

# ACADEMIC CATALOG

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2026-2027 AY

## TABLE OF CONTENTS

|                                                     |    |
|-----------------------------------------------------|----|
| Academic Calendar 2026-2027                         | 1  |
| Disclaimer; Foreword; Mission                       | 7  |
| <b>PART I. ADMISSIONS AND ENROLLMENT</b>            |    |
| General Provisions                                  | 9  |
| Applying to KIMEP Programs                          | 9  |
| Applicant's Portal                                  | 9  |
| Entry Requirements for Undergraduate Programs       | 10 |
| Entry Requirements for Graduate Programs            | 13 |
| Entry Requirements for PhD Programs                 | 14 |
| Admission to Non-Degree Programs                    | 15 |
| <b>PART II. FINANCIAL AID SERVICES</b>              |    |
| Types of Financial Aid                              | 18 |
| General Rules That Govern Financial Assistance      | 20 |
| Scholarship Probation and Suspension Policy         | 22 |
| Tuition Payment Policy                              | 23 |
| <b>PART III. REGISTRATION AND ACADEMIC POLICIES</b> |    |
| Credit System                                       | 28 |
| Grading System                                      | 28 |
| Types of Grades                                     | 29 |
| Grade Submission, Change and Appeal                 | 33 |
| Academic Awards and Honors                          | 37 |
| Academic Records                                    | 38 |
| Course Coding                                       | 39 |
| Academic Communication Policy (G-Mail)              | 39 |
| Code of Confidentiality                             | 39 |
| Student Status at KIMEP University                  | 39 |
| Academic Standing                                   | 40 |
| Academic Probation                                  | 41 |
| Academic Suspension                                 | 42 |
| Registration for Classes                            | 42 |
| Leave and Withdrawal from KIMEP University          | 45 |
| Transfers Between Programs                          | 46 |
| Transfer of Courses                                 | 47 |
| Graduation                                          | 49 |
| <b>PART IV. STUDENT SERVICES AND CAMPUS LIFE</b>    |    |
| Student Affairs Division                            | 52 |
| Office of Student Affairs                           | 52 |
| KIMEP Student Association (KSA)                     | 52 |
| International Office                                | 53 |
| Student Learning Support Center                     | 60 |
| Residence Life and Housing                          | 62 |
| Medical Center                                      | 69 |
| Sport Center                                        | 70 |
| <b>PART V. UNIVERSITY CODE OF CONDUCT</b>           |    |
| General Conduct Policy                              | 75 |
| Disciplinary Procedures                             | 76 |
| Student Code of Non-Academic Conduct                | 78 |
| Student Academic Code of Behavior                   | 82 |

## **PART VI. ACADEMIC UNITS AND DEGREE PROGRAMS**

|                                                                              |     |
|------------------------------------------------------------------------------|-----|
| General Education Program Requirements                                       | 88  |
| Undergraduate Language Requirements                                          | 92  |
| <b>BANG COLLEGE OF BUSINESS</b>                                              | 97  |
| Department of Accounting                                                     | 98  |
| Department of Finance                                                        | 99  |
| Department of Management                                                     | 99  |
| Department of Marketing                                                      | 99  |
| Leadership and Entrepreneurship Advancement (LEAD) Center                    | 99  |
| Leadership Development Program (LDP)                                         | 100 |
| BCB Undergraduate Programs                                                   | 101 |
| Bachelor of Accounting and Audit (BACTA) – 6B04104                           | 104 |
| Bachelor of Finance (BFIN) – 6B04105                                         | 108 |
| Bachelor of Management (BMGT) – 6B04103                                      | 112 |
| Bachelor of Marketing (BMKT) – 6B04102                                       | 115 |
| Minors for BCB Students                                                      | 119 |
| Minors for Non-BCB Students                                                  | 120 |
| Merit Certificates                                                           | 124 |
| BCB Graduate Programs                                                        | 126 |
| Master of Business Administration (MBA) – 7M04108                            | 126 |
| Master of Finance (MFIN) – 7M04105                                           | 133 |
| Master of Accounting and Audit (MACTA) – 7M04104                             | 136 |
| Master of Marketing (MMKT) – 7M04102                                         | 138 |
| Master of Management (MMGT) – 7M04103                                        | 141 |
| BCB Doctoral Programs in Business                                            | 144 |
| Doctor of Philosophy in Accounting and Audit (DACTA) – 8D04104               | 145 |
| Doctor of Philosophy in Finance (DFIN) – 8D04105                             | 145 |
| Doctor of Philosophy in Management (DMNGT) – 8D04103                         | 145 |
| Doctor of Philosophy in Marketing (DMKT) – 8D04102                           | 145 |
| <b>EXECUTIVE EDUCATION CENTER (EEC)</b>                                      | 149 |
| Executive Master of Business Administration (EXMBA) – 7M04107                | 149 |
| <b>COLLEGE OF SOCIAL SCIENCES</b>                                            | 155 |
| Department of Economics                                                      | 156 |
| Department of Media and Communications                                       | 156 |
| Department of Public Administration                                          | 157 |
| Department of Political Science and International Relations                  | 157 |
| China and Central Asia Studies Center (CCASC)                                | 157 |
| CSS Undergraduate Programs                                                   | 158 |
| Bachelor of Economics (BAE) – 6B04106                                        | 159 |
| Bachelor of International Relations (BIR) – 6B03101                          | 166 |
| Bachelor of Political Science (BAPS) – 6B03103                               | 175 |
| Bachelor of Public and Municipal Administration (BPMA) – 6B04101             | 181 |
| Bachelor of Journalism (BAJ) – 6B03201                                       | 188 |
| Minors Offered by The College of Social Science                              | 195 |
| Certificate Programs Offered by The College of Social Science                | 206 |
| CSS Graduate Programs                                                        | 208 |
| Master of Economics (MAE) – 7M04106                                          | 208 |
| Master of International Relations (MIR) – 7M03101                            | 211 |
| Master of Public and Municipal Administration (MPMA) – 7M0410                | 214 |
| Master of International Journalism (MIJ) – 7M03201                           | 218 |
| CSS Doctoral Programs                                                        | 224 |
| Doctor of Philosophy in Public and Municipal Administration (DPMA) - 8D04101 | 224 |
| Doctor of Philosophy in Economics (DAE) – 8D04106                            | 227 |
| <b>LAW SCHOOL (LS)</b>                                                       | 230 |

|                                                                               |     |
|-------------------------------------------------------------------------------|-----|
| LS Undergraduate Programs                                                     | 232 |
| Bachelor of Laws in Jurisprudence – 6B04202                                   | 235 |
| Bachelor of Laws in International Law – 6B04201                               | 241 |
| LS Graduate Programs                                                          | 250 |
| Master of International Law (LL.M.) – 7M04201                                 | 250 |
| <b>COLLEGE OF HUMAN SCIENCES AND EDUCATION</b>                                | 254 |
| Center for Educational Excellence (CEE)                                       | 255 |
| CHSE Undergraduate Programs                                                   | 255 |
| Bachelor of Arts in Foreign Languages: Two Foreign Languages (BAFL) – 6B01701 | 255 |
| Bachelor of Arts in English and Translation Studies (BATS) – 6B02301          | 260 |
| Bachelor in Cognitive Science (BACS) – 6B02302                                | 266 |
| Bachelor of Science in Psychology (BSP) – 6B03102                             | 271 |
| CHSE Graduate Programs                                                        | 275 |
| Master of Arts in Foreign Language: Two Foreign Languages (MAFL) – 7M01701    | 275 |
| Ma in Education Policy and Management (MEPM) – 7M04109                        | 279 |
| Master of Science in Psychology (MSP) – 7M03102                               | 281 |
| CHSE Doctoral Programs                                                        | 283 |
| Doctor of Philosophy in Educational Policy and Management (DEPM) – 8D04108    | 283 |
| Minors Offered by The College of Human Sciences and Education                 | 287 |
| <b>SCHOOL OF COMPUTER SCIENCE AND MATHEMATICS</b>                             | 291 |
| SCSM Undergraduate Programs                                                   | 291 |
| Bachelor of Science in Computer Science (BSCS) – 6B06102                      | 291 |
| Bachelor of Information Systems (BIS) – 6B06101                               | 297 |
| <br><b>PART VII. COURSE DESCRIPTIONS</b>                                      |     |
| Undergraduate Program Course Descriptions                                     | 305 |
| General Education Courses                                                     | 305 |
| BCB Undergraduate Courses                                                     | 312 |
| CSS Undergraduate Courses                                                     | 333 |
| CHSE Undergraduate Courses                                                    | 369 |
| Law School Undergraduate Courses                                              | 385 |
| SCSM Undergraduate Courses                                                    | 397 |
| Graduate Program Course Descriptions                                          | 406 |
| BCB Graduate Courses                                                          | 406 |
| EXMBA Courses                                                                 | 417 |
| CSS Graduate Courses                                                          | 422 |
| CHSE Graduate Courses                                                         | 441 |
| Law School Graduate Courses                                                   | 448 |
| Doctoral Program Course Descriptions                                          | 451 |
| BCB Doctoral Programs Course Descriptions                                     | 451 |
| CSS Doctoral Program Course Descriptions                                      | 454 |
| CHSE Doctoral Program Course Descriptions                                     | 456 |
| <br><b>PART VIII. UNIVERSITY SERVICE AND ADMINISTRATION</b>                   |     |
| Olivier Giscard D’Estaing Library                                             | 461 |
| Computer and Information Systems Center                                       | 466 |
| Corporate Development and Alumni Association                                  | 470 |
| Human Resources, Work Permit and Visa Offices                                 | 472 |
| Quality Assurance and Institutional Research                                  | 474 |



## ACADEMIC CALENDAR 2026 – 2027

| <b>Fall</b>                                                                                                                                                                                                                                                                                           |                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>(15 weeks, excluding 1 week of Study Break and Examination period)</b>                                                                                                                                                                                                                             |                                |
| <b>89 class days + 1 make up</b>                                                                                                                                                                                                                                                                      |                                |
| Advising starts                                                                                                                                                                                                                                                                                       | Monday, June 22, 2026          |
| Registration for 4th year undergraduate students, Honored students, students with special needs, all Master and Doctor students begins (1/3 payment + Student and annual Medical Fees are required prior to registration for Fall and Spring semesters and 100% payment for summer semesters)         | Monday, July 20, 2026          |
| Registration for 3d year Undergraduate students begins (1/3 payment + Student and annual Medical Fees are required prior to registration for Fall and Spring semesters and 100% payment for summer semesters)                                                                                         | Thursday, July 23, 2026        |
| Registration for Freshmen (1/3 payment + Student and annual Medical Fees are required prior to registration for Fall and Spring semesters and 100% payment for summer semesters)                                                                                                                      | Monday, July 27, 2026          |
| Registration for 2nd year Undergraduate students begins (1/3 payment + Student and annual Medical Fees are required prior to registration for Fall and Spring semesters and 100% payment for summer semesters)                                                                                        | Thursday, July 30, 2026        |
| Registration for 1st year Undergraduate and Non degree students upon submission of original doc certifying high school/higher education begins (1/3 payment + Student and annual Medical Fees are required prior to registration for Fall and Spring semesters and 100% payment for summer semesters) | Monday, August 3, 2026         |
| Registration for non-degree students (who did not submit Authentic documents) begins (100% payment for all courses + Student Fee is required)                                                                                                                                                         | Monday, August 10, 2026        |
| Registration ends                                                                                                                                                                                                                                                                                     | Sunday, August 23, 2026        |
| <b>Semester starts with Orientation sessions for freshmen</b>                                                                                                                                                                                                                                         | Friday, August 21, 2026        |
| <b>Classes start</b>                                                                                                                                                                                                                                                                                  | <b>Monday, August 24, 2026</b> |
| <b>Internship start</b>                                                                                                                                                                                                                                                                               | Monday, August 24, 2026        |
| Add/Drop period                                                                                                                                                                                                                                                                                       | 08/24/2026 - <b>8/31/2026</b>  |
| Late Registration period for all students (need Instructors' approval)                                                                                                                                                                                                                                | 09/1/2026 - 09/7/2026          |
| Withdraw from a Course with 80% Tuition Refund with a "W" grade (online)                                                                                                                                                                                                                              | 09/1/2026 - 09/7/2026          |
| Withdraw from a Course with 60% Tuition Refund with a "W" grade (online)                                                                                                                                                                                                                              | 09/8/2026 - 09/14/2026         |
| Withdraw from a Course with 40% Tuition Refund with a "W" grade (online)                                                                                                                                                                                                                              | 09/15/2026 - 09/21/2026        |
| Withdraw from a Course with 20% Tuition Refund with a "W" grade (online)                                                                                                                                                                                                                              | 9/22/2026 - 09/28/2026         |
| Second Payment Deadline - Friday of 5th week (second 1/3 of total tuition is due)                                                                                                                                                                                                                     | Friday, September 25, 2026     |
| From this date there are no refunds for withdrawals from courses with a "W" grade (online)                                                                                                                                                                                                            | Tuesday, September 29, 2026    |
| <b>First Progress Submission deadline</b>                                                                                                                                                                                                                                                             | 10/5/2026 - 10/11/2026         |
| "I" grades from previous semester convert into "F"s (7th week of classes)                                                                                                                                                                                                                             | 10/5/2026 - 10/11/2026         |
| Study Break                                                                                                                                                                                                                                                                                           | 10/12/2026 - 10/18/2026        |
| Third Payment Deadline - Friday 9th week (final 1/3 of total tuition is due)                                                                                                                                                                                                                          | Friday, October 23, 2026       |
| <b>Second Progress Submission deadline</b>                                                                                                                                                                                                                                                            | 11/16/2026 - 11/22/2026        |
| Administrative Withdrawal from courses of students with overdue tuition balance (Friday 13th week)                                                                                                                                                                                                    | Friday, November 20, 2026      |

|                                                                                                                                    |                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Last day to reinstate after Administrative withdraw from courses due to the tuition balance overdue (Friday 15 <sup>th</sup> week) | Friday, December 4, 2026                                                                                                                           |
| Last Day to Withdraw from a Courses with a "W" grade (online)                                                                      | Monday, December 14, 2026                                                                                                                          |
| <b>Internship ends</b>                                                                                                             | Monday, December 14, 2026                                                                                                                          |
| <b>Classes End</b>                                                                                                                 | <b>Monday, December 14, 2026</b>                                                                                                                   |
| <b>Final Assessments Starts, Examination Period and Final Attestation</b>                                                          | 15 and 17-27 December 2026                                                                                                                         |
| Semester Ends                                                                                                                      | Sunday, December 27, 2026                                                                                                                          |
| All grades officially submitted                                                                                                    | no later than one week following the date of the final examination, or the last day of classes for the courses with no final examination scheduled |
| Change Grade Forms due (2 weeks after semester ends, for Fall - 1st week of Spring classes)                                        | Friday, January 15, 2027                                                                                                                           |

| <b>Spring</b>                                                                                                                                                                                                                                                                                         |                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>(15 weeks, excluding 1 week of Study Break and Examination period)</b>                                                                                                                                                                                                                             |                                 |
| <b>87 class days + 3 make ups</b>                                                                                                                                                                                                                                                                     |                                 |
| Advising starts                                                                                                                                                                                                                                                                                       | Monday, November 2, 2026        |
| Registration for 4th year undergraduate students, Honored students, students with special needs, all Master and Doctor students begins (1/3 payment + Student and annual Medical Fees are required prior to registration for Fall and Spring semesters and 100% payment for summer semesters)         | Monday, November 30, 2026       |
| Registration for 3d year Undergraduate students begins (1/3 payment + Student and annual Medical Fees are required prior to registration for Fall and Spring semesters and 100% payment for summer semesters)                                                                                         | Thursday, December 3, 2026      |
| Registration for Freshmen (1/3 payment + Student and annual Medical Fees are required prior to registration for Fall and Spring semesters and 100% payment for summer semesters)                                                                                                                      | Monday, December 7, 2026        |
| Registration for 2nd year Undergraduate students begins (1/3 payment + Student and annual Medical Fees are required prior to registration for Fall and Spring semesters and 100% payment for summer semesters)                                                                                        | Thursday, December 10, 2026     |
| Registration for 1st year Undergraduate and Non degree students upon submission of original doc certifying high school/higher education begins (1/3 payment + Student and annual Medical Fees are required prior to registration for Fall and Spring semesters and 100% payment for summer semesters) | Monday, December 14, 2026       |
| Registration for non-degree students (who did not submit Authentic documents) begins (100% payment for all courses + Student Fee is required)                                                                                                                                                         | Monday, December 21, 2026       |
| Registration ends                                                                                                                                                                                                                                                                                     | Sunday, January 10, 2027        |
| <b>Semester starts with Orientation sessions for freshmen</b>                                                                                                                                                                                                                                         | 01/18/2027 - 01/19/2027         |
| <b>Classes start</b>                                                                                                                                                                                                                                                                                  | <b>Monday, January 11, 2027</b> |
| <b>Internship start</b>                                                                                                                                                                                                                                                                               | Monday, January 11, 2027        |
| Add/Drop period                                                                                                                                                                                                                                                                                       | 01/11/2027 - 01/17/2027         |
| Late Registration period for all students (need Instructors' approval)                                                                                                                                                                                                                                | 01/18/2027 - 01/24/2027         |
| Withdraw from a Course with 80% Tuition Refund with a "W" grade (online)                                                                                                                                                                                                                              | 01/18/2027 - 01/24/2027         |
| Withdraw from a Course with 60% Tuition Refund with a "W" grade (online)                                                                                                                                                                                                                              | 01/25/2027 - 01/31/2027         |
| Withdraw from a Course with 40% Tuition Refund with a "W" grade (online)                                                                                                                                                                                                                              | 02/1/2027 - 02/7/2027           |

|                                                                                                                        |                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Withdraw from a Course with 20% Tuition Refund with a "W" grade (online)                                               | 02/8/2027 - 02/14/2027                                                                                                                             |
| Second Payment Deadline - Friday of 5th week (second 1/3 of total tuition is due)                                      | Friday, February 12, 2027                                                                                                                          |
| From this date there are no refunds for withdrawals from courses with a "W" grade (online)                             | Monday, February 15, 2027                                                                                                                          |
| <b>First Progress Submission deadline</b>                                                                              | 02/22/2027 - 02/28/2027                                                                                                                            |
| "I" grades from previous semester convert into "F"s (7th week of classes)                                              | 02/22/2027 - 02/28/2027                                                                                                                            |
| Study Break                                                                                                            | 03/1/2027 - 03/7/2027                                                                                                                              |
| Third Payment Deadline - Friday 9th week (final 1/3 of total tuition is due)                                           | Friday, March 12, 2027                                                                                                                             |
| <b>Second Progress Submission deadline</b>                                                                             | 04/5/2027 - 04/11/2027                                                                                                                             |
| Administrative Withdrawal from courses of students with overdue tuition balance (Friday 13th week)                     | Friday, April 9, 2027                                                                                                                              |
| Last day to reinstate after Administrative withdraw from courses due to the tuition balance overdue (Friday 15th week) | Friday, April 23, 2027                                                                                                                             |
| Last Day to Withdraw from a Courses with a "W" grade (online)                                                          | Wednesday, May 5, 2027                                                                                                                             |
| <b>Internship ends</b>                                                                                                 | Wednesday, May 5, 2027                                                                                                                             |
| <b>Classes End</b>                                                                                                     | <b>Wednesday, May 5, 2027</b>                                                                                                                      |
| <b>Final Assessments Starts, Examination Period and Final Attestation</b>                                              | May 6,8,10-19, 2027                                                                                                                                |
| Semester Ends                                                                                                          | Wednesday, May 19, 2027                                                                                                                            |
| All grades officially submitted                                                                                        | no later than one week following the date of the final examination, or the last day of classes for the courses with no final examination scheduled |
| Change Grade Forms due (2 weeks after semester ends, for Fall - 1st week of Spring classes)                            | Wednesday, June 2, 2027                                                                                                                            |
| <b>Graduation Ceremony</b>                                                                                             | <b>Saturday, May 29, 2027</b>                                                                                                                      |

| <b>Summer 1</b>                                                                                                                                                                                                                                                                               |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>(6 weeks, 75 min classes)</b>                                                                                                                                                                                                                                                              |                          |
| <b>Final Exams on the last day of classes 30 class days</b>                                                                                                                                                                                                                                   |                          |
| Advising starts                                                                                                                                                                                                                                                                               | Monday, March 29, 2027   |
| Registration for 4th year undergraduate students, Honored students, students with special needs, all Master and Doctor students begins (1/3 payment + Student and annual Medical Fees are required prior to registration for Fall and Spring semesters and 100% payment for summer semesters) | Monday, April 19, 2027   |
| Registration for 3d year Undergraduate students begins (1/3 payment + Student and annual Medical Fees are required prior to registration for Fall and Spring semesters and 100% payment for summer semesters)                                                                                 | Thursday, April 22, 2027 |
| Registration for Freshmen (1/3 payment + Student and annual Medical Fees are required prior to registration for Fall and Spring semesters and 100% payment for summer semesters)                                                                                                              | Monday, April 26, 2027   |
| Registration for 2nd year Undergraduate students begins (1/3 payment + Student and annual Medical Fees are required prior to registration for Fall and Spring semesters and 100% payment for summer semesters)                                                                                | Thursday, April 29, 2027 |
| Registration for 1st year Undergraduate and Non degree students upon submission of original doc certifying high school/higher education begins (1/3                                                                                                                                           | Tuesday, May 4, 2027     |

|                                                                                                                                                   |                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| payment + Student and annual Medical Fees are required prior to registration for Fall and Spring semesters and 100% payment for summer semesters) |                                                                                                                                                    |
| Registration for non-degree students (who did not submit Authentic documents) begins (100% payment for all courses + Student Fee is required)     | Monday, May 10, 2027                                                                                                                               |
| Registration ends                                                                                                                                 | Monday, May 24, 2027                                                                                                                               |
| <b>Semester starts with Orientation sessions for freshmen</b>                                                                                     | NA                                                                                                                                                 |
| <b>Classes start</b>                                                                                                                              | <b>Monday, May 24, 2027</b>                                                                                                                        |
| <b>Internship start</b>                                                                                                                           | Monday, May 24, 2027                                                                                                                               |
| Add/Drop period                                                                                                                                   | 05/24/2027 - 05/25/2027                                                                                                                            |
| Late Registration period for all students (need Instructors' approval)                                                                            | 05/26/2027 - 05/27/2027                                                                                                                            |
| Withdraw from a Course with 80% Tuition Refund with a "W" grade (online)                                                                          | -                                                                                                                                                  |
| Withdraw from a Course with 60% Tuition Refund with a "W" grade (online)                                                                          | -                                                                                                                                                  |
| Withdraw from a Course with 40% Tuition Refund with a "W" grade (online)                                                                          | -                                                                                                                                                  |
| Withdraw from a Course with 20% Tuition Refund with a "W" grade (online)                                                                          | -                                                                                                                                                  |
| Second Payment Deadline - Friday of 5th week (second 1/3 of total tuition is due)                                                                 | -                                                                                                                                                  |
| From this date there are no refunds for withdrawals from courses with a "W" grade (online)                                                        | -                                                                                                                                                  |
| <b>First Progress Submission deadline</b>                                                                                                         | 6/14/2027 - 6/20/2027                                                                                                                              |
| "I" grades from previous semester convert into "F"s (7th week of classes)                                                                         | -                                                                                                                                                  |
| Study Break                                                                                                                                       | -                                                                                                                                                  |
| Third Payment Deadline - Friday 9th week (final 1/3 of total tuition is due)                                                                      | -                                                                                                                                                  |
| <b>Second Progress Submission deadline</b>                                                                                                        |                                                                                                                                                    |
| Administrative Withdrawal from courses of students with overdue tuition balance (Friday 13th week)                                                | -                                                                                                                                                  |
| Last day to reinstate after Administrative withdraw from courses due to the tuition balance overdue (Friday 15th week)                            |                                                                                                                                                    |
| Last Day to Withdraw from a Courses with a "W" grade (online)                                                                                     | Thursday, July 1, 2027                                                                                                                             |
| <b>Internship ends</b>                                                                                                                            | Friday, July 2, 2027                                                                                                                               |
| <b>Classes End</b>                                                                                                                                | <b>Friday, July 2, 2027</b>                                                                                                                        |
| <b>Final Assessments Starts, Examination Period and Final Attestation</b>                                                                         | <b>Friday, July 2, 2027</b>                                                                                                                        |
| Semester Ends                                                                                                                                     | Friday, July 2, 2027                                                                                                                               |
| All grades officially submitted                                                                                                                   | no later than one week following the date of the final examination, or the last day of classes for the courses with no final examination scheduled |
| Change Grade Forms due (2 weeks after semester ends, for Fall - 1st week of Spring classes)                                                       | Friday, July 16, 2027                                                                                                                              |

| <b>Summer 2**</b>                                                                                                                                                                                                                     |                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>(3 weeks, 150 min classes)</b>                                                                                                                                                                                                     |                        |
| <b>Final Exams on the last day of classes 15 class days</b>                                                                                                                                                                           |                        |
| Advising starts                                                                                                                                                                                                                       | Monday, March 29, 2027 |
| Registration for 4th year undergraduate students, Honored students, students with special needs, all Master and Doctor students begins (1/3 payment + Student and annual Medical Fees are required prior to registration for Fall and | Monday, April 19, 2027 |

|                                                                                                                                                                                                                                                                                                       |                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Spring semesters and 100% payment for summer semesters)                                                                                                                                                                                                                                               |                                                                                                        |
| Registration for 3d year Undergraduate students begins (1/3 payment + Student and annual Medical Fees are required prior to registration for Fall and Spring semesters and 100% payment for summer semesters)                                                                                         | Thursday, April 22, 2027                                                                               |
| Registration for Freshmen (1/3 payment + Student and annual Medical Fees are required prior to registration for Fall and Spring semesters and 100% payment for summer semesters)                                                                                                                      | Monday, April 26, 2027                                                                                 |
| Registration for 2nd year Undergraduate students begins (1/3 payment + Student and annual Medical Fees are required prior to registration for Fall and Spring semesters and 100% payment for summer semesters)                                                                                        | Thursday, April 29, 2027                                                                               |
| Registration for 1st year Undergraduate and Non degree students upon submission of original doc certifying high school/higher education begins (1/3 payment + Student and annual Medical Fees are required prior to registration for Fall and Spring semesters and 100% payment for summer semesters) | Tuesday, May 4, 2027                                                                                   |
| Registration for non-degree students (who did not submit Authentic documents) begins (100% payment for all courses + Student Fee is required)                                                                                                                                                         | Monday, May 10, 2027                                                                                   |
| Registration ends                                                                                                                                                                                                                                                                                     | Sunday, July 11, 2027                                                                                  |
| <b>Semester starts with Orientation sessions for freshmen</b>                                                                                                                                                                                                                                         | NA                                                                                                     |
| <b>Classes start</b>                                                                                                                                                                                                                                                                                  | <b>Monday, July 12, 2027</b>                                                                           |
| <b>Internship start</b>                                                                                                                                                                                                                                                                               | Monday, July 12, 2027                                                                                  |
| Add/Drop period                                                                                                                                                                                                                                                                                       | 07/12/2027 - 07/13/2027                                                                                |
| Late Registration period for all students (need Instructors' approval)                                                                                                                                                                                                                                | -                                                                                                      |
| Withdraw from a Course with 80% Tuition Refund with a "W" grade (online)                                                                                                                                                                                                                              | -                                                                                                      |
| Withdraw from a Course with 60% Tuition Refund with a "W" grade (online)                                                                                                                                                                                                                              | -                                                                                                      |
| Withdraw from a Course with 40% Tuition Refund with a "W" grade (online)                                                                                                                                                                                                                              | -                                                                                                      |
| Withdraw from a Course with 20% Tuition Refund with a "W" grade (online)                                                                                                                                                                                                                              | -                                                                                                      |
| Second Payment Deadline - Friday of 5th week (second 1/3 of total tuition is due)                                                                                                                                                                                                                     | -                                                                                                      |
| From this date there are no refunds for withdrawals from courses with a "W" grade (online)                                                                                                                                                                                                            | -                                                                                                      |
| <b>First Progress Submission deadline</b>                                                                                                                                                                                                                                                             | -                                                                                                      |
| "I" grades from previous semester convert into "F"s (7th week of classes)                                                                                                                                                                                                                             | -                                                                                                      |
| Study Break                                                                                                                                                                                                                                                                                           | -                                                                                                      |
| Third Payment Deadline - Friday 9th week (final 1/3 of total tuition is due)                                                                                                                                                                                                                          | -                                                                                                      |
| <b>Second Progress Submission deadline</b>                                                                                                                                                                                                                                                            |                                                                                                        |
| Administrative Withdrawal from courses of students with overdue tuition balance (Friday 13th week)                                                                                                                                                                                                    | -                                                                                                      |
| Last day to reinstate after Administrative withdraw from courses due to the tuition balance overdue (Friday 15th week)                                                                                                                                                                                |                                                                                                        |
| Last Day to Withdraw from a Courses with a "W" grade (online)                                                                                                                                                                                                                                         | <b>Thursday, July 29, 2027</b>                                                                         |
| <b>Internship ends</b>                                                                                                                                                                                                                                                                                | Friday, July 30, 2027                                                                                  |
| <b>Classes End</b>                                                                                                                                                                                                                                                                                    | <b>Friday, July 30, 2027</b>                                                                           |
| <b>Final Assessments Starts, Examination Period and Final Attestation</b>                                                                                                                                                                                                                             | <b>Friday, July 30, 2027</b>                                                                           |
| Semester Ends                                                                                                                                                                                                                                                                                         | Friday, July 30, 2027                                                                                  |
| All grades officially submitted                                                                                                                                                                                                                                                                       | no later than one week following the date of the final examination, or the last day of classes for the |

|                                                                                             |                                             |
|---------------------------------------------------------------------------------------------|---------------------------------------------|
|                                                                                             | courses with no final examination scheduled |
| Change Grade Forms due (2 weeks after semester ends, for Fall - 1st week of Spring classes) | Friday, August 13, 2027                     |

**KIMEP is closed\*\*\*:**

|                                 |                                                              |                              |
|---------------------------------|--------------------------------------------------------------|------------------------------|
| Constitutional Day              | NO Make ups required                                         | Sunday, August 30, 2026      |
| Republic Day                    | (make-up is required for Monday class on October 26, 2026)   | Sunday, October 25, 2026     |
| Independence Day                | NO Make ups required                                         | Wednesday, December 16, 2026 |
| New Year's Day                  |                                                              | -                            |
| Christmas                       |                                                              | -                            |
| Women's Day                     | (make up is required for Monday classes March 8, 2027)       | -                            |
| Nauryz Day                      | (make-ups are required for Monday classes on March 22, 2027) | -                            |
| International Labor Day         | (make up is required for Saturday classes May 1, 2027)       | -                            |
| Defenders of the Fatherland Day |                                                              | -                            |
| Victory Day                     |                                                              | -                            |
| Capital Day                     | NO Make ups required                                         | -                            |
| Kurban Ait                      |                                                              | -                            |

**\*\*** *if takes place*

**\*\*\*** *Classes missed due to officially recognized national holidays must be planned in advance and compensated through make-up activities determined by the instructor (Please consult the memo sent to all faculty by VPAA regarding syllabi development and implementation)*

## **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 2026-2027 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, human sciences and education 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, 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 institution, 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 I. ADMISSIONS AND ENROLLMENT**



## ADMINISTRATION

### Director

Natalya Miltseva, MA in Higher Education Administration

E-mail: [shars@kimep.kz](mailto:shars@kimep.kz)

### Associate Director

Assem Beisembinova, MBA

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## GENERAL PROVISIONS

KIMEP University is committed to a policy of equal opportunity for the admission of all qualified individuals. The university also upholds the principles of lifelong education and does not discriminate against any individual or group based on race, ethnicity, nationality, religion, gender, social or sexual orientation, creed, marital status, physical disability, remote location, age, or any other subjective criteria.

KIMEP University seeks to enroll outstanding students who have demonstrated leadership, talent, and the potential to succeed, as well as a commitment to contributing to the community. The university has established clear and transparent procedures for applying and admitting individuals with diverse academic backgrounds and needs. These include Kazakhstani and international applicants, undergraduate students (high school and vocational school graduates, transfer and reinstated students), graduate and postgraduate students, and non-degree students pursuing short- or long-term study programs (such as the international summer school, exchange programs, and adult learner programs).

Any information provided during the admissions process regarding an applicant's disability is voluntary. Specific services are available upon verification of eligibility through professional documentation submitted to the KIMEP Medical Center. This process is conducted in compliance with confidentiality laws. There are no restrictions on the number or proportion of students with disabilities who may be admitted or enrolled. KIMEP University operates on a three-semester system: Fall, Spring, and Summer (see [Academic Calendar](#)).

Academic rules, policies, degree requirements, and program details are outlined in the annually updated [KIMEP University Catalog](#).

## APPLYING TO KIMEP PROGRAMS

KIMEP University maintains an open and transparent year-round application process for its academic programs. Applicants must submit the Application Form along with the required documents for the relevant semester by the specified deadlines.

In accordance with state law, documents submitted in foreign languages must be accompanied by a certified translation into Kazakh or Russian.

In some cases, especially with foreign applicants, the DSRA reserves the right to request additional documents, such as:

- Licenses for the educational activity of the institutions issuing diplomas;
- Confirmations of accreditation or attestation;
- Verifications of academic degree, diploma, or specialization.

### **Incomplete applications may result in delays in the admission review process or rejection.**

The submission of fraudulent documents or knowingly false information will result in permanent application rejection and may be transferred for consideration to law enforcement authorities in accordance with the legislation of the Republic of Kazakhstan.

The complete application package must be submitted to the Department of Student Recruitment and Admission through the online applicant portal: <https://www.kimep.kz/ext/application/online/>.

## APPLICANT'S PORTAL

KIMEP University strives to provide world-class educational services and expand its online admission and recruitment options. To achieve this, applicants are given the opportunity to apply online from anywhere in the world with internet access. They can also receive personalized updates on their application status and other

relevant information through a centralized web resource — the Applicant's Portal.

The online application system is available in three languages: Kazakh, Russian, and English. Applicants can activate their account by entering a valid personal e-mail address. The portal can be accessed at: [Applicant's Portal](#).

Applications are reviewed by DSRA admission officers only if all mandatory fields are completed and the application is officially submitted. Incomplete or unsubmitted applications will be annulled after three months of inactivity. Applicants may start a new application at any time.

Admitted students must print and sign their online application, along with the contract for educational services, upon arrival at the university campus.

## Notifications

The system automatically sends a notification upon receipt of an application and a separate notification once the application is entered into the admissions database and assigned a student ID number. Applicants can check their application status through the Applicant's Portal.

## ENTRY REQUIREMENTS FOR UNDERGRADUATE PROGRAMS

Educational institutions in the Republic of Kazakhstan that offer undergraduate academic programs are allowed to admit graduates of high schools and vocational schools.

### 1. Completed secondary education

- 1) Attestat (diploma) for completion of high school or professional vocational school (authentic copy).
- 2) **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.
- 3) **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  | Political Science                       | Foreign Language      | World History         |
| 3  | Foreign Language: Two Foreign languages | Foreign Language      | World History         |
| 4  | Translation Studies                     | Foreign Language      | World History         |
| 5  | Cognitive Sciences                      | Foreign Language      | World History         |
| 6  | Law                                     | World History         | Foundation of Law     |
| 7  | International Law                       | World History         | Foundation of Law     |
| 8  | Journalism                              | Essay                 | Interview             |
| 9  | Economics                               | Geography             | Mathematics           |
| 10 | Management                              | Geography             | Mathematics           |
| 11 | Accounting and Audit                    | Geography             | Mathematics           |
| 12 | Finance                                 | Geography             | Mathematics           |
| 13 | Public and Municipal Administration     | Geography             | Mathematics           |
| 14 | Marketing                               | Geography             | Mathematics           |
| 15 | Information Systems                     | Mathematics           | Informatics           |
| 16 | Computer science                        | Mathematics           | Informatics           |
| 17 | Psychology                              | Geography             | Biology               |

## 2. Other requirements

- 1) The score for the UNT subject "Math Literacy" must be at least 50% of the maximum score (i.e., 5 out of 10 points) for applicants to the Cognitive Science program. Applicants who are not required to take the UNT to fulfill admission requirements (such as international applicants, professional vocational graduates following fast-track programs, and students transferring or reinstating from foreign universities) must have a Math grade of at least 4 out of 5 (or the equivalent of 70% on another grading scale) on their high school or professional vocational school diploma.
- 2) Admission to the fast-track study option for top graduates of professional vocational schools is based on the state classifier of related specializations. A detailed policy is provided in the attachment.
- 3) KIMEP University recognizes secondary students' participation in the International Baccalaureate (IB) Program and awards college credit for completed standard and higher-level courses with grades of four, five, six, or seven, corresponding to General Education (GE) courses offered at KIMEP. Furthermore, direct placement into academic courses is granted to IB diploma holders with a final score of 24 or higher (out of 45). The maximum number of transfer credits per student is 27, including 6 IB subjects and 9 credits for KIMEP English Language courses. A detailed policy is provided in the attachment.
- 4) KIMEP University awards college credit to graduates of Nazarbayev Intellectual Schools (NIS) who hold a NIS Grade 12 Certificate reflecting the completion of higher- and standard-level courses with grades not lower than C. Direct placement into academic courses is also granted. With some variations depending on the degree program, NIS graduates may receive 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 with an IELTS score of 7 or higher)

- Information and Communication Technologies OR Business Computer Applications
- General Education Elective
- Mathematics for Business and Economics OR Calculus (BCB)
- Physics I and Physics Lab (ISB)
- Introduction to Economics (CSS)
- Chemistry I and Chemistry I Lab
- Biology I and Biology I Lab
- Structured Programming I
- Physical Education (PE)

The maximum number of transfer credits per student is 45. A detailed policy is provided in the attachment.

- 5) Transfer and reinstatement of students who have withdrawn from other universities is possible if they have fully completed at least one academic period of their program of study according to their individual study plan, with a GPA of at least 2.0 (or 50%). Students may transfer or reinstate into any undergraduate program or specialization, except:
  - Students transferring from the Journalism program;
  - Students transferring into the Foreign Languages program (these students must meet UNT transfer/reinstatement requirements).

Requests for transfer or reinstatement are reviewed by the respective programs. The academic differences in curricula are assessed during the summer and winter breaks, within five business days before the start of the next academic period. Final documentation must be approved by the Dean of the College, the Vice President of Academic Affairs, and the President of KIMEP. Within three business days of issuing a transfer order, a written request is sent to the student's previous university to obtain their personal file.

### Defining English Proficiency Level

Since KIMEP University is an English Medium of Instruction institution, students' English proficiency must be assessed before admission. Students who have not undergone an English proficiency assessment will begin their studies at the beginner level (UFC).

| Level                 | CEFR   | IELTS<br>Aca-<br>demic            | TOEFL iBT*                                                                       | Duolingo                           | PTE Aca-<br>demic | Cambridge<br>FCE (B2<br>First) | Lan-<br>guageCert<br>Academic |
|-----------------------|--------|-----------------------------------|----------------------------------------------------------------------------------|------------------------------------|-------------------|--------------------------------|-------------------------------|
| Academic English      | B2     | 5.5<br><br>(≥5.0 in each section) | 51-66<br><br>Reading 12-15<br>Listening 12-15<br>Speaking 17-18<br>Writing 14-18 | 95+<br><br>(≥90 in each section)   | 39+               | 160+                           | 60                            |
| UFA and Provisional A | B1 +   | 5.0<br><br>(≥4.5 in each section) | 37-50<br><br>Reading 8-11<br>Listening 8-11<br>Speaking 14-16<br>Writing 9-13    | 94<br><br>(≥80 in each section)    | 31-38             | 159                            | 50                            |
| UFB and Provisional B | B1 low | 4.5<br><br>(≥4.0 each)            | 26-36<br><br>Reading 4-7<br>Listening 3-7<br>Speaking 11-13<br>Writing 4-8       | 60–94<br><br>(≥75 in each section) | 24-30             | 140-158                        | 40                            |
| UFC and Provisional C | A2     | 4.0<br><br>(≥3.5 each)            | 14-25<br><br>Reading 1-3<br>Listening 0-2<br>Speaking 7-10<br>Writing 1-3        | 10-59                              | 10-23             | n/a                            | n/a                           |

\***TOEFL iBT** – Beginning January 21, 2026, TOEFL iBT score reports will feature a new 1 – 6 scale. The corresponding values will be updated as soon as new TOEFL iBT reporting format is officially launched.

#### Sources:

TOEFL iBT: <https://www.ets.org/toefl/test-takers/ibt/scores/understand-scores.html>

Duolingo: <https://englishtest.duolingo.com/scores>

PTE Academic: <https://www.pearsonpte.com/pte-academic/scoring>

Cambridge FCE (B2 First):  
<https://www.cambridgeenglish.org/exams-and-tests/cambridge-english-scale/>

LanguageCert Academic: <https://www.languagecert.org/en>

#### English proficiency requirements for LLB and BIL programs

Applicants seeking admission to the LL.B. (Bachelor of Jurisprudence) and BIL (Bachelor of International Law) programs must demonstrate English language proficiency as follows:

Applicants who present an IELTS score of 6.5 or higher, or an equivalent score on another approved international English proficiency examination, shall be granted direct placement into academic courses.

Applicants who present an IELTS score of 5.5 or 6.0, or an approved equivalent, shall be required to undergo a mandatory interview. Based on the outcome of the interview, the applicant may:

- Be admitted to the program with concurrent English language remediation; *or*
- Be denied admission to the program.

### **Academic standing**

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.

## **ENTRY REQUIREMENTS FOR GRADUATE PROGRAMS**

Graduate programs accept individuals who have completed an undergraduate degree.

Doctoral programs admit individuals who have completed a graduate degree (i.e., a master's degree).

### **1. Completion of Higher Education**

- Diploma confirming the completion of an undergraduate degree (authentic copy);
- Transcript (diploma supplement) with grades.

### **2. Submission of Applications**

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

### **3. Complex Test (CT)**

- The CT follows the methodology developed by the National Testing Center of the Ministry of Education and Science of Kazakhstan.
- All graduate applicants who are citizens of the Republic of Kazakhstan must take the Complex Test and achieve passing scores to secure admission to a graduate program.
- Applicants to MBA/ExMBA programs are exempt from the Complex Test.

### **4. Entrance Examinations by Specialization**

- MAE and MEPM programs: KIMEP Graduate Entrance Test (KGET) with a minimum score of 14.
- MBA, MACTA, and MFIN programs: KGET with a minimum score of 15. An additional requirement for admission to the MBA program is at least two years of work experience or an equivalent, including internships and volunteer work.
- MPA, MAFL, MSP, MEPM, MAJ, MIR, LLM, and EXMBA programs: Entrance examinations are conducted in the form of an interview in the field of study by departmental committees.
- Additional requirements: EXMBA applicants must have a minimum of seven years of work experience, including postgraduate experience; LLM applicants must have three years of legal work experience.

### **5. GMAT and GRE Test Scores**

KIMEP University accepts GMAT and GRE international certificates for appropriate graduate programs. These scores are considered on an individual basis by departments.

### **6. English Proficiency Assessment**

As an English-Medium Instruction institution, KIMEP University requires all students to assess their English proficiency before admission.

#### **Exemptions:**

- Holders of completed undergraduate, graduate, or doctoral degrees (or their equivalents) from English-medium universities. This includes KIMEP University graduates. (Applicants must submit an authentic diploma, transcript, and confirmation of English instruction from the university concerned.)
- Students enrolled in dual-degree programs between KIMEP and partner universities.
- Students in the Russian cohorts of the EXMBA program.

Applicants who have not undergone an English proficiency evaluation begin their studies at the beginner level (GRAD C).

## Accepted English Proficiency Tests:

| Level                    | CEFR | IELTS                                      | TOEFL iBT*                                                                         | Duolingo                     | PTE Academic | Cambridge FCE (B2 First) | Language Cert Academic |
|--------------------------|------|--------------------------------------------|------------------------------------------------------------------------------------|------------------------------|--------------|--------------------------|------------------------|
| Academic English         | B2   | 5.5<br>(not less than 5.0 in each section) | 51 – 66<br><br>Reading 12-15<br>Listening 12-15<br>Speaking 17-18<br>Writing 14-18 | 95+<br>(≥90 in each section) | 39+          | 160+                     | 60                     |
| GEF A and Provisional A* | B1 + | 5.0 (not less than 4.5 in each section)    | 37-50<br><br>Reading 8-11<br>Listening 8-11<br>Speaking 14-16<br>Writing 9-13      | 94<br>(≥80 in each section)  | 31-38        | 159                      | 50                     |

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Duolingo: <https://englishtest.duolingo.com/scores>

PTE Academic: <https://www.pearsonpte.com/pte-academic/scoring>

Cambridge FCE (B2 First): <https://www.cambridgeenglish.org/exams-and-tests/cambridge-english-scale/>

LanguageCert Academic: <https://www.languagecert.org/en>

### Special English proficiency requirements for LLM Program

Applicants must meet one of the following English proficiency requirements:

- IELTS: 6.0 or higher;
- TOEFL iBT: 75 and above

## ENTRY REQUIREMENTS FOR PHD PROGRAMS

### 1. Completed Graduate Degree

- Copy of a diploma confirming the completion of a master's degree;
- Copy of transcripts (diploma supplement) with grades.

### 2. Proof of English Proficiency

Applicants must provide a valid international English language proficiency certificate with the following minimum scores:

- IELTS—at least 5.0;
- TOEFL iBT—at least 35.
- Duolingo—at least 80

### Exemption:

PhD candidates who have obtained a master's degree from universities in countries where English is the official language are exempt from the English proficiency requirement if:

- The university has specialized accreditation from an accreditation agency officially recognized by OECD member states;
- The candidate's master's degree diploma is no older than 5 years.

### 3. Additional Considerations by the Selection Committee

Applicants must also meet the following additional criteria:

- At least three years of professional experience in a corporate, government, academic, or non-profit organization;
- At least two professional letters of recommendation;



- A research proposal outlining:
  - The candidate's area of research interest;
  - Research questions and methodological approach;
  - A literature review identifying research gaps to support an original research proposal.
- An interview with the program admissions committee.

#### 4. Complex Exam (for Kazakhstan Citizens Only)

- Administered by the Ministry of Education and Science of the Republic of Kazakhstan (RK);
- Detailed information about exam requirements and passing scores is available on the National Testing Center website: <http://testcenter.kz/en/>.

#### 5. QAZTEST Certificate (for Kazakhstan Citizens Only)

- A requirement for Kazakh language proficiency;
- Detailed information about exam requirements and passing scores is available on the Kazakh Test website: <http://kazakhtest.kz/en/>.

### ADMISSION TO NON-DEGREE PROGRAMS

There are several opportunities to study at KIMEP as a non-degree student, including:

- Enrolling as a non-degree student at the time of application, with or without the intent to enter an undergraduate or graduate program in the future;
- Adult learners;
- Visitors to the International Summer School;
- Exchange students;
- Russian or Kazakh language learners.

All these groups receive an official document reflecting their study results in individual courses taken at KIMEP University. However, they do not receive an academic degree or diploma.

#### 1. Non-Degree Study (Undergraduate and Graduate Course Levels)

This option is available to individuals who wish to take courses for personal purposes without intending to obtain a degree. Upon completion of the selected courses, students receive a document indicating

- Course title(s);
- Number of academic credits;

- Grades received.

Successfully completed courses may be transferred to an undergraduate or graduate degree program.

English Proficiency Requirement:

- Mandatory for this group, except for the Russian cohort in the ExMBA program;

#### 2. Non-Degree for Language Learners

This option is available to individuals who wish to take Russian or Kazakh language courses for personal purposes without intending to obtain a degree. Upon completion, students receive a document indicating:

- Course title(s);
- Number of academic credits;
- Grades received.

Successfully completed courses may be transferred to an undergraduate or graduate degree program.

English Proficiency Requirement:

- Not required for this group of non-degree students.

#### 3. Adult Learner Program

This non-degree study option is available to individuals aged 21 and older who wish to audit courses offered by KIMEP University.

Conditions:

- Audit status only (students do not receive a course assessment or academic credits);
- English proficiency verification is not required for adult learners.

#### 4. International Summer School (ISS)

Students are admitted to ISS courses for general education purposes. However, upon completing ISS, students cannot continue studying at KIMEP University unless they undergo the formal admission process for an appropriate program (undergraduate, graduate, or non-degree).

#### 5. Exchange Program

KIMEP University has cooperation agreements with various foreign academic institutions, allowing exchange students to study at KIMEP for one or two semesters, depending on the conditions specified in the

agreement. Selection and enrollment are monitored by the International Relations Office.



## **PART II. FINANCIAL AID SERVICES**

## ADMINISTRATION

### Director

Oxana Shegay, MBA

E-mail: [raxaus@kimep.kz](mailto:raxaus@kimep.kz)

### MISSION

Customer care and a personalized approach are 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 each type of financial aid are set in the Financial Aid program for a particular Academic Year and approved by the President's Cabinet.

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 depend on their criteria and the 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 KIMEP University or other administrative bodies.

KIMEP University strives to educate students who are academically qualified regardless of their financial means. KIMEP University works in a variety of ways to support students through corporate donations and sponsorships, our funds, trilateral agreements between industry and students, student work opportunities on and off campus, and a 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. A scholarship award does not guarantee admission to 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 the 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 the criteria. In addition, the Financial Aid Office may inform students about the availability of external financial aid through social networks/website announcements/e-mails. KIMEP University is grateful to all sponsors and donors who continued to help and support the academic and institutional development of KIMEP University over these years.

If some company would like to pay tuition fees 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 students' academic merit achievements, KIMEP University's strategy is to lift 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, on the KIMEP University website, and in other printed 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 a 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 submitted after the deadline.

If a student faces force majeure 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 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 in the KIMEP University budget.

### **ELIGIBILITY CRITERIA**

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

Non-degree students who applied for undergraduate or graduate degrees in the particular year are eligible for consideration for scholarships/financial aid offered for

current students for that particular year. Scholarship/financial aid awards will be provided only to admitted degree students. In case an awarded student is not admitted, the award will go to the next student on 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 a probation period could be provided (depending on the type of aid) for that semester. They are welcome to apply again at the end of the academic year if they 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 shops, dormitories, student club auxiliary services, and other various departments and faculty offices. Students may work no more than 20 or 30 hours per week performing different duties (for Undergraduates and Graduates accordingly). Students are paid hourly according to the manning table. The Work-Study program gives students the opportunity not only to earn but also to provide the student with valuable work experience in the University environment. The experience may later give students an advantage in entering the employment market and benefit them in salary competition.

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

All departments/units and Faculty themselves should be invited to interview selected candidates and choose among them the required candidate(s) to work.

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

**ELIGIBILITY CRITERIA FOR ASSISTANTSHIP:  
Qualifications for Office Assistants (OAs):**

- 1) 2nd, 3<sup>rd</sup> and 4th year Undergraduate students and all Graduate students;
- 2) GPA at least 2.50.

**Qualifications for Research Assistants (RAs):**

- 1) 3rd- and 4th-year undergraduate students and all Graduate students;
- 2) 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 the determined eligibility criteria for students who are looking for part-time jobs on campus as student assistants, there is an application form at the Student Portal with personal information (questionnaire). The application can be found on [my.kimep.kz](http://my.kimep.kz) → Finances → Financial Aid → Part-Time work.
- 2) Eligible students' list (Faculty/Staff). Faculty/Departments consider students from the link generated by the Financial Aid Office and invite student(s) to interview, choosing the required candidate(s) for part-time work as student assistants. The only students who are eligible for work will be on the list 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 the KIMEP University HR Office (CVs, interview forms, offer forms, etc.). Further, from their part, the HR Office works with employers on further related questions (contract, conditions, salary rate, etc.).

*\*Every Academic Year, conditions, special orders of hiring, etc. are subject to change concerning the ongoing on Academic Year, based on the Orders from the President's Cabinet or its Representatives (if any).*

**GENERAL RULES THAT GOVERN FINANCIAL ASSISTANCE**

These general rules and regulations govern internal financial assistance, as well as external ones if a donor does not specify another. 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.
- 2) The financial assistance could be in the form of a scholarship/grant/financial aid/discount and may provide a full or partial tuition waiver with a duration from one semester only to the whole period of study for degree completion.
- 3) Each academic year consists of consecutive Fall, Spring, and Summer semesters. One-year scholarships distributed during the academic year (in/after the Fall semester) are valid only for the remaining period following the award (Spring and/or Summer semesters). Any financial assistance awarded for the completion of a degree is limited to a maximum of 4 consecutive academic years for undergraduate students and 1-2 consecutive academic years for graduate students.
- 4) English proficiency is regulated by the English Proficiency Level Definition Policy stated in the Catalog and evaluated based on internationally recognized English language proficiency certificates accepted by KIMEP University.
- 5) All prospective students applying for scholarships (including KIMEP Fast Track, International, those who attended KIMEP's Provisional Program, etc.) must submit valid international English language proficiency certificates (such as IELTS, TOEFL, Duolingo, or other internationally recognized certificates) in accordance with the admission requirements or specific scholarship requirements, if applicable. Certificates must be valid at the moment of submission to KIMEP University. IELTS certificates should not exceed two years from the date of issue.

