriented Programming (3 credits, 5 ECTS):
Prerequisites: Structured Programming 1
Students are introduced to object-oriented programming concepts using C++ or Java. It emphasizes class and object creation, encapsulation, inheritance, polymorphism, and basic design patterns. Through hands-on projects, students will learn to develop robust and scalable applications while mastering the use of IDEs and version control systems.

SCS2106 Data Structures and Algorithms (3 credits, 5 ECTS):
Prerequisites: Structured Programming 1
This course focuses on studying and implementing essential data structures and algorithms using C++ or Java. It covers arrays, linked lists, stacks, queues, trees, graphs, and sorting and searching algorithms. Students will learn to do basic time and space complexity analysis and apply these notions to solve complex computational problems.

SCS3102 Introduction to Artificial Intelligence (3 credits, 5 ECTS):
Prerequisite: None
This course provides an introduction to the field of AI, covering key concepts like machine learning, neural networks, genetic algorithms, and natural language processing. Using Python and AI libraries such as Sklearn or PyTorch, students will build and train models for various AI applications, including image and speech recognition and data analysis.

SCS3201 Operating Systems (3 credits, 5 ECTS):
Prerequisites: Computer Architecture
This course explores operating system principles and architecture in depth. Topics include process management, inter-process communication, memory management, file systems, and I/O systems. Students will gain hands-on experience with Linux/Unix, learning to manipulate and manage an operating system's core functions.

SCS3103 Computer Architecture (3 credits, 5 ECTS):
Prerequisite: None
Covers the fundamental concepts of computer hardware and architecture. Students will learn about CPU design, data representation, memory hierarchy, and basic assembly language programming. The course includes practical work with computer architecture simulation software, allowing students to understand the low-level workings of modern computers.

SCS3104 Computer Networks (3 credits, 5 ECTS):
Prerequisite: None
This course is based on a top-down approach. It is dedicated to teaching students about computer network concepts and functions of various layers (for example, application, transport, network). Moreover, students will learn to work and analyze computer networks. By the end of the course, students are expected to have sufficient knowledge to use computer networks.

SCS3202 Software Engineering (3 credits, 5 ECTS):
Prerequisites: Data Structures and Algorithms or Structured Programming 1
In the course, students will learn basic activities common to all software engineering process models: software specification –functional requirements obtained from the user; software design and implementation – production of the software system as a product; software validation – an activity that assures that customer specifications are met; software evolution – system modification to meet continuing customer needs.

SCS3203 Distributed Computing (3 credits, 5 ECTS):
Prerequisites: Computer Networks
This course provides basic elements and concepts related to distributed systems. Topics include the basics of distributed computing systems, global state management in distributed computing systems, communication in distributed systems, distributed file systems, fault tolerance, synchronization and deadlocks, load balancing and process migration, and distributed operating systems issues.

SCS4101 Computer Graphics (3 credits, 5 ECTS):
Prerequisite: None
This course aims to understand the process of modeling and generating images of 3D objects, starting by studying the basic process of drawing primitive objects, including lines, circles, and polygons. We also will explore the process of building 2D and 3D mathematical models of more complex objects.

SCS4102 Database Systems (3 credits, 5 ECTS):
Prerequisites: Data Structures and Algorithms
This course covers the fundamentals of databases & database management systems. The course introduces types and models of database logical organization and relational structure of database systems based on entity relationship diagrams. The course contains basic relational database management systems principles with key fields and relationship models.

SCS4201 Analysis of Algorithms (3 credits, 5 ECTS):
Prerequisites: Data Structures and Algorithms

The aim of this course is to introduce some important algorithms, basic algorithm design techniques, and analysis of algorithms. The course consists of selected computer algorithms: sorting, searching, string processing and graph algorithms, algorithm design and analysis techniques, time and computational complexities of algorithms, introduction to NP-completeness, parallelization of algorithms, and linear and dynamic programming.

SCS4400 Internship (3 credits, 5 ECTS):
Prerequisite: Fourth-year student in Bachelor of Science in Computer Science degree program
This course allows students to apply their knowledge and skills to address a series of real computer science issues that have arisen in organizations. Students can expect to develop and apply their critical, analytical, and decision-making skills, as well as written and oral communication skills.

SCS4301 Machine Learning (3 credits, 5 ECTS):
Prerequisites: Linear Algebra-Discrete Mathematics
Explore core machine learning concepts and algorithms, including decision trees, neural networks, and SVMs. Practical sessions involve using Python and libraries like scikit-learn to implement models, evaluate performance, and apply techniques to real-world datasets. Topics include data pre-processing, feature engineering, model selection, and ethical implications of machine learning.

SCS4302 Big Data Management and Analysis (3 credits, 5 ECTS):
Prerequisite: None
This course covers the end-to-end handling of big data, emphasizing distributed storage, processing frameworks like Hadoop and Spark, and big data analytics. Students engage in hands-on activities, learning to manage, process, and analyze large-scale datasets. The course also introduces NoSQL databases and discusses big data's role in data science.

SCS4303 Data Analysis and Visualization (3 credits, 5 ECTS):
Prerequisite: None
Focusing on extracting insights from data, this course covers statistical analysis techniques, data preprocessing, and data visualization. Using tools like Python, R, Power BI, Tableau, Looker Studio Google students work on real-world datasets, learning to communicate results effectively through visual storytelling. The course also introduces interactive dashboards and data-driven decision-making processes.

SCS4401 Mobile Programming (3 credits, 5 ECTS):
Prerequisites: Structured Programming 1
This course provides a deep dive into mobile application development for platforms like Android and iOS. Topics include UI/UX design principles, responsive layouts, mobile programming languages (Swift, Kotlin), and app lifecycle management. Students gain practical experience by developing and deploying functional mobile apps and learning about app store submission processes.

SCS4402 Advanced Software Engineering (3 credits, 5 ECTS):
Prerequisites: Software Engineering
Expanding on foundational software engineering concepts, this course explores advanced topics like software architecture design, design patterns, and software testing strategies. Agile and DevOps methodologies are emphasized, along with the importance of software maintenance and scalability. Students engage in project-based learning to develop high-quality software systems. It includes also testing and evaluation process.

SCS4403 Web Applications (3 credits, 5 ECTS):
Prerequisites: Data Structures and Algorithms or Structured Programming 1
This comprehensive course covers both front-end and back-end development for web applications. Students learn HTML, CSS, JavaScript, and modern frameworks like React or Angular, along with server-side languages

and database integration. Emphasis is on creating dynamic, data-driven websites with a focus on user experience and web security.

SCS4501 Computer Vision (3 credits, 5 ECTS):
Prerequisite: None
Explore the fundamentals of computer vision, focusing on image processing techniques, feature extraction, and object recognition. The course includes practical applications using Python and libraries like OpenCV, covering topics like facial recognition, gesture analysis, and autonomous navigation in robotics and automotive systems.

SCS4502 Introduction to Deep Learning (3 credits, 5 ECTS):
Prerequisite: None
This course introduces deep learning, discussing neural network architectures, backpropagation, and optimization techniques. Students gain hands-on experience with TensorFlow or PyTorch, applying deep learning to tasks like image classification, natural language processing, and generative models. The ethical considerations of AI applications are also discussed.

SCS4503 Digital Image Processing (3 credits, 5 ECTS):
Prerequisite: None
Covering key digital image processing techniques, this course includes topics like image enhancement, restoration, segmentation, and morphological operations. Students use MATLAB or similar tools for practical implementations, applying concepts to real-world scenarios such as medical imaging, remote sensing, and multimedia applications.

SCS4601 Introduction to Cybersecurity (3 credits, 5 ECTS):
Prerequisite: None
This course covers fundamental cybersecurity concepts, including network security, encryption, and ethical hacking. Students learn about risk management, cybersecurity frameworks, and countermeasures against various cyber threats. Labs include hands-on activities in penetration testing and vulnerability assessments, emphasizing the importance of ethical considerations in cybersecurity practices.

SCS4602 Network Traffic Analysis (3 credits, 5 ECTS):
Prerequisites: Introduction to Cybersecurity
Focuses on techniques for capturing, analyzing, and interpreting network traffic to ensure network security and performance. Topics include protocol analysis, traffic monitoring, and anomaly detection. Students use tools like Wireshark for practical exercises, learning about network troubleshooting and cybersecurity implications.

SCS4603 Infrastructure Security Technologies (3 credits, 5 ECTS):
Prerequisites: Introduction to Cybersecurity
Students learn about technologies and strategies to secure IT infrastructure. The course covers firewall and intrusion detection systems, VPNs, and endpoint security. Hands-on labs involve setting up and managing secure network environments, emphasizing the balance between accessibility and protection in organizational settings.

SCS3203 Distributed Computing (3 credits, 5 ECTS):
Prerequisite: None
This course introduces the principles of distributed computing, discussing architectures, algorithms, and challenges like synchronization and fault tolerance. Cloud and grid computing are also explored, along with case studies in distributed data processing and storage. Practical sessions involve working with distributed computing frameworks and understanding their applications in big data.

SCS3205 Video Processing (3 credits, 5 ECTS):
Prerequisite: None
The course covers essential video processing techniques, focusing on video compression, enhancement, and content analysis. Students work with tools to process and analyze video streams, learning about applications in digital media, surveillance, and communication technologies. Topics include video codecs, motion detection, and video content retrieval.

SCS3900; SCS3901; SCS4900; SCS4901 Capstone Project (4 credits, 8 ECTS):
Prerequisite: Third-year student in the Bachelor of Science in Computer Science degree program
The course requires the student to work closely with one or more faculty members to complete a multi-semester project. Presentation of results is required upon completion of the project.

GRADUATE PROGRAM COURSE DESCRIPTIONS

BCB GRADUATE COURSES

ACC5105 Performance Management (3 Credits)
Prerequisites: FIN5101
The course introduces students to different topics of Management Accounting and, more specifically, to topics covered in preparation guide for ACCA Paper F5. The objective of the course is to build a conceptual ground for understanding of various management accounting techniques and their applications to managerial decision making. Namely, after successful completion of this course the students should be able to deal with overheads, solve problems surrounding pricing and make-or-buy decisions, prepare fixed, flexible and other types of budgets, compute and interpret different types of budget variances. Risks and uncertainties of real-life decisions are considered in relation to performance management systems and other tools used for measurement and control.

ACC5107.1 Financial Reporting (3 Credits)
Prerequisites: FIN5101

This course is intended to provide students with necessary knowledge and skills to understand and apply various accounting standards and the theoretical framework in preparation of financial statements of business entities and groups. By focusing on reporting practices existing in the current business environment, this course also emphasizes accounting concepts and methods required to analyze and interpret financial statements of an entity. It covers specific areas of financial reporting including conceptual framework, regulatory framework, preparation of financial statements, business combinations, and analyzing and interpreting financial statements. The course is designed to cover preparation guide materials of ACCA paper F7.

ACC5108 Audit and Assurance (3 Credits)
Prerequisites: FIN5101
The course introduces students to various topics of Audit and, more specifically, to topics covered in preparation guide for ACCA Paper F8. Objective of the course is to develop knowledge and skills in the process of carrying out the assurance engagement and its application in the context of the relevant professional regulatory framework. Namely, after successful completion of this course the students should be able to explain the concepts of audit and assurance and the functions of audit and corporate governance, demonstrate how the auditor obtains an understanding of the entity, assesses the risk of material misstatement, and plans an audit of financial statements. The course covers how to describe and evaluate internal controls, and work and evidence required to meet the objectives of audit engagement and the application of the relevant Standards on Auditing.

ACC5116 Advanced Taxation (3 Credits)
Prerequisites: FIN5101
The aim of the course is to apply relevant knowledge and skills and exercise professional judgment in providing relevant information and advice to individuals and businesses on the impact of the major taxes on financial decisions and situations. The syllabus builds on the basic knowledge of core taxes and further develops students' ability to interpret and apply the Tax Code. The course extends the knowledge of income tax, corporation tax, capital gains tax and inheritance tax to encompass further aspects of taxation, additional exemptions and reliefs. Substantial part of the course is devoted to exploring the reporting of tax-related disclosures in annual reports of corporations. The course discusses tax planning strategic policies, tax avoidance and tax evasion, as well as tax expense management in financial reporting.

ACC5120 Modern Trends in Corporate Reporting (3 Credits)
Prerequisites: FIN5101
The aim of the course is to discuss, apply and evaluate the concepts, principles and practices that underpin the preparation and interpretation of corporate reports in various contexts including the ethical assessment of managements' stewardship and the information needs of a diverse group of stakeholders.
The subject matter of the syllabus requires students to have a cohesive understanding of the IASB's Conceptual Framework for Financial Reporting® and to use the Framework as a basis for judgment in applying International Financial Reporting Standards in corporate reports. The syllabus considers both the principles and practices of IFRS® Standards and uses these principles as a basis for the preparation of the financial statements of single entities and groups.
The course requires students to reflect on the usefulness of corporate reports to stakeholders including developments in narrative reporting such as Integrated Reporting and to discuss the nature of the information that would help stakeholders assess the prospects of the entity. This involves the analysis and interpretation of corporate reports, and the provision of advice on the reporting implications of transactions.

ACC5130 Current Issues in Accounting (3 Credits)
Prerequisites**:** *FIN5101*

The course is designed to provide an intermediate level of International Financial Reporting Standards (IFRS) and further understanding of major financial reporting issues. The role of financial accounting information is to facilitate economic transactions and to foster the efficient allocation of resources among businesses and individuals. A company's financial statements can be used for various purposes: as an analytical tool, as a management report, as an early warning signal, as a basis for prediction and as a measure of accountability. Over time, the accounting profession has developed a network of rules, guidelines and procedures, collectively referred to as generally accepted accounting principles (GAAP). The principles and rules that govern financial reporting continue to develop and evolve in response to changing business conditions. International Financial Reporting Standards is a set of accounting standards developed by International Standards Board (IASB) that is becoming the global GAAP for the preparation of company financial statements. IASB is an independent accounting standards body, based in London, consisting of 15 members, responsible for the development and publication of IFRSs.
This course focuses on developing a "critical thinking" approach to financial accounting and reporting. The course seeks to develop students' understanding of the environment in which financial reporting choices are made, what the options are, how these data are used for various types of decisions. In this approach, it covers all the core topics of intermediate accounting by first describing the business transactions that affect various

accounts, the technical details of IFRS and GAAP, how these rules are applied in practice and what the financial statements look like.
The course is totally focused on IFRS as well as GAAP standards. The course is a fully accounting course and requires problem solving mostly. Differences between IFRS and GAAP are deeply studied as well as contemporary issues in the area of Accounting are discussed. This course is focused on relevant issues in the area of accounting and helps future auditors to understand their job better. Practically, students will focus their attention on financial statements analysis, audit and taxes.

ACC5104 Advanced Financial Statements Analysis (3 Credits)
Prerequisites: FIN5101

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.

FIN5110 Financial Econometrics (3 Credits)
Prerequisites: FIN5101
Financial econometrics is the intersection of statistical techniques and finance. It provides a set of empirical tools to analyze historical financial data, model underlying economic mechanisms, and predict future price trends. This course covers both cross-sectional and time-series data. Multivariate regression analysis is developed to study the cross-sectional differences in stock returns of individual firms and associated portfolio models. Applications of these techniques to evaluate the performance of new trading strategies and hedge fund managers are also discussed. Furthermore, time-series models are introduced to model and forecast both time-varying aggregate stock returns and volatility. The course prepares students to conduct empirical research in an academic or business setting.

ACC5121 Corporate Governance and Sustainability (3 Credits)

Prerequisites: FIN5101

The main objective of this course is to introduce graduate students to the knowledge and skills required to carrying out the roles of accountants and financial managers related to corporate governance, internal control, compliance and the management of risks within an organization and in the context of an overall ethical framework. In addition, the course provides students with an understanding of current practices of corporate sustainability reporting and analysis.

FIN5116 Fundamental and Technical Analysis (3 Credits)
Prerequisites: FIN5101

In this course, you will learn what fundamental analysis, adopted by most investors for long term investing, is and how to determine the valuation of a company or stock by analyzing different measures using ratios and statistics, industry analysis and examining the company's financial statements. The course will start by going through the valuation measures, then the financial highlights, and lastly the trading information for a given company. You will also learn that, in contrast, technical analysis assumes that a company's fundamentals are already all priced into the stock (and any other trading instrument) removing the need to actually consider these factors separately. Technical analysis introduces the traders' psychology factor into market volatility which makes prices move in trends and repeat itself with certain periodicity. Historical data, mainly price and volume,

are predicted through using charts, price patterns, technical indicators, etc. This type of analysis is more actively used in commodities and currency markets where traders focus on short-term price movements. You will see that switching between fundamental and technical analysis is crucial and complementary as long-term planning in pair with “here and now” living.

FIN5102 Applied Risk Management (3 Credits)

Prerequisites: FIN5101

This subject focuses on the application of risk management within organizations. It examines the various tools, techniques and processes for managing financial risks including ‘market risk and credit risk’, and operational risk. The common types of market risk evaluated in this subject include interest rates risk, spot risk, forward risk, options risk, and liquidity risk. It also examines the range of credit products and derivatives used in managing credit exposures as well as the issues that arise in assessing, managing and monitoring operational risk.

Students perform calculations and review real-world as well as fictitious case studies based on mock institutions to apply their learning in this subject. Additionally, they will be involved in an empirical project, where they will investigate the factors of any types of risk that they will choose. At

FIN5118 Empirical Asset Pricing (3 Credits)

Prerequisites: FIN5101

This course develops, examines, and applies models for portfolio decisions by investors and the pricing of securities in capital markets. While developing portfolio theory, we will study the extensive empirical work that characterizes movements in security prices, evaluates alternative investment and asset pricing models, and attempts to test those models and interpret the implications of those tests. This is a research-oriented course with practical implementation of quantitative methods in finance, aimed at highly motivated and technically proficient students.

This course is designed for students who want a more detailed and up-to-date treatment of academic asset pricing theory and empirical work and its application to the practice of quantitative finance. The course is especially appropriate for students contemplating analytical finance and quantitative money management and provides many tools and concepts that are essential for a career in quantitative investments. The material is covered in a rigorous analytical manner, and students must be comfortable with some technical methodologies (i.e., calculus, linear and matrix algebra, and statistical theory). The course is meant to be challenging, but accessible.

A good fundamental background in economics and especially statistics is required. The course is highly quantitative because the field is, and so relies heavily on analytical tools and economic theory developed throughout the course. Students should be comfortable with probability, statistics, and regression analysis. Students should also feel comfortable with the concepts of risk aversion, utility functions, and budget constraints. Use of a statistical package or programming language will be vital for the course, saving time and aiding in understanding the material. Many of the applications will move beyond simple spreadsheet packages such as Excel. A good statistical programming language such as Matlab, SAS, Stata, Python is even more useful.

ACC51xx Ethics, Responsibility and Sustainability in Accounting

Prerequisites: FIN5101

In this course, students will learn how to conduct business ethically. Law partially defines the conduct, but 'legal' and 'ethical' are not necessarily the same. Business ethics enhances the law by outlining acceptable behaviors beyond government control. Students will learn how to develop and implement policies and

procedures regarding topics such as fraud, bribery, discrimination, and corporate governance. They will learn how decisions can be and are made by individuals, organizations, and other stakeholders who choose responsible ways of acting toward others. Students will understand how to link society, economy, education, and environment. Social responsibility encourages the business to get involved in the community and other philanthropic initiatives. Sustainable management provides plans that can improve multiple parts of people's lives, environment, and future generations.

FIN5109 Corporate Finance (3 Credits)
Prerequisites: FIN5101
This course focuses on conceptual financial management issues such as theories of capital structure, principles of capital budgeting, comparison of capital budgeting approaches, asset pricing, projects' and firms' valuation methods, measures of leverage, cost of capital and analysis of factors that impact a firm's ability to raise financing from different sources, financial planning and forecasting. It also examines dividend policy, working capital policy, liquidity management policy and may include some introductory topics of corporate restructuring, mergers and acquisitions etc.

ACC5130 Case Studies in Accounting (3 Credits)
Prerequisites: FIN5101
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.

BUS5200 Business Research Methods
Prerequisites: none
The course aims to develop the student's ability to understand and apply the concepts related to designing, implementing, analyzing, and reporting research projects. It will cover such important topics as research methodology, research design, measurement, validity, reliability, sampling & data collection, experimentation, observation, secondary research, case studies, simulation, and interviewing. The course will also present introductory statistics and statistical analyses as related to evaluating data, such as t-testing, analysis of variance, and regression.

ACC5170.3 Internship: Directed Project/study in Accounting (3 Credits)
Prerequisites: none
Directed projects offer students an opportunity to develop and demonstrate in-depth knowledge of a topical area in accounting with critical inquiry, clear expression, and independent judgment in an extended analysis of a subject that will be explored in more details in students' thesis research work. The project will be dependent upon the professor's area of expertise and student interest. Readings will be in areas not fully covered in other courses and it is anticipated that they will deal with subjects at the leading edge of current accounting thought. As a part of the course, students are expected to undertake a supervised field experience that takes place off campus. Directed projects are internship courses in which the professor will direct non-classroom independent study by students. The responsible faculty will meet regularly with students to assess their progress. It is anticipated that publishable research may be the output of these course, fitting directly with the overall course requirements for curriculum research papers.

ACC5150 Master Thesis (2 Credits)
Prerequisites: none

Master thesis is a practical research work, involving the analysis of a specific problem in the area of Major,

evaluation of the results of the analysis, which serves as a basis for developing specific proposals and implementing the appropriate solution to the problem.

ACC5171 Research Internship (1 Credit)
Prerequisites: none
The research internship provides students with an opportunity to research issues related to the thesis topic in a related area. The research internship is aimed to familiarize students with the latest theoretical, methodological and technological achievements of domestic and international science, modern methods of scientific research, processing and interpretation of experimental data. As a part of research internship, students have to present their research in a conference and publish their research output in academic journal or conference proceeding.

ACC5175.1 Master Thesis Defense (1 Credit)
Prerequisites: none
Master Thesis defense includes the preparation of a thesis report and public defense of the thesis.

MASTER OF FINANCE COURSES (MFIN)

FIN5101 Quantitative Analysis
Prerequisites: none
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. The objective of the course is not just to create a better understanding of statistics but to have a business perspective on the use of the statistical analysis technique as well. Students will be often asked to interpret given data analysis results from a business perspective and to consider further business implications in the analysis.

MGT5100 Business Communication (2 Credits)
Prerequisites: none

The course focuses on business communication skills in organizations; particularly writing concise and error-free business documents, interpersonal communication, small-group communication, and presentational speaking in a business context. These skills are almost universally identified as values critical to success in management. Issues considered include coherence, clarity, style, tone, empathy, and other basic elements in communication success. The course also develops understanding of communication theories, describes strategies for planning managerial communications and looks at how new technologies are changing the way people in business communicate, and the implications those changes have for organizations.

MGT5201 Organizational Behavior and Leadership Ethics (3 Credits)
Prerequisites: none
The way people interact and are led in organizations affects the quality of work life and the overall effectiveness of organizations, including the ethical culture that develops within organizations. The material in this course exposes students to some of the main themes associated with managing and ethically leading people, such as attitude, personality, values (including trust), ethical dilemmas, organization culture, human relations psychology, and the role of group behavior in organizations. This core course also includes issues associated with motivation and job satisfaction, power (abuse) and empowerment, organizational politics and corruption,

teamwork, organization change, interpersonal/organizational communication, and the critical role that leadership plays in organization success in today's global business world.

FIN5101 Foundation of Research in Finance

Prerequisites: none

The objective of the course is to introduce methods of empirical research applied in finance. The primary emphasis of the course will be on developing skills for conducting research and comprehending research output in an applied and professional context. It covers basic aspects of the logic of scientific inquiry, the main techniques and methods of research. The content of the course covers, but not limited to, the following topics: development of the research idea; setting up a hypothesis or hypotheses; understanding of peculiarities of data collection; application of different tools of quantitative and qualitative data analysis; and interpretation of the findings.

FIN5109 Corporate Finance (3 Credits)

Prerequisites: FIN5101

This course focuses on conceptual financial management issues such as theories of capital structure, principles of capital budgeting, comparison of capital budgeting approaches, asset pricing, projects' and firms' valuation methods, measures of leverage, cost of capital and analysis of factors that impact a firm's ability to raise financing from different sources, financial planning and forecasting. It also examines dividend policy, working capital policy, liquidity management policy and may include some introductory topics of corporate restructuring, mergers and acquisitions etc.

FIN5110 Financial Econometrics (3 Credits)

Prerequisites: FIN5101

Financial econometrics is the intersection of statistical techniques and finance. It provides a set of empirical tools to analyze historical financial data, model underlying economic mechanisms, and predict future price trends. This course covers both cross-sectional and time-series data. Multivariate regression analysis is developed to study the cross-sectional differences in stock returns of individual firms and associated portfolio models. Applications of these techniques to evaluate the performance of new trading strategies and hedge fund managers are also discussed. Furthermore, time-series models are introduced to model and forecast both time-varying aggregate stock returns and volatility. The course prepares students to conduct empirical research in an academic or business setting.

ACC5121 Corporate Governance and Sustainability (3 Credits)

Prerequisites: FIN5101

This course provides students with theoretical and practical knowledge of business ethics, corporate governance and sustainable business, and explores their impact on multinational companies, specially focused on the role of shareholders activism on environmental, executive compensation and social issues. This course explores theory and practice of corporate governance (agency theory, transaction cost theory, stakeholder theory, resource dependency theory), including topics such as structure and functioning of the board of directors, shareholder activism and executive compensation. Corporate governance, the all-encompassing mechanism that imparts integrity, ethics, transparency, accountability, and culture, will ultimately steer an organization towards achieving long-term success and longevity. Robust governance arrangements include establishing a clear organizational structure, well-defined lines of responsibility, effective risk management processes, control mechanisms, and remuneration policies. The past few decades have proven that, in practice, these arrangements have fallen short of ethical business standards and have incentivised short-term thinking.