- 6) Unless otherwise stated, the minimum passing score for scholarship criteria—interviews, essays, contests, GPA, KTA, etc.—is 50% out of the 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.
- 7) Colleges determine the content, topic, and volume of essays/interview forms.
- 8) Current students with incomplete grades received during the Academic Year before the award (including Fall, Spring, and Summer semesters) are not eligible for any graduate or undergraduate scholarships for current students. Exception: Graduate thesis with the confirmation from the Dean's office.
- 9) 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 a particular semester or Academic Year. A student cannot receive financial aid that exceeds the total amount of tuition for a semester, academic year, or degree.
- 10) A student may receive one 100% scholarship to cover one bachelor's degree and is not eligible for any other KIMEP University undergraduate scholarship, full or partial. A student may receive one 100% scholarship to cover a master's degree and is not eligible for any other KIMEP University graduate scholarship, full or partial. In case a student was previously awarded a 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.
- 11) Each scholarship has its duration and cannot be prolonged.
- 12) 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 the student's account and is reflected in the Payment Report from the moment when the full-time academic load is obtained in the Fall and Spring semesters and any academic load in the Summer semesters.
- 13) 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.
- 14) 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 the particular academic year. However, a student may take more credits at their own expense, paying for them in accordance with the Academic Calendar. Usually, the credit limit is set at the beginning of the academic year. Students are informed via e-mail if a credit limit has been set.
- 15) The recipient must register for courses in the first semester following the award; financial assistance will be terminated if no registration takes place.
- 16) In order to register for Fall and Spring semesters, a recipient of financial assistance must pay all fees, payments, and 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 with the Academic Calendar deadlines. (e.g., the amount of the scholarship is 75% of the tuition fee; taking into account the number of registered courses, the recipient must pay 1/3 of the remaining 25% of the tuition fee to register for the Fall or Spring semester).
- 17) Unless otherwise stated, financial aid does not cover any withdrawn, retaken, or academic withdrawals ("AW") or "0" credit courses, late payment fees, late registration fees, or other fees, fines, dormitory and library deposits, etc. for which the 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 immediate effect, and the student will not be required to reimburse KIMEP for the courses taken up until that point or for other benefits of the awarded scholarship package.
- 18) Some scholarships may cover foundation courses.
- 19) In order to keep the financial assistance during the whole period of its validity, the recipient has to keep a certain minimum overall GPA each semester as required by the particular financial assistance. The minimum overall GPA requirement is stated in the letter of award. The recipient must keep a full-time status in Fall and Spring semesters: registration

minimum of 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 students in the final semester of study

- 20) If a recipient of financial assistance is going to participate in an exchange program, he/she has to register full-time and transfer back to KIMEP University for at least 4 courses or 12 credits (for undergraduates) and at least 3 courses or 9 credits (for graduates) in the Fall or Spring semester. Students who go on exchange programs will be provided with tuition fee coverage only, regardless of the scholarship package. Other components of the scholarship package, such as stipend and library/dormitory/transportation fee coverage, will not be provided. Tuition coverage for the Exchange program is based on the number of credits transferred from the Exchange Program toward the student's degree at KIMEP. If a 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 toward the student's degree as well.
- 21) Provision of financial assistance cannot be considered if the student no longer meets eligibility criteria. If the overall GPA falls below the requirement, a scholarship will be suspended. A student has to raise their GPA up to the required level in order for the scholarship to be reinstated. For scholarship probation, see the paragraph Scholarship Probation and Suspension Policy.
- 22) If the 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.
- 23) The submitted student's information is retained by KIMEP University and can be used for any future references.
- 24) 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.

- 25) KIMEP University reserves the 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 the decision of the Disciplinary Committee, President's Cabinet, or other authorized body. The financial assistance provided by external funds or companies is an exception to this rule.
- 26) The following conditions can serve as an automatic disqualification of a student from any type of financial assistance: Academic probation, decision of the 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.
- 27) 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 the responsibility of a student to be acknowledged with information that is published in the Catalog, on the University's website, or sent to the student's university e-mail. The student is considered to be acquainted with the information published in the Catalog, website, and/or sent to the student's university e-mail.
- 28) Students should contact the Financial Aid Office (#203, Valikhanov bld.) to find out about updated information on scholarships/grants/financial aid. Awarded students are advised to consult with the Financial Aid Office before making any changes in academic, financial, or other areas related to their studies at KIMEP University (withdrawing courses, transferring between programs, applying for an exchange program, receiving an "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 a signed acceptance letter to the Financial Aid office within a 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 improve their academic standing. Students must meet 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 at the 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 their GPA above 2.33 yet 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 shall 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 e-mail 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 owing any outstanding amount on the Friday of the thirteenth week.
  - 1) Withdraw (administrative withdraw) from registered classes, i.e. the student won't be able to attend classes, submit assignments, and sit final examinations.
  - 2) 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) 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.

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;

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 shall 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

- 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:
  - 2.1. Partial Refund: for course(s) currently being taken.
    - a) 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;
  - b) Students wishing to complete this/these course(s) anyway, may do so. No refund in this case;
  - c) Students wishing to apply for a partial refund should comply with the following:
    - Stop attending this/these course(s) beginning the date of the credit transfer decision;
    - File a request with the Registrar Office no later than three working days of the date of the credit transfer decision. No late requests allowed.
  - d) Refund timing & processing follow general rules/procedures mentioned above in the Refund Policy sub-chapter.
- 2.2. **No Refund:** for fully completed course(s) with assigned final grade(s).

### **PART III. REGISTRATION AND ACADEMIC POLICIES**

## ADMINISTRATION

### Registrar

Uvassilya Samuratova, MBA

E-mail: [database@kimep.kz](mailto:database@kimep.kz)

### Deputy Registrar

Rano Pakhirdinova, MBA

E-mail: [rano@kimep.kz](mailto:rano@kimep.kz)

## 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](http://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.

|    |          |
|----|----------|
| D- | 50 - 52  |
| F  | below 50 |

| Grade | Under-graduate | 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  |

## 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," while an earned grade of C- or lower is recorded as "F."

A grade of "Pass" earns credits that may count towards graduation. However, it has no grade points and is not included in the calculation of the GPA.

A grade of "F" earns no credits and 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.
- A maximum of 3 credits per semester and 6 credits within a degree can be taken under the Pass-Fail option.
- The Pass-Fail course must be a free elective and not a required component.
- Written permission from the department offering the course is required.
- Students must submit a signed Pass-Fail form to the Registrar's Office by the end of the registration period.
- Without a submitted form, the Pass-Fail option is not valid.
- This option is not available to graduate students.

### **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 course(s):

- Recorded on the transcript with the notation "AU".
- Not included in the calculation of the GPA.
- The grade of "AU" is automatic. The instructor cannot assign any other grade.
- 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.
- 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 "I" 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.

Documentary proof may be required from the student as evidence to justify assigning the "I" grade. The decision whether to award the "I" grade is made by the course instructor.

In issuing the "I" 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 "I" 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 "I" grade is the seventh week of the next full semester following issuance of the incomplete. However, the instructor may assign a shorter deadline. The instructor

must formally communicate this deadline to the student at the time of issuing the “I” grade (for example, via KIMEP University e-mail). The “I” 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”:

- assigned 0 (zero) credits;
- has no grade points;
- 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.

At the time an “I” grade is awarded, the student must be achieving a passing average in the portion of the course assignments already completed. An “I” grade cannot be granted solely to help a student avoid failing a course or receiving a poor grade. It may only be awarded if the student has achieved a passing grade based on at least 60% of the course requirements. Additionally, an “I” grade cannot be used to allow a student to complete extra credit work or to provide additional time without 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 University before the time limit, the Dean will assign another faculty member to evaluate the remaining coursework and to convert the “I” 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 “I”. In such cases the student must register for the course again and pay the regular tuition fees.

Prolongation of “I” 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 “I” 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 and instructor cannot assign any other grade.
- Is assigned 0 (zero) credits and cannot count towards graduation.
- Has no grade points and is not included in the calculation of the GPA.
- 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 E-MAIL 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 the online form “hardship withdrawal” (“HW”) at the Students’ Portal, and receive approvals from the Program Manager and the Dean of College.

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:

- Withdraw (AW) with “AW” grade from registered classes, i.e. the student will not be able to attend classes, submit assignments, and sit final examinations.



- Withdraw (AW) 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 progress submission must be completed by the 7th week of classes; 2nd progress submission deadline by the 13th week of classes and final progress submission deadline by 16th week (Final Exam period) as per the approved academic calendar.

**Summer 1** courses must include at least one progress submission 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.

2. 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.
3. An instructor, whose class had more than 30 students, has an additional seven (7) days for grading and giving feedback. However, please note (5.) 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.
4. 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.
5. 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 (4.) 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 POLICY**

An appeal is a process by which a student requests that the instructor reconsider a decision or mark awarded for an assignment.

- a) Students may appeal any graded assignment given by the instructor. The acceptance of a grade does not limit the student's right to pursue an appeal within the provisions of these regulations.
- b) Students are encouraged to meet with faculty any time during the semester if they have inquiries or questions.
- c) Disagreement with the academic judgment of the instructor in assessing an individual piece of work or in reaching a decision on a student's progression or on the final level of award, based on the marks, grades, and other information relating to a student's performance, cannot in itself constitute grounds for a request for reconsideration by a student.
- d) Situations of proven academic dishonesty are not eligible for appeal process.

### **GROUND FOR APPEALS**

Appeals would be considered only under the following circumstances:

- An assignment mark contains an arithmetical or other error of fact.
- The student's grade does not adhere to the syllabus assessment grading system.

### **PROCEDURES FOR APPEALS**

During the appeal 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.

There are eight 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.

2. 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.
3. If the student believes that the faculty response to the inquiry does not resolve his/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 Academic Integrity committee, who will convene a meeting with the committee members to review the student's grade appeal.
4. If sufficient evidence is provided by the student, then the College Academic Integrity Committee will reconsider a decision or mark awarded for an assignment or a decision on unfair practice by the instructor.
5. The College's Academic Integrity 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.
6. The College's Academic Integrity committee will determine the final outcome of the student's grade appeal. That decision is not subject to further appeal.
7. The student will be notified in writing of the outcome of the College Academic Integrity Committee hearing. Full reasons for the decision on the appeal must be provided in the outcome letter by the Chair of College Academic Integrity Committee.
8. Where applicable, following a successful appeal, the Chair of the College Academic Integrity Committee will take all necessary steps to ensure the student's record is amended to reflect the decision of the Committee via the KIMEP University Final Grades Intranet portal.

**\*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.*

## CONFIDENTIALITY AND NON-DISCLOSURE

KIMEP University forbids the disclosure of any part of an appeal being made public for any reason by either the student or any member of the appeals processes to

ensure the confidentiality of the material and those involved in the process.

## APPEAL EXAMPLES

### Valid Examples

1. *Error in grade calculation:*  
A student reviews their course grades and notices that the final grade recorded in the system is 65%, but when all individual assignment and exam marks listed in the gradebook are added and weighted according to the syllabus, the total should be 75%. The student submits a detailed grade breakdown showing the miscalculation and requests a review for an arithmetical error.
2. *Irregularity in the assignment process:*  
The wrong version of the test paper was uploaded on Moodle, leading to inconsistent marking criteria being applied across sections. The student provides screenshots showing the issue.
3. *Exceptional personal circumstances:*  
A student was hospitalized unexpectedly the night before a major submission and could not inform the instructor in time. The student now submits medical documentation with the appeal. Decision whether to accept/ not to accept provided documentation remains at the discretion of a faculty member.
4. *Appeal against an unfair practice decision:*  
A student was found guilty of plagiarism but claims the Turnitin similarity report was misinterpreted. The student provides evidence of proper citations and drafts to demonstrate independent work.
5. *AI-related academic misconduct appeal:*  
A student was accused of using AI-generated text but can demonstrate originality with drafts and tool history.

### Invalid Examples

1. "I think I deserve a higher mark because I worked hard."
2. "I need a higher mark because I am on scholarship."
3. "My classmates received higher grades than I did."
4. "I missed the deadline, but I didn't have time to tell anyone."
5. "The assignment was too difficult."

6. "I think the instructor is being unfair to me."
7. "I worked hard on my assignment, so I deserve a higher grade."

### FREQUENTLY ASKED QUESTIONS (FAQs)

1. *Who should I contact first if I believe there has been an error in my grade?*  
Start by discussing the issue with your Course Leader as soon as possible. Many concerns can be resolved informally before submitting a formal appeal.

2. *How soon must I submit an appeal after receiving my grade or decision?*  
Appeals must normally be submitted within 72 hours of the official publication of results or notification of an academic misconduct decision.

3. *What evidence should I include with my appeal?*  
You should provide clear and verifiable evidence, such as:
  - 1) Copies of graded rubrics, feedback, or correspondence with the instructor
  - 2) Medical or official documents (for personal circumstances)
  - 3) Screenshots or files showing errors or irregularities
  - 4) Drafts or tool logs (for academic misconduct cases)

4. *Will my instructor be informed of my appeal?*  
Yes. The Course Leader and Department Chair will be notified of any formal appeal that proceeds to be reviewed. They may be asked to provide clarification or documentation to support the review process.

5. *What happens once my appeal is submitted?*  
Your appeal will first be reviewed for completeness and validity. If sufficient grounds exist, it will be referred to the College Appeals Committee, which may request additional information or evidence before deciding.

6. *Can I appeal just because I am unhappy with my grade?*  
No. Disagreement with the instructor's academic judgment alone is not considered a valid basis for appeal.

7. *Will my grade go up or down because of the appeal outcome?*

Grades may be raised, remain unchanged or lowered after a review, depending on the findings.

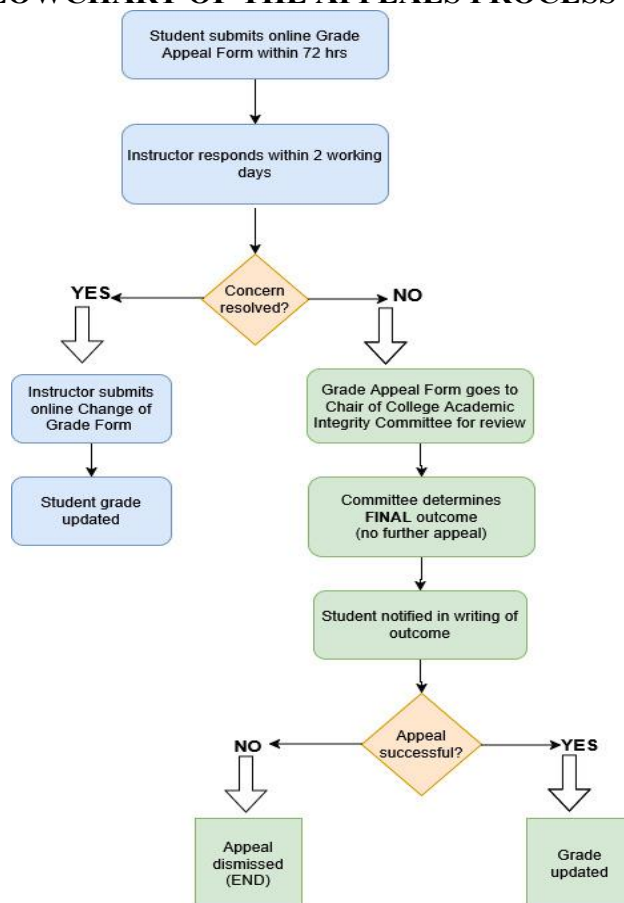
8. *What if I accept my grade but later find an error?*  
You may still appeal within the permitted timeframe. Accepting the grade does not waive your right to appeal under the provisions of this policy (see point 4 above).

9. *Will appealing affect my relationship with my instructor?*  
No. The appeal process is academic and procedural, not personal. All appeals are handled professionally and confidentially.

10. *Can I have someone assist me during the appeal process?*

Yes, you may seek support from an Academic Advisor or Student Services, but they cannot act on your behalf during the appeals process.

### FLOWCHART OF THE APPEALS PROCESS



## GRADE POINT AVERAGE (GPA)

To calculate the grade point average (GPA) 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. This total is the “Credit-Hour Value” (CHV). The CHV is then divided by the total number of credits, yielding the GPA.

### Example Calculation

| Course Name              | Grade | Grade Points | Credits | CHV                     |
|--------------------------|-------|--------------|---------|-------------------------|
| History of Civilizations | A     | 4.00         | 3       | $4.00 \times 3 = 12.00$ |
| Kazakh Language          | B     | 3.00         | 2       | $3.00 \times 2 = 6.00$  |

**GPA Calculation:** CHV (18.00)/Total Credits (5) = 3.60 GPA

Two calculations of the GPA are listed on the student’s transcript:

1. **Semester GPA** – Calculated based on grades from courses taken in a specific semester.
2. **Cumulative GPA** – Based on grades from all courses taken since 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.

GPA is not calculated for exchange or 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.

“**President’s List**” - all full-time students, undergraduate or graduate, with a semester GPA of 4.0 or higher.

“**Dean’s List**” - all full-time students, undergraduate or graduate, with a semester GPA of 3.75 or higher.

At graduation, KIMEP University recognizes students with outstanding academic performance by conferring a degree with honors. There are three levels of honors:

1. **Summa Cum Laude** (With Highest Honors) – students with GPA of 4.25 or higher.
2. **Magna Cum Laude** (With High Honors) - students with GPA of 4.15 or higher.
3. **Cum Laude** (With Honors) - students with GPA of 4.00 or higher.

Graduating with honors is noted on the student’s transcript and is printed on the Diploma. Honors applies to both undergraduate and graduate students.

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+
- with 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)
- has no retakes within the degree.

History of Kazakhstan is not considered as State Exam for “Red Diploma”.

However, only 50% of KIMEP University 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: <https://www.kimep.kz/en/> > 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 GPA.

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

## OFFICIAL TRANSCRIPT

The official transcript is the formal presentation of a student's record to the external community. The official transcript contains KIMEP University's 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 University's credit system, course codes and the grading system. A student may request an official copy of the transcript for any purpose at any time upon payment of the transcript fee. Students may request the official transcript online through the registrar's website: <https://www.kimep.kz/en/> > 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 GPA.

## 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:

- 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 University 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 e-mail address on Gmail. Since KIMEP University e-mail system is an official means of

communication, both students and instructors are expected to communicate through it. Because the important announcements, news and messages regarding the academic affairs, student life, campus events or administrative issues are sent to the students' official e-mail, all students are expected to check their student e-mail on a regular basis (at least daily), and any communication sent to them by the administration or faculty is considered to be received and read by the students. Both instructors and students are expected to use their official e-mail address for academic communication.

***\*Note:** E-mail addresses are assigned by the Computer and Information Systems Center. The academic communication policy is based on the existing KIMEP University e-mail 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 KIMEP University without having a formal exchange agreement.

## UNDERGRADUATE DEGREE-SEEKING CLASS STANDING

**Freshman** – refers to a student during his/her first academic semester 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 (Freshman) |
| 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 through the [Student Portal](#).

### ACADEMIC PROBATION

Students on Academic Probation (AP) are considered as students at academic risk. AP students may register for a restricted number of credits only and cannot be the recipients of 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 GPA is still below 2.0.

An undergraduate student on AP may not register:

- For more than 12 credits equivalents per Fall/Spring semester.
- For more than 6 (six) credit equivalents in a six week of Summer semester.
- While a student on AP 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 AP if the cumulative GPA 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
- For more than 6 (six) credit equivalents in a six-week Summer semester.
- While a student on AP 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 CHSE 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 AP status for one more semester and if is not able or willing to regain good standing will be dismissed from 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, then freshmen, then second year, and first year.

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.

### **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 e-mail system. Tuition is charged accordingly, and course registration is treated as for any other course. If a student fails to register within the given period, the eligibility to register for the course goes to the following student on the waiting list.

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 GPA.

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**

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**

The MES regulations assume the number of contact hours per week equals the number of credits. During the Fall and Spring semesters courses are expected to occur across 15 weeks of class (excluding national holidays, break and finals period).

All faculty members are required to lead and manage the delivery of teaching and supervision of students and student learning of 15 contact hours per credit. Thus, all 3 day per week classes are scheduled for 45 meetings and all 2 day per week courses are scheduled for 30 meetings, exclusive of final exams during the Fall and Spring semesters.

Final exams may not be held on the last day of class as the last day is one of the scheduled contact hours (class periods). The only exceptions are classes that have a final project instead of the final exam.

There is no final exam schedule for short summer semesters. During summer terms the final exams should be held on the last day of classes.

The schedule of final examinations should be available to students at least one month before the end of classes. Departments should submit the information necessary for exams scheduling to Registry Office in September for the Fall semester exams and in February for the Spring semester exams.

When planning the final exams the following priorities shall be followed:

- Large classes, if possible, will be planned for earlier dates of examination session period.
- A student may take no more than two final exams at any day.
- Should a student take two exams at any day, the break between the exams should be no less than one hour.

During the examination session period exams shall take place at all days, including Saturday and Sunday. However, the exams may not be scheduled for national holidays (if any, during the examination session period).

### **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 e-mail 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
- for non-registration (unless a leave of absence form has been submitted).

To voluntarily withdraw from KIMEP University, a student should:

- Apply for withdrawal on-line via Student Portal
- Contact the Dean of Student Affairs
- Settle all debts and obligations with KIMEP University.
- Pay a withdrawal fee if withdrawal is initiated by student
- Retrieve all official documents (such as UNT certificate)
- 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 Admission Office, following the State Standard rules.

## **WITHDRAWAL PERIOD FOR NEWLY ADMITTED STUDENTS**

Newly admitted students have to enroll in the period indicated in their letter of acceptance/Admission order.

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. Students are free to change their program of study at KIMEP University in line with their academic aspirations. A transfer to another program is permitted for both



undergraduate and graduate students, subject to the following limitations:

- Students must complete one full semester.
- Students wishing to transfer from one KIMEP University 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.
- The student has notified the current KIMEP University College and has written permission from the Dean of the receiving College.

The course transfer decision is academic, and the final judgment, decision, and justification are made by the relevant college (number of credits, level of the course, course equivalent in the KIMEP University catalog, etc.).

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.

Students wishing to transfer to BAFL program shall submit valid UNT certificates with specialized subjects corresponding to the state transfer rules and have not less than 75 in total UNT score and not less than 5 points on History of Kazakhstan and two specialized subjects; on Reading Literacy and Mathematical Literacy not less than 3 points.

## **TRANSFER OF COURSES**

### **TRANSFER OF CREDITS FROM INSIDE KIMEP UNIVERSITY**

Credits earned in degree status at KIMEP University are permanent and can be used in any degree program for which the credits are appropriate. Recognition is granted unless substantial differences are proven. Decisions on credit transfer are made by the management team in each department and college. Decisions are academic and based on whether there are substantial differences (e.g., intended learning outcomes, course content, credits) for the transfer of a course. If a course transfer is rejected, the college will provide the student with written justification.

If a credit transfer is not granted, a student may appeal. The student should submit a written appeal with supporting evidence showing there are no substantial differences in the courses. This should be sent to the relevant departmental Chair in the first instance. The Chair will submit their appeal on their behalf to the University Academic Methodological Council. The Council will review the appeal according to the Lisbon Convention. The Council decision is final. The Council will provide the student with a written response to their appeal, setting out the reasons for the decision.

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.

Grades achieved at KIMEP University can be transferred automatically for undergraduate students if they are “D” or better.

All internal transfers should be processed during the admission period.

All internally transferred grades are calculated in the overall GPA.

No transfer credits are allowed for non-degree status.

### **TRANSFER OF CREDITS FROM OUTSIDE KIMEP UNIVERSITY**

Courses completed at other universities in Kazakhstan or abroad can be transferred to KIMEP University.

- There are no restrictions on the number of credits eligible for transfer.



- Recognition is granted unless substantial differences are proven. Decisions on credit transfer are made by the management team in each department and college. Decisions are academic and based on whether there are substantial differences (e.g., intended learning outcomes, course content, credits) for the transfer of a course. If a course transfer is rejected, the college will provide the student with written justification.
- Students admitted by the transfer policy should, where possible, apply for course transfer as soon as possible.
- The application for course transfer must be accompanied by an official course transcript and, where possible, also the course syllabus with intended learning outcomes, which were used when the course was originally taken. Where it is no longer available, a current syllabus with intended learning outcomes can be accepted if the intended learning outcomes have not changed substantially.
- The course need not transfer for the same number of credits as the KIMEP University course.
- If an equivalent course exists at KIMEP University, the transcript will indicate the course code and course title of 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 KIMEP University sponsored student exchange program requires any passing grade in order to be transferred.
- All courses taken by KIMEP students during the exchange program are recommended to be transferred within the semester following the exchange period. In cases where students study abroad for more than one semester, the transfer may be completed after each semester abroad. No letter grade is assigned to transfer courses.
- No transfer credits to non-degree status are allowed.
- No course with “pass” grade is transferred unless the numerical scale for the grade is provided.
- Transfer courses are not considered in the calculation of the GPA.

- One course of Physical Education taken during one semester at another university is equal to two KIMEP University credits.

If a credit transfer is not granted, a student may appeal. The student should submit a written appeal with supporting evidence showing there are no substantial differences in the courses. This should be sent to the relevant departmental Chair in the first instance. The Chair will submit their appeal on their behalf to the University Academic Methodological Council. The Council will review the appeal according to the Lisbon Convention. The Council decision is final. The Council will provide the student with a written response to their appeal, setting out the reasons for the decision.

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 University 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”.

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. Academic Methodological 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 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 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 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:

- 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.
- 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 - sponsored exchange program can be included in the 24 credits.
- Additional credits earned at partner universities can be transferred but cannot be applied to the KIMEP University minimum credits. The thesis and internship normally are supervised by KIMEP University.
- 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\*.

- 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.
- Research, write and publicly defend a master’s thesis.
- 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 Doctoral 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.

### **Eligibility to participation:**

- Graduates from the previous fall semester may participate even though they have already received their diplomas.
- Spring graduates may participate.
- Regular 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:

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

## **PART IV. STUDENT SERVICES AND CAMPUS LIFE**

## ADMINISTRATION

### Dean

TBA

### Executive Director

TBA

### Director of International Office

Nailya Demirdogen

E-mail: [international@kimep.kz](mailto:international@kimep.kz)

### Director of Student Learning Support Center

Aigul Taiteliyeva, MA

E-mail: [a.taiteliyeva@kimep.kz](mailto:a.taiteliyeva@kimep.kz)

### Director of Residence Life and Housing Department

Assel Tokina, MA

E-mail: [atokina@kimep.kz](mailto:atokina@kimep.kz)

### Medical Center Doctor

Aigul Kussainova

E-mail: [med.center@kimep.kz](mailto:med.center@kimep.kz)

### Director of Sport Center

Yergazy Orazaliyev

E-mail: [erik@kimep.kz](mailto:erik@kimep.kz)

## STUDENT AFFAIRS DIVISION

The Student Affairs Division oversees and facilitates a broad range of co-curricular programs and support services designed to enhance student engagement, development, and well-being. The division comprises the Student Affairs Office, International Office, Student Learning Support Center, Residence Life and Housing Department, Medical Center, and Sport Center, each playing a vital role in enriching the student experience and contributing to a vibrant campus community.

Through academic support initiatives, student life programs, and wellness services, the division actively contributes to the fulfillment of the University's mission. It collaborates with academic units to cultivate well-rounded individuals by promoting students' general welfare, leadership development, and personal growth.

The division provides a diverse range of services and activities, including:

- Academic support through advising and learning resources;
- International student services and mobility programs to facilitate global learning experiences;
- Residential life programs that create a supportive and inclusive living environment;
- Health and wellness services that promote well-being of the University community members;
- Extracurricular and recreational events to enrich students' experience;
- Student engagement initiatives such as orientation sessions, student organizations, and cultural and special interest events.

## OFFICE OF STUDENT AFFAIRS

The Student Affairs Office plays a key role in the promotion of student engagement and development by implementing the University's student development concept and ensuring the quality of co-curricular and extracurricular activities. The office encourages students to actively participate in social and community initiatives, supports the establishment and coordination of student organizations, including the KIMEP Student Association (KSA), and promotes student self-governance. It organizes diverse events and activities that address a wide range of interests, aiming to maximize student participation and engagement. Additionally, the office helps students develop leadership and organizational skills through involvement in self-governance and extracurricular initiatives, creating a dynamic and inclusive campus environment.

## 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, at the beginning of the Fall Semester, the KSA members elect the KSA Cabinet, which 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 and 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.

**KSA Cabinet policies** [https://my.kimep.kz/Campus/KSA%20Election/cabinet\\_policies.aspx](https://my.kimep.kz/Campus/KSA%20Election/cabinet_policies.aspx)

**KSA Cabinet meeting minutes:**  
[https://my.kimep.kz/Campus/KSA%20Election/cabinet\\_minutes.aspx](https://my.kimep.kz/Campus/KSA%20Election/cabinet_minutes.aspx)

## **STUDENT ORGANIZATIONS**

KIMEP University offers interesting and unforgettable extracurricular activities. Around 50 student organizations of very different nature with the goal to make the 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), Buddies of International Students, Art Revolution, KIMEP Fashion Industry. "KIMEP Times" student organization issues their magazine on a regular basis. Students also organize intellectual challenges and competitions, parties, games, cultural festivals and art exhibitions on and off campus. KIMEP University student life is an excellent platform for student's personal growth and life success. See <https://www.kimep.kz/current-students/en/organizations/> for an additional information on student organizations.

## **STUDENT ACTIVITY FEE EXPENDITURES GUIDELINES**

The Student Activity Fee 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) pay Student Activity Fee. For more information, see SAF Policy document available at [https://my.kimep.kz/Campus/KSA%20Election/cabinet\\_policies.aspx](https://my.kimep.kz/Campus/KSA%20Election/cabinet_policies.aspx)

## **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 the 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 partnerships with over 160 higher educational institutions in Europe, North America, CIS, and Asia to offer comprehensive academic mobility, dual degree and international summer programs, internships, and international research projects.

The pandemic and geopolitical situation made universities 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 the success and safety of incoming and outgoing e-mobility, regular mobility, and degree/non-degree international students through a comprehensive support program, and ensure data driven approach to strategic planning and reporting.



## **BUDDY PROGRAM**

The 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 helping them overcome the barriers they encounter.

## **ACADEMIC MOBILITY PROGRAM**

The 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 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 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 the English language (average GPA in English language courses min. B (3.0)/IELTS 6/TOEFL IBT 72/TOEFL PBT 523/ Duolingo 95). 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 months 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:

- Submitted online application form;
- Copy of international passport;
- Copy of current official transcript;
- 3\*4 colored photo.

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

- Vaccinations record;
- English Proficiency Proof (Valid result of International English Proficiency Tests or Letter from the home university).

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 internships and master's or PhD thesis if approved by a home university but should be registered for at least 15 ECTS/9 credits for regular mobility program and at least 5 ECTS/3 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**

The 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 KIMEP U to another country for online teaching, research or studying for a limited time.

### **Eligibility Criteria**

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/ Duolingo 95);
- be at least 18 years old (regular mobility only);
- have GPA of 3.00 or higher;
- be full-time degree student;
- Have less than 1 semester of previous exchange experience (regular mobility only).

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 (regular academic program only);
- 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 Cabinet (President, Vice President, Deputy) - 3 points
  - ✓ President of student organization – 3 points
  - ✓ Vice President of student organization – 3 points
  - ✓ Head of student organization' department – 2 points
  - ✓ Member of student organization – 1 point
- Supervisory leadership role within university department – 3 points
- Volunteering at KIMEP – 1 point
- Community service beyond the University community – 1 point.

Not more than one from each category from current level of study.

**Total: 11 points.**

7. Referee recommendation:

- From faculty member:
  - Strongly recommend – 3 points;
  - Recommend – 2 points;
  - Recommend with reservation – 1 point;
  - Don't recommend – 0 points;
- From staff member – 2 points
  - Recommend – 2 points;
  - Recommend with reservation – 1 point;
  - 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

The 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:

1. GPA - up to 4.33 points;
2. Absence of previous exchange experiences - 1 point;
3. Presence of previous exchange experiences - 0 point;
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.**

2. 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.**

3. Proof of community service:

- Membership in KSA Cabinet (President, Vice President, Deputy) – 3 points;
- President of student organization – 3 points;
- Vice President of student organization – 3 points;
- Head of student organization' department – 2 points;
- Member of student organization – 1 point;
- Volunteering at KIMEP – 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.**

4. Referee recommendation:

From faculty member:

- Strongly recommend – 3 points;
  - Recommend – 2 points;
  - Recommend with reservation – 1 point;
  - Don't recommend – 0 points;
- From staff member – 2 points

- Recommend – 2 points;
- Recommend with reservation – 1 point;
- Don't recommend – 0 points;
- From KSA government or student organization - 1 point.

Not more than one category

**Total: 6 points**

5. 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.
- 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.

### **Course approval procedure**

- Submit an online course pre-approval form to the relevant college;
- Download the course syllabi (or course description, if syllabus is not available) of the partner university.

### **Payment procedure for the exchange program**

1. The exchange student has to register at KIMEP U for an exchange program and pay the KIMEP tuition fee. Scholarship holders and tuition waivers are exempted from paying the fees;
2. All fee-paying exchange students (bachelor, master, and PhD) are expected to register for at least 9 credits (15 ECTS) in the exchange program at KIMEP;
3. Bachelors, masters and PhD degree students who are scholarship/discount/waiver recipients are expected to register for at least 9 credits (15 ECTS) in the exchange program at KIMEP.

### **Course transfer procedure after studying at a partner institution**

1. All courses should be pre-approved at KIMEP.
2. Courses are transferred according to the verified transcript from the partner university.
3. Courses with grades above Fail at the host university will be transferred to KIMEP. For bachelors, the passing score is “D-” and above; for master students, “C” and above; and for doctoral students, “B-” and above, unless otherwise provided by KIMEP college policy.

4. There is no refund for failed courses.
5. If a bachelor's, master or PhD degree student who is on scholarship/discount transfers less than 9 credits (15 ECTS), he/she will pay for the remaining credits.
6. The maximum number of credits transferred per semester is 18 (30 ECTS).
7. All courses taken abroad must be transferred within the semester following the exchange period.

## **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's 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, should have a solid command of English language (valid IELTS certificate (5.5), valid TOEFL IBT (57-69), valid TOEFL paper based (475-522), valid Duolingo (95)). Applicants currently enrolled at KIMEP who have successfully completed their English (including foundation) courses as part of their degree program may instead submit an official proficiency confirmation letter from the College of Human Sciences and Education.*

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:**

A call for applications with requirements and deadlines is announced a minimum of 1 year prior to the expiration of a 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's 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 achievement:**

- 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 excluding mobility certificates:**

- 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 excluding mobility certificates:**

- 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 point;
  - Don't recommend – 0 points;
- From Top Management:
  - Strongly recommend – 3 points;
  - Recommend – 2 points;
  - Recommend with reservation – 1 point;
  - Don't recommend – 0 points.

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

- From a colleague of another department:
  - Strongly recommend – 3 points;
  - Recommend – 2 points;
  - Recommend with reservation – 1 point;
  - Don't recommend – 0 points;

**Total: 9 points max**

7. Vulnerability: Special needs according to the data from Medical Office – 5 points.

**Total: 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.
- 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 the 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 Student Learning Support Center (SLSC) was established to serve a broad scope of student needs, ranging from individually structured assistance and services to specialized, comprehensive support systems. The major goal of the Student Learning Support Center is to ensure the retention, success, 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 students and parents' advising and support. Involve students in academic and extracurricular activities.
- 1) Ensure freshmen students' success and retention through orientation and social adjustment to college life;
- 2) Enrich the learning support program to ensure the academic success of freshmen and senior students;
- 3) Strengthen data-driven approaches to students' success and retention.

**ADVISING AND ORIENTATION PROGRAM**

The Advising and Orientation Program is a first-year initiative designed to welcome new students and their parents to the KIMEP University community that offers a series of carefully planned activities and workshop/webinar sessions to support new students and their parents as they begin their journey at KIMEP University.

Orientation is a crucial intervention service, helping incoming students acclimate to their new environment and make a more successful transition to college life. The Program Orientation Day helps to bring in students through carefully planned team-building exercises. The Orientation Program starts in June and continues throughout the academic year and consists of a number of different events and activities, including Orientation webinars.

During this program, orientation leaders, deans, and active students gradually introduce participants to life at KIMEP. Students and their parents learn about the wide variety of academic resources, student activities, and services available at KIMEP. They also have many opportunities to ask questions as well as learn about the campus culture and student life.

The program benefits are:

- Personal – enhance students’ self-confidence, helping them to define their beliefs, values and goals;
- Academic – assist students in identifying effective learning approaches, setting academic goals and how he/she is going to achieve them;
- Social – build students’ awareness of others and the importance of different team roles;
- Professional – help students to be more strategic in developing skills for future 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 or denied the benefits of any University program or activity.

SLSC supports KIMEP students with special needs by contacting them via e-mail and/or phone to offer individualized academic placement and priority registration. Students would be encouraged to communicate directly with faculty, and if they are not comfortable doing so, the SLSC Coordinator could serve as a liaison between the student and faculty.

### **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 help arrange adequate time between classes and ensure that classes are scheduled in the easily accessible facilities.

### **LEARNING SUPPORT MAINTAIN STUDENT PROGRAM (LSP) FOR UNDERGRADUATE STUDENTS ON ACADEMIC PROBATION AND AT RISK**

The aim of the Student Learning Support Program is to assist students in retaining good academic standing at 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 SLSC established the following strategies:

- Identify freshmen at risk of online or offline academic failure (English proficiency, math skills, UNT score, etc. at entry level) before their first semester begins. Contact each student and assign a peer tutor to the student who will meet with the student on a weekly basis to hold the student accountable and conduct tutoring sessions according to their request;
- Require all faculty who teach freshmen courses to submit Early Alert Reports after the third week of study on attendance, performance, and skills deficiency;
- Provide all at-risk freshmen, at-risk students with less than 30 credits earned and AP students with individual counseling, early alert intervention, and tutoring sessions.

Undergraduate students placed on AP or at-risk statuses and students with more than one “F” or “W” in one semester have to attend the learning support tutoring sessions.

### **EARLY ALERT INTERVENTION SYSTEM**

The Early Alert Intervention System has 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 third week of study each regular semester.

Program requirements:

- Be enrolled for current semester;
- Assigned to the individual/group tutoring sessions;
- Attend at least 10 tutoring sessions per semester.

### **PEER TUTORING PROGRAM**

#### **Program Description**



The 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 SLSC and completed a tutor training program conducted by the SLSC. Tutors are trained to help students to understand the fundamental concepts and acquire problem-solving, critical thinking, and research skills. However, the student is expected to put in his/her effort to learn the course materials on their own, attend lectures, and make home assignments by the deadline.
- A tutor will not directly help students with course assignments, as this would violate academic integrity.
- Small group and drop-in by appointment 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 on the last day of classes.

## **RESIDENCE LIFE AND HOUSING**

Student housing is conveniently located on campus. The Residence Hall may accommodate 406 students. There are comfortable and clean rooms served by a polite and friendly staff. The Residence Hall also has five laundry rooms, four study rooms & TV rooms, and eight kitchens that are available for student use 24 hours a day. Utilities such as Wi-Fi, electricity, and water are included in the Residence Hall rate. The 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 follows:

- Orphans and special need students;
- Incoming Kazakhstan regional students and international students;

- Exchange students (both graduate and undergraduate);
- Scholarship holders with accommodation coverage;
- Undergraduate and Graduate international students;
- Residential assistants;
- Other returning students.

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

For freshman 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's and 9 credits for master's students, and an 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 Residence Hall.

Students may stay in the Residence Hall during the 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's prolongation of the residency according to the schedule in line with the Eligibility Criteria requirements of the Placement Policy through the Residence Hall online booking system. Please note, placement is not guaranteed after the freshman year.

## **BOOKING POLICY AND ROOMMATE REQUEST**

In order to book a room, a student first should read and sign Residence Hall rules and contract.

The online booking system is available on the Student Portal. Students are required to book a room through the student portal at <https://my.kimep.kz//>. The detailed booking procedure is available at <https://www.kimep.kz/current-students/en/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 KIMEP U. All roommate requests must be mutual – each student must have requested the other. RLHD strives to assign preferred roommates together, and it is usually possible to support roommate preferences. However, if the number of places is limited, the request might be rejected. The 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 a reasonable excuse, then he/she has one more chance to rebook the room one week prior to 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 on 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 from Financial Aid, the International Office, Student Affairs, and Residence Hall representatives.

The Committee's decision is based on the eligibility criteria. High academic achievements, community service, involvement in student life, reference letters, etc. serve as competitive advantages.

Please note, the Residence Hall space is limited, and 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 the preferences of the applicants. Assignment procedures, as well as other housing policies and procedures, are subject to change, and it is the applicant's 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 a student is residing alone or wishes to reside alone in a standard room while there is a shortage of available spaces, he/she is required to relocate to another room with a roommate upon the request of the RH Administration within a timeframe agreed upon with the Administration, but no later than two days.

#### **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 a checkup before moving in. The checkup 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.

If a student's arrival is scheduled during nighttime, holidays, or weekends, they must arrange temporary accommodation in hotels or hostels at their own expense.

#### **ROOM CHANGE**

A room is assigned for the entire regular semester. 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 the “Move Out Asset Handover” form to the RH Administration.

## **RESIDENCE HALL ACCOMMODATION PAYMENT POLICY**

**The semester fee is fixed and does not depend on move-in and move-out dates.**

At the beginning of the regular semester, before move-in, students have two options for paying the residence fee:

1. Pay the semester fee;
2. 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 a 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 the 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, they can send e-mail at [atokina@kimep.kz](mailto: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 their keys or 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 and locks are essential components for the safety and security of students and their belongings. Safety and security are 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 students and the KIMEP 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 on 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 charged 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.

The 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 collecting all needed documents listed below.

### APPLICATION PACK

Required:

- Application form and CV;
- Motivation Letter;

- Unofficial Transcript;
- Reference letter from faculty, administration staff or Student Government;

Optional:

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

## SELECTION PROCESS

The RA Selection committee consists of one representative of the International Office, the Student Learning Support Center, Student Affairs, and Residence Life and Housing Department representatives (including an RH staff member and an 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
- Pre-Screening Interviews
- Shortlisted candidates Announcement
- Second-Round Interviews
- Selection Results Announcement
- Probation Period

## 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 and 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):**

| <b>SEVERE BEHAVIORAL MISCONDUCT THAT LEADS TO DISMISSAL FROM THE RESIDENCE HALL</b> |                                                                                                                                               | <b>SANCTION</b>                                                                                                                                                  |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 and Unlawful Substances (drugs) in Residence Hall.                                                      | 1st offense: Immediate dismissal from Residence Hall and report to SADC                                                                                          |
| 5                                                                                   | Theft of property                                                                                                                             | 1st offense: Immediate dismissal from 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.                                                                                         |
| <b>LESS SEVERE BEHAVIORAL MISCONDUCT</b>                                            |                                                                                                                                               | <b>SANCTION</b>                                                                                                                                                  |
| 1                                                                                   | Arriving at the dormitory under alcohol/drug intoxication                                                                                     | 1st offense: Reprimand letter, a red warning, and report to RHDC<br>2 <sup>nd</sup> 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, and report to RHDC<br>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, and report to RHDC<br>2nd offense: Dismissal from Residence Hall and report to SADC.                            |
| 4                                                                                   | Groundless accusation                                                                                                                         | 1st offense: Reprimand letter, a red warning, and report to RHDC<br>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, and report to RHDC<br>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, and report to RHDC                                                                                                 |

|    |                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                       |
|----|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                                                                                           | 2 <sup>nd</sup> 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,<br>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<br>2nd offense: two red warnings, dismissal from Residence Hall and report to SADC                                                                                                                                                                                                                                    |
| 9  | Having animals                                                                                                                            | 1st offense: Reprimand letter, a red warning<br>2nd offense: a red warning, and report to RHDC<br>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<br>2nd offense: a red warning and report to RHDC<br>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, and report to RHDC<br>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<br>2nd offense: a red warning, and charge from damage deposit and report to RHDC<br>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<br>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<br>2nd offense: a red warning, community service up to 4 hours on campus under the supervision of the Office of Student Affairs<br>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<br>2nd offense: a red warning and report to RHDC<br>3rd offense: a red warning, dismissal from Residence Hall and report to SADC                                                                                                                                                                                                         |

**Note: Other violations that 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 Director of Residence Life and Housing Department (Chair of RHDC), Executive Director of

Student Affairs, 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 a time period of 7 working days until finding suitable accommodation.

In circumstances where a student's conduct reasonably appears to pose a risk to the safety, health, or well-being of the student or others, the Dean of Student Affairs may enact an interim removal from university housing as a precautionary measure.

This interim action does not constitute a disciplinary sanction and will remain in effect only until the University's disciplinary review process has been completed.

## **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 and 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 the 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, carpentry, and others, it is necessary to fill in an online request form located on the 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 University and the state rules.

## **PETS IN HOUSING**

Pets are not allowed.

## **SAFETY**

The tenant is obliged to switch off all electric utilities 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 borne by the tenant. The resident should not leave his/her door unlocked.

## **KIMEP GUEST HOUSE ACCOMMODATION**

The KIMEP Guest House provides temporary accommodation for up to 30 days. It is an apartment in a residential building located on campus, featuring four double-bed guest rooms, a TV lounge, a porch, a kitchen, one WC room, and two washrooms (a bathroom and a 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 until permanent housing is found, visiting faculty teaching at KIMEP for one semester or less, visiting international students conducting research, staff, and guests will be permitted to utilize housing at a rate of 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 CENTER**

KIMEP University 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
  1. 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). The certificate must be submitted to the medical center within two weeks of its closure.

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: Monday to Friday 8-00 AM to 8-00 PM, Saturday 9-00 AM to 2-00 PM, Sunday is a day off. Lunch break from 1 PM to 2-00 PM.

### **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 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, step aerobics, basketball, volleyball, ping-pong, football, strong nation, mind body, badminton, togyz kumalak, corefirst, crossfit and yoga. 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 AV-PSA

For students only:

- GPA of 3 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):

| <b>SEVERE BEHAVIORAL MISCONDUCT THAT LEADS TO DISPATCHED TO THE DISCIPLINARY COMMITTEE</b> |                                                                                                                                                 | <b>SANCTION</b>                                                                                                                   |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 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                                                 | 1 <sup>st</sup> offense: damage expenses coverage, dismissal from the Sport Center and report to SADC                             |
| <b>LESS SEVERE BEHAVIORAL MISCONDUCT</b>                                                   |                                                                                                                                                 | <b>SANCTION</b>                                                                                                                   |
| 1                                                                                          | Smoking is banned (cigarettes, electronic cigarettes, water pipes etc.)                                                                         | 1st offense: Verbal warning<br>2 <sup>nd</sup> 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 counseling<br>2 <sup>nd</sup> offense: dismissal from the Sport Center and report to SADC |

## **PART V. 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. Sexual harassment can take various forms and is generally defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that occurs 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, e-mail 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 and sexual assault. 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.

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 maintains a strict policy regarding events on campus where alcohol is consumed. All such events must comply with university regulations and the laws of the Republic of Kazakhstan. Any violations of this policy will be addressed in accordance with the following procedures:

- The on-duty Security team is responsible for ensuring compliance with university policies. If a violation occurs and cannot be managed by on-duty Security personnel, the Head of Security must be informed immediately. The Head of Security has the authority to take appropriate action to address the situation;
- If a violation presents a significant risk to student safety or university property, and the Head of Security determines that the situation cannot be controlled internally, law enforcement authorities must be contacted without delay. In cases where violations constitute legal offenses under Kazakhstan law, the Head of Security has the right to contact law enforcement immediately;
- All serious violations must be reported to the university administration as soon as possible. The Head of Security is required to submit a formal report detailing the incident to the relevant administrative officials;
- All cases involving students shall be referred to the Student Affairs Disciplinary Committee for review and further action.

### **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 designated trash disposal areas. 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: official reprimand, community service, suspension or dismissal.

### **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. Students are required to inform the Office of Student Affairs at least two weeks prior to hosting any 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.

### **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 cooperate 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 procedures. 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 the student does not wish to 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, the 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 a 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, or termination.

## COMPLAINTS ABOUT STAFF CONDUCT

### Professionalism

Administrative staff are expected to proceed in their daily duties to demonstrate their professionalism with a clear understanding of responsibilities, commitment to respectful, responsive communication, excellence and quality in all they do, and a 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 the quality of service.
- 2) An administrator has the obligation, within the scope of his/her authority, to insure compliance with the KIMEP Core Values.
- 3) An administrator should see students as partners in the construction of knowledge and personal growth;
- 4) An Administrator should promote student well-being, retention, progression, and achievement.
- 5) An administrator should understand the value and impact of services that support students;
- 6) 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;
- 7) An administrator should not create any obstacles and hassles in administrative procedures and be able to

address student inquiries 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.

- 8) An administrator should not involve students in unnecessarily time-consuming, confusing, and unreliable bureaucratic procedures.
- 9) 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 lack an overall roadmap.
- 10) 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 the Clerical Office. Then complaints are submitted to the Human Resource Office. The HR Office reports on the incoming complaint to the Provost.
- **Case review.** This step includes a review of the alleged violation(s) and the associated information and evidence by the HR Head, the Provost, the VPAA, and the 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 by 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 the Legal Office. The KIMEP Disciplinary Committee will be scheduled within 7 working days after the employee has been charged. Committee membership will be on an annual basis and shall consist of 1 member of the HR department, 1 SA representative, and 1 general body staff representative. The chair position is rotating on an annual basis. The secretary is also on a rotating annual basis. The KIMEP Disciplinary committee will review the case with all relevant evidence, will hear witness

statements if any, and will interview the charged individual. Charged individuals must be given the opportunity for an interview by the committee. If the committee has questions 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 all members.

- **Decision.** The decision of the Committee will be released within 5 working days after disciplinary hearings.
- **Appeal Process.** If a 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's expectation that all students adhere to generally accepted norms of behavior, University policies and procedures, and applicable state regulations. The Code outlines examples of non-academic misconduct that may occur on campus, including offenses against persons or property belonging to University or community members, as well as violations related to alcohol, drugs, assaults, and/or weapons.

All members of the KIMEP University community are required to provide truthful and accurate information

during any proceedings related to non-academic misconduct. Providing false or misleading testimony to a University official investigating a complaint, or to any official body reviewing the matter, may result in disciplinary action (Faculty or Employee misconduct cases are reviewed in accordance with the Faculty Code of Practice and Employee Handbook).

KIMEP University will only address non-academic misconduct cases that occur on campus. Violations of published laws, policies, or regulations on campus may lead to appropriate disciplinary action by University authorities. All non-academic misconduct cases must be reported to the Student Affairs (hereinafter, SA) office.

### 1. Reporting and Initial Review of the case

The following reporting procedures comprise the conduct process:

- 1.1. **Complaint Reported.** Complaints should be reported by completing the Incident Report Form and registering it at the SA office. The Incident Report Form is available on the University website under the Current Students page.
- 1.2. **Case review.** This step includes a review of the alleged violation(s) and the associated information and evidence by the Chief Student Affairs Officer (hereinafter, CSAO). These include the report, an explanatory note from a student named in the complaint, witness statements if any, and 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 CSAO and SA Executive Director will meet with the complaining party and explain why the complaint will not be pursued.
- 1.3. **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.

### 2. Disciplinary Hearings

- 2.1. The Student Affairs Disciplinary Committee's (hereinafter, SADC) mandate and membership: The SADC has the jurisdiction to investigate any non-academic student violations of rules and regulations of the institution.

- 2.2. The SADC members shall be one faculty member from each College/School, nominated by the Dean of the respective academic unit, one KSA representative, and the Executive Director of SA. The Executive Director of SA shall be a chair of the committee.
- 2.3. 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 SADC may convoke without the inclusion of students.
- 2.4. 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.
- 2.5. **Eligibility Criteria for Membership:** Members of the SADC shall be selected based on their expertise, impartiality, and commitment to upholding the university's values. Faculty, staff members, and students 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.
- 2.6. The members of the committee shall not have any contact with an alleged student, his/her relatives, or any other advocates before, during, and after the hearings.

### 3. Procedure

- 3.1. 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.
- 3.2. 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.

- 3.3.A simple majority constitutes a decision. The Chairperson has the casting vote in the event of a tie.
- 3.4.The recommendation is submitted to the CSAO, and after her/his review, a decision is made within 3 working days.
- 3.5.If the committee does not recommend suspension or dismissal, the CSAO 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.
- 3.6.If the committee recommends suspension or dismissal, the CSAO passes the report to the office of the 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.
- 3.7.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 a Law School faculty member, the KIMEP U Legal Advisor and a representative of the Registry Department.
- 3.8.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.
- 3.9.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.

#### 4. Actions of the committee

The SADC may recommend one of, a combination of, or other actions including but not limited to the following:

##### 4.1. 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.

##### 4.2. 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.

##### 4.3. 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.

##### 4.4. Reprimand letter

This is an official document that can be issued by the CSAO 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.