Multiple corporate actions and publications prove that there is a significant movement towards aligning the interests of the company with the interests of society. This shift has encouraged organizations to focus on a longer time horizon that will account for environmental, social, and governance (ESG) related risks and opportunities.

FIN5116 Fundamental and Technical Analysis (3 Credits)
Prerequisites: FIN5101

In this course, you will learn what fundamental analysis, adopted by most investors for long term investing, is and how to determine the valuation of a company or stock by analyzing different measures using ratios and statistics, industry analysis and examining the company's financial statements. The course will start by going through the valuation measures, then the financial highlights, and lastly the trading information for a given company. You will also learn that, in contrast, technical analysis assumes that a company's fundamentals are already all priced into the stock (and any other trading instrument) removing the need to actually consider these factors separately. Technical analysis introduces the traders' psychology factor into market volatility which makes prices move in trends and repeat itself with certain periodicity. Historical data, mainly price and volume, are predicted through using charts, price patterns, technical indicators, etc. This type of analysis is more actively used in commodities and currency markets where traders focus on short-term price movements. You will see that switching between fundamental and technical analysis is crucial and complementary as long-term planning in pair with "here and now" living.

FIN5102 Applied Risk Management (3 Credits)
Prerequisites: FIN5101
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Students perform calculations and review real-world as well as fictitious case studies based on mock institutions to apply their learning in this subject. Additionally, they will be involved in an empirical project, where they will investigate the factors of any types of risk that they will choose. At

FIN5118 Empirical Asset Pricing (3 Credits)
Prerequisites: FIN5101
This course develops, examines, and applies models for portfolio decisions by investors and the pricing of securities in capital markets. While developing portfolio theory, we will study the extensive empirical work that characterizes movements in security prices, evaluates alternative investment and asset pricing models, and attempts to test those models and interpret the implications of those tests. This is a research-oriented course with practical implementation of quantitative methods in finance, aimed at highly motivated and technically proficient students.
This course is designed for students who want a more detailed and up-to-date treatment of academic asset pricing theory and empirical work and its application to the practice of quantitative finance. The course is especially appropriate for students contemplating analytical finance and quantitative money management and provides many tools and concepts that are essential for a career in quantitative investments. The material is covered in a rigorous analytical manner, and students must be comfortable with some technical methodologies

(i.e., calculus, linear and matrix algebra, and statistical theory). The course is meant to be challenging, but accessible.
A good fundamental background in economics and especially statistics is required. The course is highly quantitative because the field is, and so relies heavily on analytical tools and economic theory developed throughout the course. Students should be comfortable with probability, statistics, and regression analysis. Students should also feel comfortable with the concepts of risk aversion, utility functions, and budget constraints. Use of a statistical package or programming language will be vital for the course, saving time and aiding in understanding the material. Many of the applications will move beyond simple spreadsheet packages such as Excel. A good statistical programming language such as Matlab, SAS, Stata, Python is even more useful.

FIN5114 Fintech Foundations and Applications (3 Credits)
Prerequisites: FIN5101

In this course, you'll learn the fundamentals of modern investment strategies that involve Fintech. This course introduces the nuanced functions behind payment methods and financial regulations, Robo-advising, crowdfunding, peer-to-peer lending, cryptocurrency, blockchain, and beyond. Furthermore, this course will introduce students to the fundamental building blocks of financial technologies and real-world applications through case studies.

FIN5112 M&A and Corporate Control (3 Credits)
Prerequisites: FIN5101

The course provides students with the knowledge and skills to successfully initiate, analyze, evaluate, and implement M&A transactions. The course will explore the development and execution of transactions, including business acquisitions, takeovers, divestments, and initial public offerings. In addition, students will consider corporate and business strategies that motivate M&A transactions and the motivations of financial buyers, such as private equity participants in M&A markets. Students will learn to assess targets and value target businesses by applying corporate finance tools and knowledge in evaluating, developing, and executing M&A transactions. The course emphasizes the practical applications of skills and knowledge through case studies, group activities, and online discussions.

FIN5106 Current Issues in Finance (3 Credits)
Prerequisites: FIN5101
The course focuses on contemporary issues in the area of finance. The course gives better understanding of finance and helps students to be ready to build their career in finance successfully. Introduction to modern financial tools which may include: entrepreneurial finance, investment management, financial institutions, mergers and acquisitions, capital raising and investment banking. Some of the sub-topics will include: blockchain and bitcoin, equity crowd funding and peer-to-peer lending, robo-dash advisors, big data in finance and early-stage financing. This course aims to identify the financial resilience of companies, how to diagnose them, and the management of working capital and its financing policies. The relationship between cash, accounts receivable, inventory, the company's financial solidity, the concept of merger and acquisition in companies and the justifications and results of each of them, the factors of failure in those cases and the concepts of securitization. Bank capital adequacy analysis in accordance with the decisions of the first, second and third Basel Committee agreements. Theories of corporate governance and agency theory and its problems.

FIN5119 Fixed Income Securities (3 Credits)
Prerequisites: FIN5101

This course introduces students to one of the largest segments of global financial markets – fixed-income investments. It will start with description of characteristics and types of fixed income securities, and continue with valuation of these financial instruments, risk and return for fixed-income and credit analysis.

FIN 5104 Advanced Financial Statements Analysis (3 Credits)
Prerequisites: FIN5101

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.

FIN 5141 Portfolio Management and Behavioral Finance (3 Credits)
Prerequisites: FIN5101

The course examines the foundations of modern portfolio theory, asset pricing models, the trading of securities, and a framework for investment analysis of various financial instruments. Modern portfolio theory and asset valuation based on the capital asset pricing model, arbitrage pricing theory, and portfolio planning and construction are introduced and discussed. Also, the course offers a look at the financial industry and practice within the context of behavioral theory to understand individuals' psychological aspects and reactions to financial markets and economic conditions. Decades of academic research on how human behavior and psychology affect financial decisions (and thus markets) are impacting the investment profession. Students will be able to learn how this new approach either supports or refutes conventional wisdom.

FIN5127 Alternative Investments (3 Credits)
Prerequisites: FIN5101

This course introduces alternative investment products used by investment professionals to diversify portfolios. The course will focus on private equity, venture capital, leverage buyouts, and hedge funds. The course will expand students' knowledge of alternative investment products and give them a foundation understanding of the value of these portfolio diversification tools and the language to communicate with potential employers and institutional investment professionals. Private equity finance will be explored from several perspectives, beginning with the structure and objectives of private equity funds, followed by the analysis and financing of investment opportunities, and finally, crafting harvesting strategies for investments.

FIN 5130 Case Studies in Finance (3 Credits)
Prerequisites: FIN5101

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.

FIN5206 Investment Management (3 Credits)
Prerequisites: FIN5101

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.

FIN5125 Derivatives (3 Credits)
Prerequisites: FIN5101

This course presents to students derivative investments and their application for hedging different kinds of risk. This course places emphasis on market operations and the valuations of forward, futures, swaps, and options contracts and their interrelations. Major topics of trading strategies include hedging, arbitrage and speculation, and of market operations on stock index, interest rate instruments, and foreign currencies. Binomial and Black-Sholes option pricing models as well as recent innovations in derivative markets are discussed.

FIN51xx Ethics, Responsibility and Sustainability in Finance
Prerequisites: none

In this course, students will learn how to conduct business ethically. Law partially defines the conduct, but 'legal' and 'ethical' are not necessarily the same. Business ethics enhances the law by outlining acceptable behaviors beyond government control. Students will learn how to develop and implement policies and procedures regarding topics such as fraud, bribery, discrimination, and corporate governance. They will learn how decisions can be and are made by individuals, organizations, and other stakeholders who choose responsible ways of acting toward others. Students will understand how to link society, economy, education, and environment. Social responsibility encourages the business to get involved in the community and other philanthropic initiatives. Sustainable management provides plans that can improve multiple parts of people's lives, environment, and future generations.

BUS5200 Business Research Methods
Prerequisites: none

The course aims to develop the student's ability to understand and apply the concepts related to designing, implementing, analyzing, and reporting research projects. It will cover such important topics as research methodology, research design, measurement, validity, reliability, sampling & data collection, experimentation, observation, secondary research, case studies, simulation, and interviewing. The course will also present introductory statistics and statistical analyses as related to evaluating data, such as t-testing, analysis of variance, and regression.

FIN5170.3 Internship: Directed Projects/study in Finance (3 credits)
Prerequisites: *none*
Directed projects offer students an opportunity to develop and demonstrate in-depth knowledge of a topical area in finance with critical inquiry, clear expression, and independent judgment in an extended analysis of a subject that will be explored in more details in students' thesis research work. The project will be dependent upon the professor's area of expertise and student interest. Readings will be in areas not fully covered in other courses and it is anticipated that they will deal with subjects at the leading edge of current finance thought. As a part of the course, students are expected to undertake a supervised field experience that takes place off campus. Directed projects are internship courses in which the professor will direct non-classroom independent

study by students. The responsible faculty will meet regularly with students to assess their progress. It is anticipated that publishable research may be the output of these course, fitting directly with the overall course requirements for curriculum research papers.

FIN5150 Master Thesis (2 Credits)
Prerequisites: none

Master thesis is a practical research work, involving the analysis of a specific problem in the area of major, evaluation of the results of the analysis, which serves as a basis for developing specific proposals and implementing the appropriate solution to the problem.

FIN5171 Research Internship (1 Credit)
Prerequisites: none
The research internship provides students with an opportunity to research issues related to the thesis topic in a related area. The research internship is aimed to familiarize students with the latest theoretical, methodological and technological achievements of domestic and international science, modern methods of scientific research, processing and interpretation of experimental data. As a part of research internship, students have to present their research in a conference and publish their research output in academic journal or conference proceeding.

FIN5175.1 Master Thesis Defense (1 Credit)
Prerequisites: none
Master Thesis defense includes the preparation of a thesis report and public defense of the thesis.

MASTER OF MARKETING COURSES (MMKT)

MKT5101 Fundamentals of Marketing (1.5 Credits)
Prerequisites: none
The aim of this course is to provide students with a basic understanding of marketing principles. Analysis for marketing decisions like research, consumer and buying behavior, market structure and competitor analysis are dealt. Marketing decision making, marketing mix analysis, service marketing and global marketing issues are covered to give students insight of today's marketing environment.

MGT5110 Fundamentals of Management (1.5 Credits)
Prerequisites: none

This course deals with introductory knowledge about the role and nature of management in contemporary business. Core concept of management theory and practice in a globalized era are explained. Corporate social responsibility, planning and decision making, leadership and motivation, corporate culture, innovation, and strategy subjects are dealt in order to give students basic background. The diverse roles of managers, developing successful organizations, large or small, are explored.

MGT5100 Business Communication (2 Credits)
Prerequisites: none

The course focuses on business communication skills in organizations; particularly writing concise and error-free business documents, interpersonal communication, small-group communication, and presentational speaking in a business context. These skills are almost universally identified as values critical to success in management. Issues considered include coherence, clarity, style, tone, empathy, and other basic elements in

communication success. The course also develops understanding of communication theories, describes strategies for planning managerial communications and looks at how new technologies are changing the way people in business communicate, and the implications those changes have for organizations.

MGT5201 Organizational Behavior and Leadership Ethics (3 Credits)

Prerequisites: none

The way people interact and are led in organizations affects the quality of work life and the overall effectiveness of organizations, including the ethical culture that develops within organizations. The material in this course exposes students to some of the main themes associated with managing and ethically leading people, such as attitude, personality, values (including trust), ethical dilemmas, organization culture, human relations psychology, and the role of group behavior in organizations. This core course also includes issues associated with motivation and job satisfaction, power (abuse) and empowerment, organizational politics and corruption, teamwork, organization change, interpersonal/organizational communication, and the critical role that leadership plays in organization success in today's global business world.

MKT5130 Strategic Marketing (3 credits)

Prerequisites: none

Strategic Marketing is the study of organizational, inter-organizational and environmental phenomena concerned with the behavior of organizations in the marketplace in their interactions with consumers, customers, competitors and other external constituencies, in the context of creation, communication and delivery of products that offer value to customers in exchanges with organization. It deals with the general management responsibilities associated with the role of the marketing function in organizations. At the broadest level, strategic marketing can be defined as an organization's integrated pattern of decisions that specify its crucial choices concerning products, markets, marketing activities and marketing resources in the creation, communication and/or delivery of products that offer value to customers in exchanges with the organization and thereby enables the organization to achieve specific objectives. Strategic marketing includes exploiting available resources to increase the competitive advantage over competitors. Competitors' analysis, marketing tactics, generic frameworks of marketing strategies, customer value, industry analysis and value chain, economies of scale and scope, segmentation, targeting, and positioning, and competitive advantage are the key elements in Strategic Marketing course. Lectures will focus on conceptual and theoretical issues blended with examples and illustrations from actual cases and practical business life, including global drivers. Strategic and tactical issues are important part of the course.

BUS5200 Business Research Methods (3 Credits)

Prerequisites: none

The course aims to develop the student's ability to understand and apply the concepts related to designing, implementing, analyzing, and reporting research projects. It will cover such important topics as research methodology, research design, measurement, validity, reliability, sampling & data collection, experimentation, observation, secondary research, case studies, simulation, and interviewing. The course will also present introductory statistics and statistical analyses as related to evaluating data, such as t-testing, analysis of variance, and regression.

MKT5108 Project Management in Marketing (3 Credits)

Prerequisites: none

Students will study project management tools and techniques. Various research projects and business cases on marketing project management will be discussed. The course will teach how to plan and develop high quality

and cost effective programmes. Specific marketing techniques will be integrated by participants in the development and implementation of marketing projects.

MKT5120 Digital Marketing (3 Credits)

Prerequisites: none

This course is an introduction to digital marketing technologies employed by companies (Internet, CRM and Demand Generation Systems). Topics covered will include privacy and brand protection in the Internet. Special attention will be devoted to study social media types and incorporation of social networking sites, blogs and micro blogs in the marketing communications activities of the organizations. Emphasis on incorporation of digital marketing tools in current marketing activities of the company will be made.

MKT5122 Strategic Brand Management (3 Credits)

Prerequisites: none

Strategic Brand Management is an advanced course, which explores issues relevant to deep analysis of branding strategies and tactics. Conceptual frameworks like 4D branding and Brand Resonance Pyramid for creating and growing brand will be developed by students for local and global brands. Brand identity elements will be studied and identity design practiced. Qualitative and quantitative approaches to brand valuation will be discussed. Brand extension strategies will be implemented. Modern approaches to communicate brand value will be presented.

MKT5124 Consumer Behavior (3 Credits)

Prerequisites: none

Consumer behavior has become an integral element in strategic marketing planning. Now people use consumer behavior/demographics to differentiate new market segments;

Major purpose of the course is to learn the uses of multi attribute attitude models, their three components & changing consumer attitudes through elaboration likelihood model, i.e. central cognitive processing in high knowledge/high involvement situations versus low involvement/low knowledge buying situations using peripheral cues. Consumer behavior is one of the key foundational courses for training graduate marketing majors. It provides many of the basic theories and techniques used in other marketing courses, such as service marketing or advertising/promotions.

MKT5126 Integrated Marketing Communications (3 Credits)

Prerequisites: none

This course offers students the opportunity to broaden their understanding of marketing management by integrating advertising, promotion, social media and public relations as part of a campaign to achieving market growth. Students will learn how to design creative yet well-grounded advertising campaigns that are aligned with corporate objectives, allocated resources, the operating environment and the targeted consumers. Students learn to think strategically and apply theory to real world marketing and selling of products. Case studies, simulated role-playing, tailored individual and group projects will enable the student to synthesize ideas and data as a means of formulating and executing a winning advertising campaign.

MKT5134 Selected Topics in Marketing (3 credits)

Prerequisites: none

This course examines specific contemporary issues in marketing at an advanced level. Topics vary according to the interests of the students and the instructor.

MKT5132 Selling and Sales Management (3 Credits)

Prerequisites: none

The 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 sales person 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.

MGT 5211 International Business (3 credits)
Prerequisites: none
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.

OPM5100 Business Analytics (3 Credits)
Prerequisites: none

This course teaches students to analyze data and find patterns in it, which will help in building organizational strategies and making informed decisions in marketing, human resources, finance, and operations. Business analytics insights can help improve organizational efficiency and offer innovative solutions to various organizational problems. Students will learn framing the business problems, reformulating them with respect to analytics, identifying and selecting the data sources, and building and validating the models.

MKT5107 Ethics, Responsibility and Sustainability in Marketing
Prerequisites: none

In this course, students will learn how to conduct business ethically. Law partially defines the conduct, but 'legal' and 'ethical' are not necessarily the same. Business ethics enhances the law by outlining acceptable behaviors beyond government control. Students will learn how to develop and implement policies and procedures regarding topics such as fraud, bribery, discrimination, and corporate governance. They will learn how decisions can be and are made by individuals, organizations, and other stakeholders who choose responsible ways of acting toward others. Students will understand how to link society, economy, education, and environment. Social responsibility encourages the business to get involved in the community and other philanthropic initiatives. Sustainable management provides plans that can improve multiple parts of people's lives, environment, and future generations.

MKT5206 Marketing Research (3 Credits)
Prerequisites: MKT5101 (MKT5202 for MBA)

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.

MKT5213 Event Marketing (3 Credits)
Prerequisites: MKT5101 (MKT5202 for MBA)

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.

MKT5170.3 Internship: Directed Projects/study in Marketing (3 credits)
Prerequisites: *none*
In this course offers students an opportunity to develop and demonstrate in-depth knowledge of a topical area in management. Students will conduct critical inquiry and independent judgment in an extended analysis of a subject that will be further explored in students' thesis research work. The students will deal with subjects at the leading edge of current management thought. As a part of the course, students are expected to undertake a supervised field experience that takes place off campus. Directed projects are internship courses in which the professor will direct non-classroom independent study by students. It is anticipated that publishable research may be output of these courses, fitting directly with the overall course requirements for curriculum research papers.

MKT5150 Master Thesis (2 Credits)
Prerequisites: none

Master thesis is a practical research work, involving the analysis of a specific problem in the area of major, evaluation of the results of the analysis, which serves as a basis for developing specific proposals and implementing the appropriate solution to the problem.

MKT5171 Research Internship (1 Credit)
Prerequisites: none
The research internship provides students with an opportunity to research issues related to the thesis topic in a related area. The research internship is aimed to familiarize students with the latest theoretical, methodological and technological achievements of domestic and international science, modern methods of scientific research, processing and interpretation of experimental data. As a part of research internship, students have to present their research in a conference and publish their research output in academic journal or conference proceeding.

MKT5175.1 Master Thesis Defense (1 Credit)
Prerequisites: none
Master Thesis defense includes the preparation of a thesis report and public defense of the thesis.

MASTER OF MANAGEMENT COURSES (MMGT)

MKT5101 Fundamentals of Marketing (1.5 Credits)
Prerequisites: none
The aim of this course is to provide students with a basic understanding of marketing principles. Analysis for marketing decisions like research, consumer and buying behavior, market structure and competitor analysis are dealt. Marketing decision making, marketing mix analysis, service marketing and global marketing issues are covered to give students insight of today's marketing environment.

MGT5110 Fundamentals of Management (1.5 Credits)
Prerequisites: none

This course deals with introductory knowledge about the role and nature of management in contemporary business. Core concept of management theory and practice in a globalized era are explained. Corporate social

responsibility, planning and decision making, leadership and motivation, corporate culture, innovation, and strategy subjects are dealt in order to give students basic background. The diverse roles of managers, developing successful organizations, large or small, are explored.

MGT5100 Business Communication (2 Credits)
Prerequisites: none

The course focuses on business communication skills in organizations; particularly writing concise and error-free business documents, interpersonal communication, small-group communication, and presentational speaking in a business context. These skills are almost universally identified as values critical to success in management. Issues considered include coherence, clarity, style, tone, empathy, and other basic elements in communication success. The course also develops understanding of communication theories, describes strategies for planning managerial communications and looks at how new technologies are changing the way people in business communicate, and the implications those changes have for organizations.

MGT5201 Organizational Behavior and Leadership Ethics (3 Credits)
Prerequisites: none
The way people interact and are led in organizations affects the quality of work life and the overall effectiveness of organizations, including the ethical culture that develops within organizations. The material in this course exposes students to some of the main themes associated with managing and ethically leading people, such as attitude, personality, values (including trust), ethical dilemmas, organization culture, human relations psychology, and the role of group behavior in organizations. This core course also includes issues associated with motivation and job satisfaction, power (abuse) and empowerment, organizational politics and corruption, teamwork, organization change, interpersonal/organizational communication, and the critical role that leadership plays in organization success in today's global business world.

MGT5102 Human Resources Management (3 Credits)
Prerequisites: none

Human resource is the most precious resource on an organization, and organizations can achieve competitive advantage through the efficient management and utilization of this resource. Whether you want to be an HR specialist or a generalist, you need to understand the effects of HRM practices on the organization, and your success will depend on the efficient management of this crucial resource of the organization. This course will provide you an overview of major functions you need to be involved in managing human resources, e.g., recruitment and selection, training and development, pay and performance appraisal, and industrial relations issues. Emphasis will be placed on policies, procedures, and practical applications related to organizational strategy and effectiveness.

MGT5111 Innovation and Technology Management (3 Credits)
Prerequisites: none

This course provides an essential insight into the area of innovation and technology management. Students will be introduces with major strategic options that an organization can undertake in the development and maintenance of innovations. The course aims to equip students with relevant competences necessary to manage innovation and technology at strategic and operational levels. The course content includes issues like managing the research and development process, uncertainty and risk management, integrating innovations and technology into existing operations, marketing of new products and technology transfer.

MGT5113 Ethics, Responsibility and Sustainability in Management
Prerequisites: none

In this course, students will learn how to conduct business ethically. Law partially defines the conduct, but 'legal' and 'ethical' are not necessarily the same. Business ethics enhances the law by outlining acceptable behaviors beyond government control. Students will learn how to develop and implement policies and procedures regarding topics such as fraud, bribery, discrimination, and corporate governance. They will learn how decisions can be and are made by individuals, organizations, and other stakeholders who choose responsible ways of acting toward others. Students will understand how to link society, economy, education, and environment. Social responsibility encourages the business to get involved in the community and other philanthropic initiatives. Sustainable management provides plans that can improve multiple parts of people's lives, environment, and future generations.

MGT5205 Leadership and Motivation (3 Credits)
Prerequisites: none

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.

MGT5211 International Business (3 Credits)
Prerequisites: none

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.

MGT5104 Project Management (3 Credits)
Prerequisites: none

This course develops the competencies and skills for planning, managing and controlling projects. Successful project management requires skillfully managing the resources, schedules, risks, and scope to successfully start, manage and complete a project. The course uses a practical, hands-on approach through case studies and class exercises. Topics covered include various aspects of project management life cycle, the role of a project manager, project scope and integration, project time and cost management, risk management, procurement management, project management tools and techniques.

MGT5260 Selected Topics in Management (3 Credits)
Prerequisites: none

This course examines specific contemporary issues in management at an advanced level. Topics vary according to the interests of the students and the instructor.

BUS5200 Business Research Methods (3 Credits)
Prerequisites: none
The course aims to develop the student’s ability to understand and apply the concepts related to designing, implementing, analyzing, and reporting research projects. It will cover such important topics as research

methodology, research design, measurement, validity, reliability, sampling & data collection, experimentation, observation, secondary research, case studies, simulation, and interviewing. The course will also present introductory statistics and statistical analyses as related to evaluating data, such as t-testing, analysis of variance, and regression.

OPM5100 Business Analytics (3 Credits)
Prerequisites: none

This course teaches students to analyze data and find patterns in it, which will help in building organizational strategies and making informed decisions in marketing, human resources, finance, and operations. Business analytics insights can help improve organizational efficiency and offer innovative solutions to various organizational problems. Students will learn framing the business problems, reformulating them with respect to analytics, identifying and selecting the data sources, and building and validating the models.

MGT5170.3 Internship: Directed Projects/study in Management (3 credits)
Prerequisites: *none*
In this course offers students an opportunity to develop and demonstrate in-depth knowledge of a topical area in management. Students will conduct critical inquiry and independent judgment in an extended analysis of a subject that will be further explored in students' thesis research work. The students will deal with subjects at the leading edge of current management thought. As a part of the course, students are expected to undertake a supervised field experience that takes place off campus. Directed projects are internship courses in which the professor will direct non-classroom independent study by students. It is anticipated that publishable research may be output of these courses, fitting directly with the overall course requirements for curriculum research papers.

MGT5150 Master Thesis (2 Credits)
Prerequisites: none

Master thesis is a practical research work, involving the analysis of a specific problem in the area of major, evaluation of the results of the analysis, which serves as a basis for developing specific proposals and implementing the appropriate solution to the problem.

MGT5171 Research Internship (1 Credit)
Prerequisites: none
The research internship provides students with an opportunity to research issues related to the thesis topic in a related area. The research internship is aimed to familiarize students with the latest theoretical, methodological and technological achievements of domestic and international science, modern methods of scientific research, processing and interpretation of experimental data. As a part of research internship, students have to present their research in a conference and publish their research output in academic journal or conference proceeding.

MGT5175.1 Master Thesis Defense (1 Credit)
Prerequisites: none
Master Thesis defense includes the preparation of a thesis report and public defense of the thesis.

CSS GRADUATE COURSES

ECONOMICS AREA

CSS5103 Professional English (2 credits, 2 ECTS)
Prerequisites: None
This course is designed to prepare you for the writing of a master's thesis by addressing the challenges common to graduate research writing. Students will learn how to analyze and present valid arguments. Practice includes developing writing skills that enable students to clearly present claims to support their conclusions and avoid reinforcing biases. Topics addressed include the relationship between critical thinking and clear writing, credibility of sources, rhetorical devices, fallacies, unclear or misleading language, and the characteristics of various types of arguments.

CSS5501 Management for Social Sciences (1 credit, 1 ECTS)
Prerequisites: None
This course deals with the functions of management of organizations. It analyses organizational structure, motivation and incentive conflicts, human resources and compensation schemes, organizational culture and ethics.

CSS5502 Psychology for Social Sciences (2 credits, 2 ECTS)
Prerequisites: None
This course gives an introduction to psychology and its applications to learning, management and interpersonal relations. It gives an overview of the interconnection between psychology and economics covering such topics as consumer choice, happiness measures, social preferences and behavioral approaches to policy and finance.

CSS5503 Research Methods and Methodology in the Social Sciences (Thesis I, 3 credits, 5 ECTS)
Prerequisites: None
This course gives an overview of the methodological basis of the social sciences. Students are introduced to logical reasoning and to concepts such as causality and statistical inference. The course also covers methods in applied research, drawing on examples of current research papers. Its purpose is to prepare the students for writing a master thesis.

ECN5012 Econometrics (3 credits, 5 ECTS)
Prerequisites: None
Econometrics deploys economics, mathematics and statistics to specify economic relationships that help people forecast and make decisions. The course presents basic concepts in econometrics methods and methodology, regression models with time series, cross section and qualitative data. Topics in estimating single equations models are including Distributed lag models, causality problems, and dummy variables models in particular. Application of econometric models in real world economic data analysis will also be covered in the course.

ECN5013 Advanced Econometrics (3 credits, 5 ECTS)
Prerequisites: ECN5012 (can be waived for students with undergraduate coursework in economics)
This course begins with fundamentals of advanced econometric modeling methods and techniques. This considers in detail econometric model formulation and estimation in multi equation settings. Topics covered are seemingly unrelated regression models, simultaneous equation models, panel data models, advanced time series models, probit, logit and limited dependent variable models. Students practice their skills with statistical packages such as Stata.

ECN5021 Microeconomics (3 credits, 4.5 ECTS)
Prerequisites: none
This course covers consumer and producer theory, welfare measures and analyzes different market forms.

ECN5022 Advanced Microeconomics (3 credits, 5 ECTS)
Prerequisites: ECN5021 (can be waived for students with undergraduate coursework in economics)

This course provides a rigorous introduction to advanced microeconomic analysis. It covers consumer theory, auction theory and general equilibrium analysis, incorporating uncertainty, asymmetric information and externalities.

ECN5031 Macroeconomics (3 credits, 4.5 ECTS)
Prerequisites: none
This course introduces standard concepts of macroeconomic theory including growth theory, aggregate demand and supply, stabilization policy and open economy macroeconomics. It gives an overview of the current macroeconomic debate.

ECN5032 Advanced Macroeconomics (3 credits, 5 ECTS)
Prerequisites: ECN5031 (can be waived for students with undergraduate coursework in economics)
This course covers advanced topics in macroeconomic theory such as models of economic growth, rational expectations models, and models of currency crises, nominal rigidities, business cycle theory, time inconsistency and microeconomic foundations of aggregate behavior.

ECN5051 Money and Banking (3 credits, 5 ECTS)
Prerequisites: ECN5031
The course analyses financial intermediation and the role of financial institutions for monetary policy. In addition, it focuses on issues such as risk management by private banks and financial regulation.

ECN5052 Statistical Methods (3 credits, 5 ECTS)
Prerequisites: none
This course deals with the multivariate normal distribution, sampling distributions of the mean vector and covariance matrix, principal components; canonical correlation; factor analysis, cluster analysis, and discriminant analysis. Proofs of results are provided in this course.

ECN5052.1 Introduction to Statistics (3 credits, 4.5 ECTS)
Prerequisites: none (cannot be counted separately from ECN5052)
This course deals with the multivariate normal distribution, sampling distributions of the mean vector and covariance matrix, principal components; canonical correlation; factor analysis, cluster analysis, and discriminant analysis.

ECN5053 Game Theory (3 credits, 5 ECTS)
Prerequisites: none
This course gives an introduction to the mathematical analysis of strategic interaction in conflict and cooperation. It includes repeated games, Bayes-Nash equilibrium, and sequential games and introduces cooperative concepts such as core and Nash solution.

ECN5053.1 Introduction to Game Theory (3 credits, 4.5 ECTS)
Prerequisites: none (cannot be counted separately from ECN5053)
This course gives an introduction to the mathematical analysis of strategic interaction in conflict and cooperation. It includes repeated games, Bayes-Nash equilibrium, and sequential games.

ECN5054 Mathematical Modeling (3 credits, 5 ECTS)
Prerequisites: none
This course provides an overview of mathematical models which are used in economics and empirical modeling, encompassing data mining and flexible methods of modeling.

ECN5093 Project Planning and Welfare (3 credits, 5 ECTS)
Prerequisites: ECN5021 (can be waived for students with undergraduate coursework in economics)

This course gives an introduction to the foundational basis for the selection of public projects or public policies, and their evaluation in terms not of private profit but of social welfare. It covers issues of alternative ethical bases of social evaluation in light of Arrow's impossibility theorem such as the Pareto principle, sum ranking utilitarianism, Rawlsian Maxi-min criterion, and Sen's capability approach to social evaluation, among other approaches, deals with practical issues of measurement and application.

ECN5142 International Trade (3 credits, 5 ECTS)
Prerequisites: ECN5021 (can be waived for students with undergraduate coursework in economics)
This course covers the basic theory of trade, including gains from exchange and specialization; factor and goods prices; tariffs; imperfect competition in trade; distortions in commodity and factor markets; and economic integration. . Topics include: Ricardian theory of comparative advantage; the Heckscher-Ohlin theory of relative factor abundance; increasing returns and product differentiation; international factor movements; commercial policy -- tariffs, quotas, export subsidies, and infant industries; market structure and strategic trade policy; and economic integration, exemplified by free trade areas and customs unions. The course complements one on international finance but can be taken alone.

ECON5143 International Finance (3 credits, 5 ECTS)
Prerequisites: ECON5031 (can be waived for students with undergraduate coursework in economics)
This course deals with macroeconomics, financial markets, and monetary institutions, all from an international point of view. The field is eclectic, so the course can cover only a few theoretical topics: The balance of payments; international asset markets; and the exchange rate. The course concludes with contemporary policies in the international monetary system. The course complements International Trade (ECON5142) but can be taken alone. Students should have had undergraduate macroeconomics and microeconomics. Basic undergraduate courses in international trade and finance, as well as in money, would be useful. The course will use calculus and basic statistics.

ECN5226 Industrial Organization (3 credits, 5 ECTS)
Prerequisites: ECN5021 (can be waived for students with undergraduate coursework in economics)
The study of industrial organization is important for understanding industrial economics and corporate behavior. It is also essential for students aiming to serve the industrial sector of the economy. The course focuses on an empirical and theoretical examination of the structure, conduct, and performance of firms and industries at the micro and macro level. What determines the market structure and how is it measured? How do firms in an industry behave or perform in a given market structure? The course emphasizes production and cost functions; productivity growth; technical change and technical efficiency; corporate investment; dividend policy; and financing behavior. Major topics include the theory of the firm; profit maximizing and growth maximizing models; price and output determination under different market structures; and measures of market structure and market performance.

ECN5261 Public Economics (3 credits, 5 ECTS)
Prerequisites: ECN5021 (can be waived for students with undergraduate coursework in economics) 1
This course examines the role of the public sector in the economy. It analyzes the behavior of the public sector and the incidence of its attempts to fulfill allocation, distribution and stabilization functions. It begins by asking the central questions of whether or not markets work, and if not, what is to be done about it. It discusses the market failures -- externalities, public goods, imperfect competition and asymmetric information -- that arise when competitive markets cannot give a socially desirable outcome. Topics may include the provision of public and private goods; collective decision-making; taxation --tax incidence, equity, efficiency, and optimal taxation; theory of and evidence on government expenditure policy; redistribution and welfare policy; social cost-benefit analysis; fiscal aspects of macroeconomic theories; and local government. This would be a good course for students interested in: 1) generally, the economist's view of the appropriate roles for government within markets; 2) specifically, in the analysis and institutional background of government programs and initiatives --in both expenditures and taxation.

ECN5271 Emerging Markets and Powers (3 credits, 5 ECTS)
Prerequisites: ECN5021 (can be waived for students with undergraduate coursework in economics) 1
Emerging markets is an overarching concept describing a group of countries with common issues and a similar role in the international system. This course critically discusses the concept of emerging markets and the role of institutions, natural resources and international organizations in their development. It reviews economic growth, open economy macroeconomics and geography as they pertain to emerging markets and introduces case studies.

ECN5296 Labor Economics (3 credits, 5 ECTS)
Prerequisites: ECN5021 (can be waived for students with undergraduate coursework in economics)
This course develops theoretical models of the labor market, presents related empirical research, and discusses policy applications. Topics include labor supply, labor demand, market equilibrium and compensating wage differences, investment in human capital, and cyclical unemployment. Additional topics may include labor unions, minimum wage laws, compensation policies and productivity, wage indexation, and discrimination and equal-opportunity laws.

ECN5334 Monetary Economics (3 credits, 5 ECTS)
Prerequisites: ECN5031 (can be waived for students with undergraduate coursework in economics)
This course covers basic concepts such as the demand for and the 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. The course also deals with the contemporary theories of monetary policy, including those addressing the choice between rules and discretion and the choice of monetary regime.

ECN5352 Advanced Financial Econometrics (3 credits, 5 ECTS)
Prerequisites: ECN5354, ECN5012 (can be waived for students with undergraduate course work in economics)
This course will introduce students to advanced econometric methods and methodology to model and forecasting the various issues in financial assets and markets determinants such as prices and returns. Given the wide scope of financial econometrics modeling, this course includes both the univariate and multivariate time series financial data analysis in terms of modeling, estimating and forecasting for decision making. For the linear, dynamic expectations and volatility financial modeling process, it introduces advanced techniques such as ARIMA, VARMA, ARCH, GARCH, TARCH, VAR, VMA, co -integration and error correction procedures. Model tests in applied project setting include capital asset pricing, options pricing models among others.

ECN5354 Advanced Financial Economics (3 credits, 5 ECTS)
Prerequisites: ECN5021 Microeconomics (can be waived for students with undergraduate course work in economics)
This course applies economic analysis to financial decisions and equilibrium in financial markets. It discusses in detail market efficiency, behavioral finance, the theory and empirics of optimal portfolios, option pricing and security design.

ECN5355 Theory of Corporate Finance (3 credits, 5 ECTS)
Prerequisites: ECN5021
The course develops an in-depth understanding of the financial relations of the firm and their impact on corporate governance. Topics include the theoretical and empirical study of the financial structure of the firm, financing constraints, risk management, contracting and monitoring under asymmetric information, control rights, mergers and acquisitions and security design.

ECN5888 Internship in Economics (3 credits, 5 ECTS)
Prerequisites: 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.

ECN5588.1 Research Internship (3 credits, 8 ECTS)
Prerequisites: Permission of academic advising faculty member and permission of the employer.
This independent research project, undertaken in a work or research environment, provides students with data, people, and experience for studying an economic issue.

ECN5890 Special Topics in Economics (3 credits, 5 ECTS)
Prerequisites: varies depending on the topic
Selected topics in Economics of interest to students and faculty. The course may be repeated for credit if the topics are different.

ECN5990 Research Seminar (Master Thesis 2, 3 credits, 10 ECTS)
Prerequisites: ECN5801
The student shall undertake a seminar class with an instructor and orally defend his/her thesis proposal. At the same time, the student will have a supervisor who works with the student towards preparing the thesis.

ECN5991 Thesis and Thesis Defense (Master Thesis 3, 4 credits, 12 ECTS)
Prerequisites: ECN5990 or concurrent enrollment
The student under the supervisor shall complete his/her thesis and publicly defend it.

INTERNATIONAL RELATIONS AREA

CSS5103 Professional Foreign Language (2 credits, 2 ECTS)
Prerequisites: None
This course is designed to prepare you for the writing of a master's thesis by addressing the challenges common to graduate research writing. Students will learn how to analyze and present valid arguments. Practice includes developing writing skills that enable students to clearly present claims to support their conclusions and avoid reinforcing biases. Topics addressed include the relationship between critical thinking and clear writing, credibility of sources, rhetorical devices, fallacies, unclear or misleading language, and the characteristics of various types of arguments.

CSS5501 Management (1 credit, 2 ECTS)
Prerequisites: None
This course deals with the functions of management of organizations. It analyses organizational structure, motivation and incentive conflicts, human resources and compensation schemes, organizational culture and ethics.

CSS5502 Psychology (2 credit, 2 ECTS)
Prerequisites: None
This course gives an introduction to psychology and its applications to learning, management and interpersonal relations. It gives an overview of the interconnection between psychology and economics covering such topics as consumer choice, happiness measures, social preferences and behavioral approaches to policy and finance.

CSS5503 Research Methods and Methodology in the Social Sciences (Thesis I, 3 credits, 5 ECTS)
Prerequisites: None

This course gives an overview of the methodological basis of the social sciences. Students are introduced to logical reasoning and to concepts such as causality and statistical inference. The course also covers methods in applied research, drawing on examples of current research papers. Its purpose is to prepare the students for writing a master thesis.

CSS/IRL5501 – Computational Social Science

Prerequisites: none

This course introduces students to computational social science (CSS) from a sociological perspective, grounding popular computational methods such as text mining and network analysis in sociological theory. By framing these methods in sociological theory, students will gain a more critical understanding of why scientists select these methods and how computational methods impact society.

IRL5513 Theories of International Relations (3 credits, 4.5 ECTS)

The course examines old and new theories used in International Relations, Realist, Liberal/internationalist, globalist and Marxist. Modern theories of globalization, modernization, dependency and human rights will also be discussed. The purpose of this course is to acquaint students with the theories and concepts used in the field of IR and to sharpen their theoretical knowledge and analytical skills so that they can understand and explain modern complex issues and conflicts in IR from a theoretical perspective and framework.

IRL5515 International Political Economy: Politics in the World of Interdependent Economics (3 credits, 4.5 ECTS)

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.

IRL5203 Public International Law (3 credits, 4.5 ECTS)

Public International Law is the system of law that governs the international community; thus the aim of the course is to provide a framework to understand the normative dimensions of international relations. The course introduces students to the fundamental principles and doctrines of public international law as a meaningful tool for providing order to world politics and for minimizing global conflict. The course reflects the breadth and diversity of international law by covering all main branches, including: sources; the subjects and international institutions; the law of treaties; peaceful settlement of international disputes; the use of force; territory; human rights; diplomatic and consular law and international economic law. A problem-oriented approach to various case studies is used in both lectures and discussions.

IRL 5539.0 Political Geography: Geopolitics, Globalization and Governance (former "Political Geography) (3 credits, 4.5 ECTS)

(Cannot be counted separately from ECN5539)

This upgraded master course advances students' knowledge on political geography by thorough examination of the location, distribution and interaction between political entities in the world in the context of the era of globalization, thus reinforcing the need to comprehensively envision the global political-geographical issues. The course covers such broad and specific topics as globalization and regionalization, appearance of the new powers and reasons of the collapse of the former Soviet bloc, political geography of Central Asia, location and spread of international conflicts, relations between states, and ethnic tensions within states. Ultimately, the course increases the detailed canvas of political geography for students to apply and combine the knowledge for the systemic view of the IR system and implement it into their research and further self-study in the area.

IRL5520 Domestic Politics and Foreign Policy in the Post-Communist World (3 credits, 5 ECTS)
The course provides a comprehensive and comparative analysis and overview of the political, economic, ethno-religious, cultural and demographic peculiarities of the so-called Post-Communist world and their reflection in foreign and domestic politics, economy, security and nation-building.

IRL5521 Central Asia in Global Politics (3 credits, 5 ECTS)
The course is designed as an in-depth study of the place of Central Asia in global politics and the policies of key external actors, such as Russia, the United States, China, European Union, Turkey, Iran, Japan, and India, toward the region. Students are familiarized with the ways Central Asia has been contextualized both in scholarly sources and media. We will dwell on the changing geopolitical dynamics of the region and analyze similarities and differences in the foreign policies of Central Asian states. At the end of the course, we will discuss future prospects of the region.

IRL5525 Thesis II (Thesis Seminar) (3 credits, 10 ECTS)
Prerequisite: CSS5503
All Master's students have to write a M.A. thesis. The thesis topic must be approved in writing, first by the prospective thesis supervisor and then by the Thesis Supervisory Committee (Panel). The thesis research has to be supervised by a qualified KIMEP faculty. (For details, please see the CSS Guidelines for Master's Thesis.) In his/her M.A. thesis the student has to demonstrate that he/she can design and execute with competence a major piece of research. The length will vary with the nature of the topic, but it should be developed in 50-60 pages (double-spaced). This course, taught by an experienced instructor, is designed to help students to acquire necessary skills in writing their thesis and to organize their time and thesis materials. The course complements the guidance of students' 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 have prepared for the Thesis Proposal Defense.

IRL5526 Thesis III (2 credits, 10 ECTS)
Prerequisite: IRL5525 Thesis II
This is the writing and finalization of the research thesis. Normally, by the end of the semester, students will have completed and submitted their thesis, and have it defended before the Thesis Defense Committee. The Thesis has to follow the formal requirements and standards as detailed in CSS Guidelines for Master's Thesis.

IRL5533 Developmental Studies: Selective Models (3 credits, 5 ECTS)
This is a seminar course on development studies. A comparative analysis of approaches to the study of development and underdevelopment will be offered here, including structural-functional, neo-classical, Marxist, and dependency theories. The main objective of the course is to acquaint students with various theories, concepts and models of development and provide them with the necessary skills and methodology so that they can independently study, compare and contrast among various developmental models. This course will select several models of development from various parts of the world and study and evaluate them from comparative, historical perspectives. Students are expected to actively participate in the class.

IRL5534.4 Internship in International Relations (5 credits, 5 ECTS)
The internship is designed to provide the student with a hands-on learning opportunity by in a consulate, the Foreign Ministry, an NGO, private company or other agency. A program of study and activities is collaboratively designed by the students' advisor and the participating agency. In the past, departmental internships have been pursued at the Foreign Ministry, US and UK consulates, the UN, the OSCE, and the EurAsEC.

IRL 5538 Ethics in International Affairs (3 credits, 5 ECTS)
This is an advanced course presenting students a normative approach centered on ethics for studying international affairs. The main purpose of this course is to prepare students to have a critical perspective on

international politics and institutions and to be able to evaluate the moral dilemmas that political leaders, activists and citizens have to face in a globalized world. The course has three main components: a theoretical approach that focuses on the ethics of political decision-making; a detailed study of contemporary international institutions and norms such as just war theory and human rights; an analysis of case studies based on current global issues.

IRL5540 Genesis of the Modern Concepts of International Relations (former "History of International Relations) (3 credits, 5 ECTS)
The purpose of this graduate course is to provide master students with a systematic vision of international relations, which implies a multi-level picture of the complex and sophisticated IR field. A number of the event happened in IR genesis reflected the trends and challenges of each period. Knowing the latter, allows a graduate student to estimate appropriately the contemporary global and regional tendencies, transition from one qualitative state to another, judge upon the appearance and disintegration of subsystems of international relations throughout the history prism. Tracing and comprehending the logic of international relations forms the key tools for a modern expert and scientist to produce prognosis and calculate the risks and strengths of various situations, see the IR paradigm as a whole, increasing their analytical and critical skills.

IRL5542 Government and Politics in Central Asia (3 credits, 5 ECTS)
This advanced course examines the multifaceted historical, ethnic, religious and linguistic factors that impact on the development of Central Asia after 1991. It provides a comparative study of political institutions, domestic politics and foreign policy behavior of Central Asian countries. The course is not only an introduction to the political systems of Central Asian states – new patterns of power and decision-making – but it also offers an analysis of ongoing changes generated by world geopolitics in a period of global uncertainty.

IRL5547 Russian Foreign Policy (3 credits, 5 ECTS)
The background of the present day Russian foreign policy is to be found in this advanced course. The emergence of USSR and US as the two global powers mainly defined the whole system of international relations in the world from 1945-89. Throughout this period, the Cold War confrontation constructed the essence of Soviet policy. The subsequent crisis and demise of the Soviet Union means not only the end of the "Cold War era" but also denotes the emergence of new key concepts and changes to dominant paradigms that explain the role of an independent Russia in the new world. The goal of the course is to develop students' critical and analytical skills, and to direct them to explaining the motives and objectives of Russian diplomacy operating on several levels: relations with the USA and the West, the establishment of a new system of relations with former Soviet republics and the development of new approaches to Third World countries.

IRL5548 European Union: Politics and Foreign Policy (3 credits, 5 ECTS)
This course offers an advanced study of the model of the European Union as a unique experiment whereby European law supersedes national law and a single European currency is used. The purpose of this course is to offer students an advanced and critical analysis of European government and politics as well as of the structure and foreign policies of the European Union.

IRL5551 Petro Politics (3 credits, 5 ECTS)
This course provides a comprehensive study of the contemporary politics of oil via a critical analysis of the causes, dynamics and implications of the global quest for energy. The course lays special emphasis on the geopolitics of energy in the various oil-producing regions of the world and the interests of great powers in these regions. General theories, concepts, paradigms and models associated with international relations, economics, and security studies will be introduced to provide students with the analytical tools and knowledge necessary to comprehend the complex dynamics of energy politics and to facilitate an understanding of current developments in the field of energy. The course is designed to sharpen students' abilities in the area of geopolitical analysis by evaluating various strategies for constructing pipelines, accessing markets and forming strategic alliances between producing and consuming nations.

IRL5552 Central Asia-United States Relations (3 credits, 5 ECTS)
This is a graduate-level survey course on the development of Central Asia - US relations from 1991 to the present. At the outset, we will examine the mutual "discovery" of the United States and Central Asia by their opposite number, as well as the framing of the relationship in the context of realist, idealist, and neo-Marxist paradigms. We will further consider the interests that determine foreign policies of Central Asian states and that of the United States in the region, perceptions and decision-making processes, and the broader geopolitical context of Central Asia - US relations (with the focus on Russia, China, Afghanistan, Iran, and EU). A broad variety of topics will be discussed: American contribution to Kazakhstan's denuclearization, investments in the energy sector, development assistance, the post-9/11 security relationship, US military bases in Central Asia, US cultural influence on the region, and other issues. We will conclude by examining the likely trajectories for the development of these relationships in the coming decade.

IRL5555 Asian Security: Theory and Practice (3 credits, 5 ECTS)
The course aims to provide both an advanced theoretical knowledge of the current debates of security studies and to apply their paradigms to the study of Asian security at different levels of analysis: national, regional and global. An updated research of key issues in each region (Northeast Asia, Southeast Asia, South Asia and Central Asia) will be combined with an in-depth consideration of various aspects of security: military (including nuclear), political, economic, environmental, societal and human.

IRL5558 Central Asia – Russia Relations (3 credits, 5 ECTS)
This graduate course provides a comprehensive and comparative overview and analysis of the political, economic and historical background of Russian – Central Asian relations throughout the Tsarist and Soviet periods and their reflection in cultural, political, strategic, economic, ethno-religious relations between the former Soviet Central Asian states and the Russian Federation. In doing so, the course provides a thorough methodological and analytical foundation of the cultural and demographic peculiarities of post-Soviet Russia and Central Asia, their foreign and domestic politics, economy, security. The bulk of the coursework will be devoted to investigating and discussing specific aspects of the Russian – Central Asian relations, such as nation building, language policies, minorities, separatism, interethnic conflicts, global security, democratization, as well as the influence of other global actors like the US, China, the EU, and the Muslim world on the interaction between Russia and the Central Asian states.

IRL5561 Emerging Powers and Markets (3 credits, 5 ECTS)
This course is designed to present students the evolution of the international system by looking at emerging powers and markets. In particular, the course will consider the conceptualization of 'emerging powers and markets' and the methodological bases for studying high-growth economies. An analytical review of social, political and legal frameworks for economic development will be used for comparing case studies.

IRL5563 Foreign Policy: Doctrines and Strategies (3 credits, 5 ECTS)
This course focuses on the doctrines and strategies adopted by states in foreign affairs. It aims to provide students both a comprehensive view of foreign policy making given the flexible constraints of the international system and an in-depth analysis of case studies. The course will mostly study major powers (USA, EU, Russia, China), but it will also consider a few examples of regional powers.

IRL5525 Domestic Politics and Foreign Policy in the Post-Communist World (3 credits, 5ECTS)
The course provides a comprehensive and comparative analysis and overview of the political, economic, ethno-religious, cultural and demographic peculiarities of the so-called Post-Communist world and their reflection in foreign and domestic politics, economy, security and nation-building.

IRL5580 Master Seminar in Regional Studies (3 credits, 5 ECTS)
This course is designed to enhance students' research and thesis writing skills and develop a comprehensive understanding of their research topics. While learning to critically assess the work in progress of their peers, students will develop an advanced knowledge of Regional Studies with a particular focus on Central Asia.

IRL5590 Master Seminar in International Relations (3 credits, 5 ECTS)
This advanced seminar course is designed to offer students an opportunity to deepen and apply their theoretical knowledge to a specific issue in international relations. Students will participate in ongoing projects headed by individual faculty members and are expected to provide a substantial contribution engaging in research development through data collection and critical analysis. Topics will vary every time the course is offered, and may include issues in bilateral relations, international security, international political economy and the international legal order.

IRL55534.1 Research Internship (3 credits, 8 ECTS)
Prerequisites: Permission of academic advising faculty member and permission of the employer.
This independent research project, undertaken in a work or research environment, provides students with data, people, and experience for studying an issue in the international relations area.

IRL5530 Selected topics in International Relations
Prerequisites: None
This course is specially designed to introduce students to the latest academic research by the professors. Students will get to know the tendencies and debates in the research field, some puzzles and various interpretations of the themes as well as with the latest methodological developments and tools. This course is highly recommended to all the student as academic research is a must for all graduates and familiarity with the current issues is absolutely necessary for all of the students especially for those who plan to continue academic or research careers.

PUBLIC ADMINISTRATION AREA

CSS5103 Professional English (2 credits, 2 ECTS)
Prerequisites: None
This course is designed to prepare you for the writing of a masters thesis by addressing the challenges common to graduate research writing. Students will learn how to analyze and present valid arguments. Practice includes developing writing skills that enable students to clearly present claims to support their conclusions and avoid reinforcing biases. Topics addressed include the relationship between critical thinking and clear writing, credibility of sources, rhetorical devices, fallacies, unclear or misleading language, and the characteristics of various types of arguments.