##### 4.5. 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.

##### 4.6. 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.

#### 5. Examples of Misconduct\*

##### 5.1. 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                                                                                     | 1 <sup>st</sup> Offense: Suspension.<br>2 <sup>nd</sup> 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) | 1 <sup>st</sup> Offense: Suspension.<br>2 <sup>nd</sup> Offense: Permanent Dismissal from KIMEP University. |

*\*Final recommendations of the SADC will depend on the severity of the violation.*

## **5.2. Behavioral Misconduct that leads to Disciplinary Probation and, after 2<sup>nd</sup> offense, to Dismissal**

|   |                                                                                                                                               |                                                                                                                                                                                                |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Verbally threatening/using abusive language/discrimination of any aspects towards another student or faculty/staff member with harmful intent | 1 <sup>st</sup> Offense: Disciplinary Probation.<br>2 <sup>nd</sup> Offense: Suspension and probability of Dismissal from KIMEP University.                                                    |
| 2 | Groundless accusation                                                                                                                         | 1 <sup>st</sup> Offense: Disciplinary Probation.<br>2 <sup>nd</sup> 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).                                                     | 1 <sup>st</sup> Offense: Disciplinary Probation.<br>2 <sup>nd</sup> Offense: Suspension and probability of Permanent Dismissal from KIMEP University.                                          |
| 4 | Alcohol Intoxication/Possession Unlawful Substances on Campus                                                                                 | 1 <sup>st</sup> Offense: Immediate confiscation of the substance by security personnel. Disciplinary Probation.<br>2 <sup>nd</sup> 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.<br>1 <sup>st</sup> Offense: Disciplinary Probation.<br>2 <sup>nd</sup> Offense: Community service.<br>3 <sup>rd</sup> Offense: Suspension and probability of permanent dismissal. |
| 6 | Vandalism or deliberate damage to KIMEP University property or the property of other individuals                                                                                                               | 1 <sup>st</sup> Offense: Disciplinary Probation.<br>2 <sup>nd</sup> 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.) | 1 <sup>st</sup> Offense: Disciplinary Probation.<br>2 <sup>nd</sup> Offense: Suspension or Dismissal.                                                                                                                                         |
| 8 | Littering On Campus Grounds (This would include the improper disposal of cigarette butts, chewing gum, and other trash, etc.)                                                                                  | 1 <sup>st</sup> Offense: Official reprimand letter.<br>2 <sup>nd</sup> Offense: Community Service.<br>3 <sup>d</sup> Offense: Suspension or Dismissal.                                                                                        |
| 9 | The playing of cards for the purpose of gambling and/or gambling on campus grounds                                                                                                                             | 1 <sup>st</sup> Offense: Immediate confiscation of cards by a KIMEP University Official and an Official reprimand letter.<br>2 <sup>nd</sup> Offense: Disciplinary Probation.<br>3 <sup>rd</sup> Offense: Suspension or Dismissal.            |

**\*Note:** Other actions that are not specified in the list above will also be subject to Disciplinary Committee penalties.

## 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 the 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 the 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 interactions in instructor offices.

## 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 107 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 mandatory, 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 equal more than 20% of classroom instruction, then penalties will be incurred. It is the responsibility of instructors to monitor regular attendance. All attendance policies shall be clearly stated on each course syllabus. Penalties will include reduction of grades, failure of the course, or course withdrawal. This is at the discretion of the College and ultimately, course instructors. In not attending up to 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 and provide appropriate documentation and be granted any accommodation at 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 are 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 schedules 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. Makeup classes are monitored by the department chairs and deans.

When an Instructor cancels a class due to sick leave, a conference trip, or any authorized absence, a make-up class is expected. The class should be scheduled, taking into consideration both the 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:

- Proctors have the right to demand ID cards upon entrance to the examination room or at any time during the exam.
- All coats, bags, briefcases, 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.
- Students 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 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**

The 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**

The 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, or presenting a false identification or fraudulent documents.

**Level 4 incidents** are the 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 the flowchart 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 it is a second offense for a **level 1 violation**, then the instructor informs the 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 that has an impact of more than 10 percent of a grade is automatically **level 2** and must be reported. Normally the report is submitted to the 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 its 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 VI.ACADEMIC UNITS AND DEGREE PROGRAMS**

## ADMINISTRATION

### Associate Dean for General Education

Karina Narymbetova, CSc

E-mail: [nkarina@kimep.kz](mailto:nkarina@kimep.kz)

## 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.

## INTENDED LEARNING OUTCOMES (ILOs)

After completing the General Education program, a student will be able to:

1. Communication and Collaboration: Express ideas effectively in oral and written forms, including engaging in meaningful and respectful discussions and debates, and collaborating constructively with others to achieve shared goals.
2. Critical and Ethical Thinking: Analyze evidence and viewing it from different perspectives, students apply ethical reasoning and creative problem-solving to develop well-reasoned conclusions and sustainable

solutions, while considering the broader impact of their decisions on society, and their responsibilities as informed, ethical citizens.

3. Information Literacy and Research Skills: Identify, evaluate, and integrate diverse sources ethically to construct well-supported arguments and informed decisions for academic and personal purposes.
4. Technological and Digital Competency: Effectively use digital and AI tools and technologies to research, communicate, and solve problems, demonstrating proficiency in a digitally driven society.
5. Quantitative Reasoning: Apply basic statistical skills to interpret data, solve problems, and justify conclusions in academic and real-world situations.
6. Aesthetic and Cultural Insight: Analyze, interpret, and critique artistic and literary works from diverse cultures and time periods, recognizing their role in shaping cultural and individual identity.

## GENERAL EDUCATION CURRICULUM

| Category of Courses                                   | Credits   | ECTS      |
|-------------------------------------------------------|-----------|-----------|
| General Education                                     | 36        | 56        |
| Required Courses                                      | 33        | 51        |
| General Education Elective 2: Citizenship Development | 3         | 5         |
| <b>Total</b>                                          | <b>36</b> | <b>56</b> |

## GENERAL EDUCATION PROGRAM REQUIREMENTS

### I. REQUIRED DISCIPLINES (33 CREDITS/51 ECTS)

| Module                                  | Code    | Course Title                                      | Credits | ECTS | Prerequisites                                                                          |
|-----------------------------------------|---------|---------------------------------------------------|---------|------|----------------------------------------------------------------------------------------|
|                                         | GEN1000 | History of Kazakhstan                             | 3       | 5    | None                                                                                   |
|                                         | GEN2500 | Introduction to Philosophy                        | 3       | 5    | ENG/GEN1100 Academic Speaking <i>and</i><br>ENG/GEN1120 Academic Reading and Writing I |
| Module of Society, Politics and Culture | GEN2501 | Individual, Society, and Politics                 | 3       | 3    | ENG/GEN1121 Academic Reading and Writing II                                            |
|                                         | GEN2502 | Cultural Studies: Kazakhstan                      | 2       | 2    | GEN2500 History of Kazakhstan                                                          |
|                                         | GENxxxx | General Education Elective 1: Arts and Humanities | 3       | 3    | See specific course                                                                    |

|                                         |                                 |                                                                                |   |   |                                    |
|-----------------------------------------|---------------------------------|--------------------------------------------------------------------------------|---|---|------------------------------------|
| Foundations of Information Technologies | GEN1103<br><i>or</i><br>GEN1203 | Digital and AI Fundamentals<br><i>or</i> Business Computer and AI Applications | 3 | 5 | None                               |
| Academic Skills and Communication       | ENG1120                         | Academic Reading and Writing I                                                 | 3 | 5 | ENG0103 Foundation English Level A |
|                                         | ENG/GEN1110                     | Critical Thinking and Study Skills                                             | 3 | 5 | ENG0103 Foundation English Level A |
|                                         | KAZxxxx                         | Kazakh language 1                                                              | 3 | 5 | None                               |
|                                         | KAZxxxx                         | Kazakh language 2                                                              | 3 | 5 | KAZxxxxx Kazakh language 1         |
| Physical Education                      | GENxxxx                         | Physical Education Course 1                                                    | 2 | 4 | None                               |
|                                         | GENxxxx                         | Physical Education Course 2                                                    | 2 | 4 | Physical Education Course 1        |

## II. GENERAL EDUCATION ELECTIVE: ARTS AND HUMANITIES (AHE) (3 CREDIT/5 ECTS)

| Code                                              | Course Title                                      | Credits | ECTS | Prerequisites                               |
|---------------------------------------------------|---------------------------------------------------|---------|------|---------------------------------------------|
| GEN/ASC2106.3                                     | Art and Visual Culture                            | 3       | 5    | ENG0103 Foundation English Level A          |
| GEN/ASC2105                                       | Drawing and Painting                              | 3       | 5    | ENG0103 Foundation English Level A          |
| LING/GEN1101                                      | Fundamentals of Linguistics                       | 3       | 5    | ENG/GEN1120 Academic Reading and Writing I  |
| ENG/GEN2202                                       | Introduction to American Literature               | 3       | 5    | ENG/GEN1121 Academic Reading and Writing II |
| ENG/GEN2201                                       | Introduction to British Literature                | 3       | 5    | ENG/GEN1121 Academic Reading and Writing II |
| GEN/ENG3301                                       | Masterpieces of World Literature                  | 3       | 5    | ENG/GEN1121 Academic Reading and Writing II |
| ENG/GEN2401                                       | Postcolonial and Decolonial Literature of Eurasia | 3       | 5    | ENG/GEN1121 Academic Reading and Writing II |
| ENG/GEN2100                                       | Introduction to Creative Writing                  | 3       | 5    | ENG/GEN1121 Academic Reading and Writing II |
| GEN/JMC2108.3                                     | Introduction to Films                             | 3       | 5    | ENG0103 Foundation English Level A          |
| GEN/TRN2101                                       | Introduction to Translation                       | 3       | 5    | ENG0103 Foundation English Level A          |
| LING/GEN2202<br><i>or</i><br>GEN/CHN/KOR/<br>xxxx | Latin <i>or</i> Other Foreign Language Course     | 3       | 5    | ENG0103 Foundation English Level A          |
| GEN/ASC1102                                       | Mythology and Folklore                            | 3       | 5    | ENG0103 Foundation English Level A          |
| GEN/ASCxxxx                                       | General Education Arts and Humanities Elective 1  | 3       | 5    | ENG0103 Foundation English Level A          |

## III. GENERAL EDUCATION ELECTIVE 2: CITIZENSHIP DEVELOPMENT (3 CREDITS/5 ECTS)

| Code        | Course Title              | Credits | ECTS | Prerequisites                      |
|-------------|---------------------------|---------|------|------------------------------------|
| GEN/PAD2700 | Fundamentals of Sociology | 3       | 5    | ENG0103 Foundation English Level A |



|                      |                                                         |   |   |                                                                                      |
|----------------------|---------------------------------------------------------|---|---|--------------------------------------------------------------------------------------|
| GEN/ASC2114.3        | Cheating, Corruption and Fraud in Society               | 3 | 5 | ENG0103 Foundation English Level A                                                   |
| GEN/ASC2113.3        | Globalization and Sustainable Development               | 3 | 5 | ENG0103 Foundation English Level A                                                   |
| GEN/ASC2204          | Introduction to Language and Society                    | 3 | 5 | ENG0103 Foundation English Level A                                                   |
| COGN/GEN1201         | Introduction to Psychology                              | 3 | 5 | ENG/GEN1120 Academic Reading and Writing I                                           |
| GEN2203              | Diaspora, Identity, and Mobility in Modern Central Asia | 3 | 5 | ENG/GEN1121 Academic Reading and Writing II                                          |
| PSY/GEN1201          | Mental Health and Well-being                            | 3 | 5 | ENG0103 Foundation English Level A                                                   |
| GEN/IRL2510          | Principles of Ethics                                    | 3 | 5 | ENG/GEN1100 Academic Speaking and ENG/GEN1120 Academic Reading and Writing I         |
| GEN/TFL/TRN/COGN3206 | Project Management Fundamentals                         | 3 | 5 | ENG/GEN1121 Academic Reading and Writing II                                          |
| GEN2204              | AI Ethics and Governance                                | 3 | 5 | GEN1103 Digital and AI Fundamentals or GEN1203 Business Computer and AI Applications |
| GEN2205              | Applied AI for Human and Social Sciences                | 3 | 5 | GEN1103 Digital and AI Fundamentals or GEN1203 Business Computer and AI Applications |

**Total for General Education: 36 credits (56 ECTS)**

## GENERAL RULES

### 1. Ministerial Requirements

- General Education courses are taken by all undergraduate degree students, including international students.
- Non-degree students (e.g., international exchange students) are exempt since they are not pursuing a KIMEP undergraduate degree.
- If a non-degree student later enrolls as a regular student, they must complete all courses as required by the Ministry of Science and Higher Education, including the General Education courses.

### 2. General Education Course Completion

- Students must complete their General Education Requirements (GER) by 60 credits.
- If a student reaches 60 credit hours without completing GER, they will be restricted to taking only GE courses until all requirements are met.
- Students must also complete 12 credits of Academic English courses by 45 credits.

- If any issues arise, students are advised to contact the Department of General Education for further guidance.

### 3. Kazakh and/or Russian Language Requirement

- Students must complete 8 credits of Kazakh/Russian language requirements by 60 credits.
- Students who completed Russian-medium schools are required to take 6 credits of Kazakh and 2 credits of Professional Kazakh. Students who completed Kazakh-medium schools must take 6 credits of Kazakh and 2 credits of Professional Russian.
- International students can choose between Kazakh and Russian languages.
- Courses are offered at different proficiency levels (beginner to advanced) based on the previous experience with the Kazakh language learning.

### 4. Physical Education Requirement

- Students must complete a total of 4 PE credits to earn a bachelor's degree.

- Special arrangements are available for students with disabilities or health-related conditions. For more information students should contact KIMEP Medical Center.

## **STATE EXAM FOR “HISTORY OF KAZAKHSTAN”**

The following general rules and procedures apply to the State Exam for “History of Kazakhstan” in effect at KIMEP University since Spring 2013.

### **General Information**

- The State Exam for “History of Kazakhstan” is conducted during the final examination period according to the academic calendar.
- All students enrolled in a bachelor’s program must take the course and pass the State Exam in the same semester
- The written State Exam is the final exam for the course.

### **Exam Organization and Responsibilities**

- The Department of General Education, under the supervision of the CHSE Dean’s Office and in cooperation with the Office of Academic Affairs, is responsible for exam preparation.
- Faculty members teaching the course must develop a unified course structure, including:
  - Course content;
  - Assessment scheme;
  - Syllabus.
- These materials must follow Ministerial standards and be approved by the KIMEP Academic Council.

### **State Examination Commission**

- The State Examination Commission is formed for one academic year and must be approved by the President of KIMEP University.
- The Chair of the Commission must be nominated by November 1 and approved by the Ministry of Science and Higher Education (MSHE) by December 1.
- The Office of the Registrar must schedule a Commission meeting to approve eligible students for the exam.
  - This meeting must take place two weeks before the exam and last no more than six hours.
  - Meeting minutes (online protocol) must be prepared for each student.

- Signed original hard copies must be submitted to the Office of the Registrar in the required Ministerial format (numbered, officially bound, and stamped).
- Additional copies must be kept by the Department of General Education.

### **Grading and Retaking the Exam**

- The grading system for the State Exam follows KIMEP University’s grading scale.
- If a student fails the exam:
  - They must retake the entire course (not just the exam).
  - The student must register and pay tuition fees as with any other course.
  - Attendance, assignments, and exams must be completed from the beginning, and previous coursework cannot be reused.
  - If retaking the course for the third time, the student requires dean approval.
  - A fourth or subsequent retake requires approval from the Vice President of Academic Affairs.
- If a student passes the exam (D- or higher), they are not allowed to retake the course.
- If a student believes their grade is incorrect, they must:
  - Submit an official appeal request to the State Examination Commission for review.

### **State Exam Report**

The Chair of the State Examination Commission must prepare an official report. The report must be:

- Approved by the KIMEP Academic Council
- Submitted to MSHE within one month after the exam’s completion

### **Transfer Credits**

Credits for History of Kazakhstan taken at other institutions will only be transferred if the student has earned a grade of “C” or higher on the State Exam.

## **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:

1. The course being transferred must be sufficiently similar in content to the KIMEP University course description.
2. A grade of “C” or higher must be earned for any course being transferred.
3. Any course being transferred must have at least the number of credits as the corresponding KIMEP University GE courses.
4. No letter grade is assigned to transferred courses, meaning such courses do not figure into the calculation of grade point average.
5. Credits for “History of Kazakhstan” will only be transferred if the student has earned a “C” or higher grade in the state exam.

### UNDERGRADUATE LANGUAGE REQUIREMENTS

English is the medium of instruction at KIMEP University. Upon admission to KIMEP, undergraduate students are placed into an English course according to their level of proficiency, as determined by standardized English language tests (TOEFL, IELTS Academic, Duolingo,

PTE Academic, Cambridge FCE, LanguageCert Academic).

### FOUNDATION ENGLISH

The Foundation English program consists of three proficiency levels, each comprising 225 contact hours. The total number of courses a student is required to complete depends on their demonstrated level of English proficiency at entry.

### Confirmation of Level

Although standardized English language tests are used as the primary basis for placement, newly admitted students will also be assessed during the first week of classes to confirm that the assigned level is appropriate. This assessment is recommended for all new students. Following consultation and with the approval of the Dean of the College, an instructor may recommend that a student move to a higher or lower level. Any such adjustment will be made solely in the best interest of the student.

### Foundation English Placement Criteria and Test Score Equivalencies:

| Level | CEFR   | IELTS Academic             | TOEFL iBT*                                                                    | Duolingo                    | PTE Academic | Cambridge FCE (B2 First) | LanguageCert Academic |
|-------|--------|----------------------------|-------------------------------------------------------------------------------|-----------------------------|--------------|--------------------------|-----------------------|
| UFA   | B1 +   | 5.0 (≥4.5 in each section) | 37-50<br>Reading: 8-11<br>Listening: 8-11<br>Speaking: 14-16<br>Writing: 9-13 | 94 (≥80 in each section)    | 31-38        | 159                      | 50                    |
| UFB   | B1 low | 4.5 (≥4.0 each)            | 26-36<br>Reading: 4-7<br>Listening: 3-7<br>Speaking: 11-13<br>Writing: 4-8    | 60-94 (≥75 in each section) | 24-30        | 140-158                  | 40                    |
| UFC   | A2     | 4.0 (≥3.5 each)            | 14-25<br>Reading: 1-3<br>Listening: 0-2<br>Speaking: 7-10<br>Writing: 1-3     | 10-59                       | 10-23        | n/a                      | n/a                   |

\* Levels are defined in terms of the Common European Framework of Reference (CEFR).

\*\* Standardized tests of English language proficiency (e.g. TOEFL, IELTS, Duolingo, PTE Academic, Cambridge FCE, LanguageCert Academic).

### 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.

### Learning Format and Duration

Classes are typically 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.

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 Foundation level or repeat the course, if necessary. The College Academic Advisors are available to assist students in making appropriate choices.

### Final Results

Students enrolled in Foundation English courses do not receive letter grades. Instead, they are awarded either a Pass or a Fail. In the event of a Fail, the student is required to repeat the course. The minimum passing score for Foundation English courses is 80%.

KIMEP's grade appeal policy applies equally to Foundation English courses. Information regarding the College of Human Sciences and Education's appeal procedure may be obtained from the College Academic Advisors (Room 230, Dostyk Building).

### Concurrent Study Option

Concurrent enrollment is permitted only within the following guidelines:

| Course Code                              | Students may take maximum 6 credits concurrently:                                                                                                                                                                                                                           |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ENG0101 Undergraduate Foundation Level C | <ul style="list-style-type: none"> <li>• KAZ/RUSxxxx Kazakh/Russian Language</li> <li>• GEN/IRL1000 History of Kazakhstan</li> <li>• GENxxxx Physical Education*</li> </ul>                                                                                                 |
| ENG0102 Undergraduate Foundation Level B | <ul style="list-style-type: none"> <li>• KAZ/RUSxxxx Kazakh/Russian Language</li> <li>• GEN/IRL1000 History of Kazakhstan</li> <li>• GENxxxx Physical Education*</li> </ul>                                                                                                 |
| ENG0103 Undergraduate Foundation Level A | <ul style="list-style-type: none"> <li>• KAZ/RUSxxxx Kazakh/Russian Language</li> <li>• GEN/IRL1000 History of Kazakhstan</li> <li>• GEN1103 Digital and AI Fundamentals or GEN1203 Business Computer and AI Applications</li> <li>• GENxxxx Physical Education*</li> </ul> |

\*Physical Education can be taken on top of allowed 6 credits

\*No exceptions to the above table will be considered.

## ACADEMIC ENGLISH

To succeed in an English-medium university, basic knowledge of English is insufficient. 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 confirming their English proficiency level by achieving a required score on an internationally recognized English examination approved by the university, 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 Critical Thinking and Study Skills                      |
| ENG/GEN1120 Academic Reading and Writing I (not offered in Summer)  |
| ENG/GEN1100 Academic English 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.

## International students can choose and take 8 credits of either Kazakh or Russian.

The following Kazakh courses are offered to international students:

| Code    | Course Title          | Credits | ECTS | Prerequisites             |
|---------|-----------------------|---------|------|---------------------------|
| KAZ1501 | Beginning Kazakh      | 3       | 5    | None                      |
| KAZ1502 | Elementary Kazakh     | 3       | 5    | KAZ1501 Beginning Kazakh  |
| KAZ2101 | Professional Kazakh 1 | 2       | 3    | KAZ1502 Elementary Kazakh |

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.

The following Kazakh courses are offered to graduates of Russian-medium schools:

| Code    | Course Title                      | Credits | ECTS | Prerequisites                             |
|---------|-----------------------------------|---------|------|-------------------------------------------|
| KAZ2105 | Public Speaking in Kazakh 1       | 3       | 5    | None                                      |
| KAZ2205 | Public Speaking in Kazakh 2       | 3       | 5    | None                                      |
| KAZ2106 | Written Communication in Kazakh 1 | 3       | 5    | KAZ2105 Public Speaking in Kazakh 1       |
| KAZ2206 | Written Communication in Kazakh 2 | 3       | 5    | KAZ2205 Public Speaking in Kazakh 2       |
| KAZ2102 | Professional Kazakh 2             | 2       | 3    | KAZ2106 Written Communication in Kazakh 1 |
| KAZ2103 | Professional Kazakh 3             | 2       | 3    | KAZ2206 Written Communication in Kazakh 2 |

The following courses are offered for graduates of Kazakh-medium schools:

| Code    | Course Title                | Credits | ECTS | Prerequisites                       |
|---------|-----------------------------|---------|------|-------------------------------------|
| KAZ2004 | Academic Speaking in Kazakh | 3       | 5    | None                                |
| KAZ2207 | Survey of Kazakh Literature | 3       | 5    | KAZ2004 Academic Speaking in Kazakh |
| RUS2103 | Professional Russian 3      | 2       | 3    | KAZ2207 Survey of Kazakh Literature |

## 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):

| Code    | Course Title           | Credits | ECTS | Prerequisites                                                                                        |
|---------|------------------------|---------|------|------------------------------------------------------------------------------------------------------|
| RUS1301 | Beginning Russian      | 3       | 5    | None                                                                                                 |
| RUS1302 | Elementary Russian     | 3       | 5    | RUS1301 Beginning Russian                                                                            |
| RUS1306 | Intermediate Russian   | 3       | 5    | RUS1302 Elementary Russian                                                                           |
| RUS2001 | Advanced Russian       | 3       | 5    | RUS1306 Intermediate Russian                                                                         |
| RUS2101 | Professional Russian 1 | 2       | 3    | RUS1302 Elementary Russian or completion of 6 credits of Kazakh Language                             |
| RUS2102 | Professional Russian 2 | 2       | 3    | RUS1306 Intermediate Russian or RUS2001 Advanced Russian or completion of 6 credits Russian Language |

The following Russian language courses are offered to international students from CIS countries:

| Code    | Course Title                     | Credits | ECTS | Prerequisites                            |
|---------|----------------------------------|---------|------|------------------------------------------|
| RUS2204 | Public Speaking in Russian       | 3       | 5    | None                                     |
| RUS2205 | Written Communication in Russian | 3       | 5    | RUS2204 Public Speaking Russian          |
| RUS2103 | Professional Russian 3           | 2       | 3    | RUS2205 Written Communication in 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:

| Code    | Course Title                | 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 60 credits.

If a student has not completed his/her Kazakh/Russian (all eight credits) by 60 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.

### **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).



## BANG COLLEGE OF BUSINESS

### ADMINISTRATION

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### GENERAL INFORMATION

#### VISION

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

The Bang College of Business:

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

#### VALUES

The Bang College of Business values:

- 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 the community at large.

#### STATEMENT OF PURPOSE

The Bang College of Business offers quality business and management programs and prepares students to be committed professionals and lifelong learners who 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) programs. We are aggressively pursuing accreditation by the most prestigious agencies to become an internationally renowned business college. Currently, we possess program accreditation from the European Foundation for Management Development (EFMD), and institutional and program accreditation from the Foundation for International Business Administration Accreditation (FIBAA). 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 the 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 + IESEG Master of International Business), ESC Rennes School of Business of France (KIMEP MBA + ESC Rennes MSc in International Management. More such arrangements are in progress.

We have a 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 we will add many more to our existing highly credentialed faculty. Our administrators and faculty strive for continuous improvement in curricula, pedagogy, facilities, community relationships, and shared 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 1336 undergraduate students, 177 master's students, and 24 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 faculty 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 four undergraduate degree programs with various specializations, five graduate Master's degree programs, and Doctor of Philosophy (Ph.D.) degrees. The degree programs are:

- Bachelor of Accounting and Auditing (BACTA)
- Bachelor of Finance (BFIN)
- Bachelor of Management (BMGT)
- Bachelor of Marketing (BMKT)
- Masters of Business Administration (MBA)
- Executive Masters of Business Administration (EMBA)
- Master of Finance (MFIN)
- Master of Marketing (MMKT)
- Master of Management (MMGT)
- Master of Accounting and Auditing (MACTA)
- Doctor of Philosophy (Ph.D.) in Business

## **DEPARTMENT OF ACCOUNTING MISSION**

The Department of Accounting is committed to delivering high-quality education in accounting principles, auditing, and financial reporting that meets international standards. As a part of the Bang College of Business, our mission is to train future accounting professionals with the technical expertise, ethical integrity, and problem-solving skills necessary for success in corporate and public accounting.

Our graduates are equipped to manage financial records, ensure compliance with regulations, and contribute to the financial transparency of businesses and institutions. With a strong emphasis on analytical skills, critical thinking, and professional ethics, students gain the knowledge required to navigate the complexities of modern financial reporting and auditing in a globalized economy.

The department offers a Bachelor's degree in Accounting and Audit and a Master's and Ph.D. degrees in Business and also supports MBA and EMBA programs through specialized accounting courses.

## **DEPARTMENT OF FINANCE**

### **MISSION**

The Department of Finance is dedicated to providing internationally competitive education in financial management, investment analysis, and risk assessment. As a part of the Bang College of Business, our mission is to prepare students with the financial expertise, analytical skills, and ethical foundations required to succeed in the global financial sector.

We equip students with a strong theoretical and practical understanding of financial markets, corporate finance, and economic trends, enabling them to excel in financial institutions, regulatory agencies, and multinational corporations. Through case-based learning, research, and exposure to real-world financial challenges, our graduates develop the ability to analyze complex financial problems and contribute to sustainable economic growth.

The department offers a Bachelor's degree in Finance, Master's and Ph.D. degrees in Business and also supports MBA and EMBA programs by offering specialized courses in finance.

## **DEPARTMENT OF MANAGEMENT**

### **MISSION**

The Department of Management is committed to providing high-quality business education that prepares students for leadership roles in a globalized world. Our mission is to develop future managers by equipping them with analytical and practical skills, fostering critical

thinking, and empowering them to participate in decision-making processes.

We achieve this through a diverse and highly qualified faculty with extensive academic and industry experience, integrating real-world challenges into our teaching. Our graduates are trained to identify and analyze organizational problems, industries, and markets and implement effective management strategies through case-based learning and innovative teaching methods.

The department offers a Bachelor's degree in Management, Master's and Ph.D. degrees in Business and contributes to MBA and EMBA programs through foundational, specialization, major, and minor courses in management

## **DEPARTMENT OF MARKETING**

### **MISSION**

The Department of Marketing is dedicated to providing high-quality marketing education that aligns with the needs of an evolving global marketplace. Our mission is to develop forward-thinking marketing professionals by equipping students with strategic, analytical, and creative skills essential for success in the dynamic world of marketing.

We achieve this through a distinguished faculty with extensive academic and industry experience, blending theory with practical application. Our graduates are prepared to analyze consumer behavior, market trends, and competitive landscapes, applying innovative marketing strategies to drive business success.

The department offers a Bachelor's degree in Marketing, Master's and Ph.D. degrees in Business, and contributes to MBA and EMBA programs through specialized courses in marketing strategy, digital marketing, consumer insights, and brand management

## **LEADERSHIP AND ENTREPRENEURSHIP ADVANCEMENT (LEAD) CENTER**

There is both a need and an opportunity for KIMEP to make an impact on leadership and entrepreneurship in Kazakhstan. LEAD is based at the Bang College of Business and reaches out to the entire University and the community beyond. Our vision is for the Center to have

three pillars: research, education, and practice.

Our leadership and entrepreneurship programs are available to all KIMEP students with the design of additional courses for both business and non-business majors. In addition, we focus on developing workshops, courses, and certificate programs on how to launch start-ups in Kazakhstan for the greater community through the Executive Education Center.

LEAD not only enhances research and education in leadership and entrepreneurship, but it is also our intention to help create new businesses in practice. We do this by initiating an annual business plan competition. The judges of the competition are actual successful entrepreneurs from KIMEP's vast alumni network. Eventually we 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 a program is very difficult to execute, requiring a new level of integration between traditional faculty, career services, and corporate executives.

### **PROGRAM DESCRIPTION**

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

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

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

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

1. Marketing Audit and Communication Program Development (joint project with Almaty Botanical Garden).
2. New Product Development and Soft Drinks Market (joint project with Raimbek Bottlers).
3. Greenery Design Market (joint project with Beauty Flora).
4. Leadership of the Kazakhstan Banking System in the CIS: Myth or Reality? (joint project with ICC Business Advisors).
5. New methods and tools to promote products on the



market: Winston case (project for JTI Kazakhstan Company).

#### 6. 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 117
- 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.

## 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)

### COMMON 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 and Auditing, 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 or in 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 the chosen specialization;
2. Understand the key principles of accounting, finance, management, marketing, and information

- technology;
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 effective management 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 of organizations;
  9. Undertake independent research, involving the synthesis and application of theoretical constructs to topics in the fields of specialization.

## BACHELOR PROGRAM'S STRUCTURE

To earn an undergraduate degree from the Bang College of Business, a student must earn a minimum of 146 credits or the equivalent of 240 ECTS.

The following table illustrates a structure of the bachelor program in the Bang College of Business.

| Category of Courses    | Credits    | ECTS       |
|------------------------|------------|------------|
| General Education      | 36         | 56         |
| Program Foundation     | 68         | 112        |
| Program Specialization | 39         | 64         |
| Final Attestation      | 3          | 8          |
| <b>Total</b>           | <b>146</b> | <b>240</b> |

## 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, or minors 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 in 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 the major requires students to take a particular set of courses.

**Descriptions of majors are provided under each programs' sections.**

## FINAL ATTESTATION

Final Attestation Requirements consist of two options:

### Option 1

Thesis Defense/Thesis project (3 credits/8 ECTS)

*Or*

### Option 2

State Examinations (3 credits/8 ECTS)

## THESIS DEFENSE/THESIS PROJECT (3 CREDITS/8 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 EXAMINATIONS (3 CREDITS/8 ECTS)

Students are required to take three state examinations. Specialized examinations cover subjects from area of specialization/major. Further details on this requirement are provided under the KIMEP University regulations on this matter. Further details on this requirement are provided under the KIMEP University regulations on this matter.

### PROGRAM FOUNDATION ELECTIVE COURSES (12 CREDITS/20 ECTS)

Students can also graduate without taking any minors. Graduating without a minor provides more flexibility in selecting elective courses.

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).

The list of Foundation Elective Basic Discipline Courses includes the following courses (may be changed by the department:

| Code    | Course Title                                  | Credits | ECTS |
|---------|-----------------------------------------------|---------|------|
| 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    |
| ACC4202 | Advanced Accounting Information Systems (SAP) | 3       | 5    |
| BUS3201 | Business Communication                        | 3       | 5    |
| BUS3202 | AI Essentials for Business                    | 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 | Technology and Innovation Management              | 3 | 5 |
| MGT3205 | Data Analytics and Decision Making                | 3 | 5 |
| MGT3207 | Managing Negotiation                              | 3 | 5 |
| MGT3209 | International Management                          | 3 | 5 |
| MGT3213 | Leading Change and Digital Transformation         | 3 | 5 |
| MGT3215 | Hospitality Management                            | 3 | 5 |
| MGT3217 | Building and Accelerating the Venture             | 3 | 5 |
| MGT3218 | Business Model Innovation                         | 3 | 5 |
| MGT3299 | Selected Topics in Management                     | 3 | 5 |
| MGT4210 | HR Analytics and Compensation Management          | 3 | 5 |
| MGT4208 | Training, Development, and Performance Management | 3 | 5 |
| MKT3210 | Services Marketing                                | 3 | 5 |
| MKT3201 | Consumer Behavior                                 | 3 | 5 |
| MKT3202 | Customer Centric Marketing Communications         | 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 | Professional Selling                              | 3 | 5 |
| MKT3221 | Tourism Practices and Principles                  | 3 | 5 |
| MKT3222 | Cross-Cultural Tourism Marketing                  | 3 | 5 |
| OPM3206 | Business Modelling and Simulation                 | 3 | 5 |
| OPM3215 | Business Time Series Forecasting                  | 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 qualified personnel 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, and able to carry out professional activities in the areas of accounting, auditing, and taxation.

### **PROGRAM INTENDED LEARNING OUTCOMES**

**(PLOs)**

After successful completion of the BACTA program, graduates will be able to:

1. Demonstrate teamwork ability, effective leadership and communication skills.
2. Identify and apply appropriate analytical and digital tools to collect, interpret, and critically evaluate business data for organizational decision-making
3. Evaluate ethical, sustainability, and social responsibility issues and apply internationally recognized principles and standards in business contexts
4. Integrate core business knowledge with accounting concepts to support decision-making.
5. Apply international financial reporting standards and management accounting techniques to support decision-making.
6. Apply auditing procedures and tax regulations to provide assurance and ensure compliance

**BACTA CURRICULUM**

To earn the Bachelor in Accounting and Auditing degree, students should complete 146 credits or 240 ECTS. The following table illustrates the structure of the BACTA Program.

| Category of Courses    | Credits    | ECTS       |
|------------------------|------------|------------|
| General Education      | 36         | 56         |
| Program Foundation     | 68         | 112        |
| Program Specialization | 39         | 64         |
| Final Attestation      | 3          | 8          |
| <b>Total</b>           | <b>146</b> | <b>240</b> |

**For General Education component please refer to “General Education Requirements” part.**

**PROGRAM FOUNDATION COURSES (68 CREDITS/112 ECTS):**

- 1) Program foundation required courses (56 credits/92 ECTS)
- 2) Program foundation elective courses (12 credits/20 ECTS)

| Program Foundation Courses          |                                                                 | Credits | ECTS | Prerequisite                                 |
|-------------------------------------|-----------------------------------------------------------------|---------|------|----------------------------------------------|
| Program Foundation Required Courses |                                                                 | 56      | 92   |                                              |
| BUS4251.1                           | <i>Option 1</i><br>Internship Program I                         | 1       | 1    | 60 credits completed                         |
| ACC4251.2                           | Internship Program in Accounting II                             | 2       | 3    |                                              |
| ACC4211                             | <i>Option 2</i><br>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 <i>or</i><br>RUS2103        | Professional Kazakh (Russian)                                   | 2       | 3    |                                              |
| ECN2103                             | Principles of Microeconomics                                    | 3       | 5    | ENG/GEN1120/GEN1011                          |
| ECN2102                             | Principles of Macroeconomics                                    | 3       | 5    | ECN2103                                      |
| MGT3001                             | Principles of Management                                        | 3       | 5    | ENG/GEN1120/GEN1011                          |
| ACC2102                             | Financial Accounting I                                          | 3       | 5    | ENG/GEN1120/GEN1011                          |
| FIN3121                             | Financial Management                                            | 3       | 5    | ACC2102,<br>GEN/OPM2402 <i>or</i><br>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 <i>or</i><br>IFS2402             |

|                                            |                                                 |           |            |                                                                        |
|--------------------------------------------|-------------------------------------------------|-----------|------------|------------------------------------------------------------------------|
| GEN2402                                    | 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 4 <sup>th</sup> year student |
| OPM3011                                    | Quantitative Methods for Business Data Analysis | 3         | 5          | GEN/OPM2402 <i>or</i> IFS2402                                          |
| GEN1201                                    | Mathematics for Business and Economics          | 3         | 5          | None                                                                   |
| <b>Program Foundation Elective Courses</b> |                                                 | <b>12</b> | <b>20</b>  |                                                                        |
| XXXX                                       | Elective 1                                      | 3         | 5          |                                                                        |
| XXXX                                       | Elective 2                                      | 3         | 5          |                                                                        |
| XXXX                                       | Elective 3                                      | 3         | 5          |                                                                        |
| XXXX                                       | Elective 4                                      | 3         | 5          |                                                                        |
| <b>Total</b>                               |                                                 | <b>68</b> | <b>112</b> |                                                                        |

**BUS4251.1 Internship Program I and ACC4251.2 Internship Program in Accounting II must be taken concurrently.**

#### **PROGRAM SPECIALIZATION COURSES (39 CREDITS/64 ECTS):**

- (1) Required specialization courses (30 Credits/49 ECTS) and
- (2) Elective specialization courses (9 Credits/15 ECTS).

| <b>Program Specialization Courses</b>          |                                                       | <b>Credits</b> | <b>ECTS</b> | <b>Prerequisite</b>                                |
|------------------------------------------------|-------------------------------------------------------|----------------|-------------|----------------------------------------------------|
| <b>Program Specialization Required Courses</b> |                                                       | <b>30</b>      | <b>49</b>   |                                                    |
| ACC3101                                        | Financial Accounting II                               | 3              | 5           | ACC2102                                            |
| ACC3201                                        | Intermediate Financial Accounting I                   | 3              | 5           | ACC3101                                            |
| ACC3202                                        | Intermediate Financial Accounting II                  | 3              | 5           | ACC3201                                            |
| ACC3110                                        | Management Accounting II                              | 3              | 5           | ACC3101                                            |
| ACC4203                                        | Auditing                                              | 3              | 5           | ACC3101                                            |
| ACC3210                                        | Taxation in KZ                                        | 3              | 5           | ACC2102                                            |
| ACC4201                                        | Advanced Accounting                                   | 3              | 5           | ACC3202                                            |
| BUS3334                                        | Ethics, Responsibility and Sustainability in Business | 3              | 5           | MGT3001                                            |
| BUS4271                                        | Research Methods in Business Studies                  | 3              | 5           | 3rd year student and GEN/OPM2402 <i>or</i> IFS2402 |
| ACC4251.3                                      | Internship Program in Accounting III                  | 3              | 4           | BUS4251.1<br>ACC4251.2 <i>or</i><br>ACC4211        |
| <b>Program Specialization Elective Courses</b> |                                                       | <b>9</b>       | <b>15</b>   |                                                    |
| ACC3204                                        | International Financial Reporting Standards           | 3              | 5           | ACC3101                                            |
| ACC3205                                        | Principles of Taxation                                | 3              | 5           | ACC 2102                                           |
| ACC3299                                        | Selected Topics in Accounting                         | 3              | 5           | ACC2102                                            |
| ACC3212                                        | Accounting Information Systems                        | 3              | 5           | ACC2102 <i>and</i>                                 |

|                     |                                                                     |           |           |                              |
|---------------------|---------------------------------------------------------------------|-----------|-----------|------------------------------|
|                     |                                                                     |           |           | GEN/OPM 1300/ 2301           |
| ACC4208/<br>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 Mul-<br>tinationaional Enterprises | 3         | 5         | ACC3205 <i>or</i><br>ACC3210 |
| ACC4800             | Digital Transformation of Accounting and Fi-<br>nance               | 3         | 5         | ACC3101                      |
| ACC4880             | Social Media and Accounting                                         | 3         | 5         | ACC3101                      |
| ACC4207             | Internal Auditing                                                   | 3         | 5         | ACC3101                      |
| ACC3290             | New Trends in Accounting                                            | 3         | 5         | ACC2102                      |
| ACC4202             | Advanced Accounting Information Systems<br>(SAP)                    | 3         | 5         | ACC2102                      |
| <b>Total</b>        |                                                                     | <b>39</b> | <b>64</b> |                              |

#### **BACTA SPECIALIZATIONS/MAJORS:**

- Professional Accounting
- Auditing
- Taxation

#### **PROFESSIONAL ACCOUNTING (39 CREDITS/64 ECTS)**

| <b>Code</b>                                              | <b>Course Title</b>                         | <b>Credits</b> | <b>ECTS</b> |
|----------------------------------------------------------|---------------------------------------------|----------------|-------------|
| All 9 Program Specialization Required Courses <i>and</i> |                                             | 30             | 49          |
| ACC3204                                                  | International Financial Reporting Standards | 3              | 5           |
| ACC3212                                                  | Accounting Information Systems              | 3              | 5           |
| Any one course from accounting area<br>ACCxxxx           |                                             | 3              | 5           |
| <b>Total</b>                                             |                                             | <b>39</b>      | <b>64</b>   |

#### **AUDITING (39 CREDITS/64 ECTS)**

| <b>Code</b>                                       | <b>Course Title</b>                                  | <b>Credits</b> | <b>ECTS</b> |
|---------------------------------------------------|------------------------------------------------------|----------------|-------------|
| All 9 Program Required Specialization Courses and |                                                      | 30             | 49          |
| ACC4209<br>ACC4207                                | Principles of Fraud Examination or Internal Auditing | 3              | 5           |
| ACC4216                                           | Professional Auditing                                | 3              | 5           |
| Any one course from accounting area<br>ACCxxxx    |                                                      | 3              | 5           |
| <b>Total</b>                                      |                                                      | <b>39</b>      | <b>64</b>   |

## TAXATION (39 CREDITS/64 ECTS)

| Code                                              | Course Title           | Credits   | ECTS      |
|---------------------------------------------------|------------------------|-----------|-----------|
| All 9 Program Required Specialization Courses and |                        | 30        | 49        |
| ACC3205                                           | Principles of Taxation | 3         | 5         |
| ACC4220                                           | Tax Planning           | 3         | 5         |
| Any one course from accounting area<br>ACCxxxx    |                        | 3         | 5         |
| <b>Total</b>                                      |                        | <b>39</b> | <b>64</b> |

## FINAL ATTESTATION (3 CREDITS/8 ECTS)

### OPTION 1

| Final Attestation Courses |                               | Credits  | ECTS     | Prerequisite            |
|---------------------------|-------------------------------|----------|----------|-------------------------|
| ACC4272                   | Thesis Defense/Thesis project | 3        | 8        | 128 credits and BUS4271 |
| <b>Total</b>              |                               | <b>3</b> | <b>8</b> |                         |

### OPTION 2

| Final Attestation Courses |                                | Credits  | ECTS     | Prerequisite            |
|---------------------------|--------------------------------|----------|----------|-------------------------|
| ACC4277                   | State Examination              | 1        |          | 128 credits and BUS4271 |
| ACCxxxx                   | State Specialized Examinations | 2        | 8        |                         |
| <b>Total</b>              |                                | <b>3</b> | <b>8</b> |                         |

## BACHELOR OF FINANCE (BFIN) – 6B04105

### STATEMENT OF PURPOSE

The purpose of the Bachelor in Finance (BFIN) program is to equip students with the 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 an 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 investment decisions.

### PROGRAM INTENDED LEARNING OUTCOMES (PLOs)

After successful completion of the BFIN program, graduates will be able to:

1. Demonstrate teamwork ability, effective leadership and communication skills.
2. Identify and apply appropriate analytical and digital tools to collect, interpret, and critically evaluate business data for organizational decision-making.
3. Evaluate ethical, sustainability, and social responsibility issues and apply internationally recognized principles and standards in business contexts.
4. Apply financial models to evaluate financial, investment and managerial decisions.
5. Analyze financial policies and regulatory frameworks governing local and global financial markets.
6. Assess the global macroeconomic environment and recommend appropriate adjustments to financial management strategies.

### BFIN CURRICULUM

To earn the Bachelor of Finance degree, students must

complete 146 credits or 240 ECTS. The following table illustrates the structure of the BFIN

| Category of Courses | Credits | ECTS |
|---------------------|---------|------|
| General Education   | 36      | 56   |

|                        |            |            |
|------------------------|------------|------------|
| Program Foundation     | 68         | 112        |
| Program Specialization | 39         | 64         |
| Final Attestation      | 3          | 8          |
| <b>Total</b>           | <b>146</b> | <b>240</b> |

**For General Education component please refer to “General Education Requirements” part.**

### **PROGRAM FOUNDATION COURSES (68 CREDITS/112 ECTS):**

(1) Program foundation required courses (56 credits/92 ECTS)

(2) Program foundation elective courses (12 credits/20 ECTS)

| Program Foundation Courses          |                                                              | Credits | ECTS | Prerequisite                                                                 |
|-------------------------------------|--------------------------------------------------------------|---------|------|------------------------------------------------------------------------------|
| Program Foundation Required Courses |                                                              | 56      | 92   |                                                                              |
| BUS4251.1                           | <i>Option 1</i><br>Internship Program I                      | 1       | 1    | 60 credits completed                                                         |
| FIN4251.2                           | Internship Program in Finance II                             | 2       | 3    |                                                                              |
| FIN4241                             | <i>Option 2</i><br>Cases in Finance as Internship substitute | 3       | 5    | FIN3210,<br>FIN3220                                                          |
| ENG/GEN1100                         | Academic Speaking                                            | 3       | 5    |                                                                              |
| ENG/GEN1121                         | Academic Reading and Writing 2                               | 3       | 5    |                                                                              |
| KAZ2103 <i>or</i><br>RUS2103        | Professional Kazakh (Russian)                                | 2       | 3    |                                                                              |
| ECN2103                             | Principles of Microeconomics                                 | 3       | 5    | ENG/GEN1120/GEN1011                                                          |
| ECN2102                             | Principles of Macroeconomics                                 | 3       | 5    | ECN2103                                                                      |
| MGT3001                             | Principles of Management                                     | 3       | 5    | ENG/GEN1120/GEN1011                                                          |
| ACC2102                             | Financial Accounting I                                       | 3       | 5    | ENG/GEN1120/GEN1011                                                          |
| FIN3121                             | Financial Management                                         | 3       | 5    | ACC2102,<br>GEN/OPM2402 <i>or</i><br>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 <i>or</i><br>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,<br>FIN3121, ACC2201+ to be<br>4 <sup>th</sup> year student |
| OPM3011                             | Quantitative Methods for Business Data Analysis              | 3       | 5    | GEN/OPM2402 <i>or</i><br>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          |  |
| <b>Total</b> |            | <b>68</b> | <b>112</b> |  |

**BUS4251.1 Internship Program I and FIN4251.2 Internship Program in Finance II must be taken concurrently.**

**PROGRAM SPECIALIZATION COURSES (39 CREDITS/64 ECTS):**

- (1) Required Specialization Courses (30 credits/49 ECTS) and  
(2) Elective Specialization Courses (9 credits/15 ECTS).

| <b>Program Specialization Courses</b>          |                                                       | <b>Credits</b> | <b>ECTS</b> | <b>Prerequisite</b>                                |
|------------------------------------------------|-------------------------------------------------------|----------------|-------------|----------------------------------------------------|
| <b>Program Specialization Required Courses</b> |                                                       | <b>30</b>      | <b>49</b>   |                                                    |
| 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           | FIN3121                                            |
| 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                                            |
| BUS4271                                        | Research Methods in Business Studies                  | 3              | 5           | 3rd year student and GEN/OPM2402 <i>or</i> IFS2402 |
| FIN4251.3                                      | Internship Program III                                | 3              | 4           | BUS4251.1<br>FIN4241.2 <i>or</i><br>FIN4241        |
| <b>Program Specialization Elective Courses</b> |                                                       | <b>9</b>       | <b>15</b>   |                                                    |
| 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<br>FIN3220                                 |
| FIN4242                                        | Selected Topics in Finance                            | 3              | 5           | FIN3210<br>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<br>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         | GEN2402 |
| FIN4232      | Financial Risk Management and Decision Making | 3         | 5         | FIN3211 |
| FIN3290      | New Trends in Finance                         | 3         | 5         | FIN3210 |
| <b>Total</b> |                                               | <b>39</b> | <b>64</b> |         |

### **BFIN SPECIALIZATIONS/MAJORS:**

#### **CORPORATE FINANCE AND INVESTMENT (39 CREDITS/64 ECTS)**

| <b>Code</b>                                              | <b>Course Title</b>                        | <b>Credits</b> | <b>ECTS</b> |
|----------------------------------------------------------|--------------------------------------------|----------------|-------------|
| All 9 Program Required Specialization Courses <i>and</i> |                                            | 30             | 49          |
| FIN4225                                                  | Fixed-Income Securities                    | 3              | 5           |
| <i>Any one course from:</i>                              |                                            |                |             |
| FIN4212                                                  | Mergers and Acquisitions                   | 3              | 5           |
| FIN4221                                                  | Investment Banking                         |                |             |
| FINxxxx                                                  | Any 1 course from Finance elective courses | 3              | 5           |
| <b>Total</b>                                             |                                            | <b>39</b>      | <b>64</b>   |

#### **FINANCIAL INSTITUTIONS AND RISK MANAGEMENT (39 CREDITS/64 ECTS)**

| <b>Code</b>                                              | <b>Course Title</b>                                       | <b>Credits</b> | <b>ECTS</b> |
|----------------------------------------------------------|-----------------------------------------------------------|----------------|-------------|
| All 9 Program Required Specialization Courses <i>and</i> |                                                           | 30             | 49          |
| FIN4232                                                  | Financial Risk Management and Decision making             | 3              | 5           |
| <i>Any one course from:</i>                              |                                                           |                |             |
| FIN4231                                                  | Commercial Bank Management                                | 3              | 5           |
| FIN4248                                                  | Islamic banking and Finance                               |                |             |
| FIN4246                                                  | Insurance                                                 |                |             |
| FIN4204                                                  | Best Practices in Islamic Finance                         |                |             |
| FINXXX                                                   | Any 1 course from Program Elective Specialization Courses | 3              | 5           |
| <b>Total</b>                                             |                                                           | <b>39</b>      | <b>64</b>   |

### **FINAL ATTESTATION (3 CREDITS/8 ECTS)**

#### **OPTION 1**

| <b>Final Attestation Courses</b> |                               | <b>Credits</b> | <b>ECTS</b> | <b>Prerequisite</b>     |
|----------------------------------|-------------------------------|----------------|-------------|-------------------------|
| FIN4272                          | Thesis Defense/Thesis Project | 3              | 8           | 128 credits and BUS4271 |
| <b>Total</b>                     |                               | <b>3</b>       | <b>8</b>    |                         |

#### **OPTION 2**

| Final Attestation Courses |                                | Credits  | ECTS     | Prerequisite            |
|---------------------------|--------------------------------|----------|----------|-------------------------|
| FIN4277                   | State Examination              | 1        | 8        | 128 credits and BUS4271 |
| FINxxxx                   | State Specialized Examinations | 2        |          |                         |
| <b>Total</b>              |                                | <b>3</b> | <b>8</b> |                         |

## BACHELOR OF MANAGEMENT (BMGT) – 6B04103

### STATEMENT OF PURPOSE

The Bachelor of Management (BMGT) program prepares students to meet the diverse needs of 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.

### PROGRAM INTENDED LEARNING OUTCOMES (PLOs)

After successful completion of the BMGT program, graduates will be able to:

1. Demonstrate teamwork ability, effective leadership and communication skills.
2. Identify and apply appropriate analytical and digital tools to collect, interpret, and critically evaluate

business data for organizational decision-making.

3. Evaluate ethical, sustainability, and social responsibility issues and apply internationally recognized principles and standards in business contexts.
4. Apply core management concepts and theories, including international practices, to analyze organizational problems.
5. Analyze financial information to evaluate organizational performance and resource allocation strategies.
6. Design and execute a management project to address a real organizational challenge.

### BMGT CURRICULUM

To earn the Bachelor of Management degree, students must complete 146 credits or 240 ECTS. The following table illustrates the structure of the BMGT Program.

| Category of courses    | Credits    | ECTS       |
|------------------------|------------|------------|
| General Education      | 36         | 56         |
| Program Foundation     | 68         | 112        |
| Program Specialization | 39         | 64         |
| Final Attestation      | 3          | 8          |
| <b>Total</b>           | <b>146</b> | <b>240</b> |

For General Education component please refer to “General Education Requirements” part.