CSS5501 Management (1 credit, 2 ECTS)
Prerequisites: None
This course deals with the functions of management of organizations. It analyses organizational structure, motivation and incentive conflicts, human resources and compensation schemes, organizational culture and ethics.

CSS5502 Psychology (2 credits, 2 ECTS)
Prerequisites: None
This course gives an introduction to psychology and its applications to learning, management and interpersonal relations. It gives an overview of the interconnection between psychology and economics covering such topics as consumer choice, happiness measures, social preferences and behavioral approaches to policy and finance.

CSS5503 Research Methods and Methodology in the Social Sciences (Thesis I, 3 credit, 5 ECTS)
Prerequisites: None
This course gives an overview of the methodological basis of the social sciences. Students are introduced to logical reasoning and to concepts such as causality and statistical inference. The course also covers methods in applied research, drawing on examples of current research papers. Its purpose is to prepare the students for writing a master thesis.

PAD5112 Foundation of Administrative law, 3 credits, 4.5 ECTS
Administrative law is the law of public administration. In this course students will be introduced to such concepts as the rule of law in the contemporary administrative state, administrative rule making. The focus of the course will be on legality of decisions made by public administrators in various areas in which administrative bodies have responsibility for decision-making including but not limited to such areas as migration, labor law, environment, health, education. Students will also learn about the administrative review process and such specific topics as administrative fairness, administrative discretion, duty to give reason, legitimate expectation, bias. (is going to be taught together with LAW5708 Administrative Law of Kazakhstan)

PAD5113 Statistical Methods for Public Administration (3 credits, 4.5 ECTS)
Prerequisite: None
The purpose of this course is to introduce students and practitioners to some of the basic research methods and statistical concepts and issues in public administration as they relate to problems that typically exist within public agencies. All statistical techniques used by public administration professionals are covered by integrating both quantitative and qualitative approaches to research. Emphasis will be on the use of commonly available statistical software programs such as Excel and SPSS. The course's overall aim is to develop effective, efficient research skills among future public administrators so that they will be better policy makers and good administrators.

PAD5114 Essentials of Public Administration and Management (3 credits, 4.5 ECTS)
Prerequisite: Academic Reading and Writing in Public Administration
This is an introductory course for all MPA students. The main goal of this course is to present students with a basic and yet comprehensive understanding of the field of public administration. Students will be acquainted with various terms, definitions, theories, concepts and models used in the field. It also covers aspects of public management, such as strategic management, performance management, and organizational behavior. At the end of the course, students should have a clear understanding about the processes and mechanisms of public decision-making and implementation.

PAD5117 Public Policy Analysis (3 credits, 5 ECTS)
Prerequisite: PAD5114
The objective of this course is to develop students' capacity to conceptualize policy issues and problems, devise strategies for addressing them, and comprehend policy documents. Students will gain an understanding of what is involved in studying public policy, how the political, social, cultural and the social contexts shape public policy, and how public policies are typically made, implemented and evaluated.

PAD5122 Administrative and Management Ethics (3 credits, 5 ECTS)
Prerequisite: PAD5114
The course provides students with a basic understanding of ethics in government. Topics that will be covered include the ethical dimension of public service, contemporary insights and current ideas on management practice in ethics, practical tools and organizational initiatives to aid administrators, and achieving ethical quality of decision-making. Towards the end of the course students are expected to understand what are administrative ethics, ethical dilemmas, managerial ethics, notions of social responsibility, sources of ethical values in organization, key concepts and strategies that individuals and organizations use to deal with ethical dilemmas, and principal categories of enforcement mechanisms.

PAD5123 Economic Perspectives on Government (3 credits, 5 ECTS)
Prerequisites: None
This course is about economic issues concerning the public sector and its interface with the private sector in a mixed economy. It examines the free market as the basis for the allocation of scarce resources (market governance) and identifies the causes of market failure that may justify intervention by the state (state governance). It considers the role, scope and capacity of government in terms of the protection and promotion of welfare of society in the face of market instabilities, market inefficiencies, and market inequalities and injustices.

PAD5200: Decision Making (3 credits, 5 ECTS)
The Course introduces students to the study and practice of judgment and decision making processes in government and administrative settings. It combines the theory of decision making with actual case studies. The course is designed to help students to develop and improve their own decision making skills. Leading models and approaches to decision-making behavior and its application and consequences in administration are covered. Scenario and case analyses from research literature will be used with lectures and class activities. Students are required to analyze the decision making process of a government, non-government or business organization.

PAD5213 Local Government (3 credits, 5 ECTS)
Prerequisite: PAD5114
The course is designed to provide students with an understanding of the political, institutional, and legal framework of local governments' activities. The focus will be on decentralization in Kazakhstan, with regard to particular problems and constraints that local governments encounter. Students will learn how core public services are provided and managed. Other areas that will be emphasized are fiscal decentralization, and notions of accountability and responsiveness.

PAD5214 Fiscal Governance (3 credits, 5 ECTS)
Prerequisite: PAD5114
The focus of this course is 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.

PAD5218 Project Evaluation and Management in Public Sector (3 credits, 4.5ECTS)
Prerequisites: PAD5114
This course is designed to help students enhance their skills in project evaluation and management. This course emphasizes the practice and process of project evaluation. In the course, we will not only develop an understanding of why projects fail, but also how they can succeed. The course provides practical tools, techniques and best practices adapted to the local environment. Students will be accompanied and supervised throughout all stages of the evaluation process. No previous experience with evaluation research and empirical or qualitative data analysis is required.

PAD5219 Public Sector Reform (3 credits, 5 ECTS)
Prerequisite: PAD5114
The focus of this course is on the changing role of the public sector in the context of globalization and marketization trends in the contemporary political-economic environment. Students will explore issues related to allocative, distributive and stabilizing role of the state in the market economy. Among issues to be discussed will be questions of scale and scope of the public sector, public and private sector competition and partnership, the role of quasi-autonomous organizations, and tension between majoritarian and non-majoritarian institutions.

PAD5222 Social Policy (3 credits, 5 ECTS)
Prerequisite: PAD5114
This course introduces students to the concepts, history, and development of social policy, the funding authority and patterns of service delivery, and how political and social ideologies influence policy development. It shows that policy is a function of social, political, and economic context and transitions. An analytic framework is utilized to identify trends and assess gaps in policies and programs, especially as they impact on women, child support enforcement, nutrition programs, and medical care.

PAD5223 Public Sector Economics (3 credits, 4.5 ECTS)
Prerequisites: PAD5114, PAD5123
This course focuses on the role of the government in the economy. It discusses how the government affects the economy, what the government should and should not do, and why. It addresses the range of questions of why some economic activities are undertaken in the public sector, and others are in the private sector. Students will study the size and scope of the public sector in selected countries, and will explore the reasons of why there are substantial differences in government sector activities in countries around the world. While the main goal of the course is to develop students' critical thinking about the government involvement in the economy, students will study reasons for government intervention such as a market failure, public goods, government redistribution programs, and government taxation policies.

PAD5230 Internship in Public Administration (3 credits, 5 ECTS)
Prerequisite: PAD5114
Internship is designed to provide the student with an experiential learning opportunity by placing the individual in the office of a public official or a nonprofit organization on a part-time, volunteer basis. Students are expected to examine and analyze the functions, processes and outputs of organizations in the public or private sector.

PAD55230.2 Research Internship (3 credits, 8 ECTS)
Prerequisites: Permission of academic advising faculty member and permission of the employer.
This independent research project, undertaken in a work or research environment, provides students with data, people, and experience for studying an issue in the public administration area.

PAD 5229.1. Applied Research Project in Public Administration and Management (3 credits, 5 ECTS)
Prerequisite: PAD5131
The project involves the development and implementation of a solution for a theoretical or design problem. Methodological knowledge and skills play a vital role both in developing and conducting applied research project. Although Master's projects generally address a practical research/design problem and its background, they can also focus specifically on an academic research question.

PAD5231.1 Thesis II: Thesis Seminar (3 credits, 5 ECTS)
Prerequisite: PAD 5131
Under the guidance of a PA faculty member, all students are expected to submit a proposal before the end of the second semester. A proposal should make a genuine contribution to the understanding and analysis of public policy issues, management, and administration in Kazakhstan. All students shall have a "Thesis Proposal Defense" before three members of a Master's Thesis Committee constituted by the Graduate Program Director. The Thesis Committee consists of a thesis supervisor and two full-time faculty members. One member of the Committee may be a full-time faculty member from another department, when the discipline represented is relevant to the student's thesis. Once the proposal has been approved, permission to enroll in Thesis Option III Form may then be issued by the Graduate Director.

PAD5231.2 Thesis III (3 credits, 12 ECTS)
Prerequisite: PAD5231.1

Before a student may enroll for Thesis Option III a successful thesis proposal defense must be held, during which the thesis proposal is discussed by the student and all committee members. The final revised draft of the completed thesis should be submitted to the Thesis Committee Chair (thesis supervisor) at least four weeks prior to graduation. Students are expected to carefully consider the comments of their Thesis Committee. The Committee Chair (the supervisor) has final responsibility for thesis approval. The supervisor, in consultation with the student, shall set a date for the oral defense of the thesis before the Master's Thesis Committee.

PAD5255: Current Issues in Public Administration (3 credits, 5 ECTS)
This course critically reviews the contemporary burning issues (theoretical and practical) of Public Policy and Administration in Kazakhstan and elsewhere from a multidimensional point of view. The primary goal is to help students develop a deeper theoretical understanding of the contemporary administrative and policy issues and grasp the real-world implications of these issues and thereby providing them with skills to develop as successful, socially productive professionals.

PAD5256: Seminar in Public Administration (3 credits, 5 ECTS)
This course is designed to provide focused work on a selected public administration policy or program issue. Students, as directed by the professor, will study and report on the analytic, substantive, policy, and managerial dimensions of a policy issue or problem in public policy and administration. This seminar is intended to facilitate the application of concepts from the other courses in the Public policy and management.

PAD5260 Selected Issues in Public Administration and Management (3 credits, 5 ECTS)
Prerequisite: PAD5114
This course examines particular issues of public administration and management. Topics vary according to the interests of students and instructor.

PAD5262: Organizational Behavior for Public Organizations (3 credits, 5 ECTS)
The course is concerned with studying individual, groups, and organizational factors influencing the operation of government agencies and nonprofit organizations. It will examine explanations of individual behavior (perceptions, attributions, motivations, attitudes); the nature of human behavior in groups (group dynamics, power, leadership); and organizational structures and processes that affect human behavior (organizational and job design, communication, performance appraisal).

PAD5266: Organizational Theory and Practice (3 credits, 5 ECTS)
This course is an overview of how organizations work including theory, research, and application. Students will gain a deeper understanding of classical and contemporary approaches to the study of organizations, with emphasis on structure, leadership, communication, conflict, and organizational change and development within internal and external environment.

PAD5268 CSR and Public policy (3 credits, 5 ECTS)
Prerequisite: PAD5114
This course critically examines a host of issues related to key public policies and policy instruments which are used for promoting CSR locally and globally, relationship between government and business, public policy and business social responsibility. Students will critically evaluate the ways in which national and multinational corporations affect large-scale changes in societies via their practices. This course will also focus on the origins of CSR, its meaning and motivations, the relationships between business and its internal and external stakeholders as they impact public policy

PAD5269 NGO and Non-Profit Management (3 credits, 5 ECTS)
Prerequisite: PAD5114
This course is designed to enhance student's understanding of the theoretical and practical aspects of managing non-governmental organizations. The aim of this course is to increase students' NGO management potential by enhancing their competence in deepening their understanding of how management decisions contribute to

organizational performance. This course will advance students' understanding of NGO management and how government could work with NGOs in carrying out public policies or delivering public services. Students will develop management skills in strategic planning, project management, human resource development, outcome measurement.

PAD5224 Human Resource Management (3 credits, 5 ECTS)
This course examines the role of the human resource professional as a strategic partner in managing today's organizations. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined. Implications of legal and global environments are appraised and current issues such as diversity training, sexual harassment policies, and rising benefit costs are analyzed. Best practices of employers of choice are considered.

PAD5250 Special Topics in Human Capital and Innovation (3 credits, 5 ECTS)
The Managing Human Capital course has been specifically designed to teach practical skills for the future general manager (not just the human resource practitioner) who seeks to manage both other people and her or his own career with optimal effectiveness. The term human capital implies that people have the capacity to drive organizational performance. The basic premise of this course is that how one manages others can be the source of sustainable competitive advantage for organizations and for individual leaders within them.

PAD5261.2 Work and Organization Psychology (3 credits, 5 ECTS)
The course provides an overview of the main fields of organizational and personnel psychology. It focuses on topics such as organizational justice, the use of power, personnel selection and the employment relationship, communication and cooperation, work-related attitudes (e.g. commitment, organizational citizenship behavior), organization and its culture, human resource development as well as careers and career management.

PAD5225 Education and Science Policy (3 credits, 5 ECTS)
This course offers an introduction to social and political thinking about the role of science and technology in society and the relationship between science and government. Science plays a vital role in shaping policy and society. At the same time, social, cultural and political forces shape the production of scientific knowledge

PAF5200 Investment for Human Capital Development (3 credits, 5 ECTS)
Human capital is important for boosting economic growth and standards of living in a society. Efficient spending of public funds is the key. The course will discuss investment principles that generate knowledge-intensive and sustainable growth. This course covers various dimensions of investments in human capital. Topics covered include: include: the role of human capital in economic growth; human capital model (Present value, future value, discounting and rate of return); income inequality and skill-biased technological change; the role of government in education; skills training and retraining; private versus social returns to education, training and vocational skills acquisitions; infrastructure investments for human capital; investments towards the next technological revolution; debt policy for human capital investments; market, industry and sector analysis. Case studies will be employed where applicable.

JOURNALISM AND MEDIA COMMUNICATIONS AREA

JMC5607 Global Public Relations (3 credits, 5 ECTS)
Prerequisites: JMC2608 Introduction to Public Relations or Graduate standing
Globalization forces in business and politics drive both research and practice of public relations on a global level. Global Public Relations course integrates advanced knowledge of public relations study and practice with theoretical approaches and understandings of specific national, cultural and professional differences that affect public relations practice on an international level.

JMC5610 Newsroom Management (3 credits, 5 ECTS)
Prerequisites: None
The Newsroom Management course is designed to equip students with the advanced skills and knowledge required to lead and operate effectively within a dynamic newsroom environment. As the media landscape evolves, the role of newsroom managers becomes increasingly vital. This course comprehensively explores the fundamental principles, strategies, and challenges of managing a newsroom in the contemporary media industry.

JMC5611 Principles of Media Management (3 credits, 5 ECTS)
Prerequisites: None
This course is designed to provide students with theoretical knowledge of public relations and hands-on, practical experience. It reviews PR-related communication theories. It covers the importance of PR-related research in developing PR plans, including appropriate strategies and tactics. It helps students develop skills in producing PR products and employing those tactics, including skills in the use of online media. And it discusses public relations professional ethics.

JMC5624 AI Applications in Media (3 credits, 5 ECTS)
Prerequisites: None
This course will prepare professional communicators how to utilize, implement, and streamline Artificial Intelligence to create a variety of multimedia projects including enhanced writing, presentations, and design. Students will learn the most recent and best practices and Generative AI strategies that draw the most functionality and highest quality from AI. The course will provide students with a strong understanding of Generative AI's capabilities, how and when to employ ethical solutions, and address bias and potential shortcomings in AI generated materials. This hands-on course will also explore other areas of AI communication including manufacturing press releases, developing news stories, and idea generation for complex storytelling.

JMC5667 Health and Science Communication
Prerequisites: None
Students learn how to bridge the gap between health and science industries and communication for public relations and journalism. This course shows media professionals how to effectively create discourse surrounding complex and quickly-growing health and science information in manner that creates general public understanding of these essential issues. Whether discussing a healthcare emergency, global warming, a scientific breakthrough, or the long-term impact of Chat GPT, this course provides the foundational and advanced elements to analyze the information, create powerful narratives, and disseminate information through multiple media platforms including social media, traditional news, and through press releases.

JMC5714 Media Interpretation
Prerequsistes: None
This course examines the intricacies of media analysis, providing advanced tools and methodologies including content analysis, critical analysis, discourse analysis, and semiotics. Students will learn to critically interpret various forms of media content ranging from social media comments and news stories to feature films and television and identify underlying ideologies, biases, and rhetorical strategies implemented by media producers. Theoretical study includes critical theory, cultural studies, political economy, and post-structuralism. Practical execution is proved through advanced case studies and hands-on application of analysis and advanced deconstructing of media texts. This course deepens the student's understanding of how the media shapes perceptions, influences discourse, and reflects society's changing norms and values.

JMC 5658 Reputation management
Prerequsistes: None

This advanced-level course delves into the theoretical foundations, principles, and practices, including traditional, online, and AI, that form the basis of Reputation Management. It scrutinizes the pivotal role of organizational actions and communications in shaping stakeholders' perceptions of today's public or private organizations. The course thoroughly explains the sociological, business, and communication theoretical perspectives on corporate reputation. It also involves ethical considerations and strategic approaches for effective reputation management practices. Students will gain valuable insights through a comprehensive blend of theoretical frameworks, real-world cases, and industry speakers, equipping them for successful entry into the workforce. The exploration encompasses various communication components, underscoring the significance of online reputation management.

JMC 5704 Negotiation and Persuasion

Prerequsistes: None

The course on Negotiation and Persuasion delves into the core principles of value claiming and value creation, serving as fundamental aspects in negotiations. Participants will acquire insights into precise negotiation strategies for asserting and generating value. Furthermore, the course introduces a methodical approach to addressing conflicts, fostering effective team negotiations, and tackling potential issues related to deception during negotiation processes. The overarching goal is to provide participants with a thorough understanding of crucial persuasion theories and principles, encompassing negotiations across diverse contexts. Special attention is given to the distinctive challenges encountered in the business sector, placing equal importance on scenarios involving "deal-making" and "dispute resolution."

JMC5612 Advanced Media Writing (3 credits, 4.5 ECTS)

Prerequisites: None

This is an intensive graduate-level writing course whose goal is to help you produce quality news stories and gain experience in writing real stories publishable in a reputable news outlet. This course is targeted for those who would like to strengthen news writing skills and for those who would like to get better understanding of how journalists/news outlets operate. This course is run like a real news outlet that produces real news stories rather than ‘course paper’ by complementing other media writing courses the Department of Media and Communications offers. Please expect to immerse yourself into news writing so you become better writers. These course objectives below directly relate to overall program goals in preparing and educating future professionals and providing practical skills needed to be successful graduates. Even though this is practical course, this course has one lecture at the end of the semester summarizing some basic theories such as two-step flow, framing theory, and others depending on course schedule.

JMC5616 Theories of Media and Communication (3 credits, 5 ECTS)

Prerequisites: MIJ standing or permission of the department

The course introduces and develops skills in understanding and applying major theories of media and communications. The course covers theories relevant to the study of journalism, public relations, and other areas of media and communications, and prepares the student to identify, select, and apply theory in graduate-level work, particularly the master’s thesis.

MC5619 Advertising and Media Sales (3 credits, 5 ECTS)

Prerequisites: None

This course is designed to give a broad understanding of promotional mix in the framework of integrated marketing communication (IMC). Major focus is given to advertising as a rational and creative marketing medium – but not the only one.

JMC5622 Advertising Writing and Layout (formerly Advertising Writing, Layout and Strategies) (3 credits, 5 ECTS)

Prerequisites: None

Advertising is the financial backbone of the mass communications industry. Media executives must be able to implement successful sales, presentation and production strategies. And those involved within the advertising department must understand and be able to employ successful copy writing, layout, and graphic or multimedia production. The *Advertising Writing, Layout and Strategies* course is designed to provide that foundation of knowledge and skills to be successful on the business side of the mass communications industry.

JMC5623 Writing for Russian Language Media (3 credits, 5 ECTS)
Prerequisites: None
This course takes a skills oriented approach to train students in the basics of reporting and news writing in Russian language according to western professional standards. The main objective is to help develop a clear, concise writing style and a passion for thorough, accurate reporting. Students will report on local issues in Russian. The course also includes analysis of local media.

JMC5690 Special Topics in Media and Communications (3 credits, 5 ECTS)
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.

JMC5630 Political Communication (3 credits, 5 ECTS), JMC5630.1 Political Communication (3 credits, 4.5 ECTS)
Prerequisites: None
This interactive course will introduce and explain the principles and practices of communication in a variety of political contexts, such as election advertisements, constituent newsletters, and speeches. Since students could use such communication in many contexts, it will focus as much as possible on Kazakhstan but will be based on international concepts and activities. We will cover, but also challenge, basic ideas about the many sub-topics.
The course will be conducted more like a seminar, so you will be expected to arrive ready to contribute to the discussion, especially on issues related to your professional interests and other courses.

JMC 5650 Digital Public Relations (3 KIMEP credits, 5 ECTS)
Designed for the advanced student, the Digital Public Relations graduate course teaches principles of digital communications management and their application to develop strategy, conduct analytic audience research, design messages and drive behavior, and select from a multitude of digital platforms in achieving their goals and objectives as a digital communications consultant. Students who successfully complete the course will demonstrate a fundamental understanding of leveraging digital communication principles and data-driven audience insight to achieve selected digital engagement goals. Digital Public Relations course is a web-enhanced course. Scheduled in-class meetings are supplemented as required with online and digitally mediated delivery of course content and assignments, as well as required and/or optional digitally engaged activities following a flipped classroom format.

JMC5653 Management of Corporate Public Relations (3 credits, 4.5 ECTS)
Prerequisites: None
The course examines the management function of PR, the process of research, planning, communication and evaluation in the field. The course provides students with knowledge and skills to develop strategic communication plans using PR techniques and tools. The theoretical bases of the course are symmetrical communication theory, systems, situational theory, relationship management theory, Social Exchange Theory, Social Learning Theory, , Framing Theory, Agenda Setting Theory etc.

JMC5653.1 PR Management and Strategies (3 credits, 4.5 ECTS)
Prerequisites: None, cannot be taken as a separate course from JMC5653

The course introduces the management function of PR, the process of research, planning, communication and evaluation in the field. The course provides students with knowledge and skills to develop strategic communication plans using PR techniques and tools. The theoretical bases of the course are symmetrical communication theory, systems, situational theory, relationship management theory, Social Exchange Theory, Social Learning Theory, Framing Theory, Agenda Setting Theory etc.

JMC5655 Crisis Communication (3 credits, 5 ECTS)
Prerequisites: None
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.

JMC5656 Journalism Practicum (3 credits, 5 ECTS)
Prerequisites: None
This course involves activities for students to gain practical skills in their field of study. The course would train students on writing journalistic pieces and help them develop their professional skills and knowledge.

JMC5657 Online Journalism (3 credits, 5 ECTS)
Prerequisites: None
This is an advanced practicum course in journalism production. The project goal will be to plan, set up, launch and run a news oriented website. In the process of carrying out these tasks, project participants will learn practical skills in media management and journalism production and will also develop understanding of how new information technologies are affecting the practice of journalism. Although the project focus is online journalism, the skills and knowledge students will develop are relevant to public relations and to media management as well.

JMC5661 Research Methods in Mass Communication (3 credits, 5 ECTS)
Prerequisites: None
This course introduces students to quantitative and qualitative methodologies they will use to conduct research for their theses/professional projects. The course will examine such quantitative methods as surveys, content analysis and experiments. Qualitative methods introduced in the class include participant observations, in-depth interviews, focus groups and textual analysis.

JMC5662 Thesis II: Thesis Seminar (3 credits, 10 ECTS)
Prerequisites: JMC5606 Research Methods
This course helps students fully develop the research/ project design from Thesis I. Led by an experienced instructor, each student individually begins to produce their study, for example writing interview questions, designing an analytical matrix, and preparing a professional production (if any). Students learn how to acquire necessary skills of methods and data collection, understand procedures of planning and organizing their time and materials. The instructor complements the guidance of each student's Supervisor. By the end of the semester, students typically finish the introduction, complete the theoretical framework and the methodology (completing the literature review) and gather a substantial amount of data. As the culmination of this semester, students must complete a Thesis Proposal Defense. (For details, please see the CSS Guidelines for Master's Thesis.)

JMC5663 Thesis III/Thesis Defense (3 credits, 12 ECTS)
Prerequisites: JMC5662

During this course, the student works solely with their Supervisor to complete data collection, writing, and any professional component of the Thesis. The main goal of this semester is completing the analysis, polishing the writing, ensuring correct format, and preparing for the Comprehensive Examination and Defense- the final step, during which each student explains to the Thesis Committee their work, its background, conclusions, significance, etc.

JMC5666 Introduction to Kazakhstani Media Market (3 credits, 4.5 ECTS)
Prerequisites: None
Surveys Kazakhstani media systems; examines how the Kazakhstani media industry is structured and how it differs from the US and European media markets, and compares it with media industries of the other CIS countries; analyzes political, economic, social, technological, and cultural issues affecting media industries in Kazakhstan.

JMC5704 Persuasive Communication (3 credits, 5 ECTS)
Prerequisites: None
This course covers key principles, practices, and contexts of persuasion in the current era of changing mass communication patterns. We will cover several important concepts of persuasion, but will mostly focus on practical ways to deal with persuasion--both your own and that of other people. It will introduce main skills of persuasion for professional and personal development, and develop your ability to prepare and create a variety of persuasive messages.
Most of the class will involve using and practicing, as well as critiquing, major and advanced persuasion techniques. Theories of persuasion, as well as essential methods to investigate it, will be featured. The course will also systematically consider the ethical aspects of using persuasion, with individuals, groups and societies.

JMC5705 Image and Brand Management (3 credits, 5 ECTS)
Prerequisites: None
Image and Brand Management course discusses essential components of building a strong brand and impeccable image. The course helps students to learn how to create, maintain, and possibly regain an appropriate image of themselves in the eyes of stakeholders. Students will study theories and concepts that are crucial to organization's well-being, including credibility, identity, image, and reputation. The objective of this course is to master the foundational principles of image and brand management and apply this knowledge to enhance personal or organizational image.

JMC5707 Social Media Marketing (3 credits, 5 ECTS)
Prerequisites: None
Social Media Marketing examines the ways in which new media and interactive technologies change the rules and processes for customer engagement. The theories explored in the course are: social media and communication theories, Social network theory, virtual communities, experiential marketing, media democratization, social capital etc.

JMC5711 Special Event Management and Design (3 credits, 5 ECTS)
Prerequisites: None
Special Event Management and Design course introduces students to the process of designing and managing various types of planned events such as special events, cultural events, corporate events etc. Students acquire practical knowledge and skills based on theories such as event design theory, social identity theory, social capital theory, hierarchy of needs theory, planned behavior theory, theory of cultural performance.

JMC 5712 Storytelling with Data (3 credits, 5 ECTS)
Prerequisites: Media Writing
Journalists, public relations practitioners, non-governmental organizations and other communicators are increasingly using data to tell compelling, fact-based stories. This course introduces students to data-based

storytelling. We will address data and their relationship to facts and fact-based storytelling; examine examples of storytelling with data, such as data visualizations, charts, graphs, and maps; learn how to find or develop data to support fact-based stories, and learn about tools for generating fact-based stories. Students will generate their own fact-based stories as part of the course.

JMC5714 Advanced Media Analysis (3 credits, 5 ECTS)
Prerequisites: None
This course is designed to introduce students to the theories and research on media messages. The goal of this course is to provide students with a critical framework for evaluating communication messages and channels. This course explains how and why to analyze a wide range of media materials. We will consider almost any kind of mediated message and use theory-based methods to investigate the various meanings with each media text. We will study and discuss the process by which journalists gather and report news. We will also discuss this process and how it determines what events and issues are considered newsworthy and the implications of such newsgathering process.

JMC 5715 Advanced Multimedia Storytelling (3 KIMEP credits, 4.5 ECTS)
This graduate course is designed for master level students of the International Journalism program. The course aims to teach how to design stories in the digital era using multiple platforms. The course will review the basics of storytelling techniques and introduce creative ways to innovate with media content using formulas developed by professionals in media, cinema, and PR industry. The course will explore how “stories" could be effectively used in communicating diverse and complex ideas. The practical exercises of the course will involve writing stories and creating multimedia content using words, visuals, audio, and video. The course content involves lectures, seminars, discussion of case studies, guest-speaker presentations, and hands-on projects like publishing of online magazines, designing interactive infographics, developing podcasts, and producing short films using the power of “stories" to communicate ideas. Upon successful completion of the course, students should be able to: a) effectively critique diverse storytelling cases; b) design stories for effective communication using diverse digital tools; c) innovate with content creation using storytelling techniques.

JMC 5xxx Advanced Business Communication
Prerequisites: None
This graduate-level course upgrades students’ knowledge and skills in business communications. It provides the opportunity to develop and practice theoretically sound written and oral communication skills. Business communication differs from personal and social communication because it requires savvy use of email, project presentation, social networks, pod/videocasts, and other technologies professionally in the context of the organizational, internal and external communication. The course focuses on developing analytical, critical, and strategic thinking as the base for the practical overcoming of objections in various business situations.

JMC5621 Professional Internship (3 credits, 5 ECTS)
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.

JMC5625 Research Internship (3 credits, 8 ECTS)
Prerequisites: None
This independent research project, undertaken in a work or research environment, provides students with data, people, and experience for studying an issue in media and communication.

CHSE GRADUATE COURSES

EPM5101 Strategic Management in Education (2 credits, 2 ECTS)

Prerequisite: None
This course introduces the concept of strategic management through case analyses, and considers the basic direction and goals of an educational organization, the environment factors, education market structure, and organizational strengths and weaknesses. The emphasis is on the development of strategy to gain and sustain advantage in competitive markets.

EPM5102 Managerial Psychology (2 credits, 2 ECTS)
Prerequisite: None
This course will familiarize students with the basic concepts of and approaches to managerial psychology, exploring human behavior in the context of work. It will provide an overview of basic behavioral science theory and provide opportunities to apply them in work environments. By the end of the course students will have a basic knowledge of the field as well as the ability to learn more about this subject independently.

EPM5103 Organizational Behavior and Leadership in Education (3 credits, 5 ECTS)
Prerequisite: None
The course enhances the knowledge, core leadership skills, and ability to communicate and to effectively manage and lead others in educational organizations. It requires a clear understanding of human behavior and social processes. The course moves progressively through individual, group, and organizational levels of behavior drawing on theory and best practices.

EPM5105 Educational Assessment (3 credits, 4 ECTS)
Prerequisite: None
The course examines research theory and practice relevant to assessments. The general instructional objective is to critically review types, politics, purposes, procedures, uses, and limitations of assessment strategies and techniques, including standardized testing. It also teaches assessment strategies including developing the skills to select, score, and interpret educational assessments.

EPM5106 Business Correspondence (2 credits, 2 ECTS)
Prerequisite: None
This course aims to develop students' practical experience of writing different types of business correspondence as well as responding to it. The course activities will help make writing clearer, more easily understood, and assist in minimizing any communication problems. Students will develop confidence in their own writing, and it will become easier.

EPM5104 Curriculum Development and Management (3 credits, 5 ECTS)
Prerequisite: Professional Competence Module Elective
This course familiarizes students with the curriculum theory and the procedures involved in curriculum development, management and evaluation. The course covers the following topics: history of curriculum change, sociocultural and political curriculum agendas, models and theories of curriculum, models and frameworks in curriculum design, curriculum evaluation, and curriculum management in practice.

EPM5111 Analyzing Educational Policy (3 credits, 5 ECTS)
Prerequisite: None
The objective of this course is to develop students' capacity to conceptualize educational policy issues and problems, devise strategies for addressing them, and comprehend policy documents. Students will gain an understanding of how the political, social, cultural and the social contexts shape educational policy, and how the policies are typically made, implemented and evaluated.

EPM5211 Educational Equity (3 credits, 5 ECTS)
Prerequisite: None

This course focuses on factors that impact decisions educators must make regarding design and implementation of curriculum, teaching strategies, and materials in order to provide equity and excellence for all learners. The course covers the following topics: education, equity and social justice; tracking and inequality; measuring inequalities; educational strategies for socio-culturally disadvantaged students.

EPM5213 Program Evaluation (3 credits, 5 ECTS)
Prerequisite: None
This course provides an introduction to the major concepts and theories in the field of program evaluation, such as: defining the different components of a program evaluation, its role in program and policy development, etc. Students will design, collect and analyze, and write up an evaluation report based on a field-based program evaluation project that the entire class will participate in.

EPM5214 Language Education Policy (3 credits, 4 ECTS)
Prerequisite: None
The course is a comprehensive introduction to language education policies as a form of human resource development planning and social impact of language policies. The focus is on critical analysis of explicitly stated language policies (legislation, curricula and other educational documents), implicit language ideologies and language practices in education.

EPM5215 Finance and Budget in Education (3 credits, 4 ECTS)
Prerequisite: None
This course is an introductory examination of financial, economic, and budgetary issues in education. Students will review the political, economic, and social issues influencing education finance, examine revenue streams and expenditure patterns, develop the ability to examine and analyze financial information, and assess the budget as an instrument of strategic planning, resource allocation, and control.

EPM5301 Program Evaluation (3 credits, 5 ECTS)
Prerequisite: None
This course provides an introduction to the major concepts and theories in the field of program evaluation, such as: defining the different components of a program evaluation, its role in program and policy development, etc. Students will design, collect and analyze, and write up an evaluation report based on a field-based program evaluation project that the entire class will participate in.

EPM5401.2 Thesis I (2 credits, 13 ECTS)
Prerequisite: Minimum 9 credits, 15 ECTS
The purpose of the courses is to complete a capstone project, culminating students' experiences in the MEPM Program. Students should complete their dissertation writing and successfully defend their thesis.

TFL5103.2 Academic Writing (2 credits, 2 ECTS)
Prerequisite: None
This course is designed to improve graduate students academic and professional writing in English. Students are trained to plan and structure their writing, develop arguments by selecting, interpreting and analyzing relevant evidence, meticulously reference reliable sources, and express more complex ideas at a greater depth and in a clear and professional academic style. Students will practice writing various academic and professional texts such as academic papers and reports.

PSY5101 Principles of Management (2 credits, 2 ECTS)
Prerequisite: None
An introductory study of management principles, evolution of theories and influence of the behavioral sciences on current management practice. Topics include management processes, strategic planning, organizational structures, motivation, leadership, teams, human resources, organizational control, organizational

communications, and career management. Through case studies student will develop analytical and decision-making skills.

EPM5102 Managerial Psychology (2 credits, 2 ECTS)
Prerequisite: None
This course familiarizes students with the basic concepts of and approaches to managerial psychology, exploring human behavior in the context of workplace, the role of human factor in management. It will provide an overview of behavioral science theory of individuals and groups. Students will be introduced to tools to achieve better decision-making and psychological instruments for effective management in modern organizations.

PSY5111 Research Methods in Psychology (3 credits, 5 ECTS)
Prerequisite: None
This course introduces students to the origins of psychology and how it has evolved into a scientific discipline, with some discussion of the emerging methods in counselling psychology. This course equips students with an understanding of quantitative and qualitative methods in psychological research. Students will learn how to design quantitative and qualitative research including consideration of ethical issues, selecting, and recruiting participants, gathering data, analyzing data, and reporting findings.

PSY5114 Advanced Social Psychology (3 credits, 5 ECTS)
Prerequisite: None
This course ss designed as an in-depth and comprehensive survey course of theory and current research in social psychology. Students will critically explore conceptual and historical issues and encounter a range of the new theoretical and methodological perspectives (e.g., social constructionism). The course emphasizes the application of social psychological theory in practice.

PSY5212 Core Counselling Skills (3 credits, 3 ECTS)
Prerequisite: None
In this course, students will be trained in basic counseling skills and competencies essential to initiate and maintain healthy relationships with clients. During this process, students will be exposed to various theoretical perspectives. Students will engage in case conceptualization based on theoretical perspectives and apply the theoretical approaches in counseling sessions with clients. Students will learn how to identify and conduct competent counselling interviews.

PSY5213 Psychological Assessment (3 credits, 5 ECTS)
Prerequisite: None
This course provides students with an understanding of psychological assessment, including both standardized and non-standardized instruments. Students will learn the concepts involved in psychological assessment, testing, and evaluation. It will also explore questions concerning the reliability and validity of tests. Students will consider how assessments may be used in the diagnostics of intelligence, mental health, and other human capabilities. The course will equip students to approach social, cultural, and ethical issues in assessment.

PSY5214 Family Counselling (3 credits, 5 ECTS)
Prerequisite: PSY5121 Advanced Developmental Psychology
In this course, students will learn the necessary skills and competencies to effectively deal with the interpersonal and intrapersonal dynamics of relationships and family systems. The course will provide a foundation for counselling with diverse populations within families. Family interaction and healthy communication patterns, conflict resolution, the impact of children on relationships, and other factors that influence family systems will be introduced. Ethical considerations regarding family dynamics will be applied.

PSY5115 Biological Psychology (3 credits, 5 ECTS)
Prerequisite: None
The course familiarizes students with current research on brain-behavior relationship with an emphasis on clinical example, including depression, eating disorders and others. Students will be introduced to the methodologies and evidence of biological psychology and cognitive neuroscience. Students will also be exposed to philosophical approaches to the mind-brain problem, and how models of the central and peripheral nervous systems interact to produce mental life and motivated behavior.

PSY5121 Advanced Developmental Psychology (3 credits, 5 ECTS)
Prerequisite: None
The course evaluates current and classic developmental theories and empirical research of human development across the lifespan, including how childhood experiences affect later development. Different approaches to human development are discussed and compared, enabling students to understand the implications of developmental studies for their own research, teaching, and practice. Topics will include biological, cognitive, linguistic, social, affective, and personality development. The course will mainly focus on typical development.

PSY5123 Advanced Cognitive Psychology (3 credits, 5 ECTS)
Prerequisite: None
This course surveys advances in cognitive psychology, it provides in-depth coverage of different methods and theories for influential findings in perception, attention, memory, and cognition, drawing attention to the key conceptual and ethical considerations of research in the area. The course will help students develop the skills necessary to understand and critique research in the field of cognitive psychology.

PSY5124 Individual Differences and Psychodiagnostics (3 credits, 5 ECTS)
Prerequisite: None
This course is designed to enable students to develop an understanding of key historical and contemporary approaches to assessment of personality, intelligence, and psychological disorders. It examines the definitions of intelligence, personality, and psychopathologies. The course links theoretical approaches with the practical application of psychological assessment and diagnosis. It includes the development of basic skills in understanding personality. Furthermore, it emphasizes the diagnostic procedure, including observations, interviews, and treatment within a counselling setting.

PSY5131 Professional Internship (3 credits, 9 ECTS)
Prerequisite: None
The aim of the internship is to provide students with valuable first-hand practical work experience. During the internship students will play an active role in one face-to-face session accompanied by a member of the provider's staff. Students will write a 6000-word case study of their clinical interaction, classifying the condition, aetiology, treatment, and outcomes. Students will be mentored by a university staff member and a member of staff from the internship provider. This course develops students' critical knowledge and skills in order to function in a range of cultural settings with a range of patients or clients of all ages. It addresses general professional ethical issues and values pertinent to the assessment and treatment of mental health conditions.

PSY5211 Research Internship and Thesis (3 credits, 8 ECTS)
Prerequisite: PSY5111 Research Methods in Psychology
This internship provides students with the opportunity to conduct original research under the mentorship of experienced faculty members. Students will design and execute a research project, culminating in a comprehensive thesis. Through hands-on experience with research methodologies, data analysis, and scholarly writing, students will develop critical thinking skills and deepen their understanding of their field of study. This course fosters independence, creativity, and scholarly inquiry, preparing students for future academic and professional endeavors.

PSY5214 Family Counselling (3 credits, 5 ECTS)
Prerequisite: PSY5121 Advanced Developmental Psychology
In this course, students will learn the necessary skills and competencies to effectively deal with the interpersonal and intrapersonal dynamics of relationships and family systems. The course will provide a foundation for counselling with diverse populations within families. Family interaction and healthy communication patterns, conflict resolution, the impact of children on relationships, and other factors that influence family systems will be introduced. Ethical considerations regarding family dynamics will be applied.

PSY5215 Child and Youth Counselling (3 credits, 5 ECTS)
Prerequisite: PSY5121 Advanced Developmental Psychology
In this course, students will examine different assessment techniques, perspectives, and strategies to treat children and the youth. Aspects that will be addressed include the counselling relationship, assessment, consideration of the broader field or system, and ethical concerns related to working with children and youth. Additionally, students will learn about and evaluate different career development theories and how to conduct career and life planning. Students will learn how to integrate and apply aspects of theories to their counselling work with diverse populations.

PSY5221 Managing the Therapeutic Process (3 credits, 3 ECTS)
Prerequisite: None
This course will focus on therapeutic approaches and their underlying philosophical assumptions, major concepts, the therapeutic process, the counsellor's role, typical interventions, and targeted outcomes. Students will be empowered to recognize the links between theory and practice, as well as between constructs and applied techniques or interventions. Students will examine the similarities and differences among approaches and thus lay the foundation for the development of a personally meaningful approach to counselling.

PSY5222 Theory in Practice: Internal Internship (3 credits, 5 ECTS)
Prerequisite: PSY5111 Research Methods in Psychology
The specialized student internship aims to provide students with valuable practice-based work experience. Students will undertake clinical role-play scenarios in KIMEP University student psychology laboratory. A university staff member will mentor students. Alongside their internship, they will attend interactive lectures on topics aimed at ensuring they get the most from their internship helping them to reflect on their future employment trajectories.

PSY5224 Community Counselling (3 credits, 5 ECTS)
Prerequisite: PSY5121 Advanced Developmental Psychology
In this course students will explore community-based theories and practices based on community psychology. Topics that will be addressed are community health, as well as minority, and vulnerable populations. Students will be trained in research methodologies to be applied to social and community interventions. The course will focus on training community psychologists who work in the public or private sector with diverse gender, ethnic, racial, and sexual orientation populations. This course has a strong emphasis on the service to others

PSY5225 Adjustment and Well-Being (3 credits, 5 ECTS)
Prerequisite: None
This course provides an in-depth exploration of the theoretical foundations of mental health. It analyzes the role of social identity, culture, and society in the etiology of mental health problems, recovery and promotion. The course develops students' practical skills of working with clients with focus on managing stress and coping strategies and the related skills and techniques such as mindfulness. The course is also expected to improve the critical thinking, reading, and professional writing skills of students.

PSY5229 Thesis Defense (1 credit, 8 ECTS)

Prerequisite: PSY 5211 Research Internship and Thesis
This course is the culmination of the master's program, where students defend their research findings before a panel of faculty experts. Students will present their thesis work, demonstrating a deep understanding of their topic, research methodology, and findings. Through rigorous questioning and discussion, students will showcase their critical thinking skills, analytical abilities, and academic rigor. This course prepares students for scholarly engagement, professional presentations, and contributes to their overall academic and professional development.

LAW SCHOOL GRADUATE COURSES

LL.M. candidacy or Approval by the Instructor and Dean of Law is prerequisite for all Law School graduate courses listed below.

Projected schedule is subject to change.

LAW5201 Legal Method, Skills and Reasoning (Professional English) (3 credits, 5 ECTS)
Certain skills are required for the successful study of law. This course teaches those skills: Methods of Study, Use of Language, Critical Thinking, Legal Text Interpretation, Legal Research and Writing, and Architecture of Argument. The course uses legislation, case reports, and research assignments to achieve its multiple objectives. Writing about the law and learning the art of advocacy are taught through solutions of practical problems. This course must be taken during the first semester in which a student enrolls in the LL.M. program. This course may also serve **as a Professional English Language course.** It will introduce students to the methodology of reading legal text: extending from Treaties, constitutions, legislation and cases. It also provides an overview of the structure and hierarchical form of most domestic legal systems and their relation to international law and organizations. The course also covers the basic techniques of legal research, writing and analysis. Students learn briefcases, perhaps synthesize cases from related fields, and write legal documents as opinions, memoranda or thesis related essays. The course is based on solving and analyzing legal questions taken from different disciplines.

LAW5202 Methods of Legal Argument (Professional English) (3 credits, 5 ECTS)
This course primarily is a course in Logic modified for legal study. It covers the following subjects of logic: (1) Basic Logical Concepts, (2) Analyzing Arguments, (3) Language and Definitions, (4) Fallacies, (5) Categorical Propositions, (6) Analogical Reasoning, and (7) Probability. The objective is to teach students how to identify arguments from other types of statements, such as explanations, to distinguish between correct and incorrect reasoning, and to deconstruct legal texts and judicial opinions. Practical and inductive reasoning are emphasized as these are the tools of the lawyer. The course also advances the proposition that: Law is not logic, but a system of authority. The facade of stylized reasoning is pierced.
This course may also serve **as a Professional English Language course.** It will introduce students to the methodology of reading legal text: extending from Treaties, constitutions, legislation and cases. It also provides an overview of the structure and hierarchical form of most domestic legal systems and their relation to international law and organizations. The course also covers the basic techniques of legal research, writing and analysis. Students learn to brief cases, synthesize cases from related fields, and write legal documents as opinions, memoranda or thesis related essays. The course is based on solving and analyzing legal questions taken from different disciplines.

LAW5203 Public International Law (3 credits, 5 ECTS)
Public International Law is the system of law that governs the international community; thus the aim of the course is to provide a framework to understand the normative dimensions of international relations. The course introduces students to the fundamental principles and doctrines of public international law as a meaningful tool

for providing order to world politics and for minimizing global conflict. The course reflects the breadth and diversity of international law by covering all main branches, including: sources; the subjects and international institutions; the law of treaties; peaceful settlement of international disputes; the use of force; territory; human rights; diplomatic and consular law and international economic law. A problem-oriented approach to various case studies is used in both lectures and discussions.

LAW5204 Commercial Law and Management (3 credits, 5 ECTS)
This course examines the law governing transnational commercial transactions between private parties. Since the Convention on the International Sale of Goods (CISG) is one of the most successful instruments unifying international commercial law, it is studied in depth. An introduction to the English law of international sales is also provided, in view of its common application worldwide. Course coverage also includes commercial terms of the sales agreement (Incoterms 2020), shipping contracts, insurance, financing arrangements (e.g., Documentary Credits, Standby Guarantees), and customs documentation. The laws of transport operators, including multi-modal transport, are examined, as well as any applicable treaties. Freight forwarders, mandatory carrier regimes, and the respective liabilities of the parties involved in international transport are identified. The second portion of this course examines expansion of business through: export/import, licensing and franchising, and specialized modes of foreign direct investment.

LAW5205 Private International Law (3 credits, 5 ECTS)
Private International Law is the set of legal rules that determine the jurisdiction, the applicable substantive law, as well as the recognition and enforcement of judgments in cross-border relations among individuals and legal persons. This course will mainly focus on Private International Law rules applicable to transnational business transactions. Preliminary matters such as *renvoi*, characterization, and historical principles guiding forum selection and applicable law are covered. There is no uniform "international convention" in this field accepting the Hague Conventions dealing with the Service Abroad of judicial and extrajudicial documents in civil matters and the Taking of Evidence Abroad in civil and commercial matters. Several "dead" Hague conventions may be examined to facilitate an understanding of the aims of unification of rules. Since there are similarities among the rules found in several jurisdictions, this course covers the subject matter from a comparative perspective. The Private International Law rules of the United States, the European Union, and the Republic of Kazakhstan serve as the foundation for the study of Private International Law principles. The CIS Treaties governing enforcement of arbitral awards within the member States are identified and discussed. Pertinent provisions of the Customs Union Agreement are tracked during the course.

LAW5206 International Commercial Arbitration and Psychology (3 credits, 5 ECTS)
International Commercial Arbitration [ICA] has already turned into the preferred means of dispute resolution in international business. ICA allows parties to overcome cultural, legal, and geographical differences by appointing a private tribunal to hear and resolve a dispute in a final and efficient manner. However, the key advantage of ICA compared to litigation in domestic courts is that arbitral awards of ICA are enforceable in 144 states. This makes ICA an extremely important subject for every legal practitioner or businessman dealing with international transactions. This course will have a very practical focus. Apart from the general theory of ICA, we will focus on the practices of Kazakhstani courts with respect to enforcement of arbitral awards, we will discuss common grounds of appeal, the appeal procedure, enforcement practices, the ways of interaction between arbitral tribunals and domestic courts, and many other aspects.

LAW5210 International Criminal Law and Procedure (3 credits, 5 ECTS)
After the Second World War, but especially since the 1990s - that is, after the establishment of the International Criminal Tribunals for the Former Yugoslavia and Rwanda - international criminal law (ICL) is gaining in significance. States' cooperation in penal matters, whose function consists in the prevention and repression of the most serious crimes of international concern, is developing in bilateral and multilateral formats. In conjunction with the key concepts of the law of international security, international humanitarian law and international human rights law, this course includes advanced lectures, seminars and practical exercises, and

covers the substantive issues of international criminal law - that is, jurisdiction, the general part of ICL, crimes under international law (genocide, crimes against humanity, war crimes and the crime of aggression) - and the fundamentals of international criminal procedure, including the operation of the International Criminal Court. The implementation of ICL in the CIS countries and selected common law and civil law jurisdictions is also covered. The course is closely related with the practice of international relations and law.

LAW5212 IT and Cyberspace Law (3 credits, 5 ECTS)
This is a substantive course regarding the field of Information Technology (IT) Law. The course begins by introducing students to the concept and problems of internet governance. Who controls the internet? What is net neutrality and do we need it? Do we need special rules to govern the internet? The course will then explore a number of connected legal topics such as online data protection and freedom of expression. A second module will tackle issues related to e-commerce and the internet giants. Finally, the course will explore the legal aspects of the sharing economy, of blockchains and of the use of artificial intelligence. As information technologies operate across jurisdictions, the course will consider domestic (Kazakh), regional (EAEU), and international (especially EU and US) regulatory responses to the advancement of these technologies.

LAW5213 Law of Treaties (3 credits, 5 ECTS)
This course offers a detailed overview of certain specific aspects of the law of international treaties (LIT): the role of bilateral and multilateral treaties between states as well as treaties of international organizations, the treaty-based categories and principles beyond *pacta sunt servanda*, and the key role they play in the modern system of international law. Different sources of treaty law including but not limited to the Vienna Conventions of 1969, 1978 and 1986 are considered and analyzed. Critical issues such as the treaty-making process and procedures, relationship between LIT and domestic law (on the example of Kazakhstan's national law), treaty parties, the relationship between treaties, customary international law and rules of *jus cogens*, as well as the role of the language in LIT are discussed. Students will be requested to draft and present treaty instruments on topical issues of contemporary international law thereby familiarizing themselves with the treaty-making process.

LAW5214 Human Rights Law and International Business Management (5 ECTS) - Fall
This course engages with the rapidly developing area of international business and human rights law. It will examine the state's obligation to protect human rights, including from adverse impacts by business entities, and the corporate responsibility to respect human rights. Moreover, it will consider the access to effective remedies by victims of corporate activities. The course covers developments in international, regional and domestic regulation, and international standards such as the United Nations Guiding Principles on Business and Human Rights. Students will critically analyze the developments in international, regional and domestic dispute resolution involving business and human rights, including with respect to claims brought against companies. Furthermore, they will study practical cases of corporate social responsibility policies of selected companies in a variety of different contexts.

LAW5215 Human Rights Law and Psychology in States of Emergency (5 ECTS) - Fall
Emergencies, such as natural disasters, pandemics, epidemics, armed conflicts, situations of violence, etc., often provoke the introduction of a state of emergency. They necessitate the need to be aware of the limits of permissible restrictions on human rights and freedoms and of the mechanisms of human rights operation / protection during such situations. This course introduces the students to specific types of human rights and freedoms affected by states of emergency, in accordance with the accepted international human rights law (IHRL) terminology. It will look at the legislative frameworks implementing, or otherwise, those human rights categories (in other words, the level of IHRL domestic implementation) and at the manner in which the respective laws and mechanisms have so far been observed, in Kazakhstan and in the wider region. The established or emerging implementation trends in this area will be reviewed. Furthermore, students will scrutinize the legal regime of state of emergency, its limits and the way it affects the rule of law. They will also learn how to properly interpret and apply international, regional and local legal sources dealing with human rights limitations during states of emergency.