### PROGRAM FOUNDATION COURSES (68 CREDITS/112 ECTS):

(1) Program foundation required courses (56/92 ECTS)

(2) Program foundation elective courses (12 credits/20 ECTS)

| Program Foundation Courses          |                                                                 | Credits | ECTS | Prerequisite         |
|-------------------------------------|-----------------------------------------------------------------|---------|------|----------------------|
| Program Foundation Required Courses |                                                                 | 56      | 92   |                      |
| BUS4251.1                           | <i>Option 1</i><br>Internship Program I                         | 1       | 1    | 60 credits completed |
| MGT4251.2                           | Internship Program in Management II                             | 2       | 3    |                      |
| MGT4204                             | <i>Option 2</i><br>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 <i>or</i><br>RUS2103               | Professional Kazakh (Russian)                      | 2         | 3          |                                                                              |
| ECN2103                                    | Principles of Microeconomics                       | 3         | 5          | ENG/GEN1120/GEN1011                                                          |
| ECN2102                                    | Principles of Macroeconomics                       | 3         | 5          | ECN2103                                                                      |
| MGT3001                                    | Principles of Management                           | 3         | 5          | ENG/GEN1120/GEN1011                                                          |
| ACC2102                                    | Financial Accounting, I                            | 3         | 5          | ENG/GEN1120/GEN1011                                                          |
| FIN3121                                    | Financial Management                               | 3         | 5          | ACC2102,<br>GEN/OPM2402 <i>or</i><br>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 <i>or</i><br>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,<br>FIN3121, ACC2201+ to<br>be 4 <sup>th</sup> year student |
| OPM3011                                    | Quantitative Methods for Business Data<br>Analysis | 3         | 5          | GEN/OPM2402 <i>or</i><br>IFS2402                                             |
| GEN1201                                    | Mathematics for Business and Economics             | 3         | 5          | None                                                                         |
| <b>Program Foundation Elective Courses</b> |                                                    | <b>12</b> | <b>20</b>  |                                                                              |
| XXXX                                       | Elective 1                                         | 3         | 5          |                                                                              |
| XXXX                                       | Elective 2                                         | 3         | 5          |                                                                              |
| XXXX                                       | Elective 3                                         | 3         | 5          |                                                                              |
| XXXX                                       | Elective 4                                         | 3         | 5          |                                                                              |
| <b>Total</b>                               |                                                    | <b>68</b> | <b>112</b> |                                                                              |

**BUS4251.1 Internship Program I and MGT4251.2 Internship Program in Management II must be taken concurrently.**

#### **PROGRAM SPECIALIZATION COURSES (39 CREDITS/64 ECTS credits):**

- (1) Required Specialization Courses (30 credits/49 ECTS) *and*  
(2) Elective Specialization Courses (9 credits/15 ECTS)

| <b>Program Specialization Courses</b>          |                                                       | <b>Credits</b> | <b>ECTS</b> | <b>Prerequisite</b> |
|------------------------------------------------|-------------------------------------------------------|----------------|-------------|---------------------|
| <b>Program Specialization Required Courses</b> |                                                       | <b>30</b>      | <b>49</b>   |                     |
| 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                                        | Technology and Innovation Management                  | 3              | 5           | MGT3001             |
| MGT3210                                        | International Business                                | 3              | 5           | MGT3001             |
| MGT3212                                        | Organizational Behavior                               | 3              | 5           | MGT3001             |

|                                                |                                                  |           |           |                                                          |
|------------------------------------------------|--------------------------------------------------|-----------|-----------|----------------------------------------------------------|
| MGT3211                                        | Entrepreneurship and Start-up Management         | 3         | 5         | MGT3001                                                  |
| MGT3213                                        | Leading Change and Digital Transformation        | 3         | 5         | MGT3001                                                  |
| BUS4271                                        | Research Methods in Business Studies             | 3         | 5         | 3rd year student and<br>GEN/OPM2402 <i>or</i><br>IFS2402 |
| MGT4251.3                                      | Internship Program III                           | 3         | 4         | MGT4251.2<br>BUS4251.1 <i>or</i><br>MGT4204              |
| <b>Program Specialization Elective Courses</b> |                                                  | <b>9</b>  | <b>15</b> |                                                          |
| 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                                        | Data Analytics and 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                                        | HR Analytics and Compensation Management         | 3         | 5         | MGT3204                                                  |
| MGT4208                                        | Training, Development and Performance Management | 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                                                  |
| MGT3221                                        | Crisis, Risk and Resilience Management           | 3         | 5         | MGT3001                                                  |
| MGT4801                                        | Competitive Dynamics                             | 3         | 5         | MGT3001, MKT3130,<br>FIN3121, ACC2201                    |
| MGT3800                                        | Real Estate Management                           | 3         | 5         | MGT3001                                                  |
| MGT3220                                        | Project Management                               | 3         | 5         | OPM3131                                                  |
| OPM3215                                        | Business Time Series Forecasting                 | 3         | 5         | GEN2402                                                  |
| MGT3219                                        | Corporate Social Responsibility                  | 3         | 5         | MGT3001                                                  |
| MGT3290                                        | New Trends in Management                         | 3         | 5         | MGT3001                                                  |
| OPM3206                                        | Business Modelling and Simulation                | 3         | 5         | GEN/OPM2402,<br>OPM3131                                  |
| <b>Total</b>                                   |                                                  | <b>39</b> | <b>64</b> |                                                          |

### BMGT SPECIALIZATIONS/MAJORS:

- (1) Human Resource Management
- (2) Leadership

To gain specialization in Human Resource Management, students are required to complete the following courses:

| Code                                                                           | Course Title                                     | Credits | ECTS |
|--------------------------------------------------------------------------------|--------------------------------------------------|---------|------|
| All 9 Program Required Specialization Courses <i>and</i>                       |                                                  | 30      | 49   |
| MGT4208                                                                        | Training, Development and Performance Management | 3       | 5    |
| MGT4210                                                                        | HR Analytics and Compensation Management         | 3       | 5    |
| <i>Any one course from the list of Program Specialization Elective Courses</i> |                                                  | 3       | 5    |

|              |           |           |
|--------------|-----------|-----------|
| <b>Total</b> | <b>39</b> | <b>64</b> |
|--------------|-----------|-----------|

To gain specialization in **Leadership**, students are required to complete the following specialized courses:

| <b>Code</b>                                              | <b>Course Title</b>                       | <b>Credits</b> | <b>ECTS</b> |
|----------------------------------------------------------|-------------------------------------------|----------------|-------------|
| All 9 Program Required Specialization Courses <i>and</i> |                                           | 30             | 49          |
| LDP3201                                                  | Leadership: Principles and Best Practices | 3              | 5           |
| LDP4201                                                  | Leadership: Making Principles Work        | 3              | 5           |
| LDP4202                                                  | Leadership in Action                      | 3              | 5           |
| <b>Total</b>                                             |                                           | <b>39</b>      | <b>64</b>   |

## **FINAL ATTESTATION (3 CREDITS/ 8 ECTS)**

### **OPTION 1**

| <b>Final Attestation Courses</b> |                               | <b>Credits</b> | <b>ECTS</b> | <b>Prerequisite</b>     |
|----------------------------------|-------------------------------|----------------|-------------|-------------------------|
| MGT4272                          | Thesis Defense/Thesis Project | 3              | 8           | 128 credits and BUS4271 |
| <b>Total</b>                     |                               | <b>3</b>       | <b>8</b>    |                         |

### **OPTION 2**

| <b>Final Attestation Courses</b> |                                | <b>Credits</b> | <b>ECTS</b> | <b>Prerequisite</b>     |
|----------------------------------|--------------------------------|----------------|-------------|-------------------------|
| MGT4277                          | State Examination              | 1              |             | 128 credits and BUS4271 |
| MGTxxxx                          | State Specialized Examinations | 2              | 8           |                         |
| <b>Total</b>                     |                                | <b>3</b>       | <b>8</b>    |                         |

## **BACHELOR OF MARKETING (BMKT) – 6B04102**

### **STATEMENT OF PURPOSE**

The purpose of the Bachelor of Marketing (BMKT) program is to prepare students for 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 in the public sector.

### **PROGRAM INTENDED LEARNING OUTCOMES (PLOs)**

After successful completion of the BMKT program,

graduates will be able to:

1. Demonstrate teamwork ability, effective leadership and communication skills.
2. Identify and apply appropriate analytical and digital tools to collect, interpret, and critically evaluate business data for organizational decision-making.
3. Evaluate ethical, sustainability, and social responsibility issues and apply internationally recognized principles and standards in business contexts.
4. Analyze complex managerial and market problems using appropriate marketing tools to make informed business decisions.
5. Develop data-informed market strategies through segmentation, targeting, and positioning decisions.
6. Design integrated branding and communication strategies for diverse market contexts.

## BMKT CURRICULUM

To earn the Bachelor of Marketing degree, students must complete 146 credits or 240 ECTS. The following table illustrates the structure of the Program.

| Category of Courses | Credits | ECTS |
|---------------------|---------|------|
|---------------------|---------|------|

|                        |            |            |
|------------------------|------------|------------|
| General Education      | 36         | 56         |
| Program Foundation     | 68         | 112        |
| Program Specialization | 39         | 64         |
| Final Attestation      | 3          | 8          |
| <b>Total</b>           | <b>146</b> | <b>240</b> |

For General Education component please refer to “General Education Requirements” part.

### PROGRAM FOUNDATION COURSES (68 CREDITS/112 ECTS):

(1) Program foundation required courses (56 KIMEP/92 ECTS)

(2) Program foundation elective courses (12 KIMEP/20 ECTS)

| Program Foundation Courses          |                                                                | Credits | ECTS | Prerequisite                                                                 |
|-------------------------------------|----------------------------------------------------------------|---------|------|------------------------------------------------------------------------------|
| Program Foundation Required Courses |                                                                | 56      | 92   |                                                                              |
| BUS4251.1                           | <i>Option 1</i><br>Internship Program I                        | 1       | 1    | 60 credits completed                                                         |
| MKT4251.2                           | Internship Program in Marketing II                             | 2       | 3    |                                                                              |
| MKT4201                             | <i>Option 2</i><br>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 <i>or</i><br>RUS2103        | Professional Kazakh (Russian)                                  | 2       | 3    |                                                                              |
| ECN2103                             | Principles of Microeconomics                                   | 3       | 5    | ENG/GEN1120/GEN1011                                                          |
| ECN2102                             | Principles of Macroeconomics                                   | 3       | 5    | ECN2103                                                                      |
| MGT3001                             | Principles of Management                                       | 3       | 5    | ENG/GEN1120/GEN1011                                                          |
| ACC2102                             | Financial Accounting I                                         | 3       | 5    | ENG/GEN1120/GEN1011                                                          |
| FIN3121                             | Financial Management                                           | 3       | 5    | ACC2102,<br>GEN/OPM2402 <i>or</i><br>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 <i>or</i><br>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,<br>FIN3121, ACC2201+ to be<br>4 <sup>th</sup> year student |
| OPM3011                             | Quantitative Methods for Business Data Analysis                | 3       | 5    | GEN/OPM2402 <i>or</i><br>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          |  |
| <b>Total</b> |            | <b>68</b> | <b>112</b> |  |

**BUS4251.1 Internship Program I and MKT4251.2 Internship Program in Marketing II must be taken concurrently.**

**PROGRAM SPECIALIZATION COURSES (39 CREDITS/64 ECTS credits):**

- (1) Required specialization courses (30 credits/49 ECTS) *and*  
(2) Elective specialization courses (9 credits/15 ECTS).

| <b>Program Specialization Courses</b>          |                                                       | <b>Credits</b> | <b>ECTS</b> | <b>Prerequisite</b>                                      |
|------------------------------------------------|-------------------------------------------------------|----------------|-------------|----------------------------------------------------------|
| <b>Program Specialization Required Courses</b> |                                                       | <b>30</b>      | <b>49</b>   |                                                          |
| BUS3334                                        | Ethics, Responsibility and Sustainability in Business | 3              | 5           | MGT3001                                                  |
| MKT3210                                        | Services Marketing                                    | 3              | 5           | MKT3130                                                  |
| MKT3201                                        | Consumer Behavior                                     | 3              | 5           | MKT3130                                                  |
| MKT3202                                        | Customer Centric Marketing Communications             | 3              | 5           | MKT3130                                                  |
| MKT3214                                        | Brand Management                                      | 3              | 5           | MKT3130                                                  |
| MKT3150                                        | Strategic Marketing                                   | 3              | 5           | MKT3130                                                  |
| MKT4203                                        | Marketing Research                                    | 3              | 5           | MKT3150 <i>and</i><br>BUS4271                            |
| MKT4210                                        | Digital Marketing                                     | 3              | 5           | MKT3202                                                  |
| BUS4271                                        | Research Methods in Business Studies                  | 3              | 5           | 3rd year student and<br>GEN/OPM2402 <i>or</i><br>IFS2402 |
| MKT4251.3                                      | Internship Program in Marketing III                   | 3              | 4           | BUS4251.1<br>MKT4251.2 <i>or</i><br>MKT4201              |
| <b>Program Elective Specialization Courses</b> |                                                       | <b>9</b>       | <b>15</b>   |                                                          |
| MKT3216                                        | New Product Development                               | 3              | 5           | MKT3130                                                  |
| MKT3205                                        | Retailing                                             | 3              | 5           | MKT3130                                                  |
| MKT3212                                        | Professional 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           | MKT3130                                                  |
| MKT3290                                        | New Trends in Marketing                               | 3              | 5           | MKT3130                                                  |
| <b>Total</b>                                   |                                                       | <b>39</b>      | <b>64</b>   |                                                          |



**BMKT SPECIALIZATIONS/MAJORS:**

- 1) Marketing Communications
- 2) Branding
- 3) Tourism and Hospitality

**MARKETING COMMUNICATIONS (39 credits/64 ECTS)**

| Code                                                                   | Course Title           | Credits   | ECTS      |
|------------------------------------------------------------------------|------------------------|-----------|-----------|
| All 9 Program Required Specialization Courses                          |                        | 30        | 49        |
| <i>Any 2 courses from the following:</i>                               |                        |           |           |
| MKT3212                                                                | Professional Selling   | 3         | 5         |
| MKT3275                                                                | Advertising Management | 3         | 5         |
| MKT4219                                                                | Event Marketing        | 3         | 5         |
| <i>And any one course from Program Elective Specialization Courses</i> |                        | 3         | 5         |
| <b>Total</b>                                                           |                        | <b>39</b> | <b>64</b> |

**BRANDING (39 CREDITS/64 ECTS)**

| Code                                                               | Course Title            | Credits   | ECTS      |
|--------------------------------------------------------------------|-------------------------|-----------|-----------|
| All 9 Program Required Specialization Courses <i>and</i>           |                         | 30        | 49        |
| MKT3216                                                            | New Product Development | 3         | 5         |
| <i>Any 2 courses from Program Elective Specialization Courses:</i> |                         |           |           |
| MKTxxxx                                                            |                         | 3         | 5         |
| MKTxxxx                                                            |                         | 3         | 5         |
| <b>Total</b>                                                       |                         | <b>39</b> | <b>64</b> |

**TOURISM AND HOSPITALITY MANAGEMENT (39 CREDITS/64 ECTS)**

| Code                                                                   | Course Title                     | Credits   | ECTS      |
|------------------------------------------------------------------------|----------------------------------|-----------|-----------|
| All 9 Program Required Specialization Courses <i>and</i>               |                                  | 30        | 49        |
| MKT3221                                                                | Tourism Practices and Principles | 3         | 5         |
| MGT3215                                                                | Hospitality Management           | 3         | 5         |
| <i>And any one course from Program Elective Specialization Courses</i> |                                  |           |           |
| MKTxxxx                                                                |                                  | 3         | 5         |
| <b>Total</b>                                                           |                                  | <b>39</b> | <b>64</b> |

**FINAL ATTESTATION (3 CREDITS/8 ECTS):****OPTION 1**

| Final Attestation Courses |                               | Credits  | ECTS     | Prerequisite            |
|---------------------------|-------------------------------|----------|----------|-------------------------|
| MKT4272                   | Thesis Defense/Thesis Project | 3        | 8        | 128 credits and BUS4271 |
| <b>Total</b>              |                               | <b>3</b> | <b>8</b> |                         |

## OPTION 2

| Final Attestation Courses |                                | Credits  | ECTS     | Prerequisite            |
|---------------------------|--------------------------------|----------|----------|-------------------------|
| MKT4277                   | State Examination              | 1        |          | 128 credits and BUS4271 |
| MKTxxxx                   | State Specialized Examinations | 2        | 8        |                         |
| <b>Total</b>              |                                | <b>3</b> | <b>8</b> |                         |

## MINORS FOR STUDENTS OF THE BANG COLLEGE OF BUSINESS

Students are free to choose among different minors. To gain a minor the BCB students shall take particular courses for a total of 9 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                                      | Credits | ECTS | Prerequisite |
|-------------------------------------------------------------|---------|---------------------------------------------------|---------|------|--------------|
| Accounting<br>(any 3 courses)                               | ACC4203 | Auditing                                          | 3       | 5    | ACC3101      |
|                                                             | ACC3101 | Financial Accounting II                           | 3       | 5    | ACC2102      |
|                                                             | ACC3110 | Management Accounting II                          | 3       | 5    | ACC3101      |
|                                                             | ACC3204 | International Financial Reporting Standards       | 3       | 5    | ACC3101      |
|                                                             | ACC4202 | Advanced Accounting Information Systems (SAP)     | 3       | 5    | ACC2102      |
| Finance<br>(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      |
| Management<br>(any 3 courses)                               | MGT3206 | Leadership and Motivation                         | 3       | 5    | MGT3001      |
|                                                             | MGT3208 | Technology and Innovation Management              | 3       | 5    | MGT3001      |
|                                                             | MGT3210 | International Business                            | 3       | 5    | MGT3001      |
|                                                             | MGT3220 | Project Management                                | 3       | 5    | OPM3131      |
|                                                             | 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, Development, and Performance Management | 3       | 5    | MGT3204      |
|                                                             | MGT4210 | HR Analytics and Compensation Management          | 3       | 5    | MGT3204      |
| Entrepreneurship<br>MGT3211+<br>any 2 courses from the list | MGT3211 | Entrepreneurship and Startup Management           | 3       | 5    | None         |
|                                                             | MGT3218 | Business Model Innovation                         | 3       | 5    | None         |
|                                                             | MGT3217 | Building and Accelerating the Venture             | 3       | 5    | None         |
|                                                             | BUS4201 | Social Entrepreneurship                           | 3       | 5    | None         |
| Marketing<br>(MKT3150 and                                   | MKT3150 | Strategic Marketing                               | 3       | 5    | MKT3130      |
|                                                             | MKT3201 | Consumer Behavior                                 | 3       | 5    | MKT3150      |
|                                                             | MKT3202 | Customer Centric Marketing Communications         | 3       | 5    | MKT3130      |

|                                                                   |         |                                                            |   |   |                    |
|-------------------------------------------------------------------|---------|------------------------------------------------------------|---|---|--------------------|
| any 2 other courses)                                              | MKT3214 | Brand Management                                           | 3 | 5 | MKT3150            |
|                                                                   | MKT4203 | Marketing Research                                         | 3 | 5 | MKT3150<br>BUS4271 |
| 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               |
| Logistics and Supply Chain Management (OPM3205 and any 2 courses) | 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            |
| Auditing (any 3 courses)                                          | 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 | ACC3101            |

## 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 credits/20 ECTS.

Table below lists the requirements for **MINORS** for the **NON-BCB** students.

| Minor Area | Code    | Course Title                                  | Credits | ECTS | Prerequisite |
|------------|---------|-----------------------------------------------|---------|------|--------------|
| Accounting | ACC2102 | Financial Accounting I                        | 3       | 5    | None         |
|            | ACC3101 | Financial Accounting II                       | 3       | 5    | ACC2102      |
|            | ACC3110 | Management Accounting II                      | 3       | 5    | ACC3101      |
|            | ACC3204 | International Financial Reporting Standards   | 3       | 5    | ACC3101      |
|            | ACC4202 | Advanced Accounting Information Systems (SAP) | 3       | 5    | ACC2102      |
| 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    |              |
| Management | MGT3001 | Principles of Management                      | 3       | 5    | None         |
|            | MGT3212 | Organizational Behavior                       | 3       | 5    | MGT3001      |
|            | MGT3213 | Leading Change and Digital Transformation     | 3       | 5    | MGT3001      |
|            | MGT3220 | Project Management                            | 3       | 5    | OPM3131      |
|            | MGTxxxx | Any elective course from management area      | 3       | 5    |              |

|                                                                                                |              |                                                            |   |   |                        |
|------------------------------------------------------------------------------------------------|--------------|------------------------------------------------------------|---|---|------------------------|
| Entrepreneurship                                                                               | MGT3211      | Entrepreneurship and Startup Management                    | 3 | 5 | None                   |
|                                                                                                | 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 and Best 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      | HR Analytics and Compensation 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                   |
| Logistics and Supply Chain Management (OPM3205, GEN2402, OPM3131 and any course from the list) | OPM3205      | Logistics and Supply Chain Management                      | 3 | 5 | OPM3131                |
|                                                                                                | GEN/OPM 2402 | 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 Supply Cost 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                |
| 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                |

## SECOND MAJOR FOR NON-BUSINESS STUDENTS

The Bang College of Business offers the following second majors for non-business students of other colleges of KIMEP University:

- Major in Finance for non-business students
- Major in Management for non-business students
- Major in Marketing for non-business students

### COMMON GOALS OF MAJORS IN STUDIES

The goal of the majors in studies is to provide students of other colleges the opportunity to learn finance, management and marketing, in addition, to their core specialization. The majors have less intensive curriculum and target non-business students. They provide students with good understanding of each field that can be applied for their main major.

### BACHELOR DEGREE REQUIREMENTS

To earn a Major in Finance/Management/Marketing from the Bang College of Business, a non-business student must earn 36 credits or equivalent 60 ECTS by completing the following:

1. Program Foundation courses;
2. Program Specialization courses.

The following table illustrates a structure of the major for non-business students offered by the Bang College of Business.

| Category of Courses | Credits   | ECTS      |
|---------------------|-----------|-----------|
| Program Required    | 27        | 45        |
| Program Elective    | 9         | 15        |
| <b>Total</b>        | <b>36</b> | <b>60</b> |

### MAJOR IN FINANCE FOR NON-BUSINESS STUDENTS

#### PROGRAM REQUIRED COURSES (27 CREDITS/45 ECTS)

| Code         | Course Title                 | Credits   | ECTS      |
|--------------|------------------------------|-----------|-----------|
| ACC2102      | Financial accounting 1       | 3         | 5         |
| FIN3121      | Financial Management         | 3         | 5         |
| FIN3211      | Advanced Corporate Finance   | 3         | 5         |
| FIN 3210     | Corporate finance            | 3         | 5         |
| FIN 3231     | Risk Management and FinTech  | 3         | 5         |
| FIN 3220     | Investments                  | 3         | 5         |
| FIN4214      | Financial Statement Analysis | 3         | 5         |
| ECN2103      | Principles of Microeconomics | 3         | 5         |
| ECN2102      | Principles of Macroeconomics | 3         | 5         |
| <b>Total</b> |                              | <b>27</b> | <b>45</b> |

#### PROGRAM ELECTIVE COURSES (9 CREDITS/15 ECTS)

| Code    | Course Title                                  | Credits | ECTS |
|---------|-----------------------------------------------|---------|------|
| FIN4232 | Financial Risk Management and Decision Making | 3       | 5    |
| FIN4212 | Mergers and Acquisitions                      | 3       | 5    |
| FIN4220 | Real Estate Finance                           | 3       | 5    |
| FIN4221 | Investment Banking                            | 3       | 5    |
| FIN4225 | Fixed-Income Securities                       | 3       | 5    |
| FIN4231 | Commercial Bank Management                    | 3       | 5    |
| FIN4240 | Security Analysis and Portfolio Management    | 3       | 5    |
| FIN4241 | Case Studies in Finance                       | 3       | 5    |
| FIN4242 | Selected Topics in Finance                    | 3       | 5    |
| FIN4246 | Insurance                                     | 3       | 5    |

|              |                                               |          |           |
|--------------|-----------------------------------------------|----------|-----------|
| FIN4248      | Islamic Banking and Finance                   | 3        | 5         |
| FIN4205      | Introduction to Blockchain and Cryptocurrency | 3        | 5         |
| FIN4201      | Foundation of FinTech                         | 3        | 5         |
| FIN4202      | Behavioral Finance                            | 3        | 5         |
| FIN4203      | Applications in Entrepreneurial FinTech       | 3        | 5         |
| <b>Total</b> |                                               | <b>9</b> | <b>15</b> |

**MAJOR IN MANAGEMENT FOR NON-BUSINESS STUDENTS**  
**PROGRAM REQUIRED COURSES (27 CREDITS/45 ECTS)**

| Code         | Course Title                              | Credits   | ECTS      |
|--------------|-------------------------------------------|-----------|-----------|
| MGT3001      | Principles of Management                  | 3         | 5         |
| OPM3131      | Introduction to Operations Management     | 3         | 5         |
| MGT3204      | Human Resource Management                 | 3         | 5         |
| MGT3206      | Leadership and Motivation                 | 3         | 5         |
| MGT3208      | Technology and Innovation Management      | 3         | 5         |
| MGT3210      | International Business                    | 3         | 5         |
| MGT3212      | Organizational Behavior                   | 3         | 5         |
| MGT3211      | Entrepreneurship and Startup Management   | 3         | 5         |
| MGT3213      | Leading Change and Digital Transformation | 3         | 5         |
| <b>Total</b> |                                           | <b>27</b> | <b>45</b> |

**PROGRAM ELECTIVE COURSES (9 CREDITS/15 ECTS)**

| Code         | Course Title                                      | Credits  | ECTS      |
|--------------|---------------------------------------------------|----------|-----------|
| MGT3207      | Managing Negotiation                              | 3        | 5         |
| MGT3205      | Data Analytics and Decision Making                | 3        | 5         |
| MGT3209      | International Management                          | 3        | 5         |
| MGT3215      | Hospitality Management                            | 3        | 5         |
| MGT3299      | Selected Topics in Management                     | 3        | 5         |
| MGT4210      | HR Analytics and Compensation Management          | 3        | 5         |
| MGT4208      | Training, Development, and Performance Management | 3        | 5         |
| MGT4204      | Cases in Management                               | 3        | 5         |
| LDP3201      | Leadership: Principles and Best Practices         | 3        | 5         |
| LDP4201      | Leadership: Making Principles Work                | 3        | 5         |
| LDP4202      | Leadership in Action                              | 3        | 5         |
| <b>Total</b> |                                                   | <b>9</b> | <b>15</b> |

**MAJOR IN MARKETING FOR NON-BUSINESS STUDENTS**  
**PROGRAM REQUIRED COURSES (27 CREDITS/45 ECTS)**

| Code    | Course Title            | Credits | ECTS |
|---------|-------------------------|---------|------|
| MKT3130 | Principles of Marketing | 3       | 5    |
| MKT3277 | Sustainable Marketing   | 3       | 5    |

|              |                                           |           |           |
|--------------|-------------------------------------------|-----------|-----------|
| MKT3210      | Services Marketing                        | 3         | 5         |
| MKT3201      | Consumer Behavior                         | 3         | 5         |
| MKT3202      | Customer Centric Marketing Communications | 3         | 5         |
| MKT3214      | Brand Management                          | 3         | 5         |
| MKT3150      | Strategic Marketing                       | 3         | 5         |
| MKT4203      | Marketing Research                        | 3         | 5         |
| MKT4210      | Digital Marketing                         | 3         | 5         |
| <b>Total</b> |                                           | <b>27</b> | <b>45</b> |

### PROGRAM ELECTIVE COURSES (9 CREDITS/15 ECTS)

| Code         | Course Title                     | Credits  | ECTS      |
|--------------|----------------------------------|----------|-----------|
| MKT3216      | New Product Development          | 3        | 5         |
| MKT3205      | Retailing                        | 3        | 5         |
| MKT3212      | Professional Selling             | 3        | 5         |
| MKT3221      | Tourism Practices and Principles | 3        | 5         |
| MKT3222      | Cross-Cultural Tourism Marketing | 3        | 5         |
| MKT3223      | Niche Tourism                    | 3        | 5         |
| MKT3275      | Advertising Management           | 3        | 5         |
| MKT4201      | Cases in Marketing               | 3        | 5         |
| MKT4208      | International Marketing          | 3        | 5         |
| MKT4219      | Event Marketing                  | 3        | 5         |
| MKT4299      | Selected Topics in Marketing     | 3        | 5         |
| MGT3215      | Hospitality Management           | 3        | 5         |
| <b>Total</b> |                                  | <b>9</b> | <b>15</b> |

### MERIT CERTIFICATES

In order to be eligible for the merit certificates under each Bachelor program, a student must:

1. Take a set of three courses, offered by the BCB undergraduate programs, in a respective area.
2. Meet the exit criteria of a minimum overall GPA of 4.00 in all courses required for a respective certificate.
3. All prerequisites must be met (waivers of prerequisites, concurrent registration, and CSS courses as equivalence of BCB courses are NOT allowed).

### MERIT CERTIFICATE IN AUDITING (9 CREDITS/15 ECTS)

| Required courses: |                                        |
|-------------------|----------------------------------------|
| ACC4203           | Auditing                               |
| ACC4209, ACC4207  | Fraud Examination or Internal Auditing |
| ACC4216           | Professional Auditing                  |

### MERIT CERTIFICATE IN TAXATION (9 CREDITS/15 ECTS)

| Required courses: |                        |
|-------------------|------------------------|
| ACC3205           | Principles of Taxation |



|         |                                                            |
|---------|------------------------------------------------------------|
| ACC3210 | Taxation in Kazakhstan                                     |
| ACC4240 | Transfer Pricing and Taxation of Multinational Enterprises |

### **MERIT CERTIFICATE IN CORPORATE FINANCE AND INVESTMENT MANAGEMENT (9 CREDITS/15 ECTS)**

| <b>Required courses:</b> |                          |
|--------------------------|--------------------------|
| FIN3210                  | Corporate Finance        |
| FIN4212                  | Mergers and Acquisitions |
| FIN4221                  | Investment Banking       |

### **MERIT CERTIFICATE IN FINANCIAL INSTITUTIONS AND RISK MANAGEMENT (9 CREDITS/15 ECTS)**

| <b>Required courses:</b> |                                               |
|--------------------------|-----------------------------------------------|
| FIN3231                  | Risk Management and Fintech                   |
| FIN4224                  | Financial Derivatives                         |
| FIN4232                  | Financial Risk Management and Decision making |

### **MERIT CERTIFICATE IN MARKETING COMMUNICATIONS AND BRANDING (9 CREDITS/15 ECTS)**

| <b>Required courses:</b> |                                           |
|--------------------------|-------------------------------------------|
| MKT3202                  | Customer Centric Marketing Communications |
| MKT3201                  | Consumer Behavior                         |
| MKT3214                  | Brand Management                          |

### **MERIT CERTIFICATE IN TOURISM AND HOSPITALITY MANAGEMENT (9 CREDITS/15 ECTS)**

| <b>Required courses:</b> |                                                          |
|--------------------------|----------------------------------------------------------|
| MKT3221                  | Tourism Practices and Principles                         |
| MGT3215                  | Hospitality Management                                   |
| MKT3222, MKT3223         | Cross-Cultural Tourism Marketing <i>or</i> Niche Tourism |

### **MERIT CERTIFICATES IN ENTREPRENEURSHIP (9 CREDITS/15 ECTS)**

| <b>Required courses:</b> |                                         |
|--------------------------|-----------------------------------------|
| MGT3211                  | Entrepreneurship and Startup Management |
| MGT3218                  | Business Model Innovation               |
| MGT3217                  | Building and Accelerating the Venture   |

## LOGISTICS (9 CREDITS/15 ECTS)

| Required courses: |                                       |
|-------------------|---------------------------------------|
| OPM3205           | Logistics and Supply Chain Management |
| OPM4201           | Purchasing and Material Management    |
| OPM4501           | Transportation Carrier Management     |

## CERTIFICATE IN LEADERSHIP (9 CREDITS/15 ECTS)

| Required courses: |                                           |
|-------------------|-------------------------------------------|
| LDP3201           | Leadership: Principles and Best Practices |
| LDP4201           | Leadership: Making Principles Work        |
| LDP4202           | Leadership in Action                      |

## 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 training 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 MBA program at KIMEP prepares students to lead and transform organizations in Kazakhstan, Central Asia, and globally. Graduates develop integrative cross-disciplinary knowledge, data-driven analytical skills, and the ethical leadership capabilities needed to address complex organizational challenges and create lasting value in a competitive, technology-driven world.

#### 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 an ethical and socially responsible manner.

#### PROGRAM LEARNING OUTCOMES (PLOs)

1. Integrate international knowledge across business disciplines to diagnose managerial challenges and develop effective solutions.
2. Apply data analytics and AI tools to inform decision-making.
3. Assess strategic options through economic, competitive, and risk analysis.
4. Exercise ethical judgment and leadership across stakeholder, governance, and societal responsibilities.
5. Lead and collaborate in diverse teams using advanced communication, negotiation, and conflict resolution skills.
6. Execute an applied strategic project addressing a real-world organizational challenge.

#### 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         |
| <b>Total</b>                                  | <b>52</b> | <b>126</b> |

## REQUIRED COURSES

There are two required courses as illustrated in the following table:

| Code         | Course Title              | Credits/ECTS | Prerequisite                       |
|--------------|---------------------------|--------------|------------------------------------|
| BUS5200      | Business Research Methods | 3/5          | none                               |
| MGT5250      | Strategic Management      | 3/5          | MGT5201, ACC5203, FIN5202, MKT5202 |
| <b>Total</b> |                           | <b>6/10</b>  |                                    |

## 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:

| Code    | Course Title              | Credits/ECTS | Prerequisite |
|---------|---------------------------|--------------|--------------|
| ACC5001 | Foundations of Accounting | 1.5/3        | none         |

The waiver/transfer equivalence table is shown below:

|              |                                      |              |      |
|--------------|--------------------------------------|--------------|------|
| 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 |
| ECN5200      | Managerial Economics                 | 3/5          | none |
| <b>Total</b> |                                      | <b>12/23</b> |      |

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. - 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 bachelor's courses must have been passed at a higher level – “B- “(2.67/4.33) or above grade.

| 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-              |
| ECN5200 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

| 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         |
| <b>Total</b> |                                               | <b>8/13</b>  |              |

## ELECTIVE COURSES

| Code    | Course Title                | Credits/ECTS | Prerequisite             |
|---------|-----------------------------|--------------|--------------------------|
| BUS52xx | Business Consulting Project | 3/5          | Completion of 24 credits |

## PERSONAL AND LEADERSHIP DEVELOPMENT COURSES

| 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         |
| <b>Total</b> |                                       | <b>12/20</b> |              |

## INTERNSHIP, MBA THESIS/PROJECT AND FINAL ATTESTATION

An Internship and a Thesis/Project related to the major is required. Students without a major will undertake Internship and Thesis/Project in general business or in any specialization/major area.

| Code                   | Course Title | Credits/ECTS | Prerequisite                            |
|------------------------|--------------|--------------|-----------------------------------------|
| ACC/FIN/MG/MKT/OPM5270 | Internship   | 3/8          | ACC5203/FIN5202/MKT5202/MGT5201/OPM5203 |
| <b>Total</b>           |              | <b>3/8</b>   |                                         |

## RESEARCH WORK, INCLUDING MBA THESIS/PROJECT

| Code                    | Course Title                     | Credits/ECTS | Prerequisite |
|-------------------------|----------------------------------|--------------|--------------|
| ACC/FIN/MGT/MKT/OPM5275 | MBA Thesis/Project*              | 3/18         | BUS5200      |
| ACC/FIN/MGT/MKT/OPM5271 | Research (Scientific) Internship | 1/12         | BUS5200      |
| <b>Total</b>            |                                  | <b>4/30</b>  |              |

*\*Note: Master Thesis/Project results should be presented in a scientific-practical conference and/or in a journal publication.*

## FINAL ATTESTATION

| Code                   | Course Title                 | Credits/ECTS | Prerequisite |
|------------------------|------------------------------|--------------|--------------|
| ACC/FIN/MGT/MKT5275.01 | MBA Thesis/Project Defense** | 1/12         | BUS5200      |
| <b>Total</b>           |                              | <b>1/12</b>  |              |

*\*\*Master students are not allowed for Thesis/Project 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.

### 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 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 the MACTA program.

## EXIT CRITERIA FOR ACCOUNTING AND AUDIT SPECIALIZATION

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 the MFIN program.

## EXIT CRITERIA FOR FINANCE SPECIALIZATION

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 multifaceted 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 companies' activities through market research projects and promotional campaigns.

b) The Marketing specialization prepares students for careers in a challenging, fast-paced, dynamic, and constantly changing organizational environment.

| 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 the development of 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 a 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.

| <b>Any 2 Elective Courses from the list below</b> |                                                              | <b>Credits/ECTS</b> | <b>Prerequisite</b> |
|---------------------------------------------------|--------------------------------------------------------------|---------------------|---------------------|
| 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             |

### **MBA 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.

| <b>A Suggested Schedule Assuming Fall Entry and No Business Education Background<br/>(August 2026 – May 2028 = 2 years)</b> |                                               |               |                                            |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------|--------------------------------------------|
| <b>1<sup>st</sup> year</b>                                                                                                  |                                               |               |                                            |
| <b>Fall</b>                                                                                                                 | <b>14 credits</b>                             | <b>Spring</b> | <b>12 credits</b>                          |
| ACC5001                                                                                                                     | Foundations of Accounting                     | ACC5203       | Financial Reporting and Management Control |
| FIN5001                                                                                                                     | Foundations of Finance                        | FIN5202       | Corporate Finance                          |
| MGT5001                                                                                                                     | Foundations of Management                     | BUS5200       | Business Research Methods                  |
| MKT5001                                                                                                                     | Foundations of Marketing                      | ECN5200       | Managerial Economics                       |
| IFS5001                                                                                                                     | Foundations of Information Systems            |               |                                            |
| OPM5001                                                                                                                     | Foundations of Operations Management          |               |                                            |
| MGT5100                                                                                                                     | Business Communications                       |               |                                            |
| MGT5201                                                                                                                     | Organizational Behavior and Leadership Ethics |               |                                            |

|                                               |                                                                                     |                                          |                                                                             |
|-----------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------|-----------------------------------------------------------------------------|
| <b>Summer I &amp; II</b>                      | <b>9 credits</b>                                                                    |                                          |                                                                             |
| MGT5211<br>OPM5203<br>ACC/FIN/MGT/<br>MKT5270 | International Business<br>Logistics and Supply Chain Management<br>Internship       |                                          |                                                                             |
| <b>2<sup>nd</sup> year</b>                    |                                                                                     |                                          |                                                                             |
| <b>Fall</b>                                   | <b>9 credits</b>                                                                    | <b>Spring</b>                            | <b>8 credits</b>                                                            |
| XXXxxxx<br>XXXxxxx<br>MKT5202                 | Specialization Elective<br>Specialization Elective<br>Advanced Marketing Management | MGT5250<br>XXX5275<br>XXX52xx<br>XXX52xx | Strategic Management<br>MBA Thesis<br>Research Internship<br>Thesis Defense |

## 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 a true 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 Master of Finance program at KIMEP prepares graduates for professional and research careers in finance and investment management. Grounded in globally recognized standards including the CFA Institute curriculum, graduates combine rigorous quantitative and analytical skills with ethical and sustainability frameworks to evaluate markets, manage portfolios, conduct empirical research, and communicate complex financial analysis with precision and clarity.

### 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 LEARNING OUTCOMES (PLOs)

- Apply financial concepts, theory and quantitative methods to evaluate asset pricing and international capital markets.
- Analyze financial statements and economic indicators to assess firm valuation and risk.
- Conduct empirical financial research using appropriate models and methods.
- Apply ethical and sustainability standards, as well as global professional practices in financial markets.
- Construct and assess investment portfolios balancing risk, return, and sustainability.
- Communicate complex financial analyses clearly in written and oral formats.

### 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:

### CURRICULUM

| Courses | Credits | ECTS |
|---------|---------|------|
|---------|---------|------|

|                                         |           |           |
|-----------------------------------------|-----------|-----------|
| Program Foundation Courses              | 9         | 16        |
| Program Core Courses                    | 8         | 13        |
| Program Specialization Elective Courses | 15        | 29        |
| Research Work                           | 6         | 15        |
| Final Attestation                       | 1         | 8         |
| <b>Total</b>                            | <b>30</b> | <b>65</b> |

### PROGRAM 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:

| Code         | Course Title                               | Credits/ECTS | Prerequisite |
|--------------|--------------------------------------------|--------------|--------------|
| ACC5001      | Foundations of Accounting                  | 1.5/3        | none         |
| FIN5001      | Foundations of Finance                     | 1.5/3        | none         |
| ECN5200      | Managerial Economics                       | 3/5          | none         |
| ACC5203      | Financial Reporting and Management Control | 3/5          | ACC5001      |
| <b>Total</b> |                                            | <b>9/16</b>  |              |

Prospective students without a relevant **business/economics/accounting/finance education background** are required to complete foundation courses. However,

foundation courses may be waived based on the prospective student's previous educational and professional background.

### PROGRAM CORE COURSES

| Code                                       | Course Title                                                              | Credits  | ECTS      | Pre-requisite |
|--------------------------------------------|---------------------------------------------------------------------------|----------|-----------|---------------|
| MGT5100                                    | Business Communications (Professional Foreign Language)                   | 2        | 3         | none          |
| MGT5201                                    | Organizational Behavior and Leadership Ethics (Management and Psychology) | 3        | 5         | none          |
| <i>One out of 3 below elective courses</i> |                                                                           |          |           |               |
| FIN5101                                    | Quantitative Analysis                                                     | 3        | 5         | none          |
| OPM5101                                    | Data Analytics                                                            | 3        | 5         | none          |
| FIN5108                                    | Foundation of Research in Finance                                         | 3        | 5         | none          |
| <b>Total</b>                               |                                                                           | <b>8</b> | <b>13</b> |               |

### PROGRAM SPECIALIZATION ELECTIVE COURSES

(Internship and any four elective courses from the following list)

| Code    | Course Title                                | Credits | ECTS | Prerequisite                        |
|---------|---------------------------------------------|---------|------|-------------------------------------|
| FIN5109 | Corporate Finance                           | 3       | 5    | FIN5101                             |
| FIN5102 | Applied Risk Management                     | 3       | 5    | FIN5101 <i>or</i> (FIN5202 for MBA) |
| FIN5104 | Advanced Financial Statement Analysis       | 3       | 5    | FIN5101 <i>or</i> (FIN5202 for MBA) |
| FIN5106 | Current Issues in Finance                   | 3       | 5    | FIN5101 <i>or</i> (FIN5202 for MBA) |
| ACC5121 | Corporate Governance and Sustainability     | 3       | 5    | FIN5101 <i>or</i> (FIN5202 for MBA) |
| FIN5119 | Fixed Income Securities                     | 3       | 5    | FIN5101 <i>or</i> (FIN5202 for MBA) |
| FIN5127 | Alternative Investments                     | 3       | 5    | FIN5101 <i>or</i> (FIN5202 for MBA) |
| FIN5141 | Portfolio Management and Behavioral Finance | 3       | 5    | FIN5101 <i>or</i> (FIN5202for MBA)  |

|              |                                                      |           |           |                                     |
|--------------|------------------------------------------------------|-----------|-----------|-------------------------------------|
| FIN5112      | M&A and Corporate Control                            | 3         | 5         | FIN5101 <i>or</i> (FIN5202 for MBA) |
| FIN5114      | Fintech Foundation s and Applications                | 3         | 5         | FIN5101 <i>or</i> (FIN5202 for MBA) |
| FIN5110      | Financial Econometrics                               | 3         | 5         | FIN5101 <i>or</i> (FIN5202 for MBA) |
| FIN5116      | Fundamentals and Technical Analysis                  | 3         | 5         | FIN5101 <i>or</i> (FIN5202 for MBA) |
| FIN5118      | Empirical Asset Pricing                              | 3         | 5         | FIN5101 <i>or</i> (FIN5202 for MBA) |
| FIN5130      | Case Studies in Finance                              | 3         | 5         | FIN5101 <i>or</i> (FIN5202 for MBA) |
| FIN5125      | Derivatives                                          | 3         | 5         | FIN5101 <i>or</i> (FIN5202 for MBA) |
| FIN5206      | Investment Management                                | 3         | 5         | FIN5101 <i>or</i> (FIN5202 for MBA) |
| FIN51xx      | Ethics, Responsibility and Sustainability in Finance | 3         | 5         | FIN5101 <i>or</i> (FIN5202 for MBA) |
| FIN5170.3    | Directed Project/ Study in Finance                   | 3         | 9         | none                                |
| <b>Total</b> |                                                      | <b>15</b> | <b>29</b> |                                     |

*\*A student must complete any 4 courses from this list*

## RESEARCH WORK, INCLUDING MASTER THESIS

| 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         |
| <b>Total</b> |                           | <b>6</b> | <b>15</b> |              |

*\*Note: Master's Thesis results should be presented at a scientific-practical conference and/or in a journal publication.*

## FINAL ATTESTATION

| Code         | Course Title                       | Credits  | ECTS     |
|--------------|------------------------------------|----------|----------|
| FIN5175.1    | Thesis Defense and Publications ** | 1        | 8        |
| <b>Total</b> |                                    | <b>1</b> | <b>8</b> |

*\*\*Note: Master students are not allowed for Thesis Defense without a conference and/or journal paper*

## MFIN PROGRAM PLAN

| <b>Fall (year 1)</b>   | <b>17 credits/32 ECTS</b>                           |
|------------------------|-----------------------------------------------------|
| 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      |
| <b>Spring (year 1)</b> | <b>13 credits/33 ECTS</b>                           |
| 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 ACCOUNTING AND AUDIT (MACTA) – 7M04104

### STATEMENT OF PURPOSE

The Master of Accounting and Audit program at KIMEP University is committed to developing highly competent accounting and auditing professionals equipped with the knowledge, skills, and ethical grounding demanded by today's global business environment. Grounded in IFRS-based financial reporting standards and aligned with professional qualification pathways such as ACCA, the program prepares graduates to advance the quality, transparency, and integrity of financial reporting and governance across Kazakhstan and the broader region. By cultivating a culture of professionalism and accountability, the program contributes to building the robust financial infrastructure necessary for sustainable economic development.

### MISSION

The Master of Accounting and Audit program at KIMEP prepares graduates for professional and research careers in accounting, auditing, taxation, and corporate governance. Grounded in globally recognized standards including IFRS, International Standards on Auditing, and the ACCA qualification framework, graduates combine rigorous analytical and technical skills with ethical and sustainability frameworks to prepare financial statements, conduct audit engagements, manage tax compliance, and communicate complex financial information with accuracy and integrity.

### GOALS

The goals of the Master of Accounting and Audit program are:

- to nurture the highest level of professional ethics and integrity in our students and to instill an understanding of the critical importance of ethical conduct in accounting, auditing, and financial reporting;
- to educate leaders who will elevate the accounting and auditing profession in Kazakhstan and the region; *and*
- to prepare high-quality accountants, auditors, tax advisors, and corporate governance specialists who will have successful careers due to their world-class

competitive knowledge, skills, and professional qualifications.

### PROGRAM LEARNING OUTCOMES (PLOS)

1. Apply accounting standards and frameworks to prepare, analyze, and interpret financial statements of single entities and consolidated business groups.
2. Evaluate management accounting systems and apply cost allocation, budgeting, performance measurement, and capital budgeting techniques to support managerial decision making.
3. Assess audit and assurance engagements in accordance with relevant auditing standards, from planning through reporting, including evaluation of internal controls and risk.
4. Analyze the impact of domestic and international tax regulations on business decisions and apply legitimate tax planning strategies in compliance with applicable law.
5. Conduct independent accounting and auditing research using appropriate theoretical frameworks, with a focus on Kazakhstan and international practices.
6. Apply professional ethics, corporate governance principles, and sustainability standards in accounting, auditing, and financial reporting contexts including the responsible use of AI and data analytics.

### 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:

### CURRICULUM

| Courses                                 | Credits   | ECTS      |
|-----------------------------------------|-----------|-----------|
| Program Foundation Courses              | 9         | 16        |
| Program Core Courses                    | 8         | 13        |
| Program Specialization Elective Courses | 15        | 29        |
| Research Work                           | 6         | 15        |
| Final Attestation                       | 1         | 8         |
| <b>Total</b>                            | <b>30</b> | <b>65</b> |

## PROGRAM 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:

| Code    | Course Title              | Credits/ECTS | Prerequisite |
|---------|---------------------------|--------------|--------------|
| ACC5001 | Foundations of Accounting | 1.5/3        | none         |
| FIN5001 | Foundations of Finance    | 1.5/3        | none         |

|              |                                            |             |         |
|--------------|--------------------------------------------|-------------|---------|
| ECN5200      | Managerial Economics                       | 3/5         | none    |
| ACC5203      | Financial Reporting and Management Control | 3/5         | ACC5001 |
| <b>Total</b> |                                            | <b>9/16</b> |         |

Prospective students without a relevant **business/economics/accounting/finance** education background are required to complete foundation courses. However, foundation courses may be waived based on the prospective student's previous educational and professional background.

## PROGRAM CORE COURSES

| 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         |
| <i>One out of 3 below elective courses</i> |                                                                           |          |           |              |
| FIN5101                                    | Quantitative Analysis                                                     | 3        | 5         | none         |
| OPM5101                                    | Data Analytics                                                            | 3        | 5         | none         |
| ACC5103                                    | Foundations of Research in Accounting                                     | 3        | 5         | none         |
| <b>Total</b>                               |                                                                           | <b>8</b> | <b>13</b> |              |

## PROGRAM SPECIALIZATION ELECTIVE COURSES

(Internship and any four elective courses from the following list)

| Code      | Course Title                            | Credits | ECTS | Prerequisite                        |
|-----------|-----------------------------------------|---------|------|-------------------------------------|
| ACC5105   | Performance Management                  | 3       | 5    | FIN5101 <i>or</i> (ACC5203 for MBA) |
| ACC5107.1 | Financial Reporting                     | 3       | 5    | FIN5101 <i>or</i> (ACC5203 for MBA) |
| ACC5108   | Audit and Assurance                     | 3       | 5    | FIN5101 <i>or</i> (ACC5203 for MBA) |
| ACC5116   | Advanced Taxation                       | 3       | 5    | FIN5101 <i>or</i> (ACC5203 for MBA) |
| ACC5120   | Modern Trend in Corporate Reporting     | 3       | 5    | FIN5101 <i>or</i> (ACC5203 for MBA) |
| ACC5110   | Current Issues in Accounting            | 3       | 5    | FIN5101 <i>or</i> (ACC5203 for MBA) |
| ACC5121   | Corporate Governance and Sustainability | 3       | 5    | FIN5101 <i>or</i> (ACC5203 for MBA) |
| ACC5130   | Case Studies in Accounting              | 3       | 5    | FIN5101 <i>or</i> (ACC5203 for MBA) |
| FIN5109   | Corporate Finance                       | 3       | 5    | FIN5101 <i>or</i> (FIN5001 for MBA) |
| FIN5104   | Advanced Financial Statement Analysis   | 3       | 5    | FIN5101 <i>or</i> (FIN5202 for MBA) |
| FIN5116   | Fundamentals and Technical Analysis     | 3       | 5    | FIN5101 <i>or</i> (FIN5202 for MBA) |
| FIN5102   | Applied Risk Management                 | 3       | 5    | FIN5101 <i>or</i> (FIN5202 for MBA) |
| FIN5110   | Financial Econometrics                  | 3       | 5    | FIN5101 <i>or</i> (FIN5202 for MBA) |



|              |                                                         |           |           |                                     |
|--------------|---------------------------------------------------------|-----------|-----------|-------------------------------------|
| FIN5118      | Empirical Asset Pricing                                 | 3         | 5         | FIN5101 <i>or</i> (FIN5202 for MBA) |
| ACC51xx      | Ethics, Responsibility and Sustainability in Accounting | 3         | 5         | FIN5101 <i>or</i> (FIN5202 for MBA) |
| ACC5170.3    | Internship: Directed Project/Study in Accounting        | 3         | 9         | none                                |
| <b>Total</b> |                                                         | <b>15</b> | <b>29</b> |                                     |

*\*A student must complete any 4 courses from this list.*

## RESEARCH WORK, INCLUDING MASTER THESIS

| 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         |
| <b>Total</b> |                           | <b>6</b> | <b>15</b> |              |

*\*Note: Master's Thesis results should be presented at a scientific-practical conference and/or in a Journal publication.*

## FINAL ATTESTATION

| Code         | Course Title                      | Credits  | ECTS     |
|--------------|-----------------------------------|----------|----------|
| ACC5175.1    | Thesis Defense and Publications** | 1        | 8        |
| <b>Total</b> |                                   | <b>1</b> | <b>8</b> |

*\*\*Note: Master students are not allowed for Thesis Defense without a conference and/or journal paper.*

## MACTA PROGRAM PLAN

|                        |                                                     |
|------------------------|-----------------------------------------------------|
| <b>Fall (year 1)</b>   | <b>17 credits/32 ECTS</b>                           |
| 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                               |
| <b>Spring (year 1)</b> | <b>13 credits/33 ECTS</b>                           |
| 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 MARKETING (MMKT) – 7M04102 STATEMENT OF PURPOSE

The Master of Marketing program at KIMEP University is committed to educating a new generation of



analytically skilled and ethically grounded marketing professionals prepared to lead in a dynamic and globally competitive marketplace. The program equips graduates to harness data-driven insights, digital technologies, and strategic frameworks to build brands, engage consumers, and drive organizational growth across Kazakhstan and international markets. Through an emphasis on innovation and social responsibility, the program develops leaders who create lasting value for organizations and communities alike.

## MISSION

The Master of Marketing program at KIMEP prepares graduates for professional and research careers in marketing management, brand strategy, consumer research, and digital marketing. Grounded in contemporary marketing theory and global professional practice, graduates combine strategic, analytical, and creative competencies with ethical and sustainability frameworks to design campaigns, conduct market research, analyze consumer behavior, and communicate complex marketing insights with clarity and impact.

## GOALS

The goals of the Master of Marketing program are

- to nurture the highest standards of ethical conduct and social responsibility in our students and to instill an understanding of the critical importance of integrity and accountability in marketing practice;
- to educate leaders who will transform marketing and brand management in Kazakhstan and the region; *and*
- to prepare high-quality marketing strategists, brand managers, digital marketers, market researchers, and consultants who will have successful careers due to their world-class competitive knowledge, skills, and abilities.

## PROGRAM LEARNING OUTCOMES (PLOs)

1. Apply core marketing theories, frameworks, and analytical tools to develop and evaluate marketing strategies across local, regional, and global markets.
2. Design and implement integrated marketing communication campaigns, digital marketing initiatives, and brand management strategies across diverse organizational contexts.
3. Conduct independent marketing research using quantitative and qualitative methods to identify market opportunities and generate actionable business insights.

4. Analyze consumer behavior and market dynamics to develop data-driven solutions to complex marketing challenges in competitive and evolving business environments.
5. Manage marketing projects effectively, working collaboratively as a team member or leader to achieve strategic marketing and organizational objectives.
6. Apply ethical frameworks, social responsibility principles, and sustainability standards to marketing practice and business decision making.

## 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      |
|---------------------------------|-----------|-----------|
| Program Core Courses            | 8         | 12        |
| Specialization Elective Courses | 15        | 29        |
| Research Work                   | 6         | 15        |
| Final Attestation               | 1         | 8         |
| <b>Total</b>                    | <b>30</b> | <b>64</b> |

## 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's 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 bachelor's courses must have been passed at a higher level - the average grade is "B-" (2.67/4.33) or above grade.

## PROGRAM CORE COURSES

| Code     | Course Title                          | Credits | ECTS | Prerequisite |
|----------|---------------------------------------|---------|------|--------------|
| MGT 5100 | Business Communications (Professional | 2       | 3    | none         |

|              |                                                                           |          |           |      |
|--------------|---------------------------------------------------------------------------|----------|-----------|------|
|              | Foreign Language)                                                         |          |           |      |
| MGT 5201     | Organizational Behavior and Leadership Ethics (Management and Psychology) | 3        | 5         | none |
| MKT 5101     | Fundamentals of Marketing                                                 | 1.5      | 2         | none |
| MGT 5110     | Fundamentals of Management                                                | 1.5      | 2         | none |
| <b>Total</b> |                                                                           | <b>8</b> | <b>12</b> |      |

## SPECIALIZATION ELECTIVE COURSES

(Internship and any four elective courses from the following list)

| 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 <i>or</i> (MKT5202 for MBA) |
| MKT5206      | Marketing Research                                     | 3         | 5         | MKT5101 <i>or</i> (MKT5202 for MBA) |
| <b>Total</b> |                                                        | <b>15</b> | <b>29</b> |                                     |

*\*A student must complete any 4 courses from this list and Internship.*

## RESEARCH WORK, INCLUDING MASTER THESIS

| 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         |
| <b>Total</b> |                           | <b>6</b> | <b>15</b> |              |

**\*Note:** Master's Thesis results should be presented at a scientific-practical conference and/or in a journal publication.

## FINAL ATTESTATION

| Code         | Course Title                      | Credits  | ECTS     | Prerequisite |
|--------------|-----------------------------------|----------|----------|--------------|
| MKT5175.1    | Thesis Defense and Publications** | 1        | 8        | none         |
| <b>Total</b> |                                   | <b>1</b> | <b>8</b> |              |

**\*\*Note:** Master students are not allowed for Thesis without a conference and/or journal paper.

## MMKT RECOMMENDED PROGRAM 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 University is committed to developing skilled and principled organizational leaders capable of navigating the complexities of the modern business environment. The program equips graduates to lead teams, formulate strategies, and manage organizations effectively across Kazakhstan, Central Asia, and the broader international marketplace. By combining rigorous academic

foundations with applied leadership development and a strong emphasis on ethics and sustainability, the program cultivates the next generation of transformational managers and executives in the region.

### MISSION

The Master of Management program at KIMEP prepares graduates for professional and research careers in general management, strategic leadership, human resource management, and organizational development. Grounded in globally recognized management

frameworks and leadership theory, graduates combine analytical, interpersonal, and strategic competencies with ethical and sustainability frameworks to lead organizations, manage diverse teams, conduct independent research, and communicate complex management solutions with confidence and clarity.

## GOALS

The goals of the Master of Management program are:

- to nurture the highest standards of ethical leadership and integrity in our students and to instill an understanding of the critical importance of responsible governance and social accountability;
- to educate transformational leaders who will strengthen organizations and institutions in Kazakhstan, Central Asia, and internationally; *and*
- to prepare high-quality strategists, organizational leaders, human resource managers, project managers, and consultants who will have successful careers due to their world-class competitive knowledge, skills, and abilities.

## PROGRAM LEARNING OUTCOMES (PLOs)

1. Apply strategic management theories, organizational behavior frameworks, and leadership principles to analyze and address complex organizational challenges in local and global contexts.
2. Design and evaluate human resource management, innovation, and operational strategies to enhance organizational performance and competitive advantage.
3. Conduct independent management research using appropriate theoretical frameworks, with a focus on organizational dynamics in Kazakhstan, Central Asia, and the CIS region.
4. Analyze international business environments and develop adaptive strategies responsive to cross-cultural, regulatory, and competitive forces.
5. Lead and collaborate effectively in diverse teams, demonstrating interpersonal competence and the ability to motivate and coordinate collective action toward shared objectives.
6. Apply ethical decision-making frameworks, corporate social responsibility principles, and sustainability standards to management practice and organizational governance.

## PROGRAM CORE COURSES

## 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      |
|---------------------------------|-----------|-----------|
| Program Core Courses            | 8         | 12        |
| Specialization Elective Courses | 15        | 29        |
| Research Work                   | 6         | 15        |
| Final Attestation               | 1         | 8         |
| <b>Total</b>                    | <b>30</b> | <b>64</b> |

## 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 competencies 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's 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.

| 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         |
| <b>Total</b> |                                                                           | <b>8</b> | <b>12</b> |              |

## PROGRAM SPECIALIZATION ELECTIVE COURSES

(Internship and any four elective courses from the following list)

| 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         |
| <b>Total</b> |                                                         | <b>15</b> | <b>29</b> |              |

*\*A student must complete any 4 courses from this list.*

## RESEARCH WORK, INCLUDING MASTER THESIS

| 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         |
| <b>Total</b> |                           | <b>6</b> | <b>15</b> |              |

*\*Note: Master Thesis results should be presented in a scientific-practical conference and/or in a journal publication.*

## FINAL ATTESTATION

| Code         | Course Title                      | Credits  | ECTS     | Prerequisite |
|--------------|-----------------------------------|----------|----------|--------------|
| MGT5175      | Thesis Defense and Publications** | 1        | 8        | none         |
| <b>Total</b> |                                   | <b>1</b> | <b>8</b> |              |

*\*\*Note: Master students are not allowed for Thesis Defense without a conference and/or journal paper.*

## PROGRAM PLAN

|                      |                           |
|----------------------|---------------------------|
| <b>Fall (year 1)</b> | <b>17 credits/31 ECTS</b> |
|----------------------|---------------------------|

|                        |                                                     |
|------------------------|-----------------------------------------------------|
| 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   |
| <b>Spring (year 1)</b> | <b>13 credits/33 ECTS</b>                           |
| 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               |

## **BANG COLLEGE OF BUSINESS DOCTORAL PROGRAMS IN BUSINESS**

### **MISSION**

The PhD in Business at KIMEP prepares students to conduct rigorous, ethically grounded research, deliver excellence in teaching, and contribute to global business knowledge and practice.

### **PROGRAM LEARNING OBJECTIVES (PLOs)**

1. Demonstrate theoretical and methodological mastery in a business specialization.
2. Produce and successfully defend an original dissertation that makes a novel contribution to business knowledge.
3. Conduct rigorous research using advanced quantitative and/or qualitative methods.
4. Communicate scholarly work effectively in written and oral forms.
5. Deliver effective instruction in business education settings.
6. Apply international ethical standards in research.

### **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 areas.

### **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 the 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 that takes 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 postgraduate-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's transfer policy.

### 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 the 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 7<sup>th</sup> week of the following semester.

### DOCTOR OF PHILOSOPHY IN ACCOUNTING AND AUDIT (DACTA) – 8D04104

### DOCTOR OF PHILOSOPHY IN FINANCE (DFIN) – 8D04105

### DOCTOR OF PHILOSOPHY IN MANAGEMENT (DMNGT) – 8D04103

### DOCTOR OF PHILOSOPHY IN MARKETING (DMKT) – 8D04102

### DEGREE REQUIREMENTS<sup>1</sup>

Requirements for the BCB PhD programs 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   |

<sup>1</sup> Students without sufficient business education backgrounds are required to undertake additional coursework.



|                       |    |     |
|-----------------------|----|-----|
| • Research Internship | 2  | 10  |
| Research Component    | 50 | 123 |
| • Research Work       | 20 | 53  |

|                   |           |            |
|-------------------|-----------|------------|
| • Dissertation    | 30        | 70         |
| Final Attestation | 5         | 12         |
| <b>Total</b>      | <b>75</b> | <b>180</b> |

## **PROGRAM FOUNDATION REQUIREMENTS:**

### **CORE COURSES (6 CREDITS/10 ECTS)**

| Code    | Course Title              | Credits | ECTS | Prerequisite |
|---------|---------------------------|---------|------|--------------|
| BUS6300 | Business Research Methods | 3       | 5    | none         |
| BUS6301 | Academic Writing          | 3       | 5    | none         |

### **PEDAGOGICAL INTERNSHIP (3 CREDITS/10 ECTS)**

| Code                | Course Title           | Credits | ECTS | Prerequisite |
|---------------------|------------------------|---------|------|--------------|
| ACC/FIN/MGT/MKT6370 | Pedagogical Internship | 3       | 10   | none         |

### **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.

## **PROGRAM SPECIALIZATION REQUIREMENTS**

### **SPECIALIZATION COURSES: ACCOUNTING AND AUDITING (9 CREDITS/15 ECTS)**

| Code    | Course Title                                      | Credits | ECTS | Prerequisite |
|---------|---------------------------------------------------|---------|------|--------------|
| ACC6400 | Modern Research Studies in Accounting I           | 3       | 5    | none         |
| ACCxxx  | Modern Research Studies in Accounting II          | 3       | 5    | none         |
| ACCxxxx | Financial Econometrics for Finance and Accounting | 3       | 5    | none         |

### **SPECIALIZATION COURSES: FINANCE (9 CREDITS/15 ECTS)**

| Code    | Course Title                                      | Credits | ECTS | Prerequisite |
|---------|---------------------------------------------------|---------|------|--------------|
| FIN6400 | Modern Research Studies in Finance I              | 3       | 5    | none         |
| FINxxxx | Modern Research Studies in Finance II             | 3       | 5    | none         |
| FINxxxx | Financial Econometrics for Finance and Accounting | 3       | 5    | none         |

### **SPECIALIZATION COURSES: MANAGEMENT (9 CREDITS/15 ECTS)**

| Code    | Course Title                             | Credits | ECTS | Prerequisite |
|---------|------------------------------------------|---------|------|--------------|
| MGT6400 | Modern Research Studies in Management I  | 3       | 5    | none         |
| MGTxxxx | Modern Research Studies in Management II | 3       | 5    | none         |

|         |                                                                   |   |   |      |
|---------|-------------------------------------------------------------------|---|---|------|
| MGTxxxx | Qualitative and Quantitative Methods for Management and Marketing | 3 | 5 | none |
|---------|-------------------------------------------------------------------|---|---|------|

### **SPECIALIZATION COURSES: MARKETING (9 CREDITS/15 ECTS)**

| Code    | Course Title                                                      | Credits | ECTS | Prerequisite |
|---------|-------------------------------------------------------------------|---------|------|--------------|
| MKT6400 | Modern Research Studies in Marketing I                            | 3       | 5    | none         |
| MKTxxxx | Modern Research Studies in Marketing II                           | 3       | 5    | none         |
| MKTxxxx | Qualitative and Quantitative Methods for Management and Marketing | 3       | 5    | none         |

### **RESEARCH INTERNSHIP (2 CREDITS/10 ECTS)**

| Code                 | Course Title        | Credits | ECTS | Prerequisite |
|----------------------|---------------------|---------|------|--------------|
| ACC/FIN/MGT/MKT 6371 | Research Internship | 2       | 10   | none         |

### **RESEARCH COMPONENT**

| Code                 | Course Title  | Credits | ECTS | Prerequisite |
|----------------------|---------------|---------|------|--------------|
| ACC/FIN/MGT/MKT 6380 | Research work | 20      | 53   | None         |
| BUS6381              | Dissertation  | 30      | 70   | None         |

### **RESEARCH WORK (20 CREDITS/53 ECTS)**

| Code                 | Course Title                                                          | Credits   | ECTS      | Prerequisite |
|----------------------|-----------------------------------------------------------------------|-----------|-----------|--------------|
| BUS6302              | Pedagogy of Teaching                                                  | 3         | 5         | none         |
| BUS6303              | Quantitative Research Techniques: Secondary and Primary Data Analysis | 3         | 5         | none         |
| ACC/FIN/MGT/MKT 63xx | Seminars in Research Methods 1                                        | 3         | 9         | none         |
| ACC/FIN/MGT/MKT 63xx | Seminars in Research Methods 2                                        | 3         | 9         | none         |
| ACC/FIN/MGT/MKT 63xx | Research Work                                                         | 4         | 12.5      | none         |
| ACC/FIN/MGT/MKT 63xx | Research Work                                                         | 4         | 12.5      | none         |
| <b>Total</b>         |                                                                       | <b>20</b> | <b>53</b> |              |

### **FINAL ATTESTATION (5 CREDITS/12 ECTS)**

| Code                   | Course Title                        | Credits | ECTS | Prerequisite              |
|------------------------|-------------------------------------|---------|------|---------------------------|
| ACC/FIN/MGT/MKT 6390.5 | Dissertation writing up and defense | 5       | 12   | completion of all courses |

### **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.

| <b><i>A Suggested Schedule Assuming Fall Entry and Business Education Background</i></b><br><b><i>(August 2026 – August 2029 = 3 years)</i></b><br>(All courses are 3 credits unless indicated otherwise) |                                                                             |                                       |                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------|------------------------------------------------------------------------|
| <b><i>Fall 2026, 12 credits</i></b>                                                                                                                                                                       |                                                                             | <b><i>Spring 2027, 12 credits</i></b> |                                                                        |
| BUS6300                                                                                                                                                                                                   | Business Research Methods - (3)                                             | XXXXXX                                | Pedagogy of Teaching - (3)                                             |
| BUS6301                                                                                                                                                                                                   | Academic Writing - (3)                                                      | XXXXXX                                | - Specialization course 1 - (3)                                        |
| XXXXXX                                                                                                                                                                                                    | Quantitative Research Techniques: Secondary and Primary Data Analysis - (3) |                                       | (Qualitative and Quantitative Methods for Management and Marketing)    |
|                                                                                                                                                                                                           |                                                                             |                                       | - Financial Econometrics for Finance and Accounting                    |
| BUS6380                                                                                                                                                                                                   | Dissertation I - (3) (Research Proposal)                                    | BUS6380                               | Dissertation II - (6 credits)<br>(Literature Review & Data Collection) |
| <b><i>Fall 2027, 15 credits</i></b>                                                                                                                                                                       |                                                                             | <b><i>Spring 2028, 14 credits</i></b> |                                                                        |
| XXX6400                                                                                                                                                                                                   | Modern Research Studies I - (3)                                             | XXX6400                               | Modern Research Studies II - (3)                                       |
| XXX6370                                                                                                                                                                                                   | Pedagogic Internship- (3)                                                   | XXX63xx                               | Research Internship - (2)                                              |
| XXX6380                                                                                                                                                                                                   | Dissertation III - (6) (Research Methodology)                               | XXX6380                               | Dissertation IV – (6) (Data Collection & Analysis)                     |
| XXX63xx                                                                                                                                                                                                   | Seminar in Research Methods 1- (3)                                          | XXX63xx                               | Seminar in Research Methods 2 - (3)                                    |
| <b><i>Fall 2028, 10 credits</i></b>                                                                                                                                                                       |                                                                             | <b><i>Spring 2029, 12 credits</i></b> |                                                                        |
| XXX63xx                                                                                                                                                                                                   | Research Work I - (4)                                                       | XXX63xx                               | Research Work II - (4)                                                 |
| XXX6380                                                                                                                                                                                                   | Dissertation V - 6 credits<br>(Analysis & Interpretation)                   | XXX6380                               | Dissertation VI (write up thesis) - (3)                                |
|                                                                                                                                                                                                           |                                                                             | XXX6390                               | Dissertation Defense - (5)                                             |

## **EXECUTIVE EDUCATION CENTER (EEC) ADMINISTRATION**

### **Director**

Bakytgul Tundikbayeva

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### **MISSION**

The mission of the Center is to provide cost-effective, accessible, quality and recognized career-enhancing training 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. The Executive Education Center at KIMEP University helps individuals and organizations develop and sustain this competitive advantage.

### **PROGRAMS AND OFFERINGS**

- Executive Master of Business Administration (EMBA) – academic degree 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, the Advanced Diploma in Taxation (ADIT), the Association of Chartered Certified Accountants (ACCA), etc.
- EEC partnerships and Center sponsored conferences, forums, clubs, roundtables, workshops

For more detailed information about non-degree offerings from EEC, please apply directly to the unit.

## **EXECUTIVE MASTER OF BUSINESS – ADMINISTRATION (EXMBA) – 7M04107 STATEMENT OF PURPOSE**

The Executive Master of Business Administration (EMBA) Program is targeted towards middle and senior managers with the great potential for further growth.

According to the Global MBA Guidelines, the EMBA is a generalist, postgraduate qualification at the Master degree level. It corresponds to appropriate intellectual and academic standards for Master degrees and integrates personal development. The EMBA is a career accelerator for experienced senior management and a means to make a good career shift for middle managers with great potential, and in most cases is designed to be suitable for those without a prior degree in a management subject, in addition to those who already obtained a management degree. The focus of KIMEP EMBA is therefore on the integration of leadership and management concepts with a practical focus to enable graduates to practice successful strategic leadership in the organizations in the country and beyond.

The KIMEP EMBA 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 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. In June 2025 FIBAA Commission granted the third re-accreditation for 7 years to KIMEP EMBA until 2031.

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 EMBA degree.

Executive MBA at KIMEP University is a transformational experience in terms of personal and professional development. The program is intellectually demanding and critically reflective, requiring a substantial personal investment in terms of commitment and effort. It is designed to incorporate a combination of intellectual academic rigor and practical application. 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 18-24 months of intensive studies and professional leadership 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 and executives.

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 mission 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 high-level executives) to gain a comprehensive understanding of business and earn the Executive Master of Business Administration (EMBA) degree without interrupting their career.

### **PROGRAM OBJECTIVES**

The program objectives of this Program are to provide the participants with:

- A comprehensive understanding of business and general management.

- The knowledge and skills to lead ethically within any part of an organization or across departments following ESG considerations or prescriptions.
- A broader perspective of business, developing a strategic and global perspective.
- The enhanced capacity to apply strategies based on informed decisions to improve their organizations.
- The enhanced capacity to use information technology and supply chain management proficiency.
- The enhanced capacity to improve organizational performance.
- The ability to analyze the impact of external forces on the organization (including economic, financial, marketing, and other).

### **INTENDED PROGRAM LEARNING OUTCOMES**

Successful graduates should be able to demonstrate a range of cognitive and intellectual skills together with techniques specific to business and management. Given that the EMBA is designed to prepare participants for senior management roles, it is essential that graduates should also be able to demonstrate relevant personal and interpersonal skills. After successful completion of the Program, learners will be able to:

1. Design and conduct a business research project that analyzes the causes of, and offers a solution to, a business problem or issue.
2. 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.
3. 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.
4. 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.
5. Identify organizational, personal, and cultural issues that impact Ethics as leaders who can lead culturally diverse work teams to success.
6. 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.

7. 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.
8. Apply current investment decision-making methodologies, to be able to identify solutions to organizational and managerial problems and issues related to investment data.
9. Analyze the relationship between operations and a competitive advantage in the marketplace, to be able to use marketing data to support management decision-making.
10. 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.
11. Define the current trend of globalization, to be able to identify solutions to organizational and managerial problems and issues related to globalization.
12. 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.
13. 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.

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 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 30 hours of faculty-to-learner contact class time per each KIMEP's 2-credit module will be achieved.

The schedule or order of module delivery is at the discretion of the Executive MBA Oversight Committee. While the program curriculum is fixed, the order that modules are delivered may vary from cohort to cohort.

| Coursework required for Graduation | Credits   | ECTS      |
|------------------------------------|-----------|-----------|
| 10 learning modules                | 20        | 30        |
| 6 application/research modules     | 12        | 18        |
| EMBA Thesis/ Research Project      | 6         | 12        |
| <b>Total</b>                       | <b>38</b> | <b>60</b> |
| 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. The curriculum is highly integrative, building on prior

knowledge and work experience, to demonstrate the importance of a holistic understanding of contemporary management with a focus on strategy and leadership. The latter part of the program make provision for electives and include the possibility for participants to choose a specific specialization. According to the EQUAL MBA guidelines, the KIMEP Executive MBA targets at participants with senior management experience: more than seven years of postgraduate experience, with some at a leadership level. In general, the

leadership level should be at least five years of business or government management or leadership experience is sufficient, however, if a particular skill set or background is missing, a prerequisite module can be required. The program encompasses the business skills and knowledge needed for building leadership capacity in a small to large organization. Program design and delivery reflect the needs of EMBA students significantly more advanced in their professional careers.

## LEARNING MODULES ON EXECUTIVE MBA PROGRAM

### EMBA CURRICULUM STRUCTURE 2026-2027

| Course Name                                                        | Module Title                                                 | Credits/ ECTS |
|--------------------------------------------------------------------|--------------------------------------------------------------|---------------|
| <b>Block 1</b>                                                     |                                                              |               |
| <b>Integrative Concepts, 4 credits/6 ECTS</b>                      |                                                              |               |
| Module 1                                                           | Strategic Management                                         | 2/3           |
| Module 2                                                           | Research Methods and Applications                            | 2/3           |
| <b>Elective Courses (3 modules to be chosen), 6 credits/9 ECTS</b> |                                                              |               |
| Module 3-5                                                         | Contemporary Management                                      | 2/3           |
| Module 3-5                                                         | International (Global) Business                              | 2/3           |
| Module 3-5                                                         | Risk Management                                              | 2/3           |
| Module 3-5                                                         | Organizational Change Management                             | 2/3           |
| Module 3-5                                                         | Business Communications and Negotiations                     | 2/3           |
| Module 3-5                                                         | HR Strategy                                                  | 2/3           |
| Module 3-5                                                         | Current Topics in Management                                 | 2/3           |
| <b>Additional Module</b>                                           | <b>International Outside Module (at least 1 module)</b>      |               |
| <b>Application Modules, 4 credits/6 ECTS</b>                       |                                                              |               |
| Module 6                                                           | Financial Management                                         | 2/3           |
| Module 7                                                           | Innovation Management and Entrepreneurship+                  | 2/3           |
| <b>Block II</b>                                                    |                                                              |               |
| <b>Core Courses, 6 credits/9 ECTS</b>                              |                                                              |               |
| Module 8                                                           | Leadership and Organizational Behavior                       | 2/3           |
| Module 9                                                           | Managerial Economics                                         | 2/3           |
| Module 10                                                          | Financial and Corporate Reporting                            | 2/3           |
| <b>Block III (18 ECTS)</b>                                         |                                                              |               |
| <b>Application Modules, 12 credits/18 ECTS</b>                     |                                                              |               |
| Module 11                                                          | Data Analytics and Business Decision                         | 2/3           |
| Module 12                                                          | Corporate Finance and Investment                             | 2/3           |
| Module 13                                                          | Operations and Project Management                            | 2/3           |
| Module 14                                                          | Management Control Systems                                   | 2/3           |
| Module 15                                                          | Ethics, Responsibility and Sustainability (ERS) in Business+ | 2/3           |
| Module 16                                                          | Marketing Strategy                                           | 2/3           |
| <b>Block IV (12 ECTS)</b>                                          |                                                              |               |
| <b>Integrative Concepts, 6 credits/12 ECTS</b>                     |                                                              |               |
| Module 17                                                          | EMBA Thesis / Integrated Business Research Project           | 3/6           |



|                                             |                       |              |
|---------------------------------------------|-----------------------|--------------|
| <b>Module 18</b>                            | <b>Thesis Defense</b> | <b>3/6</b>   |
| <b>Total EMBA Required Credits: 60 ECTS</b> |                       | <b>38/60</b> |

## SPECIALIZATIONS

In addition to 38 KIMEP U credits (60 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 credits). However, students may receive an EMBA degree without a specialization. The specialization areas are as follows:

- Oil & Gas Management
- Leadership & Organizational Development
- Global Logistics & Supply Chain Management
- Corporate Governance
- Marketing
- Management
- Finance

## 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

| 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

| Requires 9 US credits, the module from Group A and from Group B:<br><i>Option 1:</i> 4 modules with 1.5 credit hours;<br><i>Option 2:</i> 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

| <b>Requires three modules to be completed</b> |                       |                  |
|-----------------------------------------------|-----------------------|------------------|
| CGN5201                                       | Corporate Governance  | 3 credits/5 ECTS |
| CGN5202                                       | Organizational Design | 3 credits/5 ECTS |
| CGN5203                                       | Corporate Law         | 3 credits/5 ECTS |

## MARKETING AREA SPECIALIZATION

| <b>Requires three modules to be completed from the list</b> |                                                  |                  |
|-------------------------------------------------------------|--------------------------------------------------|------------------|
| EMK5201                                                     | Strategic Communication and Corporate Reputation | 3 credits/5 ECTS |
| EMK5202                                                     | Strategic Brand Management                       | 3 credits/5 ECTS |
| EMK5203                                                     | Marketing Technology and Analytics               | 3 credits/5 ECTS |
| EMK5204                                                     | Customer Experience and Service Innovation       | 3 credits/5 ECTS |
| EMK5205                                                     | B2B Marketing and Key Account Management         | 3 credits/5 ECTS |

## MANAGEMENT AREA SPECIALIZATION

| <b>Requires three modules to be completed from the list</b> |                                          |                  |
|-------------------------------------------------------------|------------------------------------------|------------------|
| EMG5201                                                     | Strategic Business Intelligence          | 3 credits/5 ECTS |
| EMG5202                                                     | Business Sustainability Management       | 3 credits/5 ECTS |
| EMG5203                                                     | Leading with Resilience                  | 3 credits/5 ECTS |
| EMG5204                                                     | Strategic Crisis Management              | 3 credits/5 ECTS |
| EMG5205                                                     | Negotiation and Conflict Resolution      | 3 credits/5 ECTS |
| EMG5206                                                     | Business Analysis and Process Management | 3 credits/5 ECTS |
| EMG5207                                                     | Consulting and Problem Solving           | 3 credits/5 ECTS |
| EMG5208                                                     | Family Business and Wealth Management    | 3 credits/5 ECTS |

## FINANCE AREA SPECIALIZATION

| <b>Requires three modules to be completed from the list</b> |                                              |                  |
|-------------------------------------------------------------|----------------------------------------------|------------------|
| EFN5201                                                     | Advanced Corporate Finance                   | 3 credits/5 ECTS |
| EFN5202                                                     | Investment Analysis and Portfolio Management | 3 credits/5 ECTS |
| EFN5203                                                     | Derivatives and Risk Management              | 3 credits/5 ECTS |
| EFN5204                                                     | Islamic Banking and Finance                  | 3 credits/5 ECTS |
| EFN5205                                                     | FinTech and Digital Finance                  | 3 credits/5 ECTS |

## COLLEGE OF SOCIAL SCIENCES

### ADMINISTRATION

#### Interim Dean

Seçkin Barış Gülmez, Ph.D.  
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#### Associate Dean

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#### Research Director

Assylzat Karabayeva, Ph.D.  
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### DEPARTMENT CHAIRS

#### Department of Economics

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#### Department of Public Administration

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#### Department of Political Science and International Relations

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### RESEARCH CENTERS

#### China and Central Asia Studies Center (CCASC) Director

Xiaotong Zhang, Ph.D.  
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### 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;
- 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

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 levels. 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 need 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.

## **DEPARTMENT OF ECONOMICS**

### **MISSION**

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 and 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 programs lead and support 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**

### **MISSION**

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.Ds. 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.

### **DEGREE PROGRAMS**

The Department of Media and Communications offers a Bachelor of Journalism and a Master of International Journalism program.

## **DEPARTMENT OF PUBLIC ADMINISTRATION MISSION**

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**

### **MISSION**

The Department of Political Science and International Relations 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 China and Central Asian Studies Center (CCASC), the Department is establishing itself as an internationally-recognized base of excellence in research and the training of future scholars. The 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.

## **DEGREE PROGRAMS**

The Department of Political Science and International Relations offers a Bachelor of International Relations (BIR) and a Bachelor of Political Science (BPS) for undergraduate students and a Master in International Relations (MIR) for graduate students.

## **CHINA AND CENTRAL ASIA STUDIES CENTER (CCASC)**

The center aims to study the political, economic and social aspects of the growing Chinese engagement in Central Asian countries with a 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.

## COLLEGE OF SOCIAL SCIENCES 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 66 credits of Program foundation courses.
- Completion of 42 Major requirements including completion of an internship (3 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 Public and Municipal Administration (BPMA)
- Bachelor of Political Science (BPS)

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.

|                                 | Credits | ECTS |
|---------------------------------|---------|------|
| General Education Requirements  | 36      | 56   |
| Program Foundation Requirements | 66      | 108  |
| Program Required Courses        | 42      | 68   |
| Final Attestation               | 2       | 8    |

|              |            |            |
|--------------|------------|------------|
| <b>Total</b> | <b>146</b> | <b>240</b> |
|--------------|------------|------------|

In addition to the program-specific requirements detailed below, all CSS undergraduate students are required to complete the College's Career Development and Success program prior to graduation.

### CSS0001 CAREER DEVELOPMENT AND SUCCESS (0 CREDITS, 0 ECTS)

*Prerequisites: 3rd year students only*

CSS0001 Pathways to Success is a structured professional and academic development program designed to prepare CSS students for post-graduation opportunities in both the labor market and graduate education. Delivered in partnership with the Career Development Center, the program provides students with the practical skills, strategic awareness, and institutional knowledge necessary to successfully transition from university to either professional employment or advanced study.

The program is delivered through a series of eight one-hour sessions offered each semester. All students are required to attend the *Introduction to Pathways to Success* session, which provides an overview of available resources, expectations, and pathways. Students must then complete four additional sessions aligned with one of two tracks: (1) Career Development or (2) Graduate and Professional School Preparation.

The Career Development track focuses on building professional readiness through topics such as CV and résumé development, cover letter writing, interview techniques, networking strategies, personal branding, and professional communication. The Graduate and Professional School track focuses on preparing students for competitive academic opportunities, including identifying appropriate programs, writing statements of purpose, securing letters of recommendation, and understanding application processes for international graduate study.

By concentrating participation in the third year, the program ensures that students engage with these skills at a critical transition point when they are actively preparing for internships, employment, or graduate applications. The structure also allows students to tailor their development toward their intended pathway while maintaining flexibility to adjust their goals as needed.

### Program Procedures



1. Students register for CSS0001 through the standard course registration process. Enrollment is managed by CSS Program Managers in coordination with the Registrar's Office and the Career Development Center.
2. The program is delivered as a series of eight one-hour sessions each semester. The session schedule, including pathway-specific offerings and speakers, is published by the CSS Dean's Office at the start of each semester.
3. All students must attend the Introduction to Pathways to Success session and complete four additional sessions within a single pathway (Career Development or Graduate/Professional School).
4. Students must complete CSS0001 during their third year of study.
5. Upon successful completion, students receive a Pass designation on their academic record. Students who do not complete the requirement receive an Incomplete, which must be resolved prior to graduation.
6. The Dean of CSS or a designated faculty coordinator oversees the program, approves session content each semester, and ensures alignment with student needs and labor market or graduate education opportunities.

**General Education Requirements can be found in the General Education section of the Catalog.**

### CSS-WIDE POLICIES

Students may take courses in any order they wish as long as courses meet all prerequisites.

Students of any degree program at KIMEP are eligible to take minors offered by CSS.

Those CSS undergraduate students of previous years of entry are allowed to substitute the removed Academic Internship/Internship I course with the newly introduced CSS/GEN-wide courses on AI - GEN/CSS2204/2205 (1) AI Ethics and Governance and (2) Applied AI for Human and Social Sciences if they have not passed the Academic Internship/Internship I course yet.

### PROGRAM FOUNDATION REQUIREMENTS (66 CREDITS/108 ECTS)

#### PROGRAM FOUNDATION: REQUIRED COURSES (45 CREDITS/73 ECTS)

### 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 means of rigorous theoretical modeling and empirical economic analysis.

#### LEARNING OBJECTIVES

1. 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;
2. The ability to structure and analyze situations and to critically assess and evaluate solutions;
3. Practical skills to establish relationships between economic variables;
4. The ability to communicate ideas and information clearly and effectively in oral and written English;
5. 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.

|                                 | Credits    | ECTS       |
|---------------------------------|------------|------------|
| General Education Requirements  | 36         | 56         |
| Program Foundation Requirements | 66         | 108        |
| Program Required Courses        | 42         | 68         |
| Final Attestation               | 2          | 8          |
| <b>Total</b>                    | <b>146</b> | <b>240</b> |

**Students should consult academic advisors for their General Education course selection.**



| Code         | Course Title                                             | Credits   | ECTS      | Prerequisites                                                                                                                                                          |
|--------------|----------------------------------------------------------|-----------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CSS/GEN 2205 | Applied AI for Human and Social Sciences                 | 3         | 5         | Students must complete either GEN1103 Digital and AI Fundamentals or GEN1203 Business Computer and AI Applications as part of the General Education (GEN) requirements |
| CSS2201      | Introduction to Research Methods for the Social Sciences | 3         | 3         | None                                                                                                                                                                   |
| ECN1201      | Math for Business and Economics                          | 3         | 5         | ENG0004                                                                                                                                                                |
| ECN2083      | Introduction to Statistics                               | 3         | 5         | ECN1201                                                                                                                                                                |
| ECN2103      | Principles of Microeconomics                             | 3         | 5         | Cannot be counted as a separate course from FIN2105 Business Microeconomics                                                                                            |
| ECN2102      | Principles of Macroeconomics                             | 3         | 5         | Cannot be counted as a separate course from FIN2106 Business Macroeconomics                                                                                            |
| ECN3184      | Econometric Methods                                      | 3         | 5         | ECN2103, ECN2102 <i>and</i> ECN2083                                                                                                                                    |
| ECN4121      | Public Economics                                         | 3         | 5         | ECN2103                                                                                                                                                                |
| PAD2700      | Fundamentals of Sociology                                | 3         | 5         | ENG0004                                                                                                                                                                |
| IRL2512      | Fundamentals of International Relations                  | 3         | 5         | GEN1100 <i>and</i> GEN1120                                                                                                                                             |
| POL2001      | Introduction to Political Theory                         | 3         | 5         |                                                                                                                                                                        |
| PAD2111      | Fundamentals of Public Administration                    | 3         | 5         | None                                                                                                                                                                   |
| JMC 2605     | Media and Society                                        | 3         | 5         | None                                                                                                                                                                   |
| ENG1110      | Academic Speaking                                        | 3         | 5         | None                                                                                                                                                                   |
| ENG1121      | Academic Reading and Writing II                          | 3         | 5         | None                                                                                                                                                                   |
| <b>Total</b> |                                                          | <b>45</b> | <b>73</b> |                                                                                                                                                                        |

## PROGRAM FOUNDATION: ELECTIVE COURSES

### GROUP A. PROGRAM FOUNDATION ELECTIVE COURSES IN ECONOMICS

Students choose 9 Credits/15 ECTS from the following courses:

| Code        | Course Title                                                           | 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 <sup>2</sup>                                       | 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                                                     |

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<sup>2</sup> prerequisite for major in Financial Economics

|              |                                    |          |           |                                    |
|--------------|------------------------------------|----------|-----------|------------------------------------|
| ECN4086      | Applied Microeconomics             | 3        | 5         | ECN3081                            |
| ECN4140      | Introduction to Game Theory        | 3        | 5         | ECN1201 & ECN3081                  |
| ECN4169      | Development Economics <sup>3</sup> | 3        | 5         | ECN2103 and ECN2102 or equivalents |
| ECN2101.3    | Professional Foreign Language      | 3        | 5         | None                               |
| <b>Total</b> |                                    | <b>9</b> | <b>15</b> |                                    |

## GROUP B. KIMEP-WIDE ELECTIVE COURSES (12 CREDITS/20 ECTS)

Students may also choose from the following list Program Foundation Elective Courses:

| Code                      | Course Title                                               | Credits | ECTS | Prerequisite                                |
|---------------------------|------------------------------------------------------------|---------|------|---------------------------------------------|
| ECN2020                   | Global Economics                                           | 3       | 5    | ENG0004                                     |
| ECN2021                   | Health Economics                                           | 3       | 5    | None                                        |
| ECN2360                   | Intro to Personal Finance                                  | 3       | 5    | ECN2103                                     |
| ECN4125                   | Monetary Economics                                         | 3       | 5    | ECN3082                                     |
| ECN4185                   | Applied Econometrics                                       | 3       | 5    | ECN3184                                     |
| CSS/ECN2210/<br>CLP 2201  | Fundamentals of Programming I                              | 3       | 5    | None                                        |
| CSS/ECN2211/<br>CLP2202   | Fundamentals of Programming II                             | 3       | 5    | CSS/ECN2210/CLP 2201 <i>or</i> equivalents  |
| ECN/2083/PSY2<br>201      | Introduction to Statistics I                               | 3       | 5    | None                                        |
| PSY/2202/CSS/E<br>CN 3240 | Introduction to Statistics II: Analyzing and Modeling Data | 3       | 5    | ECN2083/PSY2201 equivalents                 |
| CSS/ECN3450               | Data Science                                               | 3       | 5    | CLP2201 <i>or</i> CIT2735 <i>or</i> ECN2210 |
| CSS/ECN3240               | Analyzing and Modeling Data                                | 3       | 5    | ECN2083 <i>or</i> equivalent                |
| MATH2001                  | Linear Algebra                                             | 3       | 5    | ECN1201                                     |
| MATH2401/CLP<br>1202      | Calculus                                                   | 3       | 5    | ECN1201                                     |
| MATH3001                  | Introduction to Analysis                                   | 3       | 5    | ECN1201                                     |
| MATH3002                  | Differential Equations                                     | 3       | 5    | MATH2001 <i>and</i> MATH3001                |
| MATH4001                  | Discrete Mathematics                                       | 3       | 5    | ECN1201                                     |
| MATH4002                  | Probability Theory and Statistics                          | 3       | 5    | ECN2083 <i>and</i> 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 <i>or</i> ECN2103                   |
| PAF3535                   | Fundamentals of Financial Accounting                       | 3       | 5    |                                             |
| ACC3101                   | Financial Accounting II                                    | 3       | 5    |                                             |
| ACC3201                   | Inter Financial Accounting I                               | 3       | 5    |                                             |

<sup>3</sup> prerequisite for major in Public Policy

|                |                                         |           |           |         |
|----------------|-----------------------------------------|-----------|-----------|---------|
| ACC3202        | Inter Financial Accounting II           | 3         | 5         |         |
| ACC3212        | Accounting Info Systems                 | 3         | 5         |         |
| FIN3121        | Principles of Finance                   | 3         | 5         |         |
| FIN3210        | Corporate Finance                       | 3         | 5         | FIN3121 |
| FIN3220        | Investments 3                           | 3         | 5         |         |
| FIN3230        | Fin Institutions Management             | 3         | 5         | FIN3210 |
| MKT3130        | Principles of Marketing                 | 3         | 5         |         |
| OPM3131        | Intro to Operations Mgt.                | 3         | 5         |         |
| KAZ/RUS21021.2 | Prof Kazakh (Russian) Language          | 2         | 3         | None    |
|                | 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         |         |
| <b>Total</b>   |                                         | <b>12</b> | <b>20</b> |         |

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 REQUIRED COURSES (42 CREDITS/68 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 (27 CREDITS/43 ECTS)

| Code    | Course Title                | 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 <i>and</i> ECN2102                                                                                                                                           |
| CSS/GEN2204 | AI Ethics and Governance                          | 3 | 5 | CSS/GEN2205 Applied AI for Human and Social Sciences                                                                                                                 |
| CSS3101     | Advanced Research Methods for the Social Sciences | 3 | 4 | CSS2201 Introduction to Research Methods for the Social Sciences, and GEN/CSS2204/2205 (1) AI Ethics and Governance and (2) Applied AI for Human and Social Sciences |
| ECN4112     | International Economics                           | 3 | 5 | ECN2102, ECN2103                                                                                                                                                     |
| ECN4154     | Government and Business                           | 3 | 5 | ECN3081                                                                                                                                                              |
| ECN3888.1   | Professional Internship                           | 3 | 4 | ECN3888                                                                                                                                                              |

## MAJOR ELECTIVE COURSES 15 CREDITS/25 ECTS

In addition to the major required courses, students choose 15 credits from the following courses:

### 1) MAJOR IN BUSINESS ECONOMICS (15 CREDITS/25 ECTS)

| Code         | Course Title                      | Credits   | ECTS      | Prerequisites                                                                                  |
|--------------|-----------------------------------|-----------|-----------|------------------------------------------------------------------------------------------------|
| ECN3030      | Economy of the European Union     | 3         | 5         | ECN2103 & ECN2102                                                                              |
| 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                                                                                        |
| FIN3230      | Financial Institutions Management | 3         | 5         | FIN3210                                                                                        |
| 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 <i>and</i> ECN2102                                                                     |
| ECN4359      | Investing in Emerging Markets     | 3         | 5         | ECN2103 <i>and</i> ECN2102                                                                     |
| <b>Total</b> |                                   | <b>15</b> | <b>25</b> |                                                                                                |

### 2) MAJOR IN FINANCIAL ECONOMICS (15 CREDITS/25 ECTS)

In addition to the major required courses, students choose 15 credits from the following courses:

| Code    | Course Title                  | Credits | ECTS | Prerequisites                                                                                  |
|---------|-------------------------------|---------|------|------------------------------------------------------------------------------------------------|
| ECN3155 | Money and Banking             | 3       | 5    | ECN2102 cannot be counted as a separate course from FIN3101 Financial Institutions and Markets |
| FIN3210 | Corporate Finance             | 3       | 5    | FIN3121                                                                                        |
| ECN4125 | Monetary Economics            | 3       | 5    | ECN3082                                                                                        |
| 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                                                                              |

|              |           |           |  |
|--------------|-----------|-----------|--|
| <b>Total</b> | <b>15</b> | <b>25</b> |  |
|--------------|-----------|-----------|--|

### 3) MAJOR IN PUBLIC POLICY (15 CREDITS/25 ECTS)

Students choose ECN4169 (Development Economics) and 12 credits from the following electives:

| Code         | Course Title                  | Credits   | ECTS      | Prerequisites              |
|--------------|-------------------------------|-----------|-----------|----------------------------|
| ECN2020      | Global Economics              | 3         | 5         | ENG0004                    |
| ECN3030      | Economy of the European Union | 3         | 5         | ECN2103 <i>and</i> ECN2102 |
| 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 <i>and</i> ECN2103 |
| <b>Total</b> |                               | <b>15</b> | <b>20</b> |                            |

### FINAL ATTESTATION (2 CREDITS/8 ECTS)

| Code                      | Course Title                      | Credits  | ECTS     | Prerequisites                                         |
|---------------------------|-----------------------------------|----------|----------|-------------------------------------------------------|
| ECN4183/<br>ECN4999.<br>1 | Thesis <sup>4</sup> or State Exam | 2        | 8        | CSS3101 Advanced Research Methods for Social Sciences |
| <b>Total</b>              |                                   | <b>2</b> | <b>8</b> |                                                       |

### BAE STUDY PLAN

The following tables are examples of programs of study that will help students finish the BAE program in four years.

| 1st Year            |                                    |         |      |                 |                                         |         |      |
|---------------------|------------------------------------|---------|------|-----------------|-----------------------------------------|---------|------|
| Fall Semester       |                                    |         |      | Spring Semester |                                         |         |      |
| Code                | Course Title                       | Credits | ECTS | Code            | Course Title                            | Credits | ECTS |
| GEN1000             | History of Kazakhstan              | 3       | 5    |                 | General Education<br>ASC<br>Elective 2* | 3       | 3    |
| GEN1120             | Academic Reading and Writing I     | 3       | 5    | ENG1121         | Academic Reading and Writing 2          | 3       | 3    |
| ENG/GEN1110/GEN1010 | Critical Thinking and Study Skills | 3       | 5    | KAZ/RUS         | Kazakh/Russian Language 2               | 3       | 5    |
| GEN1103 or          | Digital and AI Fundamentals or     | 3       | 5    |                 | Cultural Studies: Kazakhstan            | 2       | 2    |

<sup>4</sup> In exceptional circumstances as exhaustively described in GOSO students may be allowed to replace the thesis with a written exam.

|               |                                          |         |      |                 |                                                          |         |      |
|---------------|------------------------------------------|---------|------|-----------------|----------------------------------------------------------|---------|------|
| GEN1203       | Business Computer and AI Applications    |         |      |                 |                                                          |         |      |
| KAZ/RUS       | Kazakh/Russian Language I                | 3       | 5    | ECN1201         | Math for Business and Economics                          | 3       | 5    |
|               | General Education ASC Elective 1*        | 3       | 3    | ENG1110         | Academic Speaking                                        | 3       | 5    |
| GEN-xxxx      | Physical Education                       | 2       | 4    | GEN-xxxx        | Physical Education                                       | 2       | 4    |
| Total         |                                          | 20      | 29   |                 | Total                                                    | 19      | 27   |
| 2nd Year      |                                          |         |      |                 |                                                          |         |      |
| Fall Semester |                                          |         |      | Spring Semester |                                                          |         |      |
| Code          | Course Title                             | Credits | ECTS | Code            | Course Title                                             | Credits | ECTS |
| ECN2103       | Principles of Microeconomics             | 3       | 5    | ECN3083         | Mathematical Economics                                   | 3       | 5    |
| ECN2102       | Principles of Macroeconomics             | 3       | 5    | ECN2181         | Introduction to Statistics                               | 3       | 5    |
| IRL2512       | Fundamentals of International Relations  | 3       | 5    |                 | Program Foundation Elective 1 (Group A)                  | 3       | 5    |
|               | Fundamentals of Public Administration    | 3       | 5    | GEN2501         | Individual, Society, and Politics                        | 3       | 3    |
| CSS/GEN2205   | Applied AI for Human and Social Sciences | 3       | 5    | CSS/GEN2204     | AI Ethics and Governance                                 | 3       | 5    |
| GEN2500       | Introduction to Philosophy               | 3       | 5    | CSS2201         | Introduction to Research Methods for the Social Sciences | 3       | 3    |
| Total         |                                          | 18      | 30   | Total           |                                                          | 18      | 32   |
| 3d Year       |                                          |         |      |                 |                                                          |         |      |
| Fall Semester |                                          |         |      | Spring Semester |                                                          |         |      |
| Code          | Course Title                             | Credits | ECTS | Code            | Course Title                                             | Credits | ECTS |
| ECN3184       | Econometrics Methods                     | 3       | 5    | ECN3081         | Intermediate Microeconomics                              | 3       | 5    |
| ECN3189       | Economy of Kazakhstan                    | 3       | 5    | ECN3082         | Intermediate Macroeconomics                              | 3       | 5    |
|               | Program Foundation Elective 2 (Group A)  | 3       | 5    |                 | Introduction to Political Theory                         | 3       | 5    |
| GEN/PAD2700   | Fundamentals of Sociology                | 3       | 5    |                 | Program Foundation Elective 3 (Group A)                  |         |      |
| ECN4121       | Public Economics                         | 3       | 5    | ECNxxx          | Major Elective 2                                         | 3       | 5    |
| ECNxxx        | Major Elective 1                         | 3       | 5    | JMC2605         | Media and Society                                        | 3       | 5    |
| CSS0001       | Career Development and Success           | 0       | 0    | CSS0001         | Career Development and Success                           | 0       | 0    |
| Total         |                                          | 15      | 25   | Total           |                                                          | 15      | 25   |
| 4th Year      |                                          |         |      |                 |                                                          |         |      |
| Fall Semester |                                          |         |      | Spring Semester |                                                          |         |      |
| Code          | Course Title                             | Credits | ECTS | Code            | Course Title                                             | Credits | ECTS |

|              |                                                   |           |           |                   |                                      |           |           |
|--------------|---------------------------------------------------|-----------|-----------|-------------------|--------------------------------------|-----------|-----------|
| ECN4112      | International Economics                           | 3         | 5         | ECN4183/ECN4999.1 | Thesis and Thesis Defense/State Exam | 2         | 8         |
| ECNxxx       | Major Elective 3                                  | 3         | 5         | ECN4154           | Government and Business              | 3         | 5         |
| ECNxxx       | Major Elective 4                                  | 3         | 5         | ECNxxx            | Major Elective 5                     | 3         | 5         |
| CSS3101      | Advanced Research Methods for the Social Sciences | 3         | 4         | ECN3888.1         | Professional Internship              | 3         | 4         |
|              | Minor/Wide Elective 1 (Group B)                   | 3         | 5         |                   | Minor/Wide Elective 3 (Group B)      | 3         | 5         |
|              | Minor/Wide Elective 2 (Group B)                   | 3         | 5         |                   | Minor/Wide Elective 4 (Group B)      | 3         | 5         |
| <b>Total</b> |                                                   | <b>18</b> | <b>29</b> | <b>Total</b>      |                                      | <b>17</b> | <b>32</b> |

**Total for the program: 146 credits (240 ECTS)**

## **BACHELOR OF INTERNATIONAL RELATIONS (BIR) – 6B03101**

### **MISSION**

Our mission is to prepare leading professionals and scholars in the fields of International Relations while providing students with solid training in the social sciences and liberal arts. After completion of the program, students are expected to be familiar with all aspects of international and comparative politics.

### **STATEMENT OF PURPOSE**

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.

## CURRICULUM

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 credits equivalent to 240 ECTS.

|                                 | Credits    | ECTS       |
|---------------------------------|------------|------------|
| General Education Requirements  | 36         | 56         |
| Program Foundation Requirements | 66         | 108        |
| Program Required Courses        | 42         | 68         |
| Final Attestation               | 2          | 8          |
| <b>Total</b>                    | <b>146</b> | <b>240</b> |

**General Education Requirements can be found in the General Education section of the Catalog.**

## PROGRAM FOUNDATION COURSES (66 CREDITS/108 ECTS)

### PROGRAM FOUNDATION: REQUIRED COURSES (45 CREDITS/73 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 HIST3101 “History of Civilizations 1”, HIST3102 “History of Civilizations 2” and IRL3541 “Contemporary World History: 1945 to Present”.

**\*Note:** Program foundation required courses are normally offered once a year. Students should carefully decide what courses to take on a yearly basis.