LAW5216 Human Rights Law and Practice in Kazakhstan (3 credits, 5 ECTS)
The Republic of Kazakhstan has ratified or acceded to a number of international human rights treaties. As their full-fledged State Party, it carries specific legal obligations under those treaty instruments. This elective course examines the issues of domestic implementation of international human rights law in Kazakhstan. Students will learn about the specific measures at the national level undertaken so far by the state authorities in order to fulfill Kazakhstan's obligations under concrete human rights treaties. They will analyze the existing domestic mechanisms for human rights protection in the country, critically assess performance and reporting on human rights law implementation at the United Nations treaty bodies on the side of Kazakhstan, and learn about the pertaining case-law involving Kazakhstan.

LAW5299 Selected Graduate Topics in Law (3 credits, 5 ECTS)
This course provides further study into various areas of law. Topics covered will vary from semester to semester depending on expertise and interests of instructors and students' particular needs and strengths. This course may be repeated for credit if the topics are different.

LAW5703 Business Litigation Practicum (3 credits, 5 ECTS)
This class gives students an opportunity to participate in real-life experience complex business litigation. In this simulation class, students will draft claims, answers, replies, motions, appeals, causation appeals, and Supreme Court petitions under the Kazakh rules of procedure. The class is based on an actual rich and complex case study drawn from practice. The Practicum is intended to cover all four levels of the current Kazakh court system: the trial court, the appellate court, the causation panel, and the Supreme Court. After drafting the relevant court documents, students will act as the attorneys and participate in scheduled trial and appellate hearings before lawyers and faculty members serving as judges. In this course students will not only develop their writing and oral advocacy skills, but will also learn the substantive law involved in the case and the rules of procedure in civil practice. The course may be conducted in the Russian and English languages or both. For example, trial court level proceedings (both the written documents and the actual hearings) may be conducted in Russian, while the appellate level litigation may be conducted in English.

LAW5704 Law of Energy and Natural Resources (3 credits, 5 ECTS)
Acknowledging the importance of energy on a global scale, and particularly to the economic development of Kazakhstan, this course introduces students to international legal principles (sovereignty, territoriality, principles of compensation, liability etc.) and relevant treaties, especially the Energy Charter Treaty, that govern the interaction between states and other potential subjects of international law relevant to energy. The course explores the agreements/contracts/treaties and negotiations between states (public) and multinationals (private) in the exploration, supply of, and investment in energy resources. The course examines the role of major players in energy resources including international organizations in the energy sector, such as OPEC, the OECD, the IEA, the UN, the EU as well as NGOs. International energy investment disputes are most often resolved by arbitration as the preferred mode, with ICSID the forum of choice. International energy disputes can also be environmental and human rights disputes, litigated in international courts and national courts. While using oil, natural gas and nuclear power as examples for the course, we will look toward the future and evaluate the international legal and policy (regulatory) issues facing the development and expansion of renewable energy, such as biofuels.

LAW5705 Intellectual Property Law (3 credits, 5 ECTS)
The law of Intellectual Property is fast becoming a significant area of law due to the increasing value of company intangible assets and the World Wide Web. It also raises the question of the balance of property within the public domain and property that may be privatized with economic rights exercised by the holder. The subjects covered are: introduction to IP, copyright, patents, trademark, trade secrets, geographical indications, industrial design, patents, WIPO and other international treaties. The trend toward harmonization, protection of IP rights, and open source are consistent themes throughout the course.

LAW5706 International Banking Law (3 credits, 5 ECTS)
The International Banking Law course commences with a study of money and central banking policy. The relationship between currency and trade is identified. A country's Balance of Payments is key to understanding this function of international banking. This aspect of international banking law is properly called the "international public law of banking". The course then proceeds to identify the business activities of banks, the creation and function of bank holding companies, cross-border banking structures, and the definition and function of "international banking activity". This is properly called the international private law of banking. Payment systems, bank formation, branching, and restrictions on banking activities are discussed from a comparative view. The course then pursues financial institution regulation, risk valuation and control, insolvency, and restructuring of banks.

LAW5707 International Commercial Arbitration Practicum (3 credits, 5 ECTS)
This Practicum is designed to teach students the fundamental and advanced principles of International Commercial Arbitration in the context of an international sales transaction through the use of a case study. The case study is based upon an Arbitration problem released by the Willem C. Vis International Commercial Arbitration Moot. The first phase of the Practicum is a study of the fundamental principles of International Commercial Arbitration, the UNCITRAL Model Law [amended as of 2006], the New York Convention of 1958, and the Convention on the International Sales of Goods, in preparation for the release and examination of the Vis Moot problem (usually early October). The Problem is read, analyzed, and parsed for identifying key facts and legal issues. Additional treaties may be examined depending upon the issues raised in the case study. The class is divided into teams of four students representing the Claimants and the Respondents. Each team is responsible for submission of two written pleadings on behalf of the respective parties. Subsequent to submission of the pleadings, the teams then prepare for oral argument that takes place in a simulated International Commercial Arbitration; practice sessions are held.

LAW5710 Eurasian Economic Union Law (3 credits, 5 ECTS)
This course introduces students to the substantive laws of the Eurasian Union, with comparative remarks to the European Union substantive law and references to the One Belt, One Road initiative. Kazakhstan has embarked on a project, which deeply affects its sovereign power to regulate the domestic economy, as the Eurasian Economic Union (EAEU) aims to achieve deeper integration among countries part to the post-Soviet space. According to many scholars working and commenting on the EAEU, this process of integration is mainly inspired by the European Union institutions and substantive laws. The course focuses on the following topics: Eurasian Economic Union: History and Institutions, Trade Regulation, Competition, Intellectual Property, and Special regulatory regimes.

LAW5711 Comparative Legal Systems (3 credits, 5 ECTS)
Today's globalized, pluralistic world is characterized by increasing interactions among different legal systems and jurisdictions. Different legal traditions often coexist on the same territory or influence each other through a number of factors such as legal scholarship, international jurisdictions, migration, international trade, international marriages, and many others. The study of legal traditions prepares the students for a career in this environment. The course examines the major legal traditions of the world with an emphasis on Civil law, Common law, Islamic law, and their sub-categories. It begins with an introduction to comparative law and its methods. Then, the legal traditions are studied with regard to: historical development; sources of law; constitutional law; judicial review; elements of substantive and procedural law; legal professions; legal education.

LAW5712 Human Rights Law of Migration and Human Trafficking (5 ECTS) - Spring
This course introduces the students to the diverse, yet interlinked, issues related to the trans-boundary movement of people and how this affects the realization and implementation of human rights law. Although there are numerous international legal instruments – which are reviewed by the students during the course – to ensure the protection of human rights of migrants and trafficking victims, violations frequently occur. Taking

this into account, the course emphasizes that the analysis of migration as a crosscutting topic and considering the perspectives of both migrants and states as well as other fundamental actors in the system of global governance is crucial for the development and implementation of national legal policies compliant with international human rights, migration, asylum, trafficking and labor standards. Looking at what "forced migration" means, the course moves on to describing the specific legal regimes protecting, in varying degrees, different groups of vulnerable people. Based on concrete cases, students will learn how human rights law applies, or not, in the case of undocumented migrants, and how it covers the protection of victims of human trafficking and the policies in place against the smuggling of people.

LAW 5713 Human Rights Violations as International Crimes (5 ECTS) - Spring
This course examines critically what it means to embody human rights conceptions in law at the international level. Oftentimes the most serious violations of human rights law are not viewed in their entirety as actions that may entail individual criminal responsibility, and vice-versa. The course explains the complex interaction between human rights law regime and international criminal legal (i.e., law of international crimes) regime. Genocide, crimes against humanity and war crimes are analyzed from human rights law perspective. Students will familiarize themselves with key principles of international criminal law and, based on the examples of case-studies and analytical exercises, learn how to apply those principles to real cases of human rights violations. They will also study how contemporary institutions of international criminal justice adjudicate such cases applying the tenets of international criminal law.

LAW5714 Public International Procedures and Practice (5 ECTS) - Spring
The course is designed to provide students with an in-depth understanding of the principles and practices of international law, as well as the skills necessary to apply these principles in a practical setting. Through a combination of advanced lectures, seminars, and practical exercises, students will develop a deep and comprehensive understanding of the key issues in international law, including the sources of international law, the role of international organizations, human rights, international dispute resolution, and the law of treaties. They will also develop the practical skills necessary to engage in international legal practice, including legal research, legal writing, and oral advocacy. This course is ideal for law graduates and legal practitioners seeking to specialize in international law and pursue a career in international legal practice.

LAW5715 Law of International Organizations (5 ECTS) - Spring
The course deals with the nature of international organizations as secondary subjects of international law. Through lectures, seminars and practical exercises, it provides to students a detailed overview of the structure and functioning of the United Nations and organizations of the UN system as well as other universal and regional international organizations. Moreover, it also provides a comprehensive overview of activities of international non-governmental organizations (NGOs) and humanitarian organizations with international mandate that contributed to the development of the contemporary system of international law. The course is closely related to the practice of international relations and law. Students will be assigned specific analytical tasks on different types of international organizations and legal aspects of membership of states / cooperation between states such as Kazakhstan, and international organizations.

LAW5716 International Conflict and Security Law (5 ECTS) - Spring
This course deals, on the one hand, with the prohibition of the use of force in international relations (Article 2(4) of the UN Charter) and lawful exceptions from this prohibition; and, on the other hand, with other current challenges to international security. In the first part, states' inherent rights to individual and collective self-defense, the UN collective security regime, peacekeeping and peace-enforcement, "humanitarian intervention", the Responsibility to Protect, and other relevant legal regimes are dealt with. The second part of the course is devoted to the legal regulation of the conduct of hostilities and the protection of victims of international and non-international armed conflicts. In the concluding part of the course, students will consider some current challenges to international peace and security, as well as several ongoing armed conflicts, from the perspective of applicable international law.

LAW5801 Corporate Finance (3 credits, 5 ECTS)
This course is a business financial management and law course, combining theory and applications. The course describes the major sources of finance for the company: debt and equity, and describes the legal implications of each for both the issuer and the owner. The course then focuses on capital budgeting methods including financial planning and forecasting, net present value, internal rate of return, capital budgeting under uncertainty, risk and return analysis, capital structure policy, dividend policy, working capital policy, corporate restructuring and interactions of investment and financing decisions. The use of a financial calculator is required for the solving of modern day financial business problems.

LAW5802 International Tax Law (3 credits, 5 ECTS)
This course is an advanced tax law course focusing on the issues of international taxation, including the sources of international tax law and their interpretation and application. The students will study in depth both perspectives of international taxation – country of source and country of residence tax issues. The structure of tax treaties will be studied in detail and students will learn to apply the key principles of international tax planning in practical scenarios. The domestic and tax treaty based anti-avoidance rules (including transfer pricing, thin-capitalization, controlled foreign corporation rules as well as other applicable principles beneficial ownership and limitation of benefits clauses) and their application will also be explored as well as other challenges related to tax planning and avoidance.

LAW5803 International Investment Law and Practice (3 credits, 5 ECTS)
Previously listed as LAW5803 International Investment Disputes
This course deals with the international law applicable to the rights and obligations of foreign investors and States of the place where the foreign investment is made. The course will have two parts: substantive and procedural. The substantive part will study the rights and obligations of foreign investors and national States, as included in Bilateral Investment Treaties (BITs), other international instruments, as well as in customary law and which protect the investment from unlawful State actions such as expropriation without appropriate compensation or unfair and inequitable treatment. Special attention will be paid to BITs to which the Republic of Kazakhstan is a party. The procedural part will deal with the different dispute resolution mechanisms between foreign investors and national States, focusing on arbitration under the Washington Convention of 1965 and the International Center for the Settlement of Investment Disputes (ICSID). This type of arbitration is particularly important in Kazakhstan, because this country relies heavily upon foreign participation in the development of its energy sector. BITs are triggered and their terms may or may not provide clarity on substantive and dispute resolution issues. Recognition and enforcement of arbitral awards issued under the different instruments will also be studied.

LAW5804 Mergers and Acquisitions (3 credits, 5 ECTS)
This course covers the following topics as they relate to mergers and acquisitions: company law, exchange controls and foreign investment restrictions, antitrust law and restrictions on monopolistic practices, and tax law. Both domestic and international M&A transactions are discussed, as well as mergers, divisions, transfers, acquisitions, and public takeovers. The practical dimension of the course requires students to develop and understand the legal documents necessary to effect an M&A. The Republic of Kazakhstan features as the situs of the content of the course, but references to the law of other jurisdictions is made as needed.

LAW5809 Law of the WTO (3 credits, 5 ECTS)
Three institutions operate globally to improve trade relations, solve poverty and promote infrastructure investment, and maintain financial stability: the World Trade Organization, the World Bank Group, and the International Monetary Fund. This course provides an overview of each institution and its primary impact upon legal systems. The WTO is the product of the Bretton Woods Agreement following World War II. The GATT [the original name] created a multilateral trading system to reduce tariffs and non-tariff barriers to trade in an effort to make the economic interests of its members interdependent. The WTO, which was formed in 1995

and incorporates the 1948 GATT, introduced several new covered agreements and significantly the Dispute Settlement System. The course also covers the role of the major public international institutions, with the exception of the United Nations, and provides historical case studies.

LAW5810 International Anti-Corruption Law (3 credits, 5 ECTS)
The course focuses on the phenomenon of corruption and the illegal use of public office for private gain. The course, among others, encompasses the following topics: the definitions and scope of corruption (what is corruption and why does it matter?); causes and consequences of bureaucratic corruption; judicial corruption; international, regional and national regulatory anti-corruption frameworks; case studies; when are anti-corruption campaigns successful; corporate criminal liability; international cooperation; extradition; confiscation, seizure and asset recovery procedures.

LAW5811 Global Competition Law (3 credits, 5 ECTS)
With globalization and the simultaneous deregulation of markets, competition authorities have gained the fundamental role of ultimate guardians of the fair process of competition between market actors. Predictably, competition authorities all around the world have gathered enormous attention, making it to the headlines of all the news agencies and outlets for the impact of their decisions on businesses and on society as a whole. This trend regards Kazakhstan, whose antimonopoly sector, in the wake of EU and Russia, is gaining momentum both at domestic level (where more and more practitioners and officials are specializing in) and international level (where int'l organization intends to coordinate and abet the enforcement of antitrust rules). This course provides a comprehensive overview of the structure and substance of the EU and Kazakh competition rules, with some comparative references to other systems, examining both the current legal framework and the underlying competition policy considerations, which have informed their application and development.

LAW5924.2 Research Apprenticeship and Internship (2 credits, 5 ECTS)
Prerequisites: Completion of at least 15 credits
The apprenticeship provides the students with an opportunity to research issues related to the thesis topic in a supportive environment, while the internship provides students with the opportunity to learn about the practice of law through the supervised performance of legal work in: judicial chambers; prosecutor's office and other government agencies; law firms; in-house legal departments; or other placements approved by the faculty supervisor. In addition to enhancing practical skills and exposing students to the world outside academia, internships offer the opportunity to increase the knowledge of substantive law, often in a specialized area. The Internship program requires students to work at least 150 qualifying hours, of which at least 100 hours must be spent in the field and 50 hours, preparing internship documents. Interns must file an internship report with the Faculty Supervisor conforming to the requirements of the School of Law for the LL.M. program. The Internship Guidelines and Forms contain all details regarding the operation of the Internship program. Students who have worked for a minimum period of one year in a law firm or related field may apply to waive the Internship requirement. The waiver requirements are set forth in the Internship Guidelines. Students who qualify for a waiver are required to take a 3 credit elective course instead of the Internship.

LAW5989 Experimental Research for the Master Thesis (4 credits, 8 ECTS)
Prerequisites: Completion of at least 15 credits
The Seminar is designed to provide a step-by-step approach to researching and writing an LL.M. thesis. The course starts with assisting students develop an appropriate theme or problem statement upon which to write a thesis, and to form a Supervisory Panel. The objective of the course is to assist students to produce an acceptable thesis to submit to the Supervisory Panel and proceed to the oral defense. A number of compulsory lecture classes will be delivered to introduce research and drafting techniques. From then on, students will be able to meet with the lecturer and their supervisor on a weekly basis in order to discuss their progress and the difficulties encountered. The LL.M. Thesis Guidelines and Forms contain a full description of the course and the procedures to follow.

LAW5991 Thesis Defense (3 credits, 8 ECTS)
Prerequisites: Completion of all program requirements but Defense
This is the second course for working on the thesis. The Supervisory Panel implements a quality assurance function during the implementation of the course. The course subsequently covers every stage of the thesis writing process from draft proposal and formal proposal through submission of the final written thesis and defense.

DOCTORAL PROGRAMS COURSE DESCRIPTIONS

BCB DOCTORAL COURSES

CORE COURSES

BUS6300 Business Research Methods (3 credits)
Prerequisites: None
This course develops conceptual frameworks in research methodologies and emphasizes business applications of modern software in research design. Main themes of this course are role of business research, 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.

BUS6301 Academic Writing (3 credits)
Prerequisites: None
This course addresses the need for doctoral students to communicate in written English about their research and to participate in the international discourse of their discipline. The course aims to stimulate critical reflection on the academic writing process, both practically and ethically, and to provide the skills to edit one's work effectively. Students will practice writing research reports, reviewing literature, evaluating scientific reports according to relevant methodological principles, creating and improving texts, and practicing advanced grammar. The course will also assist in learning to identify typical features in published articles. Students will have an opportunity to analyze scholarly work and receive constructive feedback; they will also submit and receive papers for peer feedback. Through these practices, they will be able to develop their research writing style and maximize their doctoral learning experience.

DOCTOR OF PHILOSOPHY PROGRAM IN ACCOUNITNG COURSES

ACC6400 Modern Research Studies in Accounting (3 credits)
Prerequisites: None
The main objective of this course is to provide a broad overview of contemporary accounting research topics. By emphasizing current trends and emerging issues in accounting research, the course provides doctoral students with relevant theoretical and methodological tools required for conducting high quality theoretical and empirical research in accounting, finance, and other related fields. The course exposes students to a wide range of topics, including corporate reporting and capital markets, earnings quality and earnings management, corporate governance, international accounting standards, debt contracting, audit quality, accounting regulation, tax, and management accounting.

ACC63xx Doctoral seminars in Accounting I (3 credits)
Prerequisites: None
This course provides students with an overview of hot research topics in Accounting. The instructor will choose both classic articles from the field and recent advances. The purpose of the seminar is to educate students about picking interesting problems for research, positioning research in the literature, collecting suitable data, choosing the right model for the problem, and crafting the article for impact. Methods of instruction include a

mix of instructor presentations, student critiques of papers, and lively discussion of pros and cons of topics, models, and papers. The goal is critical appreciation of the rich literature in the field.

ACC63xx Doctoral seminars in Accounting II (3 credits)
Prerequisites: None
This doctoral seminar investigates advanced topics in Accounting. It is organized in a way that allows students to gain depth in important areas of research identified by faculty; gain exposure to various faculty in the field and their research values and styles; and develop and advance their own research interests. The purpose of this seminar is to provide students with an overview of research in the domain including its theoretical foundations, methods, and future research directions to develop a deep understanding of the field and identify a number of interesting research questions that can form the basis of doctoral dissertation.

ACC63xx Seminars in Research Methods (3 credits)
Prerequisites: None
This series of doctoral seminars is intended to familiarize students with research concepts and their application in conducting research. Further, these seminars are designed to help doctoral students make some of the decisions for their own research proposals. Because no one research design or methodology is considered best practice, this course places a balanced emphasis on various data collection and analysis techniques. Consequently, students will become familiar with tools with which to determine the best approach for a problem they wish to investigate, the nature of their research objectives, and the constraints of the research problem. Students will broaden their knowledge of how to access, understand, and evaluate research reports.

DOCTOR OF PHILOSOPHY PROGRAM IN FINANCE COURSES

FIN6400 Modern Research Studies in Finance (3 credits)
Prerequisites: None
The main objective of this course is to provide a broad overview of contemporary finance research topics. By emphasizing current trends and emerging issues in finance research, the course provides doctoral students with relevant theoretical and methodological tools required for conducting high quality theoretical and empirical research in accounting, finance, and other related fields. The course exposes students to a wide range of topics, including corporate reporting and capital markets, capital market efficiency, corporate governance, stability of banking system, financial regulation, exchange rates and energy market, asset pricing and valuation, capital budgeting and real options, capital structure and dividend policies, information asymmetry and agency theory, term structure of interest rates, option valuation, international parity relationships, etc.

FIN63xx Doctoral seminars in Finance I (3 credits)
Prerequisites: None
This course provides students with an overview of hot research topics in Finance. The instructor will choose both classic articles from the field and recent advances. The purpose of the seminar is to educate students about picking interesting problems for research, positioning research in the literature, collecting suitable data, choosing the right model for the problem, and crafting the article for impact. Methods of instruction include a mix of instructor presentations, student critiques of papers, and lively discussion of pros and cons of topics, models, and papers. The goal is critical appreciation of the rich literature in the field.

FIN63xx Doctoral seminars in Finance II (3 credits)
Prerequisites: None
This doctoral seminar investigates advanced topics in Finance It is organized in a way that allows students to gain depth in important areas of research identified by faculty; gain exposure to various faculty in the field and their research values and styles; and develop and advance their own research interests. The purpose of this seminar is to provide students with an overview of research in the domain including its theoretical foundations,

methods, and future research directions to develop a deep understanding of the field and identify a number of interesting research questions that can form the basis of doctoral dissertation.

FIN63xx Seminars in Research Methods (3 credits)
Prerequisites: None
This series of doctoral seminars is intended to familiarize students with research concepts and their application in conducting research. Further, these seminars are designed to help doctoral students make some of the decisions for their own research proposals. Because no one research design or methodology is considered best practice, this course places a balanced emphasis on various data collection and analysis techniques. Consequently, students will become familiar with tools with which to determine the best approach for a problem they wish to investigate, the nature of their research objectives, and the constraints of the research problem. Students will broaden their knowledge of how to access, understand, and evaluate research reports.

DOCTOR OF PHILOSOPHY PROGRAM IN MANAGEMENT COURSES

MGT6400 Modern Research Studies in Management (3 credits)
Prerequisites: None
The main objective of this course is to provide a broad overview of contemporary management research topics. By emphasizing current trends and emerging issues in management research, the course provides doctoral students with relevant theoretical and methodological tools required for conducting high quality theoretical and empirical research in management. The course exposes students to a wide range of topics, including business strategy, change management, cross-cultural management, groups & teams, innovation & management, knowledge management, leadership styles, management skills, multinational management, organization culture, performance management, power & influence, social enterprise, talent management, etc.

MGT63xx Doctoral seminars in Management I (3 credits)
Prerequisites: None
This course provides students with an overview of hot research topics in Management. The instructor will choose both classic articles from the field and recent advances. The purpose of the seminar is to educate students about picking interesting problems for research, positioning research in the literature, collecting suitable data, choosing the right model for the problem, and crafting the article for impact. Methods of instruction include a mix of instructor presentations, student critiques of papers, and lively discussion of pros and cons of topics, models, and papers. The goal is critical appreciation of the rich literature in the field.

MGT63xx Doctoral seminars in Management II (3 credits)
Prerequisites: None
This doctoral seminar investigates advanced topics in Management. It is organized in a way that allows students to gain depth in important areas of research identified by faculty; gain exposure to various faculty in the field and their research values and styles; and develop and advance their own research interests. The purpose of this seminar is to provide students with an overview of research in the domain including its theoretical foundations, methods, and future research directions to develop a deep understanding of the field and identify a number of interesting research questions that can form the basis of doctoral dissertation.

MGT63xx Seminars in Research Methods (3 credits)
Prerequisites: None
This series of doctoral seminars is intended to familiarize students with research concepts and their application in conducting research. Further, these seminars are designed to help doctoral students make some of the decisions for their own research proposals. Because no one research design or methodology is considered best practice, this course places a balanced emphasis on various data collection and analysis techniques.

Consequently, students will become familiar with tools with which to determine the best approach for a problem they wish to investigate, the nature of their research objectives, and the constraints of the research problem. Students will broaden their knowledge of how to access, understand, and evaluate research reports.

DOCTOR OF PHILOSOPHY PROGRAM IN MARKETING COURSES

MKT6400 Modern Research Studies in Marketing (3 credits)
Prerequisites: None
The main objective of this course is to provide a broad overview of contemporary marketing research topics. By emphasizing current trends and emerging issues in marketing research, the course provides doctoral students with relevant theoretical and methodological tools required for conducting high quality theoretical and empirical research in marketing, and other related fields. The course exposes students to a wide range of topics, including cross-cultural marketing, digital marketing, consumer behavior, brand management, Marketing Communications, Marketing Research, Strategic Marketing, etc.

MKT63xx Doctoral seminars in Marketing I (3 credits)
Prerequisites: None
This course provides students with an overview of hot research topics in Marketing. The instructor will choose both classic articles from the field and recent advances. The purpose of the seminar is to educate students about picking interesting problems for research, positioning research in the literature, collecting suitable data, choosing the right model for the problem, and crafting the article for impact. Methods of instruction include a mix of instructor presentations, student critiques of papers, and lively discussion of pros and cons of topics, models, and papers. The goal is critical appreciation of the rich literature in the field.

MKT63xx Doctoral seminars in Marketing II (3 credits)
Prerequisites: None
This doctoral seminar investigates advanced topics in Marketing. It is organized in a way that allows students to gain depth in important areas of research identified by faculty; gain exposure to various faculty in the field and their research values and styles; and develop and advance their own research interests. The purpose of this seminar is to provide students with an overview of research in the domain including its theoretical foundations, methods, and future research directions to develop a deep understanding of the field and identify a number of interesting research questions that can form the basis of doctoral dissertation.