### PROGRAM FOUNDATION: REQUIRED COURSES (45 CREDITS/73 ECTS)

| Code        | Course Title                                             | Credits | ECTS | Prerequisites                                                                                                                                                          |
|-------------|----------------------------------------------------------|---------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             |                                                          |         |      | <i>*All IR majors are required to take IRL 2512 prior to admission to other program–foundation and program major classes except **</i>                                 |
| GEN/CSS2205 | Applied AI for Human and Social Sciences                 | 3       | 5    | Students must complete either GEN1103 Digital and AI Fundamentals or GEN1203 Business Computer and AI Applications as part of the General Education (GEN) requirements |
| CSS2201     | Introduction to Research Methods for the Social Sciences | 3       | 3    | None                                                                                                                                                                   |
| IRL2201     | Introduction to Logic and Arguments                      | 3       | 5    |                                                                                                                                                                        |
| IRL2512     | Fundamentals of International Relations                  | 3       | 5    | GEN1100 and GEN1120                                                                                                                                                    |
| 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/PAD2700 | Fundamentals of Sociology                                | 3       | 5    | ENG0004                                                                                                                                                                |
| ECN1101     | Introduction to Economics                                | 3       | 5    | ENG0004                                                                                                                                                                |
| POL2001     | Introduction to Political Theory                         | 3       | 5    |                                                                                                                                                                        |
| PAD2111     | Fundamentals of Public Administration                    | 3       | 5    | None                                                                                                                                                                   |
| JMC 2605    | Media and Society                                        | 3       | 5    | None                                                                                                                                                                   |
| ENG1110     | Academic Speaking                                        | 3       | 5    |                                                                                                                                                                        |

|              |                                 |           |           |  |
|--------------|---------------------------------|-----------|-----------|--|
| ENG1121      | Academic Reading and Writing II | 3         | 5         |  |
| <b>Total</b> |                                 | <b>45</b> | <b>73</b> |  |

### **PROGRAM FOUNDATION: ELECTIVE COURSES (9 CREDITS/15 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 (9 CREDITS/15 ECTS)**

| Code         | Course Title                                                                     | Credits  | ECTS      | Prerequisites                               |
|--------------|----------------------------------------------------------------------------------|----------|-----------|---------------------------------------------|
| POL3512      | Comparative Politics                                                             | 3        | 5         |                                             |
| PS/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                                     |
| IRL/POL 3501 | International Trade                                                              | 3        | 5         |                                             |
| PAD3521      | Global Sustainable Development                                                   | 3        | 5         | PAD2111 <i>or</i> ECN2103 <i>or</i> ECN1101 |
| IRL/POL4515  | Diplomatic Negotiations                                                          | 3        | 5         |                                             |
| IRL/POL4516  | Business Diplomacy                                                               | 3        | 5         |                                             |
| IRL3541      | History of Diplomacy from 1945 to Contemporary times                             | 3        | 5         |                                             |
| IRL          | Professional Foreign Language                                                    | 3        | 5         |                                             |
| <b>Total</b> |                                                                                  | <b>9</b> | <b>15</b> |                                             |

### **GROUP B. KIMEP-WIDE ELECTIVE COURSES (12 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:

| Code        | Course Title                                | Credits | ECTS | Prerequisites |
|-------------|---------------------------------------------|---------|------|---------------|
| HIST3101    | History of Civilizations 1                  | 3       | 5    |               |
| IRL3541     | Contemporary World History: 1945 to Present | 3       | 5    |               |
| CSS/IRL3501 | Computational Social Science                | 3       | 5    | none          |
| HIST3102    | History of Civilizations 2                  | 3       | 5    |               |

|                      |                                                            |   |   |                                             |
|----------------------|------------------------------------------------------------|---|---|---------------------------------------------|
| GEN1610              | Great Traditions and Culture of Kazakhs                    | 3 | 5 |                                             |
| IRL/POL2512          | Discourse and Narrative Practices                          | 3 | 5 |                                             |
| IRL2513              | Mastering UN Negotiation: Communication for Global Impact  | 3 | 5 | none                                        |
| GER1303              | Pre-Intermediate German                                    | 3 | 5 | GER 1302 <i>or</i> equivalent               |
| 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/PSY 2201     | Introduction to Statistics I                               | 3 | 5 |                                             |
| PSY2202/CSS/ ECN3240 | Introduction to Statistics II: Analyzing and Modeling Data | 3 | 5 |                                             |
| MATH2401/C LP1202    | 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 | PAD2111 <i>or</i> ECN1101 <i>or</i> ECN2103 |
| PAD3511              | Fundamentals of Public Financial Management                | 3 | 5 |                                             |
| PAD3523              | HR Management                                              | 3 | 5 |                                             |
|                      | Minor course or any KIMEP-wide elective                    | 3 | 5 |                                             |
| KAZ/RUS210 21.2      | Prof Kazakh (Russian) Language                             | 2 | 3 |                                             |
|                      | 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 (42 CREDITS/68 ECTS)**

The Department of International Relations and Political Sciences 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 (21 CREDITS/33 ECTS)**

| <b>Code</b>  | <b>Course Title</b>                                    | <b>Credits</b> | <b>ECTS</b> | <b>Prerequisites</b>                                                                                                                                                 |
|--------------|--------------------------------------------------------|----------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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           |                                                                                                                                                                      |
| CSS/GEN 2204 | AI Ethics and Governance                               | 3              | 5           | CSS/GEN2205 Applied AI for Human and Social Sciences                                                                                                                 |
| CSS3101      | Advanced Research Methods for the Social Sciences      | 3              | 4           | CSS2201 Introduction to Research Methods for the Social Sciences, and GEN/CSS2204/2205 (1) AI Ethics and Governance and (2) Applied AI for Human and Social Sciences |
| IRL4597      | Professional Internship in International Relations     | 3              | 4           |                                                                                                                                                                      |

### **MAJOR ELECTIVES IN GLOBAL SECURITY AND INTERNATIONAL AFFAIRS (21 CREDITS/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:

| <b>Code</b> | <b>Course Title</b>                                                    | <b>Credits</b> | <b>ECTS</b> | <b>Prerequisites</b> |
|-------------|------------------------------------------------------------------------|----------------|-------------|----------------------|
| 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         |  |
| IRL5543      | Kazakh language and Political Development (IM-CEERES)     | 3         | 5         |  |
| IRL/POL4501  | Comparative Political Behavior                            | 3         | 5         |  |
| IRL/POL4502  | Politics and Technology                                   | 3         | 5         |  |
| IRL/POL3502  | Diplomacy in the Theory and Practice                      | 3         | 5         |  |
| IRL4521      | Petropolitics                                             | 3         | 5         |  |
| IRL/POL3503  | Corruption, Governance, and Accountability                | 3         | 5         |  |
| <b>Total</b> |                                                           | <b>21</b> | <b>35</b> |  |

### MAJOR ELECTIVES IN REGIONAL STUDIES AND ENERGY POLITICS (21 CREDITS/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:

| Code         | Course Title                                                          | 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         |               |
| IRL 4521     | Petropolitics                                                         | 3         | 5         |               |
| IRL/POL 4540 | 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         |               |
| IRL5543      | Kazakh language and Political Development (IM-CEERES)                 | 3         | 5         |               |
| IRL/POL4501  | Comparative Political Behavior                                        | 3         | 5         |               |
| IRL/POL4502  | Politics and Technology                                               | 3         | 5         |               |
| IRL/POL3502  | Diplomacy in the Theory and Practice                                  | 3         | 5         |               |
| IRL/POL3503  | Corruption, Governance, and Accountability                            | 3         | 5         |               |
| <b>Total</b> |                                                                       | <b>21</b> | <b>35</b> |               |

### MAJOR ELECTIVES IN EUROPEAN STUDIES (21 CREDITS/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:

| Code        | Course Title                                     | Credits | ECTS | Prerequisites |
|-------------|--------------------------------------------------|---------|------|---------------|
| IRL/POL4534 | Politics of the European Union                   | 3       | 5    |               |
| IRL3530     | Topics in the History/Politics/Culture of Europe | 3       | 5    |               |
| IRL4590     | Undergraduate Seminar in International Relations | 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      | Economy of the European Union                                    | 3         | 5         |  |
| IRL/POL4501  | Comparative Political Behavior                                   | 3         | 5         |  |
| IRL/POL4502  | Politics and Technology                                          | 3         | 5         |  |
| IRL/POL3502  | Diplomacy in the Theory and Practice                             | 3         | 5         |  |
| IRL/POL3503  | Corruption, Governance, and Accountability                       | 3         | 5         |  |
| <b>Total</b> |                                                                  | <b>21</b> | <b>35</b> |  |

## FINAL ATTESTATION (2 CREDITS/8 ECTS)

| Code              | Course Title                            | Credits  | ECTS     | Prerequisites                                         |
|-------------------|-----------------------------------------|----------|----------|-------------------------------------------------------|
| IRL4599.2/IRL4XXX | Thesis and Thesis Defense or State Exam | 2        | 8        | CSS3XXX Advanced Research Methods for Social Sciences |
| <b>Total</b>      |                                         | <b>2</b> | <b>8</b> |                                                       |

## BIR STUDY PLAN

The following tables are examples of programs of study that will help students finish the BIR program in four years.

| 1st Year              |                                                                      |         |      |                 |                                         |         |      |
|-----------------------|----------------------------------------------------------------------|---------|------|-----------------|-----------------------------------------|---------|------|
| Fall Semester         |                                                                      |         |      | Spring Semester |                                         |         |      |
| Code                  | Course Title                                                         | Credits | ECTS | Code            | Course Title                            | Credits | ECTS |
| GEN1000               | History of Kazakhstan                                                | 3       | 5    | ENG/GEN 1100    | Academic Speaking                       | 3       | 5    |
| GEN1120               | Academic Reading and Writing I                                       | 3       | 5    | ENG/GEN 1121    | Academic Reading and Writing II         | 3       | 5    |
| ENG/GEN 1110/GEN 1010 | Critical Thinking and Study Skills                                   | 3       | 5    | KAZ/RUS         | Kazakh/Russian Language 2               | 3       | 5    |
| GEN1103 or GEN1203    | Digital and AI Fundamentals or Business Computer and AI Applications | 3       | 5    |                 | Cultural Studies: Kazakhstan            | 2       | 2    |
| KAZ/RUS               | Kazakh/Russian Language I                                            | 3       | 5    | IRL2512         | Fundamentals of International Relations | 3       | 5    |
|                       | General Education ASC Elective 1*                                    | 3       | 3    |                 | General Education ASC Elective 2*       | 3       | 5    |
| GENxxxx               | Physical Education                                                   | 2       | 4    | GENxxxx         | Physical Education                      | 2       | 4    |
| Total                 |                                                                      | 20      | 29   | Total           |                                         | 19      | 29   |
| 2nd Year              |                                                                      |         |      |                 |                                         |         |      |
| Fall Semester         |                                                                      |         |      | Spring Semester |                                         |         |      |
| Code                  | Course Title                                                         | Credits | ECTS | Code            | Course Title                            | Credits | ECTS |



|               |                                                   |         |      |                 |                                                          |         |      |
|---------------|---------------------------------------------------|---------|------|-----------------|----------------------------------------------------------|---------|------|
| IRL3544       | Diplomatic and Consular Service                   | 3       | 5    | ECN1101         | Introduction to Economics                                | 3       | 5    |
| PAD2111       | Fundamentals of Public Administration             | 3       | 5    | IRL3540         | History of Diplomacy 1815-1945                           | 3       | 5    |
| IRL3539       | History of Diplomacy 1648-1815                    | 3       | 5    | IRL3521         | Theories of International Relations                      | 3       | 5    |
| IRL/POL XXXX  | Program Foundation Elective 1 Group A)            | 3       | 5    | JMC2605         | Media and Society                                        | 3       | 5    |
| CSS/GEN2 205  | Applied AI for Human and Social Sciences          | 3       | 5    | GEN2501         | Individual, Society, and Politics                        | 3       | 3    |
| GEN2500       | Introduction to Philosophy                        | 3       | 5    | IRL2201         | Introduction to Logic and Arguments                      | 3       | 5    |
| Total         |                                                   | 18      | 29   | Total           |                                                          | 18      | 30   |
| 3d Year       |                                                   |         |      |                 |                                                          |         |      |
| Fall Semester |                                                   |         |      | Spring Semester |                                                          |         |      |
| Code          | Course Title                                      | Credits | ECTS | Code            | Course Title                                             | Credits | ECTS |
| IRL3520       | Foreign Policy of Kazakhstan                      | 3       | 5    | IRL3517         | International Institutions and Law                       | 3       | 5    |
| POL2001       | Introduction to Political Theory                  | 3       | 5    |                 | Minor/Wide Elective 1                                    | 3       | 5    |
| CSS/GEN2 204  | AI Ethics and Governance                          | 3       | 5    |                 | Major Elective 1                                         | 3       | 5    |
| IRL/POL XXXX  | Program Foundation Elective 2 Group A)            | 3       | 5    | CSS2201         | Introduction to Research Methods for the Social Sciences | 3       | 3    |
| IRL4512       | Multivector Diplomacy                             | 3       | 5    |                 | Major Elective 2                                         | 3       | 5    |
| PAD2700       | Fundamentals of Sociology                         | 3       | 5    |                 | Major Elective 3                                         | 3       | 5    |
| CSS0001       | Career Development and Success                    | 0       | 0    | CSS0001         | Career Development and Success                           | 0       | 0    |
| Total         |                                                   | 18      | 30   | Total           |                                                          | 18      | 32   |
| 4th Year      |                                                   |         |      |                 |                                                          |         |      |
| Fall Semester |                                                   |         |      | Spring Semester |                                                          |         |      |
| Code          | Course Title                                      | Credits | ECTS | Code            | Course Title                                             | Credits | ECTS |
| IRL4590       | Undergraduate Seminar in IR                       | 3       | 5    | IRL 4599.2      | Thesis and Thesis Defense                                | 2       | 8    |
| CSS3101       | Advanced Research Methods for the Social Sciences | 3       | 4    | IRL4597         | Professional Internship in IR                            | 3       | 5    |
|               | Minor/Wide Elective 2                             | 3       | 5    |                 | Minor/Wide Elective 3                                    | 3       | 5    |
|               | Major Elective 4                                  | 3       | 5    |                 | Major Elective 6                                         | 3       | 5    |
|               | Major Elective 5                                  | 3       | 5    |                 | Major Elective 7                                         | 3       | 5    |

|              |                                           |           |           |              |                          |           |           |
|--------------|-------------------------------------------|-----------|-----------|--------------|--------------------------|-----------|-----------|
|              | Program Foundation<br>Elective 3 Group A) | 3         | 5         |              | Minor/Wide Elective<br>4 | 3         | 5         |
| <b>Total</b> |                                           | <b>18</b> | <b>30</b> | <b>Total</b> |                          | <b>18</b> | <b>33</b> |

**Total for program: 146 credits (240 ECTS)**

## **BACHELOR OF POLITICAL SCIENCE (BAPS) – 6B03103**

### **MISSION**

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**

The BAPS 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 BAPS program are:

1. to train professionals capable of taking on roles in leadership, government, research institutions and political consulting;
2. 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;
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 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:

1. describe and articulate the key concepts, major paradigms and theoretical perspectives within the discipline of Political Science;
2. appraise the impact of cultural, historical, geographic, and economic factors on the formation of different states, regions and civilizations;
3. analyze the structure and dynamics shaping politics in Kazakhstan and the wider world;
4. explain the behavior and interactions of the primary political actors;
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 institutions and fundamental values or ethical considerations in the formulation of foreign and domestic policy;
7. frame the policies of Kazakhstan and other Central Asian states;
8. 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
9. work effectively with others in the pursuit of common objectives.

### **CURRICULUM STRUCTURE**

Like all undergraduate degrees at KIMEP University, the BAPS has five study program categories. To earn a Bachelor of Political Science, a student must complete 146 KIMEP credits equivalent to 240 ECTS.

|                                | <b>Credits</b> | <b>ECTS</b> |
|--------------------------------|----------------|-------------|
| General Education Requirements | 36             | 56          |

|                                 |    |     |
|---------------------------------|----|-----|
| Program Foundation Requirements | 66 | 108 |
| Program Required Courses        | 42 | 68  |
| Final Attestation               | 2  | 8   |

|              |            |            |
|--------------|------------|------------|
| <b>Total</b> | <b>146</b> | <b>240</b> |
|--------------|------------|------------|

### **PROGRAM FOUNDATION COURSES (66 CREDITS/108 ECTS)**

#### **PROGRAM FOUNDATION REQUIRED COURSES (39 CREDITS/63 ECTS)**

| <b>Code</b>  | <b>Course Title</b>                                      | <b>Credits</b> | <b>ECTS</b> | <b>Prerequisites</b>                                                                                                                                                          |
|--------------|----------------------------------------------------------|----------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GEN/CSS2205  | Applied AI for Human and Social Sciences                 | 3              | 5           | Students must complete either GEN1103 Digital and AI Fundamentals <i>or</i> GEN1203 Business Computer and AI Applications as part of the General Education (GEN) requirements |
| CSS2201      | Introduction to Research Methods for the Social Sciences | 3              | 3           | None                                                                                                                                                                          |
| IRL3519      | Politics and Institutions of Kazakhstan                  | 3              | 5           |                                                                                                                                                                               |
| ECN2181      | Introduction to Statistics                               | 3              | 5           |                                                                                                                                                                               |
| POL3512      | Comparative Politics                                     | 3              | 5           |                                                                                                                                                                               |
| PAD2700      | Fundamentals of Sociology                                | 3              | 5           | ENG0004                                                                                                                                                                       |
| ECN1101      | Introduction to Economics                                | 3              | 5           | ENG0004                                                                                                                                                                       |
| IRL2512      | Fundamentals of International Relations                  | 3              | 5           | GEN1100 and GEN1120                                                                                                                                                           |
| POL2001      | Introduction to Political Theory                         | 3              | 5           |                                                                                                                                                                               |
| PAD2111      | Fundamentals of Public Administration                    | 3              | 5           | None                                                                                                                                                                          |
| JMC 2605     | Media and Society                                        | 3              | 5           | None                                                                                                                                                                          |
| ENG1110      | Academic Speaking                                        | 3              | 5           |                                                                                                                                                                               |
| ENG1121      | Academic Reading and Writing II                          | 3              | 5           |                                                                                                                                                                               |
| <b>Total</b> |                                                          | <b>39</b>      | <b>63</b>   |                                                                                                                                                                               |

#### **GROUP A. PROGRAM FOUNDATION ELECTIVE COURSES (15 CREDITS/25 ECTS)**

Students need to choose 7 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).

| <b>Code</b>  | <b>Course Title</b>                                    | <b>Credits</b> | <b>ECTS</b> | <b>Prerequisites</b> |
|--------------|--------------------------------------------------------|----------------|-------------|----------------------|
| ECN4181      | Introduction to Game Theory                            | 3              | 5           |                      |
| POL/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         |  |
| <b>Total</b> |                                                                  | <b>15</b> | <b>25</b> |  |

### GROUP B. KIMEP-WIDE ELECTIVE COURSES (12 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 (42 CREDITS/68 ECTS)

#### MAJOR REQUIRED COURSES (21 CREDITS/33 ECTS)

| Code                                            | Course Title                                                                                           | Credits   | ECTS      | Prerequisites                                                                                                                                                               |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| POL2201<br><i>or</i><br>PSY2202/CSS/<br>ECN3240 | Data Analysis for Politics<br><i>or</i><br>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         |                                                                                                                                                                             |
| CSS/GEN2204                                     | AI Ethics and Governance                                                                               | 3         | 5         | CSS/GEN2205 Applied AI for Human and Social Sciences                                                                                                                        |
| CSS3101                                         | Advanced Research Methods for the Social Sciences                                                      | 3         | 4         | CSS2201 Introduction to Research Methods for the Social Sciences, <i>and</i> GEN/CSS2204/2205 (1) AI Ethics and Governance and (2) Applied AI for Human and Social Sciences |
| IRL4597                                         | Professional Internship in International Relations                                                     | 3         | 4         |                                                                                                                                                                             |
| <b>Total</b>                                    |                                                                                                        | <b>21</b> | <b>33</b> |                                                                                                                                                                             |

### MAJOR ELECTIVES (21 CREDITS/35 ECTS)

Students need to take 7 courses from the list below:

| Code    | Course Title                        | 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         |  |
| 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 in International Relations                | 3         | 5         |  |
| POL3533      | Political Sociology                                                    | 3         | 5         |  |
| IRL/POL4501  | Comparative Political Behavior                                         | 3         | 5         |  |
| IRL/POL4502  | Politics and Technology                                                | 3         | 5         |  |
| IRL/POLXXXX  | Corruption, Governance, and Accountability                             |           |           |  |
| <b>Total</b> |                                                                        | <b>21</b> | <b>35</b> |  |

### FINAL ATTESTATION (2 CREDITS/8 ECTS)

| Code             | Course Title                                   | Credits  | ECTS     | Prerequisites                                         |
|------------------|------------------------------------------------|----------|----------|-------------------------------------------------------|
| POL4599/POL 4991 | Thesis and Thesis Defense <i>or</i> State Exam | 2        | 8        | CSS3XXX Advanced Research Methods for Social Sciences |
| <b>Total</b>     |                                                | <b>2</b> | <b>8</b> |                                                       |

### 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)

| Code                                         | Course Title                                                                             | Credits | ECTS | Prerequisites |
|----------------------------------------------|------------------------------------------------------------------------------------------|---------|------|---------------|
| POL3512                                      | Comparative Politics                                                                     | 3       | 5    |               |
| POL3511                                      | Political Analysis                                                                       | 3       | 5    |               |
| POL2001                                      | Introduction to Political Theory                                                         | 3       | 5    |               |
| POL2201<br><i>or</i><br>PSY2202/CSS/ECN 3240 | Data Analysis for Politics or Introduction to Statistics II: Analyzing and Modeling Data | 3       | 5    |               |
| POL3519                                      | 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 (2 cr, 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 the 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.

## BAPS STUDY PLAN

The following tables are examples of programs of study that will help students finish the BIR program in four years.

| 1st Year                                |                                                                                                     |         |      |                 |                                       |         |      |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------|---------|------|-----------------|---------------------------------------|---------|------|
| Fall Semester                           |                                                                                                     |         |      | Spring Semester |                                       |         |      |
| Code                                    | Course Title                                                                                        | Credits | ECTS | Code            | Course Title                          | Credits | ECTS |
| GEN1000                                 | History of Kazakh-<br>stan                                                                          | 3       | 5    | ENG/GE<br>N1100 | Academic Speaking                     | 3       | 5    |
| GEN1120                                 | Academic Reading<br>and Writing I                                                                   | 3       | 5    | ENG/GE<br>N1121 | Academic Reading<br>and Writing II    | 3       | 5    |
| ENG/GE<br>N1110/G<br>EN1010             | Critical Thinking and<br>Study Skills                                                               | 3       | 5    | KAZ/RUS         | Kazakh/Russian Lan-<br>guage 2        | 3       | 5    |
| GEN1103<br><i>or</i><br>GEN1203         | Digital and AI Fun-<br>damentals or Busi-<br>ness Computer and<br>AI Applications                   | 3       | 5    |                 | Cultural Studies: Ka-<br>zakhstan     | 2       | 2    |
| KAZ/RUS                                 | Kazakh/Russian Lan-<br>guage I                                                                      | 3       | 5    | POL2001         | Introduction to Politi-<br>cal Theory | 3       | 5    |
| GENxxxx                                 | General Education<br>ASC Elective 1*                                                                | 3       | 3    | GENxxxx         | General Education<br>ASC Elective 2*  | 3       | 5    |
| GENxxxx                                 | Physical Education                                                                                  | 2       | 4    | GENxxxx         | Physical Education                    | 2       | 4    |
| Total                                   |                                                                                                     | 20      | 32   | Total           |                                       | 19      | 31   |
| 2nd Year                                |                                                                                                     |         |      |                 |                                       |         |      |
| Fall Semester                           |                                                                                                     |         |      | Spring Semester |                                       |         |      |
| Code                                    | Course Title                                                                                        | Credits | ECTS | Code            | Course Title                          | Credits | ECTS |
| IRL2512                                 | Fundamentals of In-<br>ternational Relations                                                        | 3       | 5    | ECN1101         | Introduction to Eco-<br>nomics        | 3       | 5    |
| PAD2111                                 | Fundamentals of Pub-<br>lic Administration                                                          | 3       | 5    | ECN2181         | Introduction to Statis-<br>tics       | 3       | 5    |
| POL2201/<br>PSY2202/<br>CSS/ECN<br>3240 | Data Analysis for<br>Politics/Introduction<br>to Statistics II: Ana-<br>lyzing and Modeling<br>Data | 3       | 5    | PAD3542         | Public Policy Analysis                | 3       | 5    |

|                   |                                             |         |      |                   |                                                          |         |      |
|-------------------|---------------------------------------------|---------|------|-------------------|----------------------------------------------------------|---------|------|
|                   | Statistics II: Analyzing and Modelling Data |         |      |                   |                                                          |         |      |
| GEN2500           | Introduction to Philosophy                  | 3       | 5    | GEN2501           | Individual, Society, and Politics                        | 3       | 5    |
| CSS/GEN 2205      | Applied AI for Human and Social Sciences    | 3       | 5    | IRL/POL XXXX      | Program Foundation Elective 1 Group A)                   | 3       | 5    |
| GEN/PAD2700       | Fundamentals of Sociology                   | 3       | 4    |                   | Introduction to Research Methods for the Social Sciences | 3       | 3    |
|                   |                                             |         |      | CSS2201           |                                                          |         |      |
| Total             |                                             | 18      | 27   | Total             |                                                          | 18      | 32   |
| 3d Year           |                                             |         |      |                   |                                                          |         |      |
| Fall Semester     |                                             |         |      | Spring Semester   |                                                          |         |      |
| Code              | Course Title                                | Credits | ECTS | Code              | Course Title                                             | Credits | ECTS |
| IRL3519           | Politics and Institutions of Kazakhstan     | 3       | 5    | POL3512           | Comparative Politics                                     | 3       | 5    |
|                   | Minor/Wide Elective 1                       | 3       | 5    |                   | Minor/Wide Elective 2                                    | 3       | 5    |
| IRL/POL XXXX      | Program Foundation Elective 3 Group A)      | 3       | 5    | IRL/POL XXXX      | Program Foundation Elective 5 Group A)                   | 3       | 5    |
| IRL/POL XXXX      | Program Foundation Elective 4 Group A)      | 3       | 5    | CSS/GEN 2204      | AI Ethics and Governance                                 | 3       | 5    |
| POL3511           | Political Analysis                          | 3       | 5    | POLxxxxx/IRLxxxxx | Major Elective 2                                         | 3       | 5    |
| POLxxxxx/IRLxxxxx | Major Elective 1                            | 3       | 5    | POLxxxxx/IRLxxxxx | Major Elective 3                                         | 3       | 5    |
| CSS0001           | Career Development and Success              | 0       | 0    | CSS0001           | Career Development and Success                           | 0       | 0    |
| Total             |                                             | 18      | 30   | Total             |                                                          | 18      | 30   |
| 4th Year          |                                             |         |      |                   |                                                          |         |      |
| Fall Semester     |                                             |         |      | Spring Semester   |                                                          |         |      |
| Code              | Course Title                                | Credits | ECTS | Code              | Course Title                                             | Credits | ECTS |
| POL4590           | Undergraduate Seminar in Political Science  | 3       | 5    | POL4599.2         | Thesis and Thesis Defense                                | 2       | 8    |
|                   | Program Foundation Elective 2 Group A)      | 3       | 5    | JMC2605           | Media and Society                                        | 3       | 5    |
|                   | Minor/Wide Elective 3                       | 3       | 5    | IRL4597           | Professional Internship                                  | 3       | 4    |
| POLxxxxx/IRLxxxxx | Major Elective 4                            | 3       | 5    | POLxxxxx/IRLxxxxx | Major Elective 6                                         | 3       | 5    |



|                     |                                                           |           |           |                     |                       |           |           |
|---------------------|-----------------------------------------------------------|-----------|-----------|---------------------|-----------------------|-----------|-----------|
| POLxxxx/<br>IRLxxxx | Major Elective 5                                          | 3         | 5         | POLxxxx/<br>IRLxxxx | Major Elective 7      | 3         | 5         |
| CSS3101             | Advanced Research<br>Methods for the So-<br>cial Sciences | 3         | 4         | POLxxxx/<br>IRLxxxx | Minor/Wide Elective 4 | 3         | 5         |
| <b>Total</b>        |                                                           | <b>18</b> | <b>29</b> | <b>Total</b>        |                       | <b>17</b> | <b>33</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:

1. the concepts and theories that have informed the development of public administration, public policy and public management;
2. the nature of the public sector and its relationship to government, civil society and the marketplace, and how it can be institutionally arranged and reformed;
3. the concepts and theories of public finance (taxation and expenditure), governmental budgeting and financial management;
4. the nature of public organizations and impact of their structure and culture on organizational performance; the concepts and theories of motivation, leadership, job design and organizational change that can be applied to improve the performance of public organizations; and
5. one or more areas of public policy specialization (including natural resources, urban development, social policy, and environmental policy).

Students also acquire the necessary cognitive, interpersonal, 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 by being able to:

- 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 of Public and Municipal Administration, a student must complete 146 Credits or 240 ECTS.

|                                 | <b>Credits</b> | <b>ECTS</b> |
|---------------------------------|----------------|-------------|
| General Education Requirements  | 36             | 56          |
| Program Foundation Requirements | 66             | 108         |
| Program Required Courses        | 42             | 68          |
| Final Attestation               | 2              | 8           |
| <b>Total</b>                    | <b>146</b>     | <b>240</b>  |

Students should choose the General Education courses with the assistance and advice of the academic advisors.

**General Education Requirements can be found in the General Education section of the Catalog.**

## **PROGRAM FOUNDATION COURSES (66 CREDITS/108 ECTS) REQUIRED COURSES (45 CREDITS/73 ECTS)**

| Code            | Course Title                                             | Credits   | ECTS      | Prerequisites                                                                                                                                                                 |
|-----------------|----------------------------------------------------------|-----------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GEN/CSS2205     | Applied AI for Human and Social Sciences                 | 3         | 5         | Students must complete either GEN1103 Digital and AI Fundamentals <i>or</i> GEN1203 Business Computer and AI Applications as part of the General Education (GEN) requirements |
| CSS2201         | Introduction to Research Methods for the Social Sciences | 3         | 3         | None                                                                                                                                                                          |
| 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                                                                                                                                                              |
| ECN2103         | Introduction to Statistics                               | 3         | 5         | None                                                                                                                                                                          |
| ECN2102         | Principles of Macroeconomics                             | 3         | 5         | ENG0004                                                                                                                                                                       |
| PAD2700         | Fundamentals of Sociology                                | 3         | 5         | ENG0004                                                                                                                                                                       |
| ECN1101         | Introduction to Economics                                | 3         | 5         | ENG0004                                                                                                                                                                       |
| IRL2512         | Fundamentals of International Relations                  | 3         | 5         | GEN1100 and GEN1120                                                                                                                                                           |
| POL2001         | Introduction to Political Theory                         | 3         | 5         |                                                                                                                                                                               |
| PAD2111         | Fundamentals of Public Administration                    | 3         | 5         | None                                                                                                                                                                          |
| JMC 2605        | Media and Society                                        | 3         | 5         | None                                                                                                                                                                          |
| ENG1110         | Academic Speaking                                        | 3         | 5         |                                                                                                                                                                               |
| ENG1121         | Academic Reading and Writing II                          | 3         | 5         |                                                                                                                                                                               |
| <b>Total</b>    |                                                          | <b>45</b> | <b>73</b> |                                                                                                                                                                               |

## ELECTIVE COURSES

### GROUP A. ELECTIVES IN THE PUBLIC ADMINISTRATION AREA

Students choose 9 Credits/15 ECTS from this group:

| Code                          | Course Title                              | Credits | ECTS | Prerequisites                               |
|-------------------------------|-------------------------------------------|---------|------|---------------------------------------------|
| PAD 3523                      | Human Resource Management                 | 3       | 5    | PAD2111 <i>or</i> PAD2700 <i>or</i> FIN2105 |
| PAD4443                       | Public Management                         | 3       | 5    | PAD2111 <i>or</i> PAD2700 <i>or</i> FIN2105 |
| PAD4520                       | Program Evaluation                        | 3       | 5    | PAD2111 <i>or</i> PAD2700 <i>or</i> FIN2105 |
| PAD3521/PAD5202/GEN/ASC2113.3 | Global Sustainable Development Governance | 3       | 5    | PAD2111 <i>or</i> ECN2103 <i>or</i> ECN1101 |
| PAD3522                       | Decision-making                           | 3       | 5    | PAD2111 <i>or</i> PAD2700 <i>or</i> FIN2105 |
| PAD 3533                      | Organization Theory and Design            | 3       | 5    | PAD2111 <i>or</i> PAD2700 <i>or</i> FIN2105 |
| PAD3549                       | NGO Management                            | 3       | 5    | PAD2111 <i>or</i> PAD2700 <i>or</i> FIN2105 |

|              |                                                |          |           |                                                |
|--------------|------------------------------------------------|----------|-----------|------------------------------------------------|
| PAF4534      | Public Budgeting                               | 3        | 5         | PAD2111 <i>or</i> PAD2700<br><i>or</i> FIN2105 |
| ECN2102      | Principles of Macroeconomics                   | 3        | 5         | ECN2103                                        |
| PAD4541      | Gender and Public Policy                       | 3        | 5         | PAD2111 <i>or</i> PAD2700<br><i>or</i> FIN2105 |
| PAD4442      | Comparative Public Administration              | 3        | 5         | PAD2111 <i>or</i> PAD2700<br><i>or</i> FIN2105 |
| PAD4702      | CSR and International Development              | 3        | 5         | PAD2111 <i>or</i> PAD2700<br><i>or</i> FIN2105 |
| PAD3541      | Environmental Management and Natural Resources | 3        | 5         | PAD2111 <i>or</i> PAD2700<br><i>or</i> FIN2105 |
| PAD4501      | Public Sector Digitalization                   | 3        | 5         | none                                           |
| <b>Total</b> |                                                | <b>9</b> | <b>15</b> |                                                |

### GROUP B. KIMEP-WIDE ELECTIVE COURSES (12 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:

| Code                 | Course Title                                                           | Credits   | ECTS      | Prerequisites                                  |
|----------------------|------------------------------------------------------------------------|-----------|-----------|------------------------------------------------|
| PAF2211              | Public Marketing                                                       | 3         | 5         | None                                           |
| PAD 3524             | Leadership and Management                                              | 3         | 5         | PAD2111 <i>or</i> PAD2700<br><i>or</i> FIN2105 |
| PAD3541              | Environmental Management and Natural Resources                         | 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/CLP 2201 | Fundamentals of programming I (Python)                                 | 3         | 5         |                                                |
| CSS/ECN2211/CLP 2202 | Fundamentals of Programming II                                         | 3         | 5         |                                                |
| ECN2083/PSY2201      | Introduction to Statistics I                                           | 3         | 5         |                                                |
| PSY2202/CSS/ECN 3240 | Introduction to Statistics II: Analyzing and Modelling Data            | 3         | 5         |                                                |
| MATH2401/CLP12 02    | Calculus                                                               | 3         | 5         |                                                |
| KAZ/RUS21021.2       | Prof Kazakh (Russian) Language                                         | 2         | 3         |                                                |
|                      | 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                               |           |           |                                                |
| <b>Total</b>         |                                                                        | <b>12</b> | <b>20</b> |                                                |

### PROGRAM REQUIREMENTS (42 CREDITS/68 ECTS)

#### MAJOR REQUIRED COURSES (21 CREDITS/33 ECTS)

| Code | Course Title | 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 <i>or</i> ECN2103 <i>or</i> ECN1101.2 <i>or</i> ECN1101 <i>or</i> FIN2105                                                                                           |
| PAD2430.3       | Research, Reading, Writing (Professional Foreign Language) | 3         | 5         | None                                                                                                                                                                        |
| CSS/GEN2204     | AI Ethics and Governance                                   | 3         | 5         | CSS/GEN2205 Applied AI for Human and Social Sciences                                                                                                                        |
| CSS3101         | Advanced Research Methods for the Social Sciences          | 3         | 4         | CSS2201 Introduction to Research Methods for the Social Sciences, <i>and</i> GEN/CSS2204/2205 (1) AI Ethics and Governance and (2) Applied AI for Human and Social Sciences |
| CSS3XXX/PAD3115 | Professional Internship in Public Administration           | 3         | 4         |                                                                                                                                                                             |
| <b>Total</b>    |                                                            | <b>21</b> | <b>33</b> |                                                                                                                                                                             |

The Department of Public and Municipal Administration offers two majors and five minors 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 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 & Touch, Ernst & Young, PWC, etc.), and 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.

| Code    | Course Title               | 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       |
| PAD3550 | NGOs and Development       | 3       | 5    | PAD2111       |
| PAD3544 | Law and Development        | 3       | 5    | PAD2111       |

|                             |                                                                   |   |   |                                                                    |
|-----------------------------|-------------------------------------------------------------------|---|---|--------------------------------------------------------------------|
| PAD4441/IRL4<br>521/PAD5203 | Energy Policy                                                     | 3 | 5 | ECN2103 <i>or</i> ECN1101.2<br><i>or</i> ECN1101 <i>or</i> FIN2105 |
| PAD4542                     | Current Issues in Public Policy and Admin-<br>istration           | 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<br>and Public Policy | 3 | 5 | PAD3542                                                            |
| PAD3541                     | Environmental Management and Natural Re-<br>sources               | 3 | 5 |                                                                    |
| PAD3603/PAD<br>5201         | Biodiversity and Ecosystem Services                               | 3 | 5 |                                                                    |
| PAD4501                     | Public Sector Digitalization                                      | 3 | 5 | none                                                               |

### **MAJOR IN FINANCIAL MANAGEMENT AND PUBLIC AUDIT (7 COURSES, 21 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; and 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.

| <b>Code</b>         | <b>Course Title</b>                                                                                       | <b>Credits</b> | <b>ECTS</b> | <b>Prerequisites</b>                                               |
|---------------------|-----------------------------------------------------------------------------------------------------------|----------------|-------------|--------------------------------------------------------------------|
| PAF4535             | Public Sector Auditing                                                                                    | 3              | 5           | ECN2103 <i>or</i> ECN1101.2<br><i>or</i> ECN1101 <i>or</i> FIN2105 |
| PAF3535/EC<br>N2201 | Fundamentals of Financial Accounting/Ac-<br>counting and Auditing (as substitute for<br>ACC2101 for Econ) | 3              | 5           | PAF3511                                                            |
| PAF/FIN4531         | Investment Management/Investments (by<br>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 Account-<br>ing (by BCB)                                                 | 3              | 5           | PAF3511                                                            |
| PAF/ECN353<br>2     | Government and Business (with Economics)                                                                  | 3              | 5           | ECN2103                                                            |
| PAF4532             | Basics of Fiscal Governance                                                                               | 3              | 5           | PAF3511                                                            |
| ACC4203             | Auditing (by BCB)                                                                                         | 3              | 5           | <i>see BCB part of catalog</i>                                     |
| PAD4543             | Selected Topics in Financial Management and<br>Public Audit                                               | 3              | 5           | PAF3511                                                            |
| PAD4501             | Public Sector Digitalization                                                                              | 3              | 5           | none                                                               |

## FINAL ATTESTATION (2 CREDITS/8 ECTS)

| Code                      | Course Title         | Credits  | ECTS     | Prerequisites                                         |
|---------------------------|----------------------|----------|----------|-------------------------------------------------------|
| PAD4559 <i>or</i> PAD4999 | Thesis or State Exam | 2        | 8        | CSS3103 Advanced Research Methods for Social Sciences |
| <b>Total</b>              |                      | <b>2</b> | <b>8</b> |                                                       |

## BPMA STUDY PLAN

The following tables are a sample program of study to finish the BPMA degree in four years.

| 1 <sup>st</sup> year      |                                                                             |           |           |                 |                                                 |           |           |
|---------------------------|-----------------------------------------------------------------------------|-----------|-----------|-----------------|-------------------------------------------------|-----------|-----------|
| Fall Semester             |                                                                             |           |           | Spring Semester |                                                 |           |           |
| Code                      | Course Title                                                                | Credits   | ECTS      | Code            | Course Title                                    | Credits   | ECTS      |
| GEN1000                   | History of Kazakhstan                                                       | 3         | 5         | ENG1110         | Academic Speaking                               | 3         | 5         |
| GEN1120                   | Academic Reading and Writing I                                              | 3         | 5         | ENG/GEN 1121    | Academic Reading and Writing II                 | 3         | 3         |
| ENG/GEN1110/GEN1010       | Critical Thinking and Study Skills                                          | 3         | 5         | KAZ/RUS         | Kazakh/Russian Language 2                       | 3         | 5         |
| GEN1103 <i>or</i> GEN1203 | Digital and AI Fundamentals <i>or</i> Business Computer and AI Applications | 3         | 5         | GEN2502         | Cultural Studies: Kazakhstan                    | 2         | 2         |
| KAZ/RUS                   | Kazakh/Russian Language I                                                   | 3         | 5         | ECN1201         | Math for Business and Economics                 | 3         | 5         |
| GENxxxx                   | General Education ASCElective 1 *                                           | 3         | 3         | GENxxxx         | General Education ASC Elective 2 *              | 3         | 5         |
| GENxxxx                   | Physical Education                                                          | 2         | 4         | GENxxxx         | Physical Education                              | 2         | 4         |
| <b>Total</b>              |                                                                             | <b>20</b> | <b>32</b> | <b>Total</b>    |                                                 | <b>19</b> | <b>29</b> |
| 2 <sup>nd</sup> year      |                                                                             |           |           |                 |                                                 |           |           |
| Fall Semester             |                                                                             |           |           | Spring Semester |                                                 |           |           |
| Code                      | Course Title                                                                | Credits   | ECTS      | Code            | Course Title                                    | Credits   | ECTS      |
| ECN2103                   | Principles of Microeconomics                                                | 3         | 5         | PAD4553         | Local Government (Municipal Management in GOSO) | 3         | 5         |
| ECN2102                   | Principles of Macroeconomics                                                | 3         | 5         | ECN2181         | Introduction to Statistics                      | 3         | 5         |
| IRL2512                   | Fundamentals of International Relations                                     | 3         | 3         | GEN2501         | Individual, Society, and Politics               | 3         | 3         |
| PAD2111                   | Fundamentals of Public Administration                                       | 3         | 5         |                 | Program Foundation Elective 1 (Group A)         | 3         | 4         |

|                      |                                                            |         |      |                 |                                                          |         |      |
|----------------------|------------------------------------------------------------|---------|------|-----------------|----------------------------------------------------------|---------|------|
| CSS/GEN2205          | Applied AI for Human and Social Sciences                   | 3       | 5    | ECN1101         | Introduction to Economics                                | 3       | 5    |
| GEN2500              | Introduction to Philosophy                                 | 3       | 5    | CSS2201         | Introduction to Research Methods for the Social Sciences | 3       | 3    |
| Total                |                                                            | 18      | 28   | Total           |                                                          | 18      | 31   |
| 3 <sup>rd</sup> year |                                                            |         |      |                 |                                                          |         |      |
| Fall Semester        |                                                            |         |      | Spring Semester |                                                          |         |      |
| Code                 | Course Title                                               | Credits | ECTS | Code            | Course Title                                             | Credits | ECTS |
| PAD2430.3            | Research, Reading, Writing (Professional Foreign Language) | 3       | 5    | GEN/PAD2700     | Fundamentals of Sociology                                | 3       | 5    |
|                      | Program Foundation Elective 2 (Group A)                    | 3       | 4    | CSS/GEN2204     | AI Ethics and Governance                                 | 3       | 5    |
|                      | Program Foundation Elective 3 (Group A)                    | 3       | 4    | PAD 3542        | Public Policy Analysis                                   | 3       | 5    |
|                      | Minor/Wide Elective 1 (Group B)                            | 3       | 5    | PAF3511         | Fundamentals of Public Financial Management              | 3       | 5    |
| PAF3531/ECN4121      | Public Finance/Public Economics                            | 3       | 5    | PADxxxx         | Major Elective 2                                         | 3       | 5    |
| PADxxxx              | Major Elective 1                                           | 3       | 5    | POL2001         | Introduction to Political Theory                         | 3       | 5    |
| CSS0001              | Career Development and Success                             | 0       | 0    | CSS0001         | Career Development and Success                           | 0       | 0    |
| Total                |                                                            | 18      | 28   | Total           |                                                          | 18      | 29   |
| 4 <sup>th</sup> year |                                                            |         |      |                 |                                                          |         |      |
| Fall Semester        |                                                            |         |      | Spring Semester |                                                          |         |      |
| Code                 | Course Title                                               | Credits | ECTS | Code            | Course Title                                             | Credits | ECTS |
|                      | Minor/Wide Elective 2 (Group B)                            | 3       | 5    | PAD4559/PAD4999 | Thesis or State Exam                                     | 2       | 8    |
| PADxxxx              | Major Elective 3                                           | 3       | 5    | PADxxxx         | Major Elective 6                                         | 3       | 5    |
| PADxxxx              | Major Elective 4                                           | 3       | 5    | PADxxxx         | Major Elective 7                                         | 3       | 5    |
| PADxxxx              | Major Elective 5                                           | 3       | 5    | PAD311          | Professional Internship                                  | 3       | 4    |
| CSS3101              | Advanced Research Methods for the Social Sciences          | 3       | 4    |                 | Minor/Wide Elective 3                                    | 3       | 5    |
| JMC2605              | Media and Society                                          | 3       | 5    |                 | Minor/Wide Elective 4                                    | 3       | 5    |
| Total                |                                                            | 18      | 29   | Total           |                                                          | 17      | 32   |

**Total for program: 146 credits (240 ECTS)**



## **BACHELOR OF JOURNALISM (BAJ) – 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:

1. understand and apply key theories and concepts central to the academic fields of media and communication;
2. comprehend the role of professional communication in Kazakhstan and the world;
3. investigate and become skilled at the practices of media and communication;
4. understand and apply ethical standards related to the practices of professional communication;
5. learn and apply legal issues related to the practice of communication in Kazakhstan;
6. understand the impact of new information technologies on the practice of Public Relations, Management, Broadcasting and Journalism;
7. 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;

8. develop the analytical skills to critically evaluate verbal and visual communication;
9. gain the analytical skills to conceive and produce professional and/or academic communication materials;
10. enhance practical skills for effective traditional and online communication;
11. learn the skills and understanding needed to conduct journalistic research, using a variety of method; *and*
12. 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:

1. explain the role of media and communications, and particularly journalism and public relations in society;
2. identify and apply theoretical knowledge of media and communications practices;
3. apply foundation practices in professional communication, such as writing, planning, analysis, and research;
4. follow ethical and professional practices related to media and communications;
5. work with legal issues and procedures related to the practice of journalism and mass communication in Kazakhstan;
6. manage and explain the role of new information technologies in the practice of mass communication;
7. 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;
8. develop the analytical skills needed to critically evaluate professional communication materials and performances;
9. master the practical skills needed to conceive, report, and produce news for online, print, broadcast and other media;
10. adopt the language, management and technical skills needed to communicate effectively;

11. demonstrate understanding of commercial and academic research, including a variety of methods;
12. demonstrate the technical skills necessary to communicate effectively in a multimedia environment;  
*and*
13. 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.

| Sections                        | Credits    | ECTS       |
|---------------------------------|------------|------------|
| General Education Requirements  | 36         | 56         |
| Program Foundation Requirements | 66         | 108        |
| Program Required Courses        | 42         | 68         |
| Final Attestation               | 2          | 8          |
| <b>Total</b>                    | <b>146</b> | <b>240</b> |

**General Education Requirements can be found in the General Education section of the Catalog.**

## PROGRAM FOUNDATION REQUIREMENTS (66 CREDITS/108 ECTS)

### PROGRAM FOUNDATION REQUIRED COURSE (39 CREDITS/63 ECTS)

| Code                | Course Title                                             | Credits | ECTS | Prerequisites                                                                                                                                                                 |
|---------------------|----------------------------------------------------------|---------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GEN/CSS2205         | Applied AI for Human and Social Sciences                 | 3       | 5    | Students must complete either GEN1103 Digital and AI Fundamentals <i>or</i> GEN1203 Business Computer and AI Applications as part of the General Education (GEN) requirements |
| CSS2201             | Introduction to Research Methods for the Social Sciences | 3       | 3    |                                                                                                                                                                               |
| JMC 2611            | Introduction to Journalism                               | 3       | 5    |                                                                                                                                                                               |
| JMC2608/GEN 2812    | Introduction to Public Relations                         | 3       | 5    |                                                                                                                                                                               |
| JMC 2605            | Media and Society                                        | 3       | 5    |                                                                                                                                                                               |
| PAD2700             | Fundamentals of Sociology                                | 3       | 5    |                                                                                                                                                                               |
| ECN1101             | Introduction to Economics                                | 3       | 5    |                                                                                                                                                                               |
| IRL2512             | Fundamentals of International Relations                  | 3       | 5    |                                                                                                                                                                               |
| PAD2111             | Fundamentals of Public Administration                    | 3       | 5    |                                                                                                                                                                               |
| POL2001             | Introduction to Political Theory                         | 3       | 5    |                                                                                                                                                                               |
| JMC3615.2/JMC2616.2 | Writing for Russian/Kazakh Language Media                | 3       | 5    | None                                                                                                                                                                          |
| ENG1110             | Academic Speaking                                        | 3       | 5    |                                                                                                                                                                               |
| ENG1121             | Academic Reading and Writing II                          | 3       | 5    |                                                                                                                                                                               |

|              |           |           |  |
|--------------|-----------|-----------|--|
| <b>Total</b> | <b>39</b> | <b>63</b> |  |
|--------------|-----------|-----------|--|

**PROGRAM FOUNDATION ELECTIVE COURSES IN MEDIA AND COMMUNICATION (15 CREDITS/25 ECTS)**

|                |                                        |   |   |                                             |
|----------------|----------------------------------------|---|---|---------------------------------------------|
| GEN/JMC 2108.3 | Introduction to Film                   | 3 | 5 | ENG0102 Foundation English Level B          |
| JMC 2615       | Beginning Writing for Journalism       | 3 | 5 | None                                        |
| JMC/ASC 2126   | Design Thinking for Innovation         | 3 | 5 | None                                        |
| PAD3521        | Global Sustainable Development         | 3 | 5 | PAD2111 <i>or</i> ECN2103 <i>or</i> ECN1101 |
| JMC3608        | Journalism in Kazakhstan               | 3 | 5 | None                                        |
| JMC 3609       | Principles of Media Management         | 3 | 5 | None                                        |
| JMC 3611       | Internship I                           | 3 | 5 | None                                        |
| JMC 3617       | Creative Thinking and Critical Writing | 3 | 5 | None                                        |
| JMC 3750       | Social Media Marketing                 | 3 | 5 | None                                        |
| JMC 4602       | Podcasting & Social Media Influencers  | 3 | 5 | None                                        |
| JMC 4622       | Advanced Media Writing                 | 3 | 5 | JMC 2615                                    |
| JMC 4704       | Brand Management                       | 3 | 5 | 90 credit hours                             |
| JMC 4706       | Creative Practicum                     | 3 | 5 | 90 credit hours                             |
| KAZ/RUS21021.2 | Prof Kazakh (Russian) Language         | 2 | 3 | None                                        |

**KIMEP-WIDE ELECTIVES OR MINOR COURSES (12 CREDITS/20 ECTS)**

| <b>Code</b>      | <b>Course Title</b>                              | <b>Credits</b> | <b>ECTS</b> | <b>Prerequisites</b>            |
|------------------|--------------------------------------------------|----------------|-------------|---------------------------------|
| GEN/ASC 2104.3   | Digital Photography                              | 3              | 5           | None                            |
| JMC 2201         | Digital Filmmaking 1                             | 3              | 5           | None                            |
| GEN/ASC 2128     | Artificial Intelligence                          | 3              | 5           | None                            |
| GEN/JMC 2108.3   | Introduction to Film                             | 3              | 5           | None                            |
| JMC 2608/GEN2812 | Introduction to Public Relations                 | 3              | 5           | None                            |
| JMC3201          | Screenwriting                                    | 3              | 5           | None                            |
| JMC3710          | Advanced Public Relations                        | 3              | 5           | None                            |
| JMC 4201         | Fiction Filmmaking                               | 3              | 5           | JMC2201 <i>and</i> GEN/JMC 2108 |
| JMC 4601         | Advertising and Media Sales                      | 3              | 5           | None                            |
| JMC 4602         | Podcasting and Social Media Influencers          | 3              | 5           | None                            |
| JMC 4616         | Theories of Media and Communication              | 3              | 5           | None                            |
| JMC 4690         | Special Topics in Journalism and Communication   | 3              | 5           | None                            |
| JMC 4705         | Video Documentary                                | 3              | 5           | GEN/JMC2108.3                   |
| JMC 4707         | Advanced Video Production and Editing            | 3              | 5           | None                            |
| JMC 4708         | Public Speaking                                  | 3              | 5           | None                            |
|                  | Minor Course 2 <i>or</i> any KIMEP-wide elective | 3              | 5           |                                 |
|                  | Minor Course 3 <i>or</i> any KIMEP-wide elective | 3              | 5           |                                 |

|  |                                                  |   |   |  |
|--|--------------------------------------------------|---|---|--|
|  | Minor Course 4 <i>or</i> 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 (42 CREDITS/68 ECTS)

The BAJ program offers two majors: Digital Journalism and 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 and 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 (27 CREDITS/43 ECTS)

| Code         | Course Title                                        | Credits   | ECTS      | Prerequisites                                                                                                                                                               |
|--------------|-----------------------------------------------------|-----------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| JMC 2607     | Ethical and Legal Issues in Media and Communication | 3         | 5         | None                                                                                                                                                                        |
| JMC 3211     | Journalism Writing and Editing                      | 3         | 5         | None                                                                                                                                                                        |
| JMC 3605     | Political Communication                             | 3         | 5         |                                                                                                                                                                             |
| JMC 3612     | Internship II                                       | 3         | 4         | None                                                                                                                                                                        |
| JMC 3623     | Broadcast and Online Journalism                     | 3         | 5         | None                                                                                                                                                                        |
| JMC 3627     | Audience Engagement                                 | 3         | 5         | None                                                                                                                                                                        |
| JMC 4616     | Theories of Media and Communication                 | 3         | 5         |                                                                                                                                                                             |
| CSS/GEN2204  | AI Ethics and Governance                            | 3         | 5         | CSS/GEN2205 Applied AI for Human and Social Sciences                                                                                                                        |
| CSS3101      | Advanced Research Methods for the Social Sciences   | 3         | 4         | CSS2201 Introduction to Research Methods for the Social Sciences, <i>and</i> GEN/CSS2204/2205 (1) AI Ethics and Governance and (2) Applied AI for Human and Social Sciences |
| <b>Total</b> |                                                     | <b>27</b> | <b>43</b> |                                                                                                                                                                             |

### ELECTIVE COURSES FOR DIGITAL JOURNALISM MAJOR (15 CREDITS/25 ECTS)

| Code     | Course Title             | Credits | ECTS | Prerequisites  |
|----------|--------------------------|---------|------|----------------|
| JMC 2703 | Visual Storytelling      | 3       | 5    | GEN/ASC 2104.3 |
| 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                       | 3         | 5         | None     |
| JMC 4201     | Advanced Media Writing                         | 3         | 5         | JMC 2615 |
| JMC 4627     | Public Relations Campaigns                     | 3         | 5         | None     |
| JMC 4690     | Special Topics in Journalism and Communication | 3         | 5         | None     |
| JMC 4703     | Crisis Communication                           | 3         | 5         | None     |
| JMC 4714     | Fashion and Lifestyle Journalism               | 3         | 5         | None     |
| JMC 4715     | News and Digital Media Design                  | 3         | 5         | None     |
| <b>Total</b> |                                                | <b>15</b> | <b>25</b> |          |

### REQUIRED COURSES FOR PUBLIC RELATIONS MAJOR (30 CREDITS/48 ECTS)

| Code         | Course Title                                      | Credits   | ECTS      | Prerequisites                                                                                                                                                               |
|--------------|---------------------------------------------------|-----------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| JMC 2704     | Persuasive Communication                          | 3         | 5         | None                                                                                                                                                                        |
| JMC 3709     | Media Relations                                   | 3         | 5         |                                                                                                                                                                             |
| JMC 3627     | Audience Engagement                               | 3         | 5         |                                                                                                                                                                             |
| JMC 4627     | Public Relations Campaigns                        | 3         | 5         |                                                                                                                                                                             |
| JMC 4703     | Crisis Communication                              | 3         | 5         | None                                                                                                                                                                        |
| JMC 4709     | Media Relations                                   | 3         | 5         | None                                                                                                                                                                        |
| JMC 4711     | Special Event Management                          | 3         | 5         | None                                                                                                                                                                        |
| JMC 3612     | Internship II                                     | 3         | 4         | None                                                                                                                                                                        |
| CSS/GEN2204  | AI Ethics and Governance                          | 3         | 5         | CSS/GEN2205 Applied AI for Human and Social Sciences                                                                                                                        |
| CSS3101      | Advanced Research Methods for the Social Sciences | 3         | 4         | CSS2201 Introduction to Research Methods for the Social Sciences, <i>and</i> GEN/CSS2204/2205 (1) AI Ethics and Governance and (2) Applied AI for Human and Social Sciences |
| <b>Total</b> |                                                   | <b>30</b> | <b>48</b> |                                                                                                                                                                             |

### ELECTIVE COURSES FOR PUBLIC RELATIONS MAJOR (12 CREDITS/20 ECTS)

| Code         | Course Title                            | Credits   | ECTS      | Prerequisites |
|--------------|-----------------------------------------|-----------|-----------|---------------|
| JMC 3211     | Writing and Editing for Journalism      | 3         | 5         | None          |
| JMC 3602     | Business Communication                  | 3         | 5         | None          |
| JMC3605      | Political Communication                 | 3         | 5         | None          |
| JMC 3623     | Broadcast & Online Journalism           | 3         | 5         | JMC2615       |
| JMC 4201     | Advanced Media Writing                  | 3         | 5         | JMC 2615      |
| JMC 4601     | Advertising and Media Sales             | 3         | 5         |               |
| JMC4602      | Podcasting and Social Media Influencers | 3         | 5         | None          |
| JMC 4616     | Theories of Media and Communication     | 3         | 5         | None          |
| JMC 4690     | Special Topics in J and Communication   | 3         | 5         | None          |
| JMC 4715     | News and Digital Media Design           | 3         | 5         | None          |
| <b>Total</b> |                                         | <b>12</b> | <b>20</b> |               |

## FINAL ATTESTATION (2 CREDITS/8 ECTS)

| Code                  | Course Title                                                 | Credits  | ECTS     | Prerequisites                                         |
|-----------------------|--------------------------------------------------------------|----------|----------|-------------------------------------------------------|
| JMC4070.2/<br>JMC4080 | Thesis/Professional Project <i>or</i> Final Attestation Exam | 2        | 8        | CSS3103 Advanced Research Methods for Social Sciences |
| <b>Total</b>          |                                                              | <b>2</b> | <b>8</b> |                                                       |

## INTERNSHIPS IN THE DEPARTMENT OF MEDIA AND COMMUNICATIONS

Internship provides 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 3 total credits of internship.

level courses that 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; and JMC 2615/JMC 3201, Beginning Media Writing. In general, students should try to take 1000-level courses in the first year of study, 2000-level courses in the second year, and 3000-level and 4000-level courses in the final two years of study.

## 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-

## BAJ STUDY PLAN

The following tables are a sample program of study to finish the Bachelor of Journalism degree in four years.

| 1 <sup>st</sup> year            |                                                                      |         |      |                         |                                           |         |      |
|---------------------------------|----------------------------------------------------------------------|---------|------|-------------------------|-------------------------------------------|---------|------|
| Fall Semester                   |                                                                      |         |      | Spring Semester         |                                           |         |      |
| Code                            | Course Title                                                         | Credits | ECTS | Code                    | Course Title                              | Credits | ECTS |
| GEN1000                         | History of Kazakhstan                                                | 3       | 5    | ENG/GEN1100             | Academic Speaking                         | 3       | 5    |
| GEN1120                         | Academic Reading and Writing I                                       | 3       | 5    | ENG/GEN1121             | Academic Reading and Writing II           | 3       | 5    |
| ENG/GEN1110/<br>GEN1010         | Critical Thinking and Study Skills                                   | 3       | 5    | JMC3615.2/<br>JMC2616.2 | Writing for Kazakh/Russian language Media | 3       | 5    |
| GEN1103<br><i>or</i><br>GEN1203 | Digital and AI Fundamentals or Business Computer and AI Applications | 3       | 5    |                         | Cultural Studies: Kazakhstan              | 2       | 2    |
| KAZ/RUS                         | Kazakh/Russian Language I                                            | 3       | 5    | JMC2611                 | Introduction to Journalism                | 3       | 5    |
| GENxxxx                         | General Education ASCElective 1*                                     | 3       | 3    | GENxxxx                 | General Education ASC Elective 2*         | 3       | 5    |

|              |                    |           |           |              |                    |           |           |
|--------------|--------------------|-----------|-----------|--------------|--------------------|-----------|-----------|
| GENxxxx      | Physical Education | 2         | 4         | GENxxxx      | Physical Education | 2         | 4         |
| <b>Total</b> |                    | <b>20</b> | <b>29</b> | <b>Total</b> |                    | <b>19</b> | <b>29</b> |

| 2 <sup>nd</sup> year |                                          |           |           |                     |                                                          |           |           |
|----------------------|------------------------------------------|-----------|-----------|---------------------|----------------------------------------------------------|-----------|-----------|
| Fall Semester        |                                          |           |           | Spring Semester     |                                                          |           |           |
| Code                 | Course Title                             | Credits   | ECTS      | Code                | Course Title                                             | Credits   | ECTS      |
| JMC2605              | Media and Society                        | 3         | 5         | JMC2608/<br>GEN2812 | Introduction to Public Relations                         | 3         | 5         |
| GEN2500              | Introduction to Philosophy               | 3         | 5         | GEN2501             | Individual, Society, and Politics                        | 3         | 5         |
| CSS/GEN 2205         | Applied AI for Human and Social Sciences | 3         | 5         | IRL2512             | Fundamentals of International Relations                  | 3         | 5         |
| ECN 1101             | Introduction to Economics                | 3         | 5         |                     | Program Foundation Elective 1 (Group A)                  | 3         | 5         |
| PAD2111              | Fundamentals of Public Administration    | 3         | 5         |                     | Program Foundation Elective 2 (Group A)                  | 3         | 5         |
| GEN/<br>PAD2700      | Fundamentals of Sociology                | 3         | 4         | CSS2201             | Introduction to Research Methods for the Social Sciences | 3         | 3         |
| <b>Total</b>         |                                          | <b>18</b> | <b>29</b> | <b>Total</b>        |                                                          | <b>18</b> | <b>30</b> |

| 3 <sup>rd</sup> year |                                         |           |           |                 |                                             |           |           |
|----------------------|-----------------------------------------|-----------|-----------|-----------------|---------------------------------------------|-----------|-----------|
| Fall Semester        |                                         |           |           | Spring Semester |                                             |           |           |
| Code                 | Course Title                            | Credits   | ECTS      | Code            | Course Title                                | Credits   | ECTS      |
|                      | Program Foundation Elective 3 (Group A) | 3         | 5         |                 | Program Foundation Elective 5 (Group A)     | 3         | 5         |
|                      | Program Foundation Elective 4 (Group A) | 3         | 5         | CSS/GEN2 204    | Required Major 3 (AI Ethics and Governance) | 3         | 5         |
|                      | Minor/Wide Elective 1                   | 3         | 5         | JMCxxxx         | Required Major 4                            | 3         | 5         |
| JMCxxxx              | Required Major 1                        | 3         | 5         | JMCxxxx         | Required Major 5                            | 3         | 5         |
| JMCxxxx              | Required Major 2                        | 3         | 5         | JMCxxxx         | Major Elective 2                            | 3         | 5         |
| JMCxxxx              | Major Elective 1                        | 3         | 5         | JMCxxxx         | Major Elective 3                            | 3         | 5         |
| CSS0001              | Career Development and Success          | 0         | 0         | CSS0001         | Career Development and Success              | 0         | 0         |
| <b>Total</b>         |                                         | <b>18</b> | <b>30</b> | <b>Total</b>    |                                             | <b>18</b> | <b>30</b> |

| 4 <sup>th</sup> year |              |         |      |                 |              |         |      |
|----------------------|--------------|---------|------|-----------------|--------------|---------|------|
| Fall Semester        |              |         |      | Spring Semester |              |         |      |
| Code                 | Course Title | Credits | ECTS | Code            | Course Title | Credits | ECTS |



|              |                                                   |           |           |                    |                                           |           |           |
|--------------|---------------------------------------------------|-----------|-----------|--------------------|-------------------------------------------|-----------|-----------|
|              | Minor/Wide Elective 2                             | 3         | 5         | JMC4070.2/JMCxxx x | Thesis/Professional Project or State Exam | 2         | 8         |
| JMCxxxx      | Required Major 6                                  | 3         | 5         | JMCxxxx            | Major Elective 4                          | 3         | 5         |
| JMC4616      | Theories of Media and Communication               | 3         | 5         | JMCxxxx            | Major Elective 5                          | 3         | 5         |
| CSS3101      | Advanced Research Methods for the Social Sciences | 3         | 4         | JMC3612            | Internship II                             | 3         | 4         |
| JMCxxxx      | Required Major 7                                  | 3         | 5         |                    | Minor/Wide Elective 3                     | 3         | 5         |
| JMCxxxx      | Required Major 8                                  | 3         | 5         |                    | Minor/Wide Elective 4                     | 3         | 5         |
| <b>Total</b> |                                                   | <b>18</b> | <b>30</b> | <b>Total</b>       |                                           | <b>17</b> | <b>32</b> |

**Total for the program: 146 credits (240 ECTS)**

## MINORS OFFERED BY THE COLLEGE OF SOCIAL SCIENCE MINORS OFFERED BY THE ECONOMICS DEPARTMENT

- Minor in Mathematics
- Minor in Economic Policy and Development
- Minor in Economic and Law
- Minor in Financial Economics
- Minor in Data Analytics
- Minor in Economics and Business Reporting

### 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.

| Code         | Course Title                            | 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 <i>and</i> MATH2401/MATH 3001 |
| MATH4003     | Introduction to Multivariate Statistics | 3         | 5         | MATH3001                              |
| <b>Total</b> |                                         | <b>12</b> | <b>20</b> |                                       |

### 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 course

| Code         | Course Title                 | Credits   | ECTS      | Prerequisites                                |
|--------------|------------------------------|-----------|-----------|----------------------------------------------|
| ECN2020      | Global Economics             | 3         | 5         | ENG0004                                      |
| ECN2102      | Principles of Macroeconomics | 3         | 5         | ECN2103                                      |
| ECN2103      | Principles of Microeconomics | 3         | 5         | ENG0004                                      |
| ECN3189      | Economy of Kazakhstan        | 3         | 5         | ECN2103(FIN2105) <i>and</i> ECN2102(FIN2106) |
| ECN4121      | Public Economics             | 3         | 5         | ECN2103                                      |
| ECN4169      | Development Economics        | 3         | 5         | ECN 2103 <i>and</i> ECN2102                  |
| <b>Total</b> |                              | <b>12</b> | <b>20</b> |                                              |

### 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.

| Code         | Course Title                        | Credits   | ECTS      | Prerequisites |
|--------------|-------------------------------------|-----------|-----------|---------------|
| ECN2103      | Principles of Microeconomics        | 3         | 5         | ENG0004       |
| 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          |
| <b>Total</b> |                                     | <b>12</b> | <b>20</b> |               |

### 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.

| Code         | Course Title                      | Credits   | ECTS      | Prerequisites                                                        |
|--------------|-----------------------------------|-----------|-----------|----------------------------------------------------------------------|
| ECN3081      | Intermediate Microeconomics       | 3         | 5         | ECN2103 <i>or</i> FIN2105 <i>or</i> B in ECN1101                     |
| ECN3350      | Financial Economics               | 3         | 5         | ECN3081 ( <i>cannot be counted as separate course from FIN3220</i> ) |
| ECN4351      | Foreign Exchange Markets          | 3         | 5         | ECN2102                                                              |
| ECN4350      | Advanced Financial Economics      | 3         | 5         | ECN3350                                                              |
| ECN4352      | Financial Econometrics            | 3         | 5         | ECN3184                                                              |
| FIN3230      | Financial Institutions Management | 3         | 5         | FIN3210                                                              |
| 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                                                              |
| <b>Total</b> |                                   | <b>12</b> | <b>20</b> |                                                                      |

### 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.

### MINOR REQUIRED COURSES (6 CREDITS/10 ECTS)

| Code                                                        | Course Title                | Credits | ECTS | Prerequisites                        |
|-------------------------------------------------------------|-----------------------------|---------|------|--------------------------------------|
| <i>Minor Required Courses (2 courses/6 credits/10 ECTS)</i> |                             |         |      |                                      |
| CSS/ECN3450                                                 | Data Science                | 3       | 5    | CLP2201 or CIT2735 <i>or</i> ECN2210 |
| CSS/ECN3240                                                 | Analyzing and Modeling Data | 3       | 5    | ECN2083 <i>or</i> equivalent         |

### MINOR ELECTIVE COURSES (2 COURSES, 6 CREDITS/10 ECTS)

|                                        |                                                                |           |           |                                                |
|----------------------------------------|----------------------------------------------------------------|-----------|-----------|------------------------------------------------|
| CSS/ECN2210, CLP2735 <i>or</i> 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/IRL3501                            | Computational Social Science                                   | 3         | 5         | None                                           |
| ECN3184                                | Econometric Methods                                            | 3         | 5         | ECN2103, ECN2102 <i>and</i> 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 <i>or</i> GEN/OPM2301             |
| CIT3803                                | Python Programming                                             | 3         | 5         | CIT2735                                        |
| CIT3815                                | Programming in SQL                                             | 3         | 5         | CIT2735                                        |
| CLP3102                                | Introduction to Machine Learning                               | 3         | 5         | CLP2103 <i>and</i> CLP2202                     |
| CLP3202                                | Neural networks                                                | 3         | 5         | CLP2103 <i>and</i> CLP2202                     |
| CLP3301                                | Text Mining                                                    | 3         | 5         | CLP2103 <i>and</i> CLP2202 <i>and</i> LING3306 |
| CLP3302                                | Human-Computer Interaction                                     | 3         | 5         | CLP2103 <i>and</i> CLP2202                     |
| IFS2204                                | Algorithms. Data structures and Programming                    | 3         | 5         | PHYS1201 <i>and</i> MATH1202                   |
| MATH3001                               | Introduction to Analysis                                       | 3         | 5         | ECN1201                                        |
| MATH4001                               | Discrete Mathematics                                           | 3         | 5         | ECN1201                                        |
| MATH4002                               | Probability Theory and Statistics                              | 3         | 5         | ECN2083 <i>and</i> MATH2401/MATH3001           |
| MATH4003                               | Intro to Multivariate Statistics                               | 3         | 5         | MATH3001                                       |
| <b>Total</b>                           |                                                                | <b>12</b> | <b>20</b> |                                                |

### MINOR IN ECONOMICS AND BUSINESS REPORTING (12 CREDITS/20 ECTS)

The minor in Economics and Business Reporting is designed for students from the Economics Department and students from other programs who want to work as economic and financial journalists or communicators who are the voice of large businesses or public organizations.

Minor Required Courses: 3 credits/5 ECTS

Minor Elective Courses: 9 credits/15 ECTS

**TOTAL: 12 credits/20 ECTS**

### **MINOR REQUIRED COURSE (3 CREDITS/5 ECTS)**

| <b>All students will complete:</b> |                         | <b>Credits</b> | <b>ECTS</b> | <b>Prerequisites</b> |
|------------------------------------|-------------------------|----------------|-------------|----------------------|
| JMC2615                            | Beginning Media Writing | 3              | 5           | None                 |

### **MINOR ELECTIVE COURSES (9 CREDITS/15 ECTS)**

| <b>Students must choose any 3 (three) of the following DMC courses:</b> |                               | <b>Credits</b> | <b>ECTS</b> | <b>Prerequisites</b> |
|-------------------------------------------------------------------------|-------------------------------|----------------|-------------|----------------------|
| JMC 3603                                                                | Business news                 | 3              | 5           | JMC2615              |
| JMC 4709                                                                | Media Relations               | 3              | 5           | JMC2615              |
| JMC 3623                                                                | Broadcast & Online Journalism | 3              | 5           |                      |
| JMC 3709                                                                | Social Media Influencers      | 3              | 5           |                      |

### **MINORS OFFERED BY THE DEPARTMENT OF INTERNATIONAL RELATIONS AND POLITICAL SCIENCES**

- Minor in International Relations
- Minor in Regional Studies and Energy Policy
- Minor in European Studies
- Minor in Global Security and International Affairs
- Minor in History
- Minor in Media and Politics
- Minor in Political Science

### **MINOR IN INTERNATIONAL RELATIONS (12 CREDITS/20 ECTS)**

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/20 ECTS)**

Students may choose any four courses from the following list:

| <b>Code</b> | <b>Course Title</b>                                                   | <b>Credits</b> | <b>ECTS</b> | <b>Prerequisites</b> |
|-------------|-----------------------------------------------------------------------|----------------|-------------|----------------------|
| IRL4532     | Domestic Politics and Foreign Policy of Central Asia and the Caucasus | 3              | 5           |                      |
| IRL/POL4530 | 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           |                      |

|             |                                                        |   |   |  |
|-------------|--------------------------------------------------------|---|---|--|
| 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/20 ECTS)**

Any four courses from the following list:

| Code          | Course Title                                                     | 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    |               |
| IRL3530       | Topics in the History/Politics/Culture of Europe                 | 3       | 5    |               |
| IRL4590       | Undergraduate Seminar in International Relations                 | 3       | 5    |               |
| IRL3543       | Nationalism, Populism and Ethnic Conflict in Contemporary Europe |         |      |               |
| IRL3548       | European Social Movements                                        |         |      |               |
| POL4535       | Institutions of the European Union                               |         |      |               |
| ECN3030       | Economy 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/20 ECTS)**

Any four courses from the following list:

| Code     | Course Title                                                           | 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:

|          |                                                                                 |   |   |
|----------|---------------------------------------------------------------------------------|---|---|
| HIST3101 | History of Civilizations 1                                                      | 3 | 5 |
| HIST3102 | History of Civilizations 2                                                      | 3 | 5 |
| HIST3103 | Global History of XIX Century                                                   | 3 | 5 |
| IRL3540  | History of Diplomacy 1648-1815                                                  | 3 | 5 |
| IRL3539  | History of Diplomacy 1815-1945                                                  | 3 | 5 |
| IRL3106  | Diaspora Studies and Migration History of Central Asia                          | 3 | 5 |
| IRL3107  | History of Soviet Kazakhstan                                                    | 3 | 5 |
| HIST3108 | Collective Memory in History and Politics                                       | 3 | 5 |
| HIST3109 | History of Post Soviet States (Central and Easter Europe, Baltics and Caucasus) | 3 | 5 |
| HIST3110 | Topics in the History/Politics/Culture of Europe                                | 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 CREDITS/20 ECTS)**

The minor in Media and Politics is designed for students of the Bachelor of International Relations program.

Minor Required Courses: 3 credits/5 ECTS

Minor Elective Courses: 9 credits/15 ECTS

**Total: 12 credits/20 ECTS**

### **MINOR REQUIRED COURSE (3 CREDITS/5 ECTS)**

| <b>All students will complete:</b> |                         | <b>Credits</b> | <b>ECTS</b> | <b>Prerequisites</b> |
|------------------------------------|-------------------------|----------------|-------------|----------------------|
| JMC3605                            | Political Communication | 3              | 5           | None                 |

### **MINOR ELECTIVE COURSES (9 CREDITS/15 ECTS)**

| <b>Students must choose any 3 (three) of the following DMC courses:</b> |                                                | <b>Credits</b> | <b>ECTS</b> | <b>Prerequisites</b> |
|-------------------------------------------------------------------------|------------------------------------------------|----------------|-------------|----------------------|
| IRLxxxx or POLxxxx                                                      | Any IRL or POL Course                          | 3              | 5           | None                 |
| JMC 2615                                                                | Beginning Media Writing                        | 3              | 5           | None                 |
| JMC 3623                                                                | Broadcast & Online 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:

| Code                                     | Course Title                                                                             | Credits | ECTS |
|------------------------------------------|------------------------------------------------------------------------------------------|---------|------|
| POL3512                                  | Comparative Politics                                                                     | 3       | 5    |
| POL3511                                  | Political Analysis                                                                       | 3       | 5    |
| POL2001                                  | Introduction to Political Theory                                                         | 3       | 5    |
| POL2201 <i>or</i><br>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    |
| 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 5 courses in their respective areas of Minor. The four areas for minors are:

1. Public and Municipal Administration
2. Financial Management and Public Audits

3. Sustainable Development Governance
4. Public Press Office
5. Sociology

No course may simultaneously count towards fulfillment of the graduation requirements of a major and a minor.

### **MINOR IN PUBLIC AND MUNICIPAL ADMINISTRATION (12 CREDITS/20ECTS)**

Any four of the following courses:

| Code    | Course Title                                       | Credits | ECTS | Prerequisites |
|---------|----------------------------------------------------|---------|------|---------------|
| PAD4443 | Public Management                                  | 3       | 5    | PAD2111       |
| PAD4542 | Current Issues in Public Policy and Administration | 3       | 5    |               |
| PAD3542 | Public Policy Analysis                             | 3       | 5    |               |
| PAD3511 | Fundamentals of Public Financial Management        | 3       | 5    |               |
| PAD4533 | Local Government (Municipal Government in GOSO)    | 3       | 5    |               |

### **MINOR IN FINANCIAL MANAGEMENT AND PUBLIC AUDIT (12 CREDITS/20 ECTS)**

Any four of the following courses:

| Code      | Course Title                                | Credits | ECTS | Prerequisites                |
|-----------|---------------------------------------------|---------|------|------------------------------|
| PAF 4533  | Financial Management in the Public Sector   | 3       | 5    | PAF3511 <i>or</i> equivalent |
| PAF4535   | Public Sector Auditing                      | 3       | 5    | PAF3511 <i>or</i> equivalent |
| PAF4532.4 | Managerial Accounting/Management Accounting | 3       | 5    | PAF3511 <i>or</i> equivalent |
| PAF4536   | Project Appraisal and Management            | 3       | 5    | PAF3511 <i>or</i> equivalent |
| PAF4537   | Audit and Corporate Governance              | 3       | 5    | PAF3511 <i>or</i> equivalent |

No course may simultaneously count towards fulfillment of the graduation requirements of a major and a minor.



## MINOR IN SUSTAINABLE DEVELOPMENT GOVERNANCE (12 CREDITS/20 ECTS)

Any four of the following courses:

| Code                              | Course Title                                                   | Credits | ECTS | Prerequisites                                                            |
|-----------------------------------|----------------------------------------------------------------|---------|------|--------------------------------------------------------------------------|
| PAD4443                           | Public Management                                              | 3       | 5    | PAD2111                                                                  |
| PAD3540                           | Governance and Development                                     | 3       | 5    | PAD2111                                                                  |
| PAD3521/PAD5202/<br>GEN/ASC2113.3 | Global Sustainable Development Governance                      | 3       | 5    | PAD2111                                                                  |
| PAD3XXX/PAD5206                   | Climate Change Governance                                      | 3       | 5    | PAD2111                                                                  |
| PAD3543                           | Urban Development                                              | 3       | 5    | PAD2111                                                                  |
| PAD3550                           | NGOs and Development                                           | 3       | 5    | PAD2111                                                                  |
| PAD4441                           | Energy Policy                                                  | 3       | 5    | ECN2103 <i>or</i><br>ECN1101.2<br><i>or</i> ECN1101<br><i>or</i> 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                           | Environmental Management and Natural Resources                 | 3       | 5    |                                                                          |
| PAD3603/PAD5201                   | Biodiversity and Ecosystem Services                            | 3       | 5    |                                                                          |

## MINOR IN PUBLIC PRESS OFFICE (12 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 credits/5 ECTS

Minor Elective Courses: 9 credits/15 ECTS

**Total: 12 credits/20 ECTS**

## MINOR REQUIRED COURSE (3 CREDITS/5 ECTS)

| All students will complete: |                 | Credits | ECTS | Prerequisites |
|-----------------------------|-----------------|---------|------|---------------|
| JMC 4709                    | Media Relations | 3       | 5    | None          |

## MINOR ELECTIVE COURSES (9 CREDITS/15 ECTS)

| Students must choose any 3 (three) of the following DMC courses: |                               | Credits | ECTS | Prerequisites |
|------------------------------------------------------------------|-------------------------------|---------|------|---------------|
| JMC2615                                                          | Beginning Media Writing       | 3       | 5    | None          |
| JMC3623                                                          | Broadcast & Online Journalism | 3       | 5    | JMC2615       |
| JMC 4703                                                         | Crisis Communication          | 3       | 5    |               |
| JMC 3709                                                         | Social Media Influencers      | 3       | 5    |               |

### MINOR IN SOCIOLOGY (12 CREDITS/20 ECTS)

Having a minor in Sociology complements all majors offered in CSS and KIMEP University and increases students' attractiveness in the job market by enhancing their capabilities in addressing contemporary complex societal issues. Any four of the following courses

| Code    | Course Title                                    | Credits | ECTS | Prerequisites |
|---------|-------------------------------------------------|---------|------|---------------|
| SOC3101 | Urban Policy and Local Governance               | 3       | 5    | GEN/PAD2700   |
| SOC3102 | Understanding and Managing Public Organizations | 3       | 5    | GEN/PAD2700   |
| SOC3104 | Civil Society and Public Policy                 | 3       | 5    | GEN/PAD2700   |
| SOC4004 | Inequality and Public Policy                    | 3       | 5    | GEN/PAD2700   |

No course may simultaneously count towards fulfillment of the graduation requirements of a major and a minor.

### MINORS OFFERED BY THE DEPARTMENT OF MEDIA AND COMMUNICATIONS

The Department of Media and Communications offers the following minors:

- Minor in Digital Filmmaking, 12 credits/20 ECTS
- Minor in Communications, 12 credits/20 ECTS
- Minor in Digital Storytelling, 12 credits/20 ECTS
- Minor in Public Press Office, 12 credits/20 ECTS
- Minor in Public Governance for Communicators, 12 credits/20 ECTS
- Minor in Economics for Public Communication, 12 credits/20 ECTS
- Minor in Reporting on Economics and Business, 12 credits/20 ECTS
- Minor in Politics and Media, 12 credits/20 ECTS (Designed for students of the Bachelor of Journalism program).
- Minor in Media and Politics, 12 credits/20 ECTS (Designed for students of the Bachelor of International Relations program)

**\*Note:** Credits earned for one minor cannot be counted for the other minor(s) and/or major(s).

### MINOR IN DIGITAL FILMMAKING (12 CREDITS/20 ECTS)

Students need to take 12 credits/20 ECTS to be awarded Minor in Digital Filmmaking

| Code     | Course Title       | Credits | ECTS | Prerequisites            |
|----------|--------------------|---------|------|--------------------------|
| JMC 2201 | Digital Filmmaking | 3       | 5    | GEN/JMC 2108.3           |
| JMC 3201 | Screenwriting      | 3       | 5    | none                     |
| JMC 4201 | Fiction Filmmaking | 3       | 5    | JMC2201 and GEN/JMC 2108 |
| JMC 4705 | Video Documentary  | 3       | 5    | GEN/JMC 2108.3           |

### MINOR IN COMMUNICATIONS (12 CREDITS/20 ECTS)

The minor in Communications is designed for students from other undergraduate programs and departments.

Minor Required Courses: 3 credits / 5 ECTS

Minor Elective Courses: 9 credits / 15 ECTS

**Total: 12 credits / 20 ECTS**

### MINOR REQUIRED COURSE (3 CREDITS/5 ECTS)

| All students will complete: |                         | Credits | ECTS | Prerequisites |
|-----------------------------|-------------------------|---------|------|---------------|
| JMC 2615                    | Beginning Media Writing | 3       | 5    | None          |

### MINOR ELECTIVE COURSES (9 CREDITS/15 ECTS)

| Students must choose any 3 (three) of the following DMC courses: |                                                   | Credits | ECTS | Prerequisites  |
|------------------------------------------------------------------|---------------------------------------------------|---------|------|----------------|
| JMC 2608                                                         | Introduction to Public Relations                  | 3       | 5    | None           |
| JMC 3211                                                         | Writing and Editing for Journalism                | 3       | 5    | None           |
| JMC 3605                                                         | Political Communication                           | 3       | 5    | None           |
| JMC 3608                                                         | Journalism in Kazakhstan                          | 3       | 5    | None           |
| JMC 3623                                                         | Broadcast & Online Journalism                     | 3       | 5    | JMC2615        |
| JMC 4601                                                         | Advertising and Media Sales                       | 3       | 5    | None           |
| JMC 4612                                                         | Online Journalism                                 | 3       | 5    | JMC2615        |
| JMC 4622                                                         | Advanced Media Writing                            | 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    | GEN/JMC 2108.3 |

### MINOR IN DIGITAL STORYTELLING (12 CREDITS/20 ECTS)

The minor in Digital Storytelling is designed for students from other undergraduate programs and departments.

Minor Required Courses: 3 credits/5 ECTS

Minor Elective Courses: 9 credits/15 ECTS

**Total: 12 credits/20 ECTS**

### MINOR REQUIRED COURSE (3 CREDITS/5 ECTS)

| All students will complete: |                         | Credits | ECTS | Prerequisites |
|-----------------------------|-------------------------|---------|------|---------------|
| JMC 4615                    | Multimedia Storytelling | 3       | 5    | None          |

### MINOR ELECTIVE COURSES (9 CREDITS/15 ECTS)

| Students must choose any 3 (three) of the following DMC courses: |                                         | Credits | ECTS | Prerequisites  |
|------------------------------------------------------------------|-----------------------------------------|---------|------|----------------|
| JMC2609                                                          | Psychology in Communication             | 3       | 5    | None           |
| JMC 2615                                                         | Beginning Media Writing                 | 3       | 5    | None           |
| JMC 2703                                                         | Visual Storytelling                     | 3       | 5    | GEN/ASC 2104.3 |
| 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 and Social Media Influencers | 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 | GEN/JMC 2108.3 |
| JMC 4706 | Creative Workshop                              | 3 | 5 | None           |
| JMC 4708 | Public Speaking                                | 3 | 5 | None           |
| JMC4709  | Media Relations                                | 3 | 5 | None           |
| JMC 4715 | News and Digital Media Design                  | 3 | 5 | None           |

### **MINOR IN PUBLIC GOVERNANCE FOR COMMUNICATORS (12 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 credits/5 ECTS

Minor Elective Courses: 9 credits/15 ECTS

**Total: 12 credits/20 ECTS**

### **MINOR REQUIRED COURSE (3 CREDITS/5 ECTS)**

| All students will complete: |                                       | Credits | ECTS | Prerequisites |
|-----------------------------|---------------------------------------|---------|------|---------------|
| PAD2111                     | Fundamentals of Public Administration | 3       | 5    | None          |

### **MINOR ELECTIVE COURSES (9 CREDITS/15 ECTS)**

| Students must choose any 3 (three) of the following DMC courses: |                            | 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 <i>or</i> equivalent |

### **MINOR IN ECONOMICS FOR PUBLIC COMMUNICATION (12 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 credits/5 ECTS

Minor Elective Courses: 9 credits/15 ECTS

**Total: 12 credits/20 ECTS**

### **MINOR REQUIRED COURSE (3 CREDITS/5 ECTS)**

| All students will complete: |                              | Credits | ECTS | Prerequisites |
|-----------------------------|------------------------------|---------|------|---------------|
| ECN2102                     | Principles of Macroeconomics | 3       | 5    | ECN2103       |

### MINOR ELECTIVE COURSES (9 CREDITS/15 ECTS)

| Students must choose any 3 (three) of the following DMC courses: |                                  | Credits | ECTS | Prerequisites |
|------------------------------------------------------------------|----------------------------------|---------|------|---------------|
| ECN2103                                                          | Principles of Microeconomics     | 3       | 5    |               |
| ECN2020                                                          | Global Economics                 | 3       | 5    |               |
| ECN3155                                                          | Money and Banking                | 3       | 5    | ECN2102       |
| ECN2360                                                          | Introduction to Personal Finance | 3       | 5    | ECN2103       |

### MINOR IN POLITICS AND MEDIA (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 credits/5 ECTS

Minor Elective Courses: 9 credits/15 ECTS

**Total: 12 credits/20 ECTS**

### MINOR REQUIRED COURSE (3 CREDITS/5 ECTS)

| All students will complete: |                                         | Credits | ECTS | Prerequisites |
|-----------------------------|-----------------------------------------|---------|------|---------------|
| IRL 2512                    | Fundamentals of International Relations | 3       | 5    | None          |

### MINOR ELECTIVE COURSES (9 CREDITS/15 ECTS)

| Students must choose any 3 (three) of the following DMC courses: |                                                | Credits | ECTS | Prerequisites |
|------------------------------------------------------------------|------------------------------------------------|---------|------|---------------|
| IRLxxxx or POLxxxx                                               | Any IRL or POL Course                          | 3       | 5    | None          |
| IRLxxxx or POLxxxx                                               | Any IRL or POL Course                          | 3       | 5    | None          |
| IRLxxxx or POLxxxx                                               | 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 the bachelor level consists of 9 credits/15 ECTS; a certificate program at the master level consists of 6 credits/10 ECTS. In the case of a certificate program at the 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.

### MEDIA LITERACY CERTIFICATE PROGRAM (9 CREDITS/15 ECTS) UNDERGRADUATE LEVEL

This 9-credit 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:

| Code     | Course Title                                        | Credits | ECTS |
|----------|-----------------------------------------------------|---------|------|
| JMC 1750 | Media and Information Literacy                      | 3       | 5    |
| JMC 2607 | Ethical and Legal Issues in Media and Communication | 3       | 5    |
| JMC 2704 | Persuasive Communication                            | 3       | 5    |

*\*Note: KIMEP students of the BAJ program are not eligible for this certificate program.*

### **BUSINESS COMMUNICATION CERTIFICATE PROGRAM (6 CREDITS/10 ECTS) GRADUATE LEVEL**

This 6-credit certificate program is designed for media, communication and PR professionals.

*\*Note: KIMEP students of the MAIJ program are not eligible for this certificate program.*

In order to complete the program, certificate program students must complete the following:

|                 | Credits | ECTS |
|-----------------|---------|------|
| Core Course     | 3       | 5    |
| Elective Course | 3       | 5    |

Students must take the following core course (3 CREDITS/5 ECTS):

| Code     | Course Title                    | Credits | ECTS |
|----------|---------------------------------|---------|------|
| JMC 5613 | Advanced Business Communication | 3       | 5    |

Students must take one course from the following list of electives (3 CREDITS/5 ECTS):

| Code     | Course Title                                   | Credits | ECTS |
|----------|------------------------------------------------|---------|------|
| JMC 5619 | Advertising and Media Sales                    | 3       | 5    |
| JMC 5655 | 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    |

## COLLEGE OF SOCIAL SCIENCES 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

#### 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        | 16        |
| Program Specialization Requirements | 27        | 49        |
| Experimental Research Work          | 6         | 18        |
| Final Attestation                   | 3         | 8         |
| <b>Total</b>                        | <b>48</b> | <b>91</b> |

#### PROGRAM FOUNDATION REQUIREMENTS (12 CREDITS/16 ECTS)

##### PROGRAM FOUNDATION: REQUIRED COURSES (6 CREDITS/6 ECTS)

| Code    | Course Title                                                                       | Credits | ECTS |
|---------|------------------------------------------------------------------------------------|---------|------|
| CSS5103 | Professional Foreign Language (Academic Writing, Research Design, and Methodology) | 3       | 3    |
| PAD5114 | Essentials of Public Administration and Management                                 | 3       | 3    |

##### PROGRAM FOUNDATION: ELECTIVE COURSES (6 CREDITS/10 ECTS)

Students must complete two courses (6 credit hours/10 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 a substitute.

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 non-profit 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.



| Code      | Course Title                | Credits | ECTS |
|-----------|-----------------------------|---------|------|
| ECN5021   | Microeconomics              | 3       | 5    |
| ECN5031   | Macroeconomics              | 3       | 5    |
| ECN5052.1 | Introduction to Statistics  | 3       | 5    |
| ECN5053.1 | Introduction to Game Theory | 3       | 5    |

## PROGRAM SPECIALIZATION REQUIREMENTS (27 CREDITS/49 ECTS)

### SPECIALIZATION: REQUIRED COURSES (15 CREDITS/29 ECTS)

| Code                         | Course Title                                                  | Credits   | ECTS      | Prerequisites                      |
|------------------------------|---------------------------------------------------------------|-----------|-----------|------------------------------------|
| CSS5101 <i>or</i><br>CSS5102 | Qualitative Research Methods OR Quantitative Research Methods | 3         | 7         |                                    |
| ECN5013                      | Advanced Econometrics                                         | 3         | 7         | ECN5012                            |
| ECN5022                      | Advanced Microeconomics                                       | 3         | 5         | ECN5021                            |
| ECN5032                      | Advanced Macroeconomics                                       | 3         | 5         | ECN5031                            |
| ECN5888                      | Professional Internship                                       | 3         | 5         | Permission of advisor and employer |
| <b>Total</b>                 |                                                               | <b>15</b> | <b>29</b> |                                    |

### 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:

| 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 | Contract Theory and 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:

| Code     | Course Title                 | Credits | ECTS | Prerequisites |
|----------|------------------------------|---------|------|---------------|
| ECN 5354 | Advanced Financial Economics | 3       | 5    |               |

and three of the following major electives:

| 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)

| Code         | Course Title        | Credits  | ECTS      | Prerequisites                    |
|--------------|---------------------|----------|-----------|----------------------------------|
| ECN5990      | Research Seminar    | 3        | 10        | ECN5013 or concurrent enrollment |
| ECN5588.1    | Research Internship | 3        | 8         |                                  |
| <b>Total</b> |                     | <b>6</b> | <b>18</b> |                                  |

### FINAL ATTESTATION (3 CREDITS/8 ECTS)

| Code         | Course Title            | Credits  | ECTS     | Prerequisites |
|--------------|-------------------------|----------|----------|---------------|
| ECN5991      | Thesis & Thesis Defense | 3        | 8        | ECN5990       |
| <b>Total</b> |                         | <b>3</b> | <b>8</b> |               |

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.

### MAE RECOMMENDED PROGRAM PLAN

| Semester 1 (year 1) | 18 credits/28 ECTS                                                                      |
|---------------------|-----------------------------------------------------------------------------------------|
| CSS5103             | Professional Foreign Language (Academic Writing, Research Design and Methodology) (3)/5 |
| PAD5114             | Essentials of Public Administration and Management (3)/5                                |
| ECN5021             | Microeconomics/Intro to Statistics (3)/5                                                |
| ECN5031/ECN5053.1   | Macroeconomics/Intro to Game Theory (3)/5                                               |
| CSS5101/CSS5102     | Qualitative or Quantitative Research Methods (3)/7                                      |
| ECN5012/ECN 5354    | Specialization Elective I-Econometrics/Advanced Financial Economics (3)/5               |
| Semester 2 (year 1) | 18 credits/37 ECTS                                                                      |

|                            |                                 |
|----------------------------|---------------------------------|
| ECN 5990                   | Research seminar (3)/10         |
| ECN 5022                   | Advanced Microeconomics (3)/5   |
| ECN 5032                   | Advanced Macroeconomics (3)/5   |
| ECN5013                    | Advanced Econometrics (3)/7     |
| ECNxxxx                    | Major Elective II (3)/5         |
| ECN 5888                   | Professional Internship (3)/5   |
| <b>Semester 3 (year 2)</b> | <b>12 credits/26 ECTS</b>       |
| ECNxxxx                    | Major Elective III (3)/5        |
| ECNxxxx                    | Major Elective IV (3)/5         |
| ECN5588.1                  | Research Internship (3)/8       |
| ECN5591                    | Thesis and Thesis Defense (3)/8 |

## MASTER OF INTERNATIONAL RELATIONS (MIR) – 7M03101

### STATEMENT OF PURPOSE

The Master's Program in International Relations (MIR) was launched in 2002. The MIR is 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.

### OBJECTIVES

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:

1. the major paradigms of international relations;
2. 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;
3. the development of different economic perspectives and paths on global, international and regional governance;
4. normative approaches for proposing solutions to ethical dilemmas in international affairs;
5. international law and international organizations and their management and leadership, and the impact of development paradigms on political, social and cultural changes;
6. 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:

7. 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;
8. communicate complex ideas and multifaceted information clearly and effectively in written and oral English;
9. use information technology for the retrieval, analysis and presentation of information; *and*
10. 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:

1. identify and analyze the structure and fundamental dynamic processes of the international system;
2. describe and articulate the major paradigms and theoretical perspectives within the discipline;
3. explain the behavior and interactions of the primary actors within the international system, so as to be able to construct basic models of policy decision-making;
4. discuss and appraise the impact of culture, history, geography, and power and wealth differentials on the formulation of foreign policies of different states;
5. appraise the impact of social classes, ethnic groups, social/political movements and interest groups on the formation of foreign policy in various states;
6. evaluate the role of global institutions, international law, and fundamental values or ethical considerations in the formulation of foreign policy;
7. utilize the skills and knowledge noted above to frame the policies of Kazakhstan and other Central Asian states in a global context; and
8. Conduct original research 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:

#### PROGRAM FOUNDATION REQUIREMENTS (12 CREDITS/16 ECTS)

#### PROGRAM FOUNDATION: REQUIRED COURSES (6 CREDITS/6 ECTS)

|                                     | Credits   | ECTS      |
|-------------------------------------|-----------|-----------|
| Program Foundation Requirements     | 12        | 16        |
| Program Specialization Requirements | 27        | 49        |
| Experimental Research Work          | 6         | 18        |
| Final Attestation                   | 3         | 8         |
| <b>Total</b>                        | <b>48</b> | <b>91</b> |

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.

| Code    | Course Title                                                                       | Credits | ECTS |
|---------|------------------------------------------------------------------------------------|---------|------|
| CSS5103 | Professional Foreign Language (Academic Writing, Research Design, and Methodology) | 3       | 3    |
| PAD5114 | Essentials of Public Administration and Management                                 | 3       | 3    |

#### **PROGRAM FOUNDATION: ELECTIVE COURSES (6 CREDITS/10 ECTS)**

| Code       | Course Title                                                   | Credits | ECTS |
|------------|----------------------------------------------------------------|---------|------|
| IRL5513    | Theories of International Relations                            | 3       | 5    |
| IRL5203    | Public International Law                                       | 3       | 5    |
| IRL 5539.0 | Political Geography: Geopolitics, Globalization and Governance | 3       | 5    |
| IRL5513    | International Political Economy                                | 3       | 5    |

#### **PROGRAM SPECIALIZATION REQUIREMENTS (27 CREDITS/49 ECTS)**

#### **PROGRAM SPECIALIZATION: REQUIRED COURSES (15 CREDITS/29 ECTS)**

| Code                                | Course Title                                                                           | Credits | ECTS |
|-------------------------------------|----------------------------------------------------------------------------------------|---------|------|
| CSS5101<br>or CSS5102<br>or CSS5503 | Qualitative Research Methods <i>or</i> Quantitative Research Methods                   | 3       | 7    |
| IRL5538                             | Ethics in International Affairs                                                        | 3       | 7    |
| IRL5580 <i>or</i><br>IRL5590        | Master Seminar in Regional Studies <i>or</i> Master Seminar in International Relations | 3       | 5    |
| IRL5521                             | Central Asia in Global Politics                                                        | 3       | 5    |
| IRL5534                             | Professional Internship                                                                | 3       | 5    |

#### **Program Specialization: Elective Courses (12 credits, 20 ECTS)**

| 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    |
| IRL5543     | Kazakh language and Political Development (for IMCEERES)         | 3       | 5    |

#### **EXPERIMENTAL RESEARCH WORK (6 CREDITS/18 ECTS)**

| Code      | Course Title        | Credits | ECTS | Prerequisites |
|-----------|---------------------|---------|------|---------------|
| IRL5525   | Thesis Seminar      | 3       | 10   | CSS5503       |
| IRL5534.1 | Research Internship | 3       | 8    |               |

### FINAL ATTESTATION (3 CREDITS/8 ECTS)

| Code      | Course Title   | Credits | ECTS | Prerequisites |
|-----------|----------------|---------|------|---------------|
| 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.

### MIR RECOMMENDED PROGRAM PLAN

| Semester 1 (year 1) | 15 credits/23 ECTS                                                                      |
|---------------------|-----------------------------------------------------------------------------------------|
| CSS5103             | Professional Foreign Language (Academic Writing, Research Design and Methodology) (3)/5 |
| PAD5114             | Essentials of Public Administration and Management (3)/5                                |
| CSS5101/CSS5102     | Qualitative or Quantitative Research Methods (3)/7                                      |
| IRL5XXX             | Program Foundation Elective Course I (3)/5                                              |
| IRL5525             | Central Asia in Global Politics (3)/5                                                   |
| Semester 2 (year 1) | 18 credits/32 ECTS                                                                      |
| IRL5662             | Thesis Seminar (3)/10                                                                   |
| IRL5XXX             | Program Foundation Elective Course II (3)/5                                             |
| IRL5538             | Ethics in International Affairs (3)/7                                                   |
| IRL5XXX             | Specialization Elective I (3)/5                                                         |
| IRL5534             | Professional Internship (3)/5                                                           |
| Semester 3 (year 2) | 18 credits/36 ECTS                                                                      |
| IRL5580 or IRL5590  | Master Seminar in IR/RS (3)/5                                                           |
| IRL5XXX             | Specialization Elective II (3)/5                                                        |
| IRL5XXX             | Specialization Elective III (3)/5                                                       |
| IRL5XXX             | Specialization Elective IV (3)/5                                                        |
| IRL5534.1           | Research Internship (3)/8                                                               |
| IRL5526.3           | Thesis Defense (3)/8                                                                    |

### MASTER OF PUBLIC AND MUNICIPAL ADMINISTRATION (MPMA) – 7M0410

#### 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.

Students can study for a general MPMA degree with a combination of courses from two or more of the specializations listed below:

1. Policy Advocacy and Communication
2. Digital Governance
3. Urban and Nonprofit Management
4. Sustainability transitions

### **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 to full-time employment count towards the requirements of the internship course.

### **THE PROGRAM**

- Promotes excellence in public, non-governmental, and quasi-governmental organizational 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. This means that students can transfer up to 12 credits from their bachelors programs to the MPMA program. Students can choose to combine any two among the four specializations for their major.

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:

1. a satisfactory knowledge of the nature of the public sector and its relationship to government, civil society, and the marketplace, and how it can be institutionally arranged;
2. a satisfactory knowledge of economic perspectives on government and public policy, governmental budgeting, and public financial management;
3. a satisfactory knowledge of ethics as they apply to the public sector;
4. a satisfactory knowledge of public organizations and their management and leadership, and the impact of organizational structure, culture, and leadership on organizational change and performance;
5. a satisfactory knowledge of project appraisal and management, and the necessary cognitive, self-management, and interpersonal skills;



6. a satisfactory knowledge of the concepts and theories of public policy and analysis;
7. a satisfactory capacity to undertake supervised independent research, involving the synthesis and application of theoretical constructs to topics in the fields of public administration, policy, and management;
8. a satisfactory capacity to communicate ideas and information clearly and effectively in written and oral English;
9. a satisfactory capacity to use information technology for the retrieval, analysis and presentation of information; *and*
10. a satisfactory capacity to work effectively with others in the pursuit of common objectives.

## DEGREE REQUIREMENTS

Requirements for the MPMA are as follows:

|                                     | Credits   | ECTS      |
|-------------------------------------|-----------|-----------|
| Program Foundation Requirements     | 12        | 16        |
| Program Specialization Requirements | 27        | 49        |
| Experimental Research Work          | 6         | 18        |
| Final Attestation                   | 3         | 8         |
| <b>Total</b>                        | <b>48</b> | <b>91</b> |

## PROGRAM FOUNDATION REQUIREMENTS (12 CREDITS/16 ECTS)

### PROGRAM FOUNDATION: REQUIRED COURSES (6 CREDITS/6 ECTS)

| Code    | Course Title                                                                       | Credits | ECTS |
|---------|------------------------------------------------------------------------------------|---------|------|
| CSS5103 | Professional Foreign Language (Academic Writing, Research Design, and Methodology) | 3       | 3    |
| PAD5114 | Essentials of Public Administration and Management                                 | 3       | 3    |

### PROGRAM FOUNDATION: ELECTIVE COURSES (6 CREDITS/10 ECTS)

| Code    | Course Title                                       | Credits | ECTS | Prerequisites |
|---------|----------------------------------------------------|---------|------|---------------|
| PAD5113 | Statistical Methods for Public Administration      | 3       | 5    |               |
| PAD5122 | Administrative Ethics                              | 3       | 5    |               |
| PAD5218 | Project Evaluation and Management in Public Sector | 3       | 5    |               |
| PAD5224 | Human Resource Management in the Public Sector     | 3       | 5    |               |

## PROGRAM SPECIALIZATION REQUIREMENTS (27 CREDITS/49 ECTS)

### PROGRAM SPECIALIZATION: REQUIRED COURSES (15 CREDITS/29 ECTS)

| Code                      | Course Title                                                         | Credits | ECTS | Prerequisites |
|---------------------------|----------------------------------------------------------------------|---------|------|---------------|
| CSS5101 <i>or</i> CSS5102 | Qualitative Research Methods <i>or</i> Quantitative Research Methods | 3       | 7    |               |
| PAD5219                   | Public Policy Process and Analysis                                   | 3       | 7    | PAD5114       |
| PAD5214                   | Fiscal Governance                                                    | 3       | 5    | PAD5114       |
| PAD5262                   | Understanding and Managing Public Organizations                      | 3       | 5    | PAD5114       |
| PAD5230                   | Professional Internship                                              | 3       | 5    | PAD5114       |

### 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.

## SPECIALIZATION IN POLICY ADVOCACY AND COMMUNICATION

| Code     | Course Title                            | Credits | ECTS | Prerequisites |
|----------|-----------------------------------------|---------|------|---------------|
| PAD5123  | Economic Perspectives on Government     | 3       | 5    | PAD5114       |
| 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    |               |

## SPECIALIZATION IN DIGITAL GOVERNANCE

| Code      | Course Title                                       | Credits | ECTS | Prerequisites/Co-requisites |
|-----------|----------------------------------------------------|---------|------|-----------------------------|
| PAD5220.2 | Digital Governance and Sustainability              | 3       | 5    | PAD5114                     |
| PAD5218   | Project Evaluation and Management in Public Sector | 3       | 5    | PAD5218                     |
| PAD5221.2 | Smart Cities and Urban Innovation                  | 3       | 5    | PAD5114                     |
| PAD5201   | Biodiversity and Ecosystem Services                | 3       | 5    | PAD5114                     |

## SPECIALIZATION IN URBAN AND NONPROFIT MANAGEMENT

| Code      | Course Title                                       | Credits | ECTS | Prerequisites/Co-requisites |
|-----------|----------------------------------------------------|---------|------|-----------------------------|
| PAD5269   | NGOs and Non-profit Management                     | 3       | 5    | PAD5114                     |
| PAD5221.2 | Smart Cities and Urban Innovation                  | 3       | 5    | PAD5114                     |
| PAD5268   | CSR and Public Policy                              | 3       | 5    | PAD5114                     |
| PAD5218   | Project Evaluation and Management in Public Sector | 3       | 5    | PAD5114                     |

## SPECIALIZATION IN SUSTAINABILITY TRANSITIONS

| Code    | Course Title                        | Credits | ECTS | Prerequisites/Co-requisites |
|---------|-------------------------------------|---------|------|-----------------------------|
| PAD5201 | Biodiversity and Ecosystem Services | 3       | 5    |                             |
| PAD5202 | Global Sustainable Development      | 3       | 5    |                             |
| PAD5203 | Green Technology & Renewable Energy | 3       | 5    |                             |
| PAD5206 | Climate Change Governance           | 3       | 5    |                             |

## EXPERIMENTAL RESEARCH WORK (6 CREDITS/18 ECTS)

| Code      | Course Title               | Credits | ECTS | Prerequisites |
|-----------|----------------------------|---------|------|---------------|
| PAD5231.1 | Thesis Seminar (Thesis II) | 3       | 10   | CSS5503       |

|           |                     |   |   |  |
|-----------|---------------------|---|---|--|
| PAD5230.2 | Research Internship | 3 | 8 |  |
|-----------|---------------------|---|---|--|

## FINAL ATTESTATION (3 CREDITS/8 ECTS)

| Code      | Course Title                | Credits | ECTS | Prerequisites |
|-----------|-----------------------------|---------|------|---------------|
| PAD5231.2 | Thesis Defense (Thesis III) | 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.