MKT63xx Seminars in Research Methods (3 credits)
Prerequisites: None
This series of doctoral seminars is intended to familiarize students with research concepts and their application in conducting research. Further, these seminars are designed to help doctoral students make some of the decisions for their own research proposals. Because no one research design or methodology is considered best practice, this course places a balanced emphasis on various data collection and analysis techniques. Consequently, students will become familiar with tools with which to determine the best approach for a problem they wish to investigate, the nature of their research objectives, and the constraints of the research problem. Students will broaden their knowledge of how to access, understand, and evaluate research reports.

CSS DOCTORAL COURSES

DOCTOR OF PHILOSOPHY IN PUBLIC AND MUNICIPAL ADMINISTRATION

PAD6503 Research Methods (3 credits, 5 ECTS)
This course reviews the methodology of social sciences research and connects it to applied problems in public administration and international development, drawing on examples of current research. Candidates produce a term paper in preparation for writing a research proposal for their dissertation.

CSS6103 Academic Writing for PhD students in the Social Sciences (3 credits, 5 ECTS)
This course provides students with an understanding of how to work at different stages of a written project. It introduces students to a range of techniques and develop skills that are important in preparation of academic texts (dissertation, reports, articles, books). Students learn to write with a clear, concise style, link ideas and arguments in order to create a flowing publishable texts.
Learning objectives:
demonstrate an authoritative writing style
compose logical and convincing arguments
design a coherent narrative
evaluate stylistic features to make writing style readable
prepare effective Introduction and conclusion
produce scientific article for publication

SPECIALIZATION COURSES

PAD6269 Comparative Governance and Development of Industrial Countries (3 credits, 5 ECTS)
The course takes a historical and comparative perspective on the properties and functioning of governance in industrialized countries. The course explores theories and evidence for the role of governance in creating and sustaining an environment for economic growth and social development. Specific reference is made to analyzing institutional and legal frameworks and public values for governance, and to mechanisms and processes for provision of public goods and services.

PAD6211 Contemporary Models of Public Administration and Management (3 credits, 5 ECTS)
The course explores international models of public administrations in their present forms and current contexts. The course aims to develop knowledge of transformations of classical models of public administration and the emergence of new approaches to public administration and public management. The course explores the links between the underpinning philosophy of the models, their characteristic features and operative capacity to respond to changes in public sector objectives, and the public interest and changing notions for the role of governments and public managers.

PAD6268 Comparative Public Policy (3 credits, 5 ECTS)
The course introduces theoretical perspectives, methods, and methodological techniques by which a comparative analysis of public policy can be conducted. The course systematizes theories and concepts available across disciplines concerning the nature of public policy, policy formulation, design, and implementation. Students are introduced to the historical and contemporary developments in regard to both normative and action-oriented facets of public policy. Candidates are invited to analyse and assess differences and commonalities in conducive factors, and the roles of actors and modalities in public policy provision across various domains of the public interest and across different social systems.

PAD6123 Economic Perspectives on Government (3 credits, 5 ECTS)
Economic perspectives on government is the study of the effects of government actions on economic activity, with reference to international experience. This course aims to predict the effects of such actions on the economy in order to provide guidance on the choice between different alternatives. The objective is to provide a toolbox with which to approach in a rigorous way a variety of issues related to the design and evaluation of public policy. The course will focus on public needs (types and mechanisms of their financing); public expenditures (types, theoretical basis, economic effects, cost - benefit analysis); public revenues (relationships and structure of direct and indirect taxes in the tax system, other revenue sources); and budgets and budgetary policy.

PAD6255 Selected Issues in Public Policy and Program Implementation (3 credits, 5 ECTS)
The course aims to develop candidate knowledge of the relations between public policy intended outcomes and the way that policy is realized. The course examines the value of program design, checks and balances mechanisms, and evaluation with special account to the institutional and human factors that enable or constrain policy and program implementation. Candidates learn to apply theories of public policy and public administration in order to enhance understanding of the challenges and potentiality of policies and programs for effective functioning of the public sector.

DOCTOR OF PHILOSOPHY IN ECONOMICS

CORE COURSES

ECN6801 Research Methodology (3 credits, 5 ECTS)
In the course, students evaluate different methodological approaches to research in economics. They discuss examples of cutting-edge research in different fields of economics. Students compose a term paper based on an original research question and develop a research plan towards their thesis dissertation.

CSS6103 Academic Writing for PhD Students in the Social Sciences (3 credits, 5 ECTS)
This course provides students with an understanding of how to work at different stages of a written project. It introduces students to a range of techniques and develop skills that are important in preparation of academic texts (dissertation, reports, articles, books). Students learn to write with a clear, concise style, link ideas and arguments in order to create a flowing publishable texts.

SPECIALIZATION ELECTIVE COURSES

ECN6191 Development Economics (3 credits, 5 ECTS)
The course is dedicated to a wide range of topics pertaining to economic aspects of development. It provides a thorough overview and an in-depth analysis of traditional, classical and modern models of growth and development and applies them in the context of many real-world country case studies.

ECN6192 Political Economy (3 credits, 5 ECTS)
The course discusses current topics in Political Economy including the political and institutional determinants of government economic policy. The course explores how political institutions impact on economic development, how institutions form and which their economic consequences are more generally.

ECN6226 Industrial Organization (3 credits, 5 ECTS)
The course equips students with tools and analytic skills, enabling them to understand how firms exercise market power in a range of settings and how the government can curb negative effects through regulation. Emphasizing the importance of understanding strategic behavior, the course develops rigorous models and asks students to elaborate on the economic logic behind analyses and to discuss real-world implications.

ECN6014 Applied Econometrics (3 credits, 5 ECTS)
The course focuses on microeconometrics. Topics include GMM estimation, binary and multinomial choice models, limited dependent variable models, selection models, partially linear models, nonparametric and semi-parametric estimation, panel data and duration analysis. The course offers lots of hands-on experience with using the methods on real data sets.

ECN6042 Behavioral Economics (3 credits, 5 ECTS)
This course provides an in-depth treatment of the psychology of economic decision making and its applications to economic policy, financial markets and organizations. Topics include consumer choice, happiness measures, social preferences and evolutionary approaches to behaviour.

ECN6199 Special Topics in Economics (3 credits, 5 ECTS)

The course develops current topics in economics in accordance with student and faculty interest.

CHSE DOCTORAL COURSES

EPM/TFL6101 Academic Writing (3 credits, 5 ECTS)
Prerequisite: None
This course introduces young researchers to the principles and practices of academic discourse writing. Doctoral students will practice writing their own articles - formulating the purpose of the article, reviewing the literature on the research topic, describing the research methodology, methods and results, developing conclusions and discussion part in the light of modern literature, editing and formatting texts in accordance with the requirements of international journals. Doctoral students will have the opportunity to receive constructive feedback and editorial comments from the faculty, allowing them to gain real experience in academic writing and prepare the article for publication internationally.

EPM/TFL6102 Philosophy of Education (3 credits, 5 ECTS)
Prerequisite: None
This course is a study of human learning and cognitive organization and process. The content will provide an overview of the development of learning theory and cognitive models since the beginning of the scientific study of human learning and mental processes. Major theories concerning the learning process and their implications for the instructional process are investigated.

EPM/TFL6103 Qualitative Research Methods (3 credits, 5 ECTS)
Prerequisite: None
The purpose of this course is to introduce doctoral students to field methods and qualitative data analysis, including such methods as unstructured interviews and observation. Doctorate students will become acquainted with the epistemology of qualitative approaches and with developing skills in all areas of qualitative methodology, through first-hand experience of using these methods to collect and analyze data on an appropriate topic.

EPM6203 Teaching Internship: Educational Leadership (3 credits, 5 ECTS)
Prerequisite: None
This course is based on an analysis of case studies and is aimed at developing important skills and developing concepts related to the ability to manage an educational organization. In the framework of this discipline, topics such as organizational theory, factors and the structure of the educational process management, criteria for making important management decisions to improve the effectiveness of educational activities, and the main corporate governance models in the field of education are considered. Doctoral students learn to develop their own leadership style and successfully manage curricula and educational institutions.

EPM6201 Leadership and Management for Changes in Education (3 credits, 5 ECTS)
Prerequisite: None
In this course, doctoral students will get acquainted with new management theories that reflect the mutual influence of educational processes and sociocultural changes. During this course, they will master methods, skills and theories in the field of motivation and optimization of the educational process performance, ways of monitoring and ensuring the quality of educational services provided. The main attention is paid to the development of managerial and creative decisions used in educational organizations to ensure effective social changes in the field of education.

TFL/EPM6202 Advanced Program Evaluation (3 credits, 5 ECTS)
Prerequisite: None

Doctoral students learn to conduct a variety of evaluations of language education programs, including needs assessment, formative research, process assessment, outcome monitoring, impact assessment, and cost analysis. Doctoral students gain hands-on experience through a series of exercises that include conceptual model development and familiarity with various research methods — experimental, quasi-experimental, and non-experimental.

EPM6204 Policy Development and Implementation (3 credits, 5 ECTS)
Prerequisite: None
Education policy is crucial to educational improvement and renewal. In this course, education professionals develop the skills for critical analysis of education policy at the local, national, and international levels. The topics include: the processes of policy implementation and evaluation, the use of logic models in the policy process, ensuring educational equity and justice, etc.

EPM/TFL6205 Quantitative Research Methods (3 credits, 5 ECTS)
Prerequisite: None
The goal of the course is to teach students (1) to understand and (2) to confidently apply a variety of statistical methods and research designs that are essential for education research. The course covers basic data management, measurement, hypothesis testing, bivariate least-squares regression, multivariate least-squares regression, and some extensions.

EPM6211 The Economics of Education (3 credits, 5 ECTS)
Prerequisite: None
Education is a key contributor to the stability of local, national, and global economies. Addressing challenges related to these key ideas, education professionals in this course explore the financing and provision of education. They apply economic principles and econometrics to their understanding of educational practices and policies. They also identify research to improve efficiency, quality and equity of education.

EPM6302 Research Internship (6 credits, 10 ECTS)
Prerequisite: EPM/TFL6103 Qualitative Research Methods or EPM/TFL6205 Quantitative Research Methods
During the research internship, students will gain first-hand experience in data collection and analysis under the supervision of both local and international supervisors. Students will also have the opportunity to further develop their literature review.

EMP/TFL6304 Seminar in Advanced Research Methods (3 credits, 5 ECTS)
Prerequisite: TFL Qualitative Research Methods
This is a special topic seminar is designed to further develop students' knowledge and skills in qualitative research methods. Seminars proposed by faculty could focus on advanced discourse analysis, advanced ethnography, advanced critical discourse analysis or corpus linguistics. Seminar topics will be listed on the program website during the registration period prior to the start of the semester.

EPM6601 Research Projects including research seminars and publications (6 credits, 15 ECTS)
Prerequisite: None
Conducting research, participating in research seminars and conferences, publishing articles to meet MES requirements for PhD candidates

EPM6602.1 Dissertation 1 (4 credits, 11 ECTS)
Prerequisite: EPM/TFL6101 Academic Writing
Students will use this period to advance their dissertation writing and research work.

EPM6602.2 Dissertation 2 (4 credits, 11 ECTS)

Prerequisite: EPM6602.1 Dissertation 1
Students will use this period to advance their dissertation writing and research work.

EPM6602.3 Dissertation 2 (4 credits, 11 ECTS)
Prerequisite: EPM6602.2 Dissertation 2
Students will use this period to advance their dissertation writing and research work.

EPM6603 Dissertation Defense (3 credits, 12 ECTS)
Prerequisite: EPM6602.3 Dissertation 3
Dissertation Defense

EPM/TFL6303 Language Policy and Planning in Education (3 credits, 5 ECTS)
Prerequisite: EPM/TFL6102 Philosophy of Education
The course is aimed at acquainting with theoretical approaches to language policy and planning, with the theories and methods that are used to develop research and applied projects. The aim of the course is to develop a critical understanding of linguistic diversity in different social contexts, including in the media, in public institutions, at school and on the streets of a multilingual city.

TFL6201 Seminar in Applied Linguistics (3 credits, 5 ECTS)
Prerequisite: None
This is a special topic seminar that will focus on various contemporary issues in language acquisition and teaching. Seminar topics include (but are not limited to): bilingualism, language policy and planning, discourse analysis, program evaluation, and critical pedagogy. Seminar topics will be listed on the program website during the registration period prior to the start of the semester.

TFL6203 Teaching Internship (3 credits, 5 ECTS)
Prerequisite: None
Internship gives PhD students an opportunity to put into practice the knowledge acquired during their studies, get some business and academic experience and be better prepared for their future career.

TFL6304 Advanced Second Language Acquisition (3 credits, 5 ECTS)
Prerequisite: None
This course aims to deepen the students' understanding of historical and contemporary theoretical perspectives on SLA and core methodological topics in work in SLA research. Students will be also encouraged to reflect on how L2 acquisition theory informs teaching practices in L2/FL contexts.

TFL6601 Research Projects including research seminars and publications (6 credits, 15 ECTS)
Prerequisite: None
Conducting research, participating in research seminars and conferences, publishing articles to meet MES requirements for PhD candidates.

TFL6602.1 Dissertation 1 (4 credits, 11 ECTS)
Prerequisite: TFL/EPM6103 Qualitative research methods, TFL/EPM6205 Quantitative research methods
Students will use this period to advance their dissertation writing and research work. PhD dissertation is a scholarly research work, involving the analysis of a specific problem in the area of specialization, evaluation of the results of the analysis, which serves as a basis for developing specific proposals and implementing the appropriate solution to the problem. The student will present an oral defense of their dissertation in front of the members of the dissertation committee, in a public forum.

TFL6602.2 Dissertation 2 (4 credits, 11 ECTS)
Prerequisite: TFL/EPM6103 Qualitative research methods, TFL/EPM6205 Quantitative research methods

Students will use this period to advance their dissertation writing and research work. PhD dissertation is a scholarly research work, involving the analysis of a specific problem in the area of specialization, evaluation of the results of the analysis, which serves as a basis for developing specific proposals and implementing the appropriate solution to the problem. The student will present an oral defense of their dissertation in front of the members of the dissertation committee, in a public forum.

TFL6602.3 Dissertation 3 (4 credits, 11 ECTS)
Prerequisite: TFL/EPM6103 Qualitative research methods, TFL/EPM6205 Quantitative research methods
Students will use this period to advance their dissertation writing and research work. PhD dissertation is a scholarly research work, involving the analysis of a specific problem in the area of specialization, evaluation of the results of the analysis, which serves as a basis for developing specific proposals and implementing the appropriate solution to the problem. The student will present an oral defense of their dissertation in front of the members of the dissertation committee, in a public forum.

TFL6603 Dissertation Defense (3 credits, 12 ECTS)
Prerequisite: TFL6602.3 Dissertation 3
Dissertation Defense

PART X. OLIVIER GISCARD d'ESTAING LIBRARY

ADMINISTRATION

Director
Olga Zaitseva, MA
Offices 105, 109 / Library
Tel: +7 (727) 237-47-54 /56
E-mail: zaitseva@kimep.kz, library@kimep.kz

Deputy Director
Yelena Samuilova, Diploma, MiniMBA
E-mail: slena@kimep.kz
Web-site: http://www.kimep.kz/library/

STATEMENT OF PURPOSE
The mission of the Olivier Giscard d'Estaing Library (hereinafter referred to as the Library) is to serve the academic information needs of the KIMEP University community. To fulfil this mission, the Library works continuously to develop learning and research collections and provide access to electronic resources that support the academic needs of the University. The library strives to assist all users in evaluating and using the available information resources.

PROFILE
The library offers open access to local and global information resources for its patrons six days a week. The library building is designed to serve up to 350 students at a time. It houses public reading areas, the circulation, reserve, reference and periodicals collections and two independent study laboratories with computer workstations. Additional computer workstations are provided around the reading areas for use of the online catalogue, the reference and periodicals resources. Other public use areas include a Conference Room, ID and Document Processing Center and a lounge in the lobby with vending machines.

COLLECTIONS

Currently the KIMEP University Library has over 90 000 print volumes: approximately 61 200 in English with the remainder in Kazakh and Russian. In addition, the library provides electronic access to over 750 000 documents including journal articles, newspapers, conference papers and reference materials. Students can search these collections using library online catalogue and electronics resources page. These collections contain works in all of the academic disciplines taught at the University including business, social sciences, law, journalism, information technologies, humanities, education and a variety of other subjects. The reserves collection contains required readings for courses as determined by course instructors.

REFERENCE AND PERIODICALS

The reference collection is constantly being updated to provide the most current reference materials available. Periodicals maintain a collection of 28 print titles of local newspapers, scientific journals and popular periodicals in English, Kazakh and Russian.

CARD

The librarians have created and are constantly updating CARD (Central Asia Research Database), a bibliographic database of periodical articles on Kazakhstan and other Central Asian countries focusing on topics of particular interest to the students.

ELECTRONIC RESOURCES

The Olivier Giscard d'Estaing Library offers its users access to a number of databases containing bibliographic information and full-text articles from hundreds of sources, including recognized scientific journals.

The library maintains a collection of major academic electronic databases including EBSCOHost (multidisciplinary collection of databases), ProQuest One Business (huge business information database), JSTOR (archive multidisciplinary collection of 1262 full text scholar journals), Ebook Central (over 240 000 e-books in all academic areas), Paragraf (database of juridical information of CIS), Zakon (Kazakhstan legal database maintained by the Ministry of Justice RK), NexisUni (international legal database), Emerald (management e-journals collection), Polpred (news resource), Sage (multidisciplinary e-journals collection), The Chronicle of Higher Education (news and informational resource on the questions of higher education), Taylor & Francis e-books (89 e-books on variety of subjects), Taylor & Francis e-journals collection (nearly 1500 e-journals on social science and humanities), Transitions Online (news resource on political, economic and sociological issues in Europe, Central Asia and Caucasus), Encyclopedia of Public International Law in Asia Online (online encyclopedia on development of international law in Asian states), and HeinOnline Core Collection (collection of full-text legal and government publications). Since 2012 the library has free national subscription to the Web of Science database (the resource for academics to create and plan their own research strategies.

Students and faculty can access all of the library's electronic databases from computers in computer labs and offices across campus. Most of the electronic resources may be accessed remotely from any place outside the campus with the logins and passwords provided by the library. Some of these databases require training to use effectively and patrons should feel free to ask librarians for assistance.

COURSE TEXTBOOKS

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

For the students wishing to obtain their own electronic versions of the textbooks library provides assistance in getting the individual electronic access codes from the publishers.

TEXTBOOK RENTAL

The library operates a Textbook Rental System to assist students who cannot purchase their required course materials.
Students place a textbook security deposit at the beginning of each semester. The required amount is 51 010 tenge (deposit can be changed). Students then receive the required materials for their courses. The Library charges a rental fee for all course materials provided. The amount of the fee is 25% of the cost of the material and it is deducted from the textbook security deposit. The deposit must be brought back up to 51 010 tenge before the beginning of the next semester in order for a student to rent the textbooks. At the end of a student's career, the balance of the deposit is returned to the student. According to KIMEP University policy the balance of the deposit is returned to those person who made the payment last. To avoid the problems with the balance return the payments should be made by one person.
The security deposit and rental fee amounts are adjusted periodically to reflect changes in the quantity and cost of textbooks and other course materials.
The library expects that there will be the usual wear and tear of a textbook used for a semester. However, students turning in mutilated or destroyed books or books exhibiting more than usual wear and tear must pay fees and/or fines according to the rules for library books (see Fees and Fines below).

LAPTOP RENTAL

The Library proposes to students a service of laptop rental.
Request on a laptop rental is formed at the Student Portal. Laptops are issued to students in the office #101 of the library for a rental fee in accordance with the KIMEP University Laptop Rental Rules posted on library page at KIMEP University website (https://www.kimep.kz/current-students/en/library/for-students/). Laptop rental fee is deducted from the textbook security deposit. The amount of the rental fee is determined by the KIMEP administration and may be revised periodically. Rental payment is not refunded, including the case in early returning of laptop.
Two rented periods are stipulated:

1. 30 calendar days (a minimum rental period)
2. One semester

The laptop rent is documenting with Rental contract and Transference and Acceptance Act.
The laptop must be returned no later than within three business days following the date of the end of the rental period, indicated in the Transference and Acceptance Act, with all personal records and data deleted. Upon the laptop return, Library personnel and Computer and Information Systems Center staff will check the laptop for damages. If any damage detected, student must pay fees and/or fines according to the rules for laptop rental (see Fees and Fines below).

LIBRARY RULES AND REGULATIONS

The Library Administration determines the library's rules and regulations according to the mandates of the KIMEP University Administration.
Patrons observed violating these regulations may be asked to leave the library. In case of repeated violations, or a single egregious violation (as determined by the Director of the library), patrons may be denied access to the library and library resources, and the student patrons may be referred to the Dean of Student Affairs and Academic Disciplinary Committee.

1. IDENTIFICATION CARD

A plastic Identification Card (ID) is issued to all individuals affiliated with KIMEP University. This card serves as the KIMEP University ID card and gives access to the library. It must be presented when entering KIMEP and borrowing materials from the Library. A patron is allowed only one card, thus, if you are both a student and an employee of the University, you must discuss which card is the most appropriate for you.
The ID card should be carried at all times when on campus. Students must produce this card when requested by faculty, staff or security personnel. If the student refuses to provide identification information, he/she will be immediately escorted off-campus.

The ID card is issued free of charge; the replacement fee is 1000 tenge. Please report the loss or theft of the card to the library so that the account can be blocked. This will ensure that no one else can use your card. The ID card is issued to the person named on it. Its use is strictly limited to the bearer and is non-transferable. Allowing another person to use the ID card will result in the loss of the bearer's right to it and thus to enter KIMEP, use the library and library resources. The ID card is the property of the University. The card must be returned to the University upon termination of the status of the bearer or upon violation of library rules and regulations.
Upon graduation, students must return their IDs. A fee of 1000 tenge should be paid if the student cannot return his/her card.

2. LIBRARY LOAN

CIRCULATION

Library materials circulate according to the item status (main collection, reserve item, reference item, etc.) and the type of borrower. For students, main collection materials (excluding fiction collection items) circulate according to these guidelines:

- Undergraduate students: 1 week, 1 renewal, 3 items limit
- Graduate students: 2 weeks, 1 renewal, 4 items limit

For textbooks from the reserve collection, the loan is independent of the type of student.
All books from the reserve fund are registered by the librarian; in order to take out books, the student must have the card ID.
Textbooks from the Reserve collection are allowed to be checked out overnight from 6:00 p.m. and must be returned by 11:00 a.m. the next morning or fines will be incurred. The fine for each hour of late return is 1100 tenge. For books that are held in the Reserve Collection but that are still available for rental can be borrowed for overnight for a fee of 1100 tenge.
Faculty may borrow textbooks for up to entire semester. There is a limit of 21 volumes for teachers. Reference books can be borrowed for up to 2 weeks and renewed once.
Regardless of the type of patron (faculty, student or staff), fiction collection items are checked out for 4 weeks with one renewal with a 3-items limit.
Overdue fines are levied when items are overdue, damaged or missing (see below, Fees and Fines).

RECALLS

If a student or faculty member has found an item in the catalogue that has been checked out by another patron, he/she may request that the library issue a recall notice to the patron holding this item. Within three days of receiving such notice the person notified must return the material to the library. Failure to do so will result in overdue fines of 1100 tenge per day until the item is returned; and the current replacement cost of the item will be charged to the patron if the item is not returned within 7 days of the due date of the recall notice.

RESERVES COLLECTION

The purpose of the reserves collection is to make limited information resources available to all students who enroll in a certain course. When a department notifies the library that a specific title is assigned reading for a course, the library withdraws that title from circulation and places it on reserve in one of the reading rooms. Reserve titles can be used only in the library reading rooms. To use a reserve title in the reading room, students must first deposit their ID with the circulation librarian. There is a time limit on using the item, determined by the circulation librarian (relying on information of the item's popularity), after which it should be returned to the circulation desk. The overnight loan of reserve titles can be arranged 2 hours before the library closes. Items are due the next morning no later than 11:00 a.m. Fines will be incurred by the student if the title is returned late (see below, Fees and Fines).

REFERENCE AND PERIODICALS

Reference works, periodicals and journals are located on the third floor of the library. These are non-circulating materials and may be used only in the Reference and Periodicals areas. Dictionaries, handbooks and

encyclopedias cannot be checked out. Other materials may be available to be used outside the Reference area for a limited time.

3. LIBRARY USE

The library is a place for independent research and study. In consideration of students' need for quiet and study space, the following regulations are enforced: bags, computer bags, briefcases and food must be deposited in the coatroom before entering the library reading areas and laboratories. Coats are allowed within the library reading, study areas and laboratories. Visitors may also leave coats in the library coatroom. The Library cannot be held responsible for coats left unattended. The Library is not responsible for lost, stolen, damaged or left behind items.

Talking in the library in a loud voice is prohibited. The library strives to create a quiet atmosphere to ensure an optimal environment for study and research. Visitors may use the conference room on the third floor for study-related discussions.

The use of mobile phones is not permitted in the reading areas and laboratories of the library (phones may be used in the stairwells and library lounge). Ring tones must be switched off in the building.

The consumption of food and open drinks is not permitted in the library reading areas and laboratories. Food and open drink may be consumed ONLY in the lobby of the library building.

Visitors, who violate the library rules and/or ignore the instructions of library staff, may be denied access to the library.

4. ALUMNI AND EXTERNAL USERS

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

For the registration of alumni should refer to Corporate Development Department at cdd@kimep.kz and provide:

1. Scanned Photo (3*4)
2. Full Name
3. Program
4. Year of Graduation
5. Place of Employment
6. Current Position
7. Contact Phone Number (personal mobile number is preferable)
8. Address

For the registration of external users, refer to the office #105 - Library administration.

Registered alumni and external users of the library are allowed to use the library collections and electronic resources in the library and study in the reading rooms during regular working hours, in accordance with the policies and procedures established for all patrons (with some restrictions in materials check out).

5. FEES AND FINES

ID CARD

The replacement of the ID card is 1100 tenge. A fee of 1100 tenge is payable if the card cannot be returned to the library when the patron leaves the university (e.g. graduation, termination of employment, withdrawal).

TEXTBOOK RENTAL

Rules of textbooks rental are subject to change. The textbook rental fee deposit is 51010 tenge. The rental fee for a textbook is 25% of the replacement cost of the book. Failure to return a rented textbook for semester on time will incur overdue fine of 1100 tenge per day but not more than the rental fee of this textbook. Renting a textbook overnight from the library's Reserve Collection, if textbooks are available for rental, is 1100 tenge (if not available for rental, checkout is free).

BOOKS OVERDUE FINES

The overdue fine for any item checked out overnight is 1100 tenge per hour. The overdue fine for any item checked out for a period of more than one day is 1100 tenge. Failure to return a recalled item on time will incur overdue fine of 1100 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.

DAMAGED OR UNRETURNED BOOK FINES

A patron is responsible for all the any books borrowed under his name (through his card). The patron should inspect the book prior to taking it out of the library to ensure that it is in good condition. Library staff will note and record any defects in the condition of the book. The patron will be charged for any damage to a book while checked out in his name. Books that are damaged or not returned will be charged on the following basis as determined by the library administration:

- Damaged item – current replacement cost of the book;
- Badly marked or torn pages – 50% of the current replacement cost of the book;
- Minor wear and tear – 15% of the current replacement cost of the book;
- Failure to return an item for any reason will result in a fine, typically the replacement cost of the item; this fine is not refundable.

LAPTOP RENTAL

Rules of laptop rental are revised periodically. Laptop rental fee is deducted from the textbook security deposit. The student should in advance refill the balance of the textbook security deposit with the necessary laptop rental fee amount. Two rented periods are stipulated:

1. 30 calendar days (a minimum rental period) with the rental fee of 11500 tenge;
2. One semester with the rental fee for Fall- 45000 tenge; for Spring- 45000 tenge;

for Summer I- 22500 tenge; for Summer II- 11500 tenge.

Rental payment is not refunded, including the case in early returning of a laptop. Exception shall be made for early returning of a laptop by the request of the University.

LAPTOP OVERDUE FINES

If the laptop and its components are not returned within the period indicated in the Transference and Acceptance Act, the University is entitled to collect a fine from the student.

In case of non-timely return of laptop and its components by the student, the student shall make a payment of 5 % (five per cent) of the total amount of rental fee to the University for each calendar day of delay of return of property.

Should the student delay the return of the laptop indicated in the Act of Transference and Acceptance for more than five calendar days, the University has a right to block registration for courses, and an access to final exams without notifying the student. In case of dismissal of the student from the University, the University is entitled to keep the students' documents till the moment of returning the laptop and its components in an appropriate state.

DAMAGED OR UNRETURNED LAPTOP FINES

The student shall pay the price of the laptop or its supply parts being lost or damaged during the rental period in accordance with the current market prices for new equipment.

Should the laptop become non-operable due to the fault of the student, the student shall cover the complete cost of repair.

Should the external signs of damage be revealed when the laptop is returned, the student shall pay 20% of the amount pointed in the Transference and Acceptance Act within three calendar days.

The University has a right to deduct the amounts for damage recovery, laptop repair and penalties from the student's textbook security deposit, as well as from the amount of any positive balances of a students' account in the University. If the balance of such accounts is not sufficient, a student shall repay the

difference within five business days from the moment of receiving an appropriate request from the University by refilling the balance of textbook security deposit.
In the event of rent arrears of paying the rental fee and/or fines, the University has the right to block the student's account until the debt is fully paid off, i.e. the student will not be able to register for courses and to take final exams.

PLEASE NOTE

Rules and regulations in the catalogue are subject to change without notice. Inquire at the Library's Administrative office for the most current ones.

PART XI. COMPUTER & INFORMATION SYSTEMS CENTER

ADMINISTRATION

Technical Director
Ruslan Alpysbayev, Diploma
Office №333 (Valikhanov Building)
Tel: +7 (727) 270-42-91 (ext: 3102)
E-mail: cisc@kimep.kz; ruslan@kimep.kz
Web-site: http://www.kimep.kz/cisc/

STATEMENT OF PURPOSE

The CISC Mission is to support and enhance the teaching, learning, research and administrative processes at KIMEP and to facilitate the endeavors of KIMEP students, faculty and staff in meeting the institutional mission and goals through continuous development and maintenance of information and computing facilities and through the provision of the highest quality information technology services.

PROFILE

CISC administers KIMEP's computer facilities and local area network; develops and supports software applications, databases, and web-based services. Currently, CISC employs 10 staff. 1 is Technical Director, 2 are Software Programmers, 2 are Helpdesk specialists, 1 is Network Manager, 3 are lab supervisors and 1 is engineer of Technical Devices for Education Purposes.

FACILITIES AND SERVICES

Currently, there are 978 computers at KIMEP, of which 978 are connected to LAN and 978 are connected to the Internet. Hardware facilities also include 456 printers, 31 scanners, 136 cameras, including web cameras, 34 LCD projectors, 37 interactive panels and 15 servers. All facilities are upgraded or replaced on a regular basis in order to keep up with changing technology and institutional needs. There are 11 computer laboratories on campus, which include 270 computers. 140 additional computers are available for students' use in language lab, multimedia lab (JMC department), math lab (mathematical center) and the reading halls and multimedia lab in the Library. The current student to computer ratio is 7. All computers in the laboratories are connected to LAN and the Internet. The computer laboratories are open early in the morning

till late in the evening with some open 7 days per week. KIMEP`s classrooms are equipped with LCD-projectors, audio systems, interactive panels and computers, which allow multimedia presentations, access to file servers, electronic materials, and the Internet during lectures. There are 71 computers connected to LCD projectors, interactive panels and audio systems in lecture halls and classrooms.

The university has launched a laptop rental service for students. Laptops are given to students in the library for one semester in the same order as textbooks.

Faculty members have the opportunity to publish their lectures and teaching materials in electronic format for the students on the file-server known as L-Drive. The L-Drive is accessible for students via the Internet upon logging in. Students have the opportunity to store their papers and projects on Google-Drive, which are accessible from all computer labs, classrooms, and also via the Internet.

The internal and external electronic communication is carried out through e-mails. Every faculty member, student, and all office employees have individual e-mail addresses, which are combined into appropriate e-mail lists. Faculty members are able to communicate via e-mail with the students in their classes, and administration is able to communicate with specified groups of students. Students are expected to check their student e-mail on a regular basis, and any communication sent to them by the administration or faculty is considered to be received and read by the students.

KIMEP offers an opportunity for distance learning for those students who are away from campus, or for those with tight schedules. The distance learning server operates using the MOODLE as course management system. Faculty use cloud-based video conferencing platform Zoom to conduct online classes with study groups. KIMEP is committed to academic integrity. The TurnitIn is on-line system is used to check student papers and faculty publications for plagiarism. The on-line proctoring system ProctorEdu is used for online control of entrance and state exams. Zoom, TurnitIn and ProctorEdu are integrated with LMS MOODLE. MS Office 365 A3 and A5 subscription (on-line version) is available for all KIMEP faculty and students. Office 365 covers the needs of faculty and students in standard set of general purpose software.

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 Student Portal, students can exercise the following features online: check the schedule for the upcoming semester; communicate with their academic advisors; choose the courses according to their descriptions and prerequisites; register for courses; check their grades for the previous semester; check their GPA for the previous semesters; check their financial obligations to KIMEP; check their individual academic requirements; order transcripts and certificates; complete the financial aid application form, academic leave form, waive course form, graduation request and refund application. In addition to Students Portal, the programmers of Computer Center developed KIMEP Mobile Application for students. Mobile Application is available both for iOS and for Android.

The faculty members can exercise the following features online: check the actual number of students registered for the course during the registration period, obtain the list of students registered for a course, carry out advisory services, enter final grades, check students' transcripts and checklists, check the results of faculty teaching evaluation surveys, reserve a hall for extra classes, get attendance lists and make a schedule for semester and exams schedule. The Office of the Registrar can obtain the following current and exact information on any student online: number of credits obtained, GPA, list of courses completed, individual schedules, and financial obligations. The Sports Center can exercise the following features: make a training schedule, control attendance, and keep records of medical certificates. Finally, the administration can obtain the following information online, which is necessary for decision making, planning, and forecasting: number of registered students by colleges, academic programs, courses, and years of study; tuition revenue by colleges and academic programs; payment request tracking systems; contracts and internal documents tracking systems; reports on accommodation, payments and settlement in a dormitory. Additionally, KIMEP

uses the following systems, some of which have been developed internally, and some have been outsourced: Automated Accounting and Finance System including HR module, Online HR Applicant Portal, Online Admissions, Dormitory Database, Online Directory, Automated Library System, etc. KIMEP strictly follows a policy of using only licensed, freeware, or shareware software packages. The above online functions are available through the Intranet site accessible only on campus, and through the official KIMEP website: www.kimep.kz. Appropriate access rights are granted to different groups of users upon logging in. The KIMEP website serves as an important source of information about KIMEP for students, parents, faculties and staff, potential employees, incoming students and alumni, and the community.
Through KIMEP's communications platform, all members of the KIMEP community can: check their email from any location with an internet connection; schedule events through an online calendar and notify guests; upload videos to a common storage space; create and collaborate on documents, spreadsheets, presentations, forms, and drawings in real-time; upload and share any file type; develop and display rich websites with many technological features; create mailing lists and discussion forums for communication and material sharing; create profiles in a shared social network, with easy tools for communication and staying in contact.

RULES OF USING COMPUTER LABORATORIES

The purpose of the following rules is to ensure reasonable order of operation of computer laboratories, as well as to protect KIMEP local area network from viruses and unauthorized access. Computer laboratories should be used for study and research purposes only. The students are obliged to satisfy the following requirements:

- 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 portable data storage media in use to the computer laboratory supervisor for virus checking.
- When working with the local area network, comply with the instructions located at each workstation.
- The students may work with the information located at the following network disks: Lecture on 'l-drives' (L:). Accessing other disks is subject to penalty (see note**).
- Log-off when finished working on a computer.
- In case of any non-standard situation (system failure, etc.), ask the computer laboratory supervisor for help. Attempts to solve the problem by own means often lead to the damage of software.

It is strictly prohibited for students to:

- 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, fileservers 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. Print exterior and auxiliary materials, as well as any information with L-Drive.
- 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.

IN CASE OF VIOLATION OF THE ABOVE RULES, THE STUDENT LOOSES HIS/HER PRIVILEGE TO USE KIMEP COMPUTER LABORATORIES ACCORDING TO THE FOLLOWING PENALTIES:

- Accessing Internet websites not related to the academic process (Games, all types of Messengers, entertaining sites, pictures, videos, postcards, etc.) – 1 week.
- Failure to register in the journal (indicating the time in and out) – 1 week.
- Loss of username and/or password – 1 week.
- Bringing food or drinks to the computer laboratory – 1 week.
- Breaching the printing policy in the computer labs – 1 week.
- Breaking computer laboratories' operating schedule – 1 week.
- Using other person's username and/or password, as well as providing username and/or password to other person(s) – 1 month.
- Downloading, executing, or saving on workstations, fileservers or H-Drive of any files of the following types: *.exe, *.com, *.bat, *.mpg, *.avi, *.mp3, *.rep, as well as of any other files not related to the academic process – 1 month.
- Work on servers – 1 month.
- Installation of software, or changing system or network configuration – 1 year.
- Accessing pornographic or hacker websites – 1 year.

Notes:
** In the case of repetitive violation according to articles 1-7 the student loses his/her privilege to use KIMEP computer laboratories for a period of 1 year.*
*** Students who perform activities, which damage the consistency of the KIMEP computer system, lose their privilege to use KIMEP computer laboratories without the right to recover these privileges.*

STUDENTS ELECTRONIC MAIL

Every KIMEP student is provided with an e-mail address on the server **www.gmail.com**, which is considered to be his/her official student e-mail address. This e-mail system is an official means of communication, and is intended to supplement other communication means. Important announcements, news and messages regarding the academic affairs, student life, or administrative issues can be communicated to the appropriate students via this e-mail system. All students are expected to check their student e-mail on a regular basis, and any communication sent to them by the administration or faculty is considered to be received and read by the students. E-mail addresses are assigned to students by the Computer and Information Systems Center, and are identical to the students' local area network logins. Students should not use other student's e-mail username and/or password, or provide their e-mail username and password to other person(s). Students can be held responsible for misuse of their email address and online privileges by third parties. The student e-mail system should not be used for spam purposes, for monetary gain, for dissemination of illegal information or any purpose in violation of KIMEP's code of practice.

PRINTING POLICY (KIMEP COMPUTER LABORATORIES)

Each computer laboratory at KIMEP has at least one printer available for students during working hours of the laboratory. KIMEP assumes that users understand that printers are expensive and fragile equipment and cannot be used as copy machines for producing multiple copies. Only currently enrolled KIMEP students are allowed to use the printers. The purpose of this policy is to provide equipment safety and reduce toner costs in computer laboratories.

It is strictly prohibited to print the following materials in computer laboratories:

- Any information from Internet
- Any information from L-drive
- Accessory and auxiliary materials
- Materials unrelated to academic process
- Slides

It is allowed to print the following materials in the computer laboratories (one copy only):

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

PART XII. CORPORATE DEVELOPMENT AND ALUMNI ASSOCIATION

ADMINISTRATION

Director
Raushan Kanayeva, MA
E-mail: rauka@kimep.kz

Career Center Director
Elmira Kabiyeva , MBA
E-mail: plof@kimep.kz

Alumni Manager
Aliya Ayman, temporarily
cdd@kimep.kz; alumni@kimep.kz

Contracts Specialist
Akylbek Kazimov, MIR
E-mail: a.kazimov@kimep.kz

STATEMENT OF PURPOSE

The Corporate Development Department was established at KIMEP University in 1998 in order to create and maintain long-term beneficial relationships with business community. The mission of the department is to develop KIMEP as the leading institution of higher education in the region. CDD contributes to KIMEP's sustainable development by generating external resources and promoting mutually beneficial partnership relations with the corporate community, non-government organizations and government agencies in Kazakhstan, the Central Asian region and worldwide.

GOAL AND OBJECTIVES

The goal of the department is to promote KIMEP among businesses, foundations, and organizations in Kazakhstan and around the world, and invite them to cooperate with KIMEP and offer them the opportunity to contribute to KIMEP's development. The department seeks financial sponsorship and support from national and international donor organizations and companies. All connections established by the Corporate Development Department with the business community and donor organizations strictly adhere to the principle of mutual benefit.

ACTIVITIES

Through various activities and projects the department engages the corporate community in campus life.

The department works to raise funds for KIMEP's academic and institutional development. The activities of Corporate Development Department include:

Establishing partnership relations with the business community and foundations in Kazakhstan, and abroad.

Seeking financial sponsorship and support from national and international donors.

Fundraising for scholarships and grants for KIMEP students.

Concluding trilateral agreements between companies/organizations, students and KIMEP.

Providing the business community with opportunities to advertise their businesses and find prospective interns/employees from KIMEP.

Bringing companies, foundations, and non-profit organizations to campus for speaking engagements, conferences and seminars.

Developing KIMEP Alumni Association

CORPORATE SCHOLARSHIPS AND GRANTS

Scholarships are a traditional form of financial aid. Companies, corporations, foundations, individual donors, and other sponsors donate money to KIMEP that is specifically designated for undergraduate and graduate students in the form of tuition fee subsidies. The Corporate Development Department solicits financial sponsorship and support from national and international donor organizations and companies that may vary from year to year. Scholarships are awarded based on the academic standing, leadership skills, research activities, student active life. The criteria are established by the sponsor. Selection process for the grant is executed by sponsor or together with Corporate Development Department.

ALUMNI ASSOCIATION

The Alumni Association was established to maintain a permanent relationship between KIMEP and its alumni, with the purpose of mutual service and support. An active alumni network makes a stronger university and multiplies the value and prestige of a KIMEP degree.

The goal of the Alumni Association is to keep Alumni conversant with the programs and activities of KIMEP and provide support to the University and its program. Alumni Association assists the University in the growth of its cultural and extracurricular activities and facilitates KIMEP's involvement in the community. Alumni currently serve on KIMEP's business advisory board and as mentors to various student organizations on campus.

Alumni Association activities include:

- Developing programs like alumni mentorship and femtorship; an active network of alumni branches, as well as discipline-specific alumni groups.
- Serving an important role to KIMEP as benefactors, as spokespersons and advocates for the University, as advisors to the Colleges, and as a positive voice championing the importance of a KIMEP degree.
- Assisting KIMEP Alumni Endowment Fund with fundraising for scholarships to current students.
- Annual reunions, luncheons, and networking activities online and offline that strengthen connection with alumni;
- Working on the annual issue of Alumni Magazine- the Journal that informs about the achievements of our alumni, reports on University news, and describes various events, where KIMEP Alumni were involved.

- Informing alumni about the most important university news and alumni projects and events through weekly alumni e-newsletter and social media as @kimep_alumni_association.
- Upon alumni request, facilitate the issuance of Alumni ID cards.

CAREER CENTER

The Mission of Career Center is:

- to provide a full range of services in career skills development and career planning and management
- to establish and strengthen partnerships with companies-employers
- to promote KIMEP University brand name

The Career Center services are available for KIMEP graduate and undergraduate students seeking full/part-time work or/and internship. Students can get full information about our activity and vacancies from the Career Center webpage, by e-mail announcements, via Instagram, Telegram accounts or by visiting and meeting our staff personally.

FOR KIMEP STUDENTS WE OFFER:

- Career skills development services: personal consultations, training, master classes, workshops on CV writing, Interview techniques, job search techniques, tests, company visits, etc.
- Organization of company presentations/industry profile
- Organization of annual Job Fairs –a professional platform, where students can directly meet with the company's representatives and have face-to-face discussions of all issues related to future careers; and other formats of career events
- Job and Internship opportunities. All openings are placed on the KIMEP University website
- Informing students about all career opportunities, news, and events via social media or by emails

FOR EMPLOYERS WE OFFER:

- Bright Talents
- A preliminary selection of candidates in accordance with customer requirements
- Design, post, and dissemination open vacancies
- Organization of company's presentations/industry profile, Open House Days, business games, master classes, tests, case competitions, etc.
- Organization of Job Fairs, Career days, Career weeks, and Speed Networking Events – an opportunity for the companies to meet with bright talents – potential employees and leaders for their business"

PART XIII. HUMAN RESOURCES

ADMINISTRATION

HR Director
Aigerim Kainazarova

Work Permit & Visa Manager
Yuliya Alimkulova

Contact information:
Offices № 113/111 (Dostyk Building)
Tel: +7 (727) 270-42-10/29/32 (ext: 2015, 2048, 2090),
E-mail: persnl@kimep.kz, visa@kimep.kz, recruitment@kimep.kz
HR Portal: http://hr.kimep.kz/

VISION

Human Resources functions as a strategic unit to position KIMEP University as a leading employer among academic institutions in Almaty and other cities and regions of Kazakhstan.

VALUES

- Commitment to assess employees' needs for now and for the future;
- People are the primary value at KIMEP University as the most valuable asset.

MISSION

- Promote an effective work environment that will facilitate the University's mission and strategic goals;
- Provide guidance in the development, administration of policies and procedures;
- Value equal employment opportunity and labor relations according to the legislation of Republic of Kazakhstan;
- Create innovative and flexible employee-centered programs and services to attract and retain the most talented academic and non-academic staff;
- Put all efforts for creating and emphasizing a positive and supportive work environment;
- Focus on 'employee as customer' consistently striving to exceed expectations.

SUPPORT AND MAINTAIN

- Respect for the individual;
- Transparent hiring and employment process;
- Appreciation and recognition for good work;
- Competitive employee benefits;
- Management accessibility and communication;
- Workforce development.

HIRING PROCEDURE

The foundational principles of KIMEP University employment policy focus on attraction of talented and highly qualified professionals as well as provision of equal job opportunities regardless of ethnic origin, nationality, race, religion, age or sex.

KIMEP University employment policy establishes a consistent order ensuring a competitive basis for hiring and selection process of faculty and administrative staff.

KIMEP University places advertisements on available vacancies for faculty and administrative staff positions in the mass media, social media including postings on official KIMEP University HR Portal hr.kimep.kz which are arranged by the following categories: executive, administrative and faculty positions.

Advertisements are also placed on specific internet sites for academic entities, for example: higheredjobs.com; jobs.ac.uk; jobs.chronicle.com; akadeus.com; academicpositions.com etc. and other publishing editions of the Republic of Kazakhstan (newspapers of Republican & city status) as

Kazakhstanskaya Pravda, Delovoi Kazakhstan. Advertisements contain information regarding position title, brief description of duties, functional responsibilities, required professional qualifications and contact details. HR Policy Manual is available at the Intranet for all KIMEP University employees.

EMPLOYEE BENEFITS

VISA SUPPORT
KIMEP University manages the process of obtaining work visas for foreign employees and their families, and covers visa fees for foreign employee.

MEDICAL COVERAGE
KIMEP University offers comprehensive free, basic voluntary medical insurance plan to all faculty and staff members. This plan covers in-patients, out-patient and other medical treatments, including:

- examination, consultation with a specialist;
- medical (general) treatment;
- pharmacological support, use of medical equipment required for treatment;
- laboratory studies;
- traditional physical therapy, exercise therapies
- drug prescription coverage

The voluntary medical insurance plan covers prescribed drugs within coverage amount.
Employees' spouses and their children can be included for voluntary medical insurance at extra charge.

ACCESS TO THE KIMEP LIBRARY
All employees have access to the KIMEP library, which offers open access to local and global information resources.

SPORT COMPLEX
Faculty and staff members are encouraged to experience the enjoyable recreational activities available for themselves and their families at no cost. The Sports Complex is conveniently located on campus and equipped with a wide variety of facilities, including training machines, a full-length basketball court, a weight-lifting room, and a special aerobics and fitness room.

PART XIV. QUALITY ASSURANCE & INSTITUTIONAL RESEARCH

ADMINISTRATION

Director
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STATEMENT OF PURPOSE
Office of Quality Assurance and Institutional Research (QAIR) is a corporate unit operating under the Provost and General Deputy to the President of KIMEP University. The purpose of QAIR is to support quality assurance systems by developing practices of evaluation and reviews that highlight areas for attention and improvement.

GOALS AND OBJECTIVES

QAIR monitors, analyzes and evaluates institutional performance, supports planning and decision-making processes within KIMEP University, and provides secure information on KIMEP University's activities for external agencies. It also liaises with external partners, such as state bodies, higher education institutions, national and international agencies, to share best practices and develop wider-ranging strategies for the benefit of the community as a whole.

STUDENT PERCEPTION OF INSTRUCTION SURVEY (SPIS)

SPIS, conducted on a semestrial basis, allows retrieving the valuable opinion of students on quality of teaching in each subject they take and serves as an effective feedback channel between faculty and students - the main stakeholders in educational process. Evaluation results are made available to faculty members and academic management via KIMEP University's intranet. Generalized data on teaching quality at KIMEP-wide and academic unit levels are also submitted to top management and available online for the whole academic community. Survey results help to determine particular teaching aspects requiring improvement and to promote the quality of education.

FACULTY SATISFACTION SURVEY (FSS)

FSS measures the level of faculty satisfaction with working conditions, professional development and leadership at KIMEP University to further develop the University as a good place to work. The survey is conducted each Spring semester since 2005-06 AY on an anonymous and voluntary basis. All faculty members are invited to take part in the survey. Survey results are presented to top management and faculty community in the form of a report that highlights stronger and weaker aspects of working conditions and presents the general picture of satisfaction dynamics

STUDENT SATISFACTION SURVEY (SSS)

The SSS aims to investigate the level of students' satisfaction with their academic and non-academic experience, which provides a picture of the overall effectiveness of KIMEP University's services to students. The survey is conducted each Spring semester since 2005. All registered students can fill in the survey via KIMEP Student Portals on a voluntary basis. The survey report is submitted to the University's management and disseminated among KIMEP University's community. The results allow KIMEP University's decision makers to continuously monitor the effectiveness of the University's operations and highlight areas for further improvement of services offered to students.

GRADUATING STUDENTS EXIT SURVEY (GSES)

The GSES measures the level of satisfaction of graduating students with KIMEP University experience and invites them to share their future plans. The survey was launched in 2013-14 AY and is conducted each semester on an anonymous and voluntary basis. Survey results are made available to top management in the form of a report that highlights stronger and weaker aspects of learning conditions and presents the general picture of satisfaction. Based on survey findings, KIMEP University's top management develops action plans to further enhance University's studying environment.

KIMEP ALUMNI SURVEY (KAS)

The KAS aims to assure the quality of professional preparation of graduates by collecting their feedback about working experience, job performance and level of satisfaction with the quality of KIMEP University's education, which would allow identifying areas for improvement. The survey is conducted each summer since 2005 by the means of e-mails and phone interviews with graduates. The survey results are reported to the top management and shared with KIMEP University's community members. The key messages are taken as the basis for the further enhancement of University's programs and services. Since 2018-2019 AY, following recommendations of FIBAA, the survey is being conducted in a new format of collecting feedback from three cohorts of alumni simultaneously – those graduated 10, 5 and 1 year ago.

EMPLOYERS' SATISFACTION SURVEY (ESS)

KIMEP alumni Employers' Satisfaction Survey seeks opinion of employers on levels of KIMEP graduates' professional preparedness in terms of knowledge, skills and attitudes. The survey is conducted every fourth year since 2007 by the means of e-mails and supporting calling campaign.

ON-REQUEST STUDIES

The Office also undertakes ad-hoc surveys, reviews and analyses to support institutional decision-making within the scope of University's current needs and focus. Some of the examples of on-request studies are survey researching demand for newly introduced academic programs, market research on programs which are planned to be opened at the University, survey on students' satisfaction with residence hall, survey collecting satisfaction with on-campus catering and shopping services, survey on students' satisfaction with distance learning and others.