## MPMA RECOMMENDED PROGRAM PLAN

| Semester 1 (year 1) | 12 credits/18 ECTS                                                                      |
|---------------------|-----------------------------------------------------------------------------------------|
| CSS5103             | Professional Foreign Language (Academic Writing, Research Design and Methodology) (3)/5 |
| PAD5114             | Essentials of Public Administration and Management (3)/5                                |
| CSS5101/CSS5102     | Essentials of PA and Management (3)/5                                                   |
|                     | Qualitative or Quantitative Research Methods (3)/7                                      |
| Semester 2 (year 1) | 18 credits/37 ECTS                                                                      |
| PAD5231.1           | Thesis Seminar (Thesis II) (3)/10                                                       |
| CSS5XXX/PAD5113/    | Statistical Methods for PA (3)/5                                                        |
| PAD5112/            | Foundation of Administrative Law/                                                       |
| PAD5218/            | Project Evaluation/                                                                     |
| PAD 5223            | Public Sector Economics (3)/5                                                           |
| PAD5214             | Fiscal Governance (3)/5                                                                 |
| PAD5219             | Public Policy Analysis (3)/7                                                            |
| PADXXXX             | Specialization (MAJOR) I (3)/5                                                          |
| CSS5XXX/PAD5888     | Professional Internship (3)/5                                                           |
| Semester 3 (year 2) | 18 credits/36 ECTS                                                                      |
| PAD5262             | Organizational Behavior for Public Organizations (3)/5                                  |
| PADXXXX             | Specialization (MAJOR) II (3)/5                                                         |
| PADXXXX             | Specialization (MAJOR) III (3)/5                                                        |
| PADXXXX             | Specialization (MAJOR) IV (3)/5                                                         |
| CSS5XXX/PAD5230.2   | Research Internship (3)/8                                                               |
| PAD5591             | Thesis and Thesis Defense (3)8                                                          |

## MASTER OF INTERNATIONAL JOURNALISM (MIJ) – 7M03201

### 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:

1. 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;
2. To develop students' functioning abilities, which will establish them as leaders in their chosen career in the fields of media and communication;
3. 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;
4. 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;
5. To equip students with the awareness and understanding of global issues and happenings in the fields of media and communication;
6. 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, MAIJ 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

### PROGRAM FOUNDATION REQUIREMENTS (12 CREDITS/16 ECTS)

#### PROGRAM FOUNDATION: REQUIRED COURSES (6 CREDITS/6 ECTS)

| Code      | Course Title                                                                       | Credits | ECTS |
|-----------|------------------------------------------------------------------------------------|---------|------|
| CSS55103  | Professional Foreign Language (Academic Writing, Research Design, and Methodology) | 3       | 3    |
| CSS5501.3 | Leadership and Management for Social Sciences                                      | 3       | 3    |

#### PROGRAM FOUNDATION: ELECTIVE COURSES (6 CREDITS/10 ECTS)

| Code     | Course Title                             | Credits | ECTS |
|----------|------------------------------------------|---------|------|
| JMC 5630 | Political Communication                  | 3       | 5    |
| JMC 5666 | Introduction to Kazakhstani Media Market | 3       | 5    |
| JMC 5653 | Management of Corporate Public Relations | 3       | 5    |

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.

### MIJ CURRICULUM

|                                     | Credits   | ECTS      |
|-------------------------------------|-----------|-----------|
| Program Foundation Requirements     | 12        | 16        |
| Program Specialization Requirements | 27        | 49        |
| Experimental Research Work          | 6         | 18        |
| Final Attestation                   | 3         | 8         |
| <b>Total</b>                        | <b>48</b> | <b>91</b> |

|          |                                  |   |   |
|----------|----------------------------------|---|---|
| JMC 5612 | Advanced Media Writing           | 3 | 5 |
| JMC 5715 | Advanced Multimedia Storytelling | 3 | 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)

| Code               | Course Title                                                  | Credits | ECTS |
|--------------------|---------------------------------------------------------------|---------|------|
| JMC 5611           | Principles of Media Management                                | 3       | 5    |
| JMC 5650           | Digital Public Relations                                      | 3       | 5    |
| CSS5101 or CSS5102 | Qualitative Research Methods OR Quantitative Research Methods | 3       | 7    |
| JMC 5616           | Theories of Media and Communication                           | 3       | 7    |
| JMC                | Internship I                                                  | 3       | 5    |

|      |  |  |  |
|------|--|--|--|
| 5621 |  |  |  |
|------|--|--|--|

### **ELECTIVE COURSES FOR MEDIA MANAGEMENT MAJOR (12 CREDITS/20 ECTS)**

| <b>Code</b> | <b>Course Title</b>                         | <b>Credits</b> | <b>ECTS</b> |
|-------------|---------------------------------------------|----------------|-------------|
| JMC 5624    | AI Applications in Media                    | 3              | 5           |
| JMC 5610    | Newsroom Management                         | 3              | 5           |
| JMC 5622    | Advertising Writing and Layout              | 3              | 5           |
| JMC 5655    | Reputation Management                       | 3              | 5           |
| JMC 5657    | 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           |
| JMC 5650    | Digital Public Relations                    | 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           |
| PAD5273     | Public Policy and Sustainable Development   | 3              | 5           |
| PAD5282     | Health Economics                            | 3              | 5           |
| PAD5285     | Current Topics in Health Administration     | 3              | 5           |
| ECN5042     | Behavioral Economics                        | 3              | 5           |
| MKT 5204    | Integrated Marketing Communications         | 3              | 5           |
| MKT 5201    | Marketing Management                        | 3              | 5           |
| MKT 5203    | Consumer Behavior and Marketing Strategy    | 3              | 5           |

### **REQUIRED COURSES FOR PUBLIC RELATIONS AND ADVERTISING MAJOR (15 CREDITS/29 ECTS)**

| <b>Code</b>                                        | <b>Course Title</b>                                                                                                                 | <b>Credits</b> | <b>ECTS</b> |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|
| JMC 5707                                           | Social Media Marketing                                                                                                              | 3              | 5           |
| JMC 5607                                           | Global Public Relations                                                                                                             | 3              | 5           |
| CSS5101 <i>or</i><br>CSS5102 <i>or</i><br>JMC 5661 | Qualitative Research Methods <i>or</i> Quantitative Research Methods <i>or</i> Research Methods in Media and Communication/Thesis I | 3              | 7           |
| JMC 5616                                           | Theories of Media and Communication                                                                                                 | 3              | 7           |
| JMC 5621                                           | Internship I                                                                                                                        | 3              | 5           |

## ELECTIVE COURSES FOR PUBLIC RELATIONS AND ADVERTISING MAJOR (12 CREDITS/20 ECTS)

| Code     | Course Title                                | Credits | ECTS |
|----------|---------------------------------------------|---------|------|
| JMC 5610 | Newsroom Management                         | 3       | 5    |
| JMC 5622 | Advertising Writing and Layout              | 3       | 5    |
| JMC 5624 | AI Applications in Media                    | 3       | 5    |
| JMC 5655 | Reputation Management                       | 3       | 5    |
| JMC 5657 | 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 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    |
| PAD5273  | Public Policy and Sustainable Development   | 3       | 5    |
| PAD5282  | Health Economics                            | 3       | 5    |
| PAD5285  | Current Topics in Health Administration     | 3       | 5    |
| ECN6042  | Behavioral Economics                        | 3       | 5    |
| MKT 5204 | Integrated Marketing Communications         | 3       | 5    |
| MKT 5201 | Marketing Management                        | 3       | 5    |
| MKT 5203 | Consumer Behavior and Marketing Strategy    | 3       | 5    |

## EXPERIMENTAL RESEARCH WORK (6 CREDITS, 18 ECTS)

| Code    | Course Title        | Credits | ECTS | Prerequisite |
|---------|---------------------|---------|------|--------------|
| JMC5662 | Thesis Seminar      | 3       | 10   | CSS 5503     |
| JMC5625 | Research Internship | 3       | 8    |              |

## FINAL ATTESTATION (3 CREDITS, 8 ECTS)

| Code    | Course Title   | Credits | ECTS | Prerequisites |
|---------|----------------|---------|------|---------------|
| JMC5663 | Thesis Defense | 3       | 8    | JMC 5662      |

## MIJ RECOMMENDED PROGRAM PLAN

|                            |                           |
|----------------------------|---------------------------|
| <b>Semester 1 (year 1)</b> | <b>12 credits/18 ECTS</b> |
|----------------------------|---------------------------|



|                            |                                                                                                   |
|----------------------------|---------------------------------------------------------------------------------------------------|
| CSS5103                    | Professional Foreign Language (Academic Writing, Research Design and Methodology) (3)/5           |
| PAD5114                    | Essentials of Public Administration and Management (3)/5                                          |
| CSS5101/CSS5102            | Qualitative or Quantitative Research Methods or Research Methods in Media and Communication (3)/7 |
| JMC5XXX                    | Program Foundation: Elective Course I (3)/5                                                       |
| <b>Semester 2 (year 1)</b> | <b>18 credits/37 ECTS</b>                                                                         |
| JMC5662                    | Thesis Seminar (3)/10                                                                             |
| JMC5XXX                    | Program Foundation: Elective Course II (3)/5                                                      |
| JMC5616                    | Program Specialization: Required course I -Theories of Media and Communication (3)/7              |
| JMC5XXX                    | Program Specialization: Required course II (3)/5                                                  |
| JMC5XXX                    | Specialization Elective (MAJOR) I (3)/5                                                           |
| JMC 5621                   | Internship I (3)/5                                                                                |
| <b>Semester 3 (year 2)</b> | <b>18 credits/36 ECTS</b>                                                                         |
| JMC5XXX                    | Program Specialization: Required course III (3)/5                                                 |
| JMC5XXX                    | Specialization Elective (MAJOR) II (3)/5                                                          |
| JMC5XXX                    | Specialization Elective (MAJOR) III (3)/5                                                         |
| JMC5XXX                    | Specialization Elective (MAJOR) IIV (3)/5                                                         |
| JMC5625                    | Research Internship (3)/8                                                                         |
| JMC5663                    | Thesis and Thesis Defense (3)/8                                                                   |

## 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.

## **COLLEGE OF SOCIAL SCIENCES 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:

1. Select and construct a methodology suitable for their research topic;
2. Appraise the historical origins and institutional foundations of traditional, legal-rational, and social-democratic political systems;
3. Identify key civic and political actors in the agenda-setting and decision-making of public policy;
4. Analyze economic events and decisions in terms of efficiency and equity;
5. Apply principles of public budgeting and financial management;
6. Evaluate the relationships between fiscal and monetary policies and how they affect income distribution;
7. Distinguish between normative and action-oriented facets of social policy;
8. Formulate and design environmental conditions for economic and technological innovation; *and*
9. Produce an original policy contribution in the form of an advanced doctoral dissertation.

## **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.

Students who are admitted without any background in public administration will be required to complete some “deficiency” courses to prepare them for the PhD courses. The number of such courses will depend on the background of the student.

## DEGREE REQUIREMENTS<sup>5</sup>

Requirements for the PhD program are as follows:

| Requirements           | Credits | ECTS |
|------------------------|---------|------|
| Course Work            | 15      | 25   |
| Core Courses           | 6       | 10   |
| Specialization Courses | 9       | 15   |
| Pedagogic Internship   | 3       | 10   |
| Research Internship    | 3       | 10   |

## CORE COURSES (6 CREDITS/10 ECTS)

Core required course:

| Code         | Course Title                                             | Credits  | ECTS      | Prerequisite |
|--------------|----------------------------------------------------------|----------|-----------|--------------|
| PAD6503      | Qualitative Research Methods                             | 3        | 5         | None         |
| CSS6103      | Academic Writing for PhD Students in the Social Sciences | 3        | 5         |              |
| <b>Total</b> |                                                          | <b>6</b> | <b>10</b> |              |

## SPECIALIZATION COURSES (9 CREDITS.15 ECTS)

| 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         |
| <b>Total</b> |                                                                | <b>9</b> | <b>15</b> |              |

|                                                                         |           |            |
|-------------------------------------------------------------------------|-----------|------------|
| Experimental Research Work Including Dissertation and Research Practice | 53        | 123        |
| Final Attestation                                                       | 1         | 12         |
| <b>Total</b>                                                            | <b>75</b> | <b>180</b> |

## 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 7<sup>th</sup> week of the following semester.

<sup>5</sup> Students without sufficient business education background- are required to undertake additional coursework

## PEDAGOGIC, INDUSTRY INTERNSHIP AND RESEARCH WORK INCLUDING DISSERTATION (TOTAL OF 59 CREDITS/143 ECTS)

| Code | Course Title                                | Credits | ECTS |
|------|---------------------------------------------|---------|------|
|      | Pedagogic Internship                        | 3       | 10   |
|      | Research Internship                         | 3       | 10   |
|      | Experimental Research Work and Dissertation | 50      | 118  |
|      | Research Practice                           | 3       | 5    |

## FINAL ATTESTATION (TOTAL OF 1 CREDIT, 12 ECTS)

| Code    | Course Title             | Credits | ECTS |
|---------|--------------------------|---------|------|
| PAD6550 | Dissertation and Defense | 1       | 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. Students may not take a higher-

level Experimental Research Work and Dissertation without successfully completing prior ones.

### 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. All courses, internships, and experimental research work and dissertation must be completed before students are allowed to register for dissertation and dissertation defense.

### PROGRAM PLAN

Students may take courses in any order they wish as long as courses meet all prerequisites.

| Year         | Fall Semester                     | Credits   | ECTS      | Spring Semester                                                                    | Credits   | 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<br><i>Prerequisites: Experimental Research Work 1</i> | 8         | 20        |
| <b>Total</b> | <b>Fall-1</b>                     | <b>14</b> | <b>30</b> | <b>Spring-1</b>                                                                    | <b>14</b> | <b>30</b> |
| 2            | Elective 3/Specialization Courses | 3         | 5         | Pedagogic Internship                                                               | 3         | 10        |

|                                  |                                                                                    |           |           |                                                                                    |           |            |
|----------------------------------|------------------------------------------------------------------------------------|-----------|-----------|------------------------------------------------------------------------------------|-----------|------------|
| 2                                | Experimental Research Work 3<br><i>Prerequisites: Experimental Research Work 2</i> | 8         | 20        | Experimental Research Work 4<br><i>Prerequisites: Experimental Research Work 3</i> | 8         | 20         |
| 2                                | Research Practice                                                                  | 3         | 5         |                                                                                    |           |            |
| <b>Total</b>                     | <b>Fall-2</b>                                                                      | <b>14</b> | <b>30</b> | <b>Spring-2</b>                                                                    | <b>11</b> | <b>30</b>  |
| 3                                | Experimental Research Work 5<br><i>Prerequisites: Experimental Research Work 4</i> | 8         | 20        | Experimental Research Work 6<br><i>Prerequisites: Experimental Research Work 5</i> | 8         | 18         |
| 3                                | Research Internship                                                                | 3         | 10        | Dissertation and Defense                                                           | 1         | 12         |
| <b>Total</b>                     | <b>Fall-3</b>                                                                      | <b>11</b> | <b>30</b> | <b>Spring- 3</b>                                                                   | <b>11</b> | <b>30</b>  |
| <b>Total Credits for 3 years</b> |                                                                                    |           |           |                                                                                    | <b>75</b> | <b>180</b> |

## 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.

#### INDEPENDENT STUDY POLICY

#### DEGREE REQUIREMENTS

Requirements for the PhD program are as follows:

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.

| Requirements | Credits | ECTS |
|--------------|---------|------|
| Course Work  | 15      | 25   |

|                                                                         |           |            |
|-------------------------------------------------------------------------|-----------|------------|
| Core Courses                                                            | 6         | 10         |
| Specialization Courses                                                  | 9         | 15         |
| Pedagogic Internship                                                    | 3         | 10         |
| Research Internship                                                     | 3         | 10         |
| Experimental Research Work Including Dissertation and Research Practice | 53        | 123        |
| Final Attestation                                                       | 1         | 12         |
| <b>Total</b>                                                            | <b>75</b> | <b>180</b> |

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 7<sup>th</sup> week of the following semester

## GRADE POINT AVERAGE

### CORE COURSES (6 CREDITS/ 10 ECTS)

The following core course is required:

| 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:

| 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 topic course if the courses cover different topics.

### PEDAGOGIC, INDUSTRY INTERNSHIP AND RESEARCH WORK INCLUDING DISSERTATION (TOTAL OF 59 CREDITS/143 ECTS)

| Code       | Course Title                                | Credits | ECTS |
|------------|---------------------------------------------|---------|------|
| ECN6588    | Pedagogic Internship                        | 3       | 10   |
| ECN6888    | Research Internship                         | 3       | 10   |
| ECN6990    | Experimental Research Work and Dissertation | 50      | 118  |
| ECN 6888.1 | Research Practice                           | 3       | 5    |

### FINAL ATTESTATION (TOTAL OF 1 CREDIT, 12 ECTS)



| Course Code | Course Title             | Credits | ECTS |
|-------------|--------------------------|---------|------|
| ECN6991     | Dissertation and Defense | 1       | 12   |

## PROGRAM PLAN

| Year                             | Fall Semester                     | Credits   | ECTS      | Spring Semester                   | Credits   | 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         |
| <b>Total</b>                     | <b>Fall-1</b>                     | <b>14</b> | <b>30</b> | <b>Spring-1</b>                   | <b>14</b> | <b>30</b>  |
| 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         |                                   |           |            |
| <b>Total</b>                     | <b>Fall-2</b>                     | <b>14</b> | <b>30</b> | <b>Spring-2</b>                   | <b>11</b> | <b>30</b>  |
| 3                                | Experimental Research Work 5      | 8         | 20        | Experimental Research Work 6      | 8         | 18         |
| 3                                | Research Internship               | 3         | 10        | Dissertation and Defense          | 1         | 12         |
| <b>Total</b>                     | <b>Fall-3</b>                     | <b>11</b> | <b>30</b> | <b>Spring- 3</b>                  | <b>11</b> | <b>30</b>  |
| <b>Total Credits for 3 years</b> |                                   |           |           |                                   | <b>75</b> | <b>180</b> |



## **LAW SCHOOL ADMINISTRATION**

### **Dean**

Richard C. Linstrom, J.D.

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### **Associate Dean**

Edward S. (Ted) Platt, J.D.

E-mail: [e.platt@kimep.kz](mailto:e.platt@kimep.kz)

### **Director of Experiential Learning**

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### **Director of Legal Clinic**

Sergiy Panasyuk, Ph.D.,

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### **Administrative Manager**

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### **Program Manager - Experiential Learning**

Delima Beisembayeva, M.Sc.

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### **College Office: #121 New Academic Building**

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+7 (727) 270-42-72, 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.

### **ACADEMIC ROLE**

The academic role 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 classroom.

### **DEGREE PROGRAMS AND MINORS**

The School of Law offers two undergraduate programs leading to the Bachelor of Laws (LL.B.) degree: one in domestic Jurisprudence, and the other in International Law.

The Law School also has a graduate program leading to an academic Master of Laws (LL.M.) degree in International Law intended for individuals planning to teach or research law. In general, it is anticipated that study for this degree will be simultaneous with the MIR degree.

In addition, the School of Law offers a Minor in Legal Studies to undergraduate students from other KIMEP colleges.

### EXPERIENTIAL LEARNING FOR PRACTICE

All law 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. Some students will do legal work in the Legal Clinic in connection with international and domestic NGOs and/or international organizations.

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.

Students participate in international moot activities such as the Jessup moot court and Vis moot arbitration competitions. Further integration into the legal profession and awareness of professional responsibility is promoted by frequent guest lectures and skills seminars. They also complete at least one internship prior to graduation.

### SCHOOL OF LAW ACADEMIC POLICIES

As a professional training academy, the School of Law maintains strict academic policies, in accordance with the customs and traditions of legal education and preparation for the practice of law. Law students are responsible to understand and comply with all Law School regulations, even though they may not be the same as those in other KIMEP colleges.

1. *Annual Entry*: Students must begin Law School in the Fall semester. All internal and external transfer students must also matriculate in Fall. January matriculation is only allowed for identified KIMEP freshmen

ineligible for Law School due to their UNT examination subjects who successfully complete all required Law classes in the preceding (their first) Fall semester while enrolled in another college at KIMEP.

2. *Academic Integrity*: "Good moral character" including, but not limited to, the characteristics of honesty, truthfulness, trustworthiness, respect for and obedience to just regulation and law is universally considered a requirement to study law, be licensed as a lawyer or to be employed in the field, including as a paid/unpaid intern or participant in supervised student practice. Therefore, upon the conclusion of the Review Procedures described elsewhere in the KIMEP Catalog, if a Law student is determined to have committed an act of academic dishonesty in connection with any Law School activity, regardless of the level of violation, she or he will be subject to exclusion from the Law School at the end of the semester. This program exclusion is not a sanction or penalty, but rather the consequence of demonstrating ineligibility for the study and/or practice of Law due to proven lack of good moral character. It is without reference to the Penalty Guidelines outlined in the Catalog and does not constitute expulsion from the University. Ineligibility to continue in the Law School is at the professional discretion of the Law faculty Academic Integrity Committee, subject to review and final appeal to the Law Dean, whose decision as to eligibility to continue in a Law program is final.
3. *Attendance*: As per the KIMEP University attendance policy, the default consequence for missing 20% or more of class sections is being dropped from the course. Absences of less than 20% of class sections need not to be excused. Faculty have discretion to excuse and accommodate absences totaling over 20% if it is possible to master both lost knowledge and skills using reasonably available alternative means in place of attendance, and only if the student demonstrates sufficient good cause for the totality of such absences. In cases where advance planning and making a request in advance is possible (military service or a chronic medical condition, for instance), such accommodation is more likely to be possible.
4. *Add/Drop and Satisfactory Progress*: (a) Law students may only add or drop Law courses with the approval of the Instructor and the Dean's office, and

only for good cause shown. Dropping (or failing) a required or necessary elective course will almost certainly result in untimely graduation, due to sequencing of such courses in the Law School programs. (b) The undergraduate Law programs are considered full-time, requiring at least an hour of preparation for every hour in class. Therefore, they are not compatible with substantial employment and students are required, as per their respective degree programs, to enroll for and complete a full load each semester. Any undergraduate Law student who has not completed half of the required credits (at least 72 credits) at the end of their second semester, second year will be placed on academic probation, regardless of GPA.

5. *Registration*: Each First-Year law student is required to be advised and thereafter register in the LS advising office, following the written degree plan provided to, and signed, by each student. Degree Plans may be modified by the Law School upon notice to the student due to the student's change of Program (e.g., from International Law to Jurisprudence), faculty constraints, availability of instructors or curricular improvements. Students are not able to select section dates/times or preferred instructors because required doctrinal, experiential and elective courses are normally taught in one section, at one time, for each annual cohort.

6. *Grading*: (a) For required courses (excludes General Education and Other Elective Courses/Program Specialization Electives as described in the Degree Requirements section) other than in Languages, Reasoning, Research and Writing and those in Experiential Learning where the final grade is based primarily on the student's performance on graded skills-oriented tasks, final examinations shall be anonymous, written in class and account for no less than 60% of the course grade. Mid-term examinations may be formatted at the instructor's discretion and account for no less than 20% of the course grade. Projects, documented participation and attendance may account for up to 10% of the course grade. (b) The median grade in required courses shall be B+, with the following presumptive distribution:

|    |        |
|----|--------|
| A+ | 0-5%   |
| A  | 5-10%  |
| A- | 10-20% |

|             |        |
|-------------|--------|
| B+          | 20-30% |
| B           | 20-30% |
| B-          | 10-20% |
| C+          | 5-10%  |
| C and below | 0-5%   |

Faculty teaching required courses of less than 10 students may make small adjustments to the distribution, otherwise there shall be no deviations without good cause shown and approved by the Dean. The grade of A+ may be granted to recognize superlative performance but it should be used sparingly and only for truly extraordinary performance. It need not be awarded in any given class.

Failures for lack of attendance are excluded from the distribution calculations.

## SCHOOL OF LAW UNDERGRADUATE PROGRAMS

The School of Law offers two undergraduate programs, both leading to the Bachelor of Laws (LL.B.) degree that qualifies graduates academically to practice law in Kazakhstan, to advance other vocational objectives, or to pursue further legal education.

## PROGRAM DESCRIPTIONS

The 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 this 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 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, these LL.B. 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 Jurisprudence Program 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 International Law Program 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 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 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 Jurisprudence Program are that the student is able to:

1. Correctly employ specific legal, business and political terminology.
2. Accurately interpret and apply laws, regulations and other legal authority.
3. Draft memoranda, pleadings, contracts, and other legal documents.
4. Understand the role and influence of international trends on Kazakhstan's legal system.
5. Articulate the specific features of the legal system of Kazakhstan, their evolution and their relationship to the history and development of the country.
6. Negotiate and litigate for clients in and before the courts and administrative bodies of Kazakhstan.

7. Give accurate and appropriate legal advice based on the particular needs of each client.
8. Effectively and persuasively communicate professionally in English, Russian and Kazakh.
9. Demonstrate skills of persistence, leadership and teamwork.

Intended Learning Outcomes for the International Law program are that the student is able to:

1. Correctly employ specific legal, business and political terminology.
2. Accurately interpret and apply treaties, laws, regulations and other legal authority.
3. Draft memoranda, pleadings, contracts and other legal documents.
4. Apply rules of international law, in conjunction with the domestic law of Kazakhstan as applicable, in drafting documents and providing counsel.
5. Negotiate and litigate for clients, in domestic and international courts and other fora.
6. Generalize and apply international case law in case analysis and advocacy.
7. Analyze trends in international law by means of the comparative legal method.
8. Effectively and persuasively communicate professionally in English, Russian and Kazakh.
9. 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                                           |
|-------------|--------------------------------------------------------|
| LAW2105     | Administrative Law and Practice in Kazakhstan          |
| LAW2106     | Criminal Law of Kazakhstan - General Part              |
| LAW2107     | Criminal Law of Kazakhstan - Special Part              |
| LAW4401     | Criminal Procedure Law of Kazakhstan                   |
| LAW4402     | Civil Procedure Law of Kazakhstan                      |
| LAW4510     | Procuracy Supervision in Kazakhstan                    |
| LAW4511     | Practice in Kazakhstan and Professional Responsibility |
| LAW2602     | Legal Clinic I                                         |
| LAW3605     | Legal Clinic II                                        |
| LAW2603     | Mooting I                                              |
| LAW4604     | Internship                                             |
| LAW4605     | Legal Clinic III                                       |
| LAW4606     | Mooting II                                             |
| LAW4607     | Mooting III                                            |

## **BACHELOR OF LAWS IN JURISPRUDENCE – 6B04202**

To earn this LL.B. degree at KIMEP University a student must complete 146 Credits or 240 ECTS.

| Module of Courses                                                                                    | Credits    | ECTS       |
|------------------------------------------------------------------------------------------------------|------------|------------|
| General Education                                                                                    | 36         | 56         |
| Required Courses: Foundation, Core, Basic, & Experiential Learning (Program Foundation Requirements) | 63         | 106        |
| Required Courses: National Law and Practice (Program Specialization Requirements)                    | 9          | 15         |
| Major Elective Courses (Program Foundation Electives)                                                | 21         | 35         |
| Other Elective Courses (Program Specialization Electives)                                            | 12         | 20         |
| Final Attestation                                                                                    | 5          | 8          |
| <b>Total</b>                                                                                         | <b>146</b> | <b>240</b> |

For General Education requirements please see the General Education section of the KIMEP University Catalog. However, all law students must take the following law-student-specific version of ENG1110 and ENG1120:

|             |                                                 |   |   |                                                                                    |
|-------------|-------------------------------------------------|---|---|------------------------------------------------------------------------------------|
| LAW/ENG1111 | Legal English I                                 | 3 | 5 | ENG0103 Foundation English Level A or direct admission to Academic English Program |
| LAW/ENG1120 | Academic Reading and Writing I for Law Students | 3 | 5 | ENG0103 Foundation English Level A or direct admission to Academic English Program |

## **REQUIRED COURSES: FOUNDATION, CORE, BASIC, & EXPERIENTIAL LEARNING (PROGRAM FOUNDATION REQUIREMENTS)**

For Experiential Learning courses, overloads may be granted to Law students who have completed fewer than 91 credits, subject to the Dean's approval. All Experiential Learning courses require prior approval from both the academic advisor and the course instructor before registration.

| <b>Code</b>                     | <b>Course Title</b>                                          | <b>63 Credits</b> | <b>106 ECTS</b> | <b>Prerequisite</b>                                                       |
|---------------------------------|--------------------------------------------------------------|-------------------|-----------------|---------------------------------------------------------------------------|
| <b>a. Foundation Courses</b>    |                                                              | <b>8 Credits</b>  | <b>13 ECTS</b>  |                                                                           |
| GENxxx                          | Russian/Kazakh                                               | 2                 | 3               | [see General Education section of Course Catalog for any prerequisites]   |
| LAW/ENG1121                     | Academic Reading and Writing II for Law Students             | 3                 | 5               | LAW/ENG1120 Academic Reading and Writing I for Law Students               |
| LAW/ENG1100                     | Legal English II                                             | 3                 | 5               | LAW/ENG1111 Legal English I                                               |
| <b>b. Core Courses</b>          |                                                              | <b>9 Credits</b>  | <b>15 ECTS</b>  |                                                                           |
| LAW1001                         | Introduction to the Legal System of Kazakhstan and Lawyering | 3                 | 5               | LAW1101 Theory of State and Law; LAW2303 Roman Law                        |
| LAW1101                         | Theory of State and Law                                      | 3                 | 5               | None                                                                      |
| LAW2303                         | Roman Law                                                    | 3                 | 5               | None                                                                      |
| <b>c. Basic Law</b>             |                                                              | <b>36 Credits</b> | <b>60 ECTS</b>  |                                                                           |
| LAW1301                         | Legal Research, Writing and Reasoning                        | 3                 | 5               | ENG/GEN1121 Academic Reading and Writing II; LAW/ENG1100 Legal English II |
| LAW2104                         | Constitutional Law of Kazakhstan                             | 3                 | 5               | LAW1101 Theory of State and Law                                           |
| 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               | LAW2108 Civil Law of Kazakhstan: General 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                             |
| <b>d. Experiential Learning</b> |                                                              | <b>10 Credits</b> | <b>18 ECTS</b>  |                                                                           |



|         |                 |   |   |                                               |
|---------|-----------------|---|---|-----------------------------------------------|
| LAW2602 | Legal Clinic I  | 4 | 8 | LAW2108 Civil Law of Kazakhstan: General Part |
| LAW2603 | Mooting I       | 3 | 5 | LAW2108 Civil Law of Kazakhstan: General Part |
| LAW3605 | Legal Clinic II | 3 | 5 | LAW2602 Legal Clinic I                        |

## REQUIRED COURSES: NATIONAL LAW AND PRACTICE (PROGRAM SPECIALIZATION REQUIREMENTS)

| Code    | Course Title                                           | 9 Credits | 15 ECTS | Prerequisite                                                                               |
|---------|--------------------------------------------------------|-----------|---------|--------------------------------------------------------------------------------------------|
| LAW2105 | Administrative Law and Practice in Kazakhstan          | 3         | 5       | LAW4402 Civil Procedure Law of Kazakhstan                                                  |
| LAW3304 | Family and Inheritance Law and Practice in Kazakhstan  | 3         | 5       | LAW2109 Civil Law of Kazakhstan: Special Part                                              |
| LAW4511 | Practice in Kazakhstan and Professional Responsibility | 3         | 5       | LAW4401 Criminal Procedure Law of Kazakhstan and LAW4402 Civil Procedure Law of Kazakhstan |

## MAJOR ELECTIVE COURSES (PROGRAM FOUNDATION ELECTIVES)

Students have to take seven law electives in this section.

| Other Elective Courses |                           | 21 Credits | 35 ECTS |
|------------------------|---------------------------|------------|---------|
| LAWxxxx                | Law Major Elective course | 3          | 5       |
| LAWxxxx                | Law Major Elective course | 3          | 5       |
| LAWxxxx                | Law Major Elective course | 3          | 5       |
| LAWxxxx                | Law Major Elective course | 3          | 5       |
| LAWxxxx                | Law Major Elective course | 3          | 5       |
| LAWxxxx                | Law Major Elective course | 3          | 5       |
| LAWxxxx                | Law Major Elective course | 3          | 5       |

Choose any 7 courses\* from the list.

\*Students are normally limited to one additional (elective) Experiential Learning course (Legal Clinic III or Mooting II). Exceptions may be granted with prior approval from the College.

Enrollment in Mooting II requires concurrent participation in the Law School Moot Court team during the same semester. Mooting III is available for registration to students who have completed Mooting II and are participating in the Moot Court team at an advanced level. All elective Experiential Learning courses require prior approval from both the academic advisor and the course instructor before registration.

| Code    | Course Title                               | 21 Credits | 35 ECTS | Prerequisite                                  |
|---------|--------------------------------------------|------------|---------|-----------------------------------------------|
| LAW1103 | History State and Law in Foreign Countries | 3          | 5       | None                                          |
| LAW3101 | Civil Law General Part Seminar             | 3          | 5       | LAW2109 Civil Law of Kazakhstan: Special Part |
| LAW3302 | Tort Law and Practice in 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 | LAW2108 Civil Law of Kazakhstan: General Part       |
| LAW3309 | Animal Law                                                            | 3 | 5 | LAW1101 Theory of State and Law                     |
| LAW3311 | Public International Law                                              | 3 | 5 | LAW 1101 Theory of State and Law                    |
| 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       |
| LAW4501 | Commercial Litigation Practice in Kazakhstan                          | 3 | 5 | LAW4402 Civil Procedure Law of Kazakhstan           |
| LAW4504 | International Human Rights Law                                        | 3 | 5 | LAW3311 Public International Law                    |
| LAW4505 | International Investment Law                                          | 3 | 5 | LAW3311 Public International Law                    |
| LAW4506 | International Commercial Law and Practice                             | 3 | 5 | LAW2109 Civil Law of Kazakhstan: Special Part       |
| LAW4507 | Law of Energy and Natural Resources                                   | 3 | 5 | LAW2108 Civil Law of Kazakhstan: General Part       |
| LAW4508 | Financial Law and Practice in Kazakhstan                              | 3 | 5 | LAW2108 Civil Law of Kazakhstan: General Part       |
| LAW4509 | Tax Law and Practice in Kazakhstan                                    | 3 | 5 | LAW2109 Civil Law of Kazakhstan: Special Part       |
| LAW4510 | Procuracy Supervision in Kazakhstan                                   | 3 | 5 | LAW2109 Civil Law of Kazakhstan: Special Part       |
| LAW4514 | Law of International Treaties                                         | 3 | 5 | LAW3311 Public International Law                    |
| LAW4515 | International Criminal Law and Procedure                              | 3 | 5 | LAW3311 Public International Law                    |
| LAW4519 | Criminology                                                           | 3 | 5 | LAW2107 Criminal Law of Kazakhstan: Special Part    |
| LAW4521 | History of International Law                                          | 3 | 5 | LAW 1101 Theory of State and Law; LAW2303 Roman Law |
| 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                    |
| LAW4525 | Law of IT and Cyberspace                                              | 3 | 5 | LAW2109 Civil Law of Kazakhstan: Special Part       |
| LAW4526 | International Humanitarian Law                                        | 3 | 5 | LAW 1101 Theory of State and Law                    |
| LAW4529 | International Tax Law and Practice                                    | 3 | 5 | LAW2108 Civil Law of Kazakhstan: General Part       |

|         |                                            |   |   |                                                                                                   |
|---------|--------------------------------------------|---|---|---------------------------------------------------------------------------------------------------|
| LAW4530 | Mediation, Arbitration and the AIFC        | 3 | 5 | LAW3301 Contract Law and Practice in Kazakhstan                                                   |
| LAW4534 | Fundamentals of Legal Consulting           | 3 | 5 | LAW3301 Contract Law and Practice in Kazakhstan or LAW3303 Company Law and Practice in Kazakhstan |
| LAW4537 | Artificial Intelligence Law and Regulation | 3 | 5 | LAW2109 Civil Law of Kazakhstan: Special Part                                                     |
| LAW4605 | Legal Clinic III                           | 3 | 5 | LAW3605 Legal Clinic II                                                                           |
| LAW4606 | Mooting II                                 | 3 | 5 | LAW2603 Mooting I                                                                                 |
| LAW4607 | Mooting III                                | 3 | 5 | LAW4606 Mooting II                                                                                |
| LAW4999 | Selected Undergraduate Topics in Law       | 3 | 5 | Prerequisites determined by instructor                                                            |

### OTHER ELECTIVE COURSES (PROGRAM SPECIALIZATION ELECTIVES)

You may use these electives to take any courses offered at the University including courses at other KIMEP Colleges or additional courses at the Law School. You may use these to seek a minor offered at another KIMEP College. You may also use these to ensure timely graduation if you study abroad for a semester.

| Code     | Course Title                                                                                                   | 12 Credits | 20 ECTS |
|----------|----------------------------------------------------------------------------------------------------------------|------------|---------|
| CODExxxx | Minor course, Law Major Elective course, course from study abroad partner university, or any KIMEP-wide course | 3          | 5       |
| CODExxxx | Minor course, Law Major Elective course, course from study abroad partner university, or any KIMEP-wide course | 3          | 5       |
| CODExxxx | Minor course, Law Major Elective course, course from study abroad partner university, or any KIMEP-wide course | 3          | 5       |
| CODExxxx | Minor course, Law Major Elective course, course from study abroad partner university, or any KIMEP-wide course | 3          | 5       |

### FINAL ATTESTATION (5 CREDITS/8 ECTS)

| Code    | Course Title          | 5 Credits | 8 ECTS | Prerequisite                                                                                                            |
|---------|-----------------------|-----------|--------|-------------------------------------------------------------------------------------------------------------------------|
| LAW4604 | Internship            | 3         | 5      | Completion of at least 90 credits and LAW3605 Legal Clinic II                                                           |
| LAW4905 | KIMEP Bar Examination | 2         | 3      | Prerequisite: completion of all other academic courses, may enroll concurrently with completion of final set of courses |

### PROGRAM PLAN

This Plan is a guideline for students to show the general arc towards graduation. It assumes students will take a Full Course Load each semester, pass every class, begin studies in the Fall semester, and finish in 8 uninterrupted semesters. The Plan is only an example and is not a

guarantee. Please keep in mind that regardless of what the Plan below says, the Law School does not offer all courses every semester, sometimes courses fill before a student can enroll, and new courses arise and faculty change regularly. Therefore, you may not be able to follow the Plan precisely. And students who do not satisfy

prerequisites, or otherwise diverge from the Plan, cannot fulfill the Plan. The Plan is a guide to show how the above requirements apply. Work closely with the Law

School's academic advising staff to stay on track for graduation and to keep your degree plan updated.

| 1st Year             | Fall Semester                                                        |           | 1st Year     | Spring Semester                                              |           |
|----------------------|----------------------------------------------------------------------|-----------|--------------|--------------------------------------------------------------|-----------|
| GEN1000              | History of Kazakhstan                                                | 3         | GENxxxx      | Kazakh II / Russian II                                       | 3         |
| GENxxxx              | Kazakh I / Russian I                                                 | 3         | LAW/ENG 1100 | Legal English II                                             | 3         |
| LAW/ENG 1111         | Legal English I                                                      | 3         | LAW/ENG 1120 | Academic Reading and Writing I for Law Students              | 3         |
| GEN 1300 or GEN 2301 | Digital and AI Fundamentals or Business Computer and AI Applications | 3         | GENxxxx      | General Education Elective: Arts and Humanities              | 3         |
| LAW1101              | Theory of State and Law                                              | 3         | LAW1001      | Introduction to the Legal System of Kazakhstan and Lawyering | 3         |
| LAW2303              | Roman Law                                                            | 3         | GEN2502      | Cultural Studies: Kazakhstan                                 | 2         |
| GENxxxx              | Physical Education Course                                            | 2         | GENxxxx      | Physical Education Course                                    | 2         |
| <b>Total</b>         |                                                                      | <b>20</b> | <b>Total</b> |                                                              | <b>19</b> |
| 1st Year             | Summer I                                                             |           | 1st Year     | Summer II                                                    |           |
| <b>Total</b>         |                                                                      |           | <b>Total</b> |                                                              |           |
| 2nd Year             | Fall Semester                                                        |           | 2nd Year     | Spring Semester                                              |           |
| GEN2500              | Introduction to Philosophy                                           | 3         | GEN2501      | Individual, Society, and Politics                            | 3         |
| CO-DExxxx            | General Education Elective 2: Citizenship Development                | 3         | GENxxxx      | Russian/ Kazakh                                              | 2         |
| LAW/ENG 1121         | Academic Reading and Writing II for Law Students                     | 3         | LAW2107      | Criminal Law of Kazakhstan: Special Part                     | 3         |
| LAW2106              | Criminal Law of Kazakhstan: General Part                             | 3         | LAW2109      | Civil Law of Kazakhstan: Special Part                        | 3         |
| LAW2108              | Civil Law of Kazakhstan: General Part                                | 3         | LAW2602      | Legal Clinic I                                               | 4         |
| LAW2104              | Constitutional Law of Kazakhstan                                     | 3         | LAW2603      | Mooting I                                                    | 3         |
| <b>Total</b>         |                                                                      | <b>18</b> | <b>Total</b> |                                                              | <b>18</b> |
| 2nd Year             | Summer I                                                             |           | 2nd Year     | Summer II                                                    |           |
| <b>Total</b>         |                                                                      |           | <b>Total</b> |                                                              |           |
| 3rd Year             | Fall Semester<br>(Optional Study Abroad)                             |           | 3rd Year     | Spring Semester<br>(Optional Study Abroad)                   |           |
| LAW4401              | Criminal Procedure Law of Kazakhstan                                 | 3         | LAW2105      | Administrative Law and Practice in Kazakhstan                | 3         |

|          |                                                        |    |          |                                      |    |
|----------|--------------------------------------------------------|----|----------|--------------------------------------|----|
| LAW4402  | Civil Procedure Law of Kazakhstan                      | 3  | LAW3606  | Internship III - Mooting             | 3  |
| LAW3303  | Company Law and Practice in Kazakhstan                 | 3  | LAW2110  | Labor Law and Practice in Kazakhstan | 3  |
| LAW3304  | Family and Inheritance Law and Practice in Kazakhstan  | 3  | LAW3307  | Land Law and Practice in Kazakhstan  | 3  |
| LAW3301  | Contract Law and Practice in Kazakhstan                | 3  | LAWxxxx  | Major Elective Course                | 3  |
| LAW3605  | Legal Clinic II                                        | 3  | LAWxxxx  | Major Elective Course                | 3  |
| Total    |                                                        | 18 | Total    |                                      | 18 |
|          |                                                        |    |          |                                      |    |
| 3rd Year | Summer I                                               |    | 3rd Year | Summer II                            |    |
| LAW4604  | Internship                                             | 3  |          |                                      |    |
| Total    |                                                        | 3  | Total    |                                      |    |
|          |                                                        |    |          |                                      |    |
| 4th Year | Fall Semester                                          |    | 4th Year | Spring Semester                      |    |
| LAW4511  | Practice in Kazakhstan and Professional Responsibility | 3  | CODE     | Other Elective Course                | 3  |
| LAWxxxx  | Major Elective Course                                  | 3  | CODE     | Other Elective Course                | 3  |
| LAWxxxx  | Major Elective Course                                  | 3  | LAWxxxx  | Major Elective Course                | 3  |
| LAWxxxx  | Major Elective Course                                  | 3  | LAWxxxx  | Major Elective Course                | 3  |
| CODE     | Other Elective Course                                  | 3  | LAW4905  | KIMEP Bar Examination                | 2  |
| CODE     | Other Elective Course                                  | 3  |          |                                      |    |
| Total    |                                                        | 18 | Total    |                                      | 14 |

**Total: 146 Credits/240 ECTS**

### **BACHELOR OF LAWS IN INTERNATIONAL LAW – 6B04201**

To earn this LL.B. degree at KIMEP University a student must complete 146 KIMEP credits or 240 ECTS.

| <b>Module of Courses</b>                                                                             | <b>Credits</b> | <b>ECTS</b> |
|------------------------------------------------------------------------------------------------------|----------------|-------------|
| General Education                                                                                    | 36             | 56          |
| Required Courses: Foundation, Core, Basic, & Experiential Learning (Program Foundation Requirements) | 63             | 106         |
| Required Courses: International Law and Practice (Program Specialization Requirements)               | 15             | 25          |
| Major Elective Courses Program (Foundation Electives)                                                | 15             | 25          |
| Other Elective Courses (Program Specialization Electives)                                            | 12             | 20          |
| Final Attestation - Comprehensive Bar Exam                                                           | 5              | 8           |
| <b>Total</b>                                                                                         | <b>146</b>     | <b>240</b>  |

**For General Education requirements please see the General Education section of the KIMEP University Catalog.**

However, all law students must take the following law-student-specific version of ENG1110 and ENG1120:

|             |                 |   |   |                                                                                    |
|-------------|-----------------|---|---|------------------------------------------------------------------------------------|
| LAW/ENG1111 | Legal English I | 3 | 5 | ENG0103 Foundation English Level A or direct admission to Academic English Program |
|-------------|-----------------|---|---|------------------------------------------------------------------------------------|

|             |                                                 |   |   |                                                                                    |
|-------------|-------------------------------------------------|---|---|------------------------------------------------------------------------------------|
| LAW/ENG1120 | Academic Reading and Writing I for Law Students | 3 | 5 | ENG0103 Foundation English Level A or direct admission to Academic English Program |
|-------------|-------------------------------------------------|---|---|------------------------------------------------------------------------------------|

## **REQUIRED COURSES: FOUNDATION, CORE, BASIC, & EXPERIENTIAL LEARNING (PROGRAM FOUNDATION REQUIREMENTS)**

For Experiential Learning courses, overloads may be granted to Law students who have completed fewer than 91 credits, subject to the Dean's approval. All Experiential Learning courses require prior approval from both the academic advisor and the course instructor before registration

| <b>Code</b>                  | <b>Course Title</b>                                          | <b>63 Credits</b> | <b>106 ECTS</b> | <b>Prerequisite</b>                                                       |
|------------------------------|--------------------------------------------------------------|-------------------|-----------------|---------------------------------------------------------------------------|
| <b>a. Foundation Courses</b> |                                                              | <b>8 credits</b>  | <b>13 ECTS</b>  |                                                                           |
| GENxxx                       | Russian/Kazakh                                               | 2                 | 3               | [see General Education section of Course Catalog for any prerequisites]   |
| LAW/ENG1121                  | Academic Reading and Writing II for Law Students             | 3                 | 5               | LAW/ENG1120 Academic Reading and Writing I for Law Students               |
| LAW/ENG1100                  | Legal English II                                             | 3                 | 5               | LAW/ENG1111 Legal English I                                               |
| <b>b. Core Courses</b>       |                                                              | <b>9 credits</b>  | <b>15 ECTS</b>  |                                                                           |
| LAW1001                      | Introduction to the Legal System of Kazakhstan and Lawyering | 3                 | 5               | LAW1101 Theory of State and Law; LAW2303 Roman Law                        |
| LAW1101                      | Theory of State and Law                                      | 3                 | 5               | None                                                                      |
| LAW2303                      | Roman Law                                                    | 3                 | 5               | None                                                                      |
| <b>c. Basic Law</b>          |                                                              | <b>36 credits</b> | <b>60 ECTS</b>  |                                                                           |
| LAW1301                      | Legal Research, Writing and Reasoning                        | 3                 | 5               | ENG/GEN1121 Academic Reading and Writing II; LAW/ENG1100 Legal English II |
| LAW2104                      | Constitutional Law of Kazakhstan                             | 3                 | 5               | LAW1101 Theory of State and Law                                           |
| 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               | LAW2108 Civil Law of Kazakhstan: General 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    |
| d. Experiential Learning |                                      | 10 credits | 18 ECTS |                                                  |
| LAW2602                  | Legal Clinic I                       | 4          | 8       | LAW2108 Civil Law of Kazakhstan: General Part    |
| LAW2603                  | Mooting I                            | 3          | 5       | LAW2108 Civil Law of Kazakhstan: General Part    |
| LAW3605                  | Legal Clinic II                      | 3          | 5       | LAW2602 Legal Clinic I                           |

### REQUIRES COURSES: INTERNATIONAL LAW AND PRACTICE (PROGRAM SPECIALIZATION REQUIREMENTS)

| Code    | Course Title                              | 15 Credits | 25 ECTS | Prerequisite                                  |
|---------|-------------------------------------------|------------|---------|-----------------------------------------------|
| LAW3311 | Public International Law                  | 3          | 5       | LAW1101 Theory of State and Law               |
| LAW3312 | Private International Law                 | 3          | 5       | LAW2109 Civil Law of Kazakhstan: Special Part |
| LAW4506 | International Commercial Law and Practice | 3          | 5       | LAW2109 Civil Law of Kazakhstan: Special Part |
| LAW4514 | Law of International Treaties             | 3          | 5       | LAW3311 Public International Law              |
| LAW4515 | International Criminal Law and Procedure  | 3          | 5       | LAW3311 Public International Law              |

### MAJOR ELECTIVE COURSES (PROGRAM FOUNDATION ELECTIVES)

Students have to take five law electives in this section.

| Other Elective Courses |                           | 15 Credits | 25 ECTS |
|------------------------|---------------------------|------------|---------|
| LAWxxxx                | Law Major Elective course | 3          | 5       |
| LAWxxxx                | Law Major Elective course | 3          | 5       |
| LAWxxxx                | Law Major Elective course | 3          | 5       |
| LAWxxxx                | Law Major Elective course | 3          | 5       |
| LAWxxxx                | Law Major Elective course | 3          | 5       |

Choose any 5 courses\* from the list.

*\*Students are normally limited to one additional (elective) Experiential Learning course (Legal Clinic III or Mooting II). Exceptions may be granted with prior approval from the College.*

Enrollment in Mooting II requires concurrent participation in the Law School Moot Court team during the same semester. Mooting III is available for registration to students who have completed Mooting II and are participating in the Moot Court team at an advanced level. All elective Experiential Learning courses require prior approval from both the academic advisor and the course instructor before registration.



| <b>Code</b> | <b>Course Title</b>                                                   | <b>15 Credits</b> | <b>25 ECTS</b> | <b>Prerequisite</b>                                                                        |
|-------------|-----------------------------------------------------------------------|-------------------|----------------|--------------------------------------------------------------------------------------------|
| LAW1103     | History State and Law in Foreign Countries                            | 3                 | 5              | None                                                                                       |
| LAW2105     | Administrative Law and Practice in Kazakhstan                         | 3                 | 5              | LAW4402 Civil Procedure Law of Kazakhstan                                                  |
| 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              | LAW2108 Civil Law of Kazakhstan: General Part                                              |
| LAW3309     | Animal Law                                                            | 3                 | 5              | LAW1101 Theory of State and Law                                                            |
| LAW3313     | Property Law and Practice in Kazakhstan                               | 3                 | 5              | LAW2109 Civil Law of Kazakhstan: Special Part                                              |
| LAW4501     | Commercial Litigation Practice in Kazakhstan                          | 3                 | 5              | LAW4402 Civil Procedure Law of Kazakhstan                                                  |
| LAW4504     | International Human Rights Law                                        | 3                 | 5              | LAW3311 Public International Law                                                           |
| LAW4505     | International Investment Law                                          | 3                 | 5              | LAW3311 Public International Law                                                           |
| LAW4507     | Law of Energy and Natural Resources                                   | 3                 | 5              | LAW2108 Civil Law of Kazakhstan: General Part                                              |
| LAW4508     | Financial Law and Practice in Kazakhstan                              | 3                 | 5              | LAW2108 Civil Law of Kazakhstan: General Part                                              |
| LAW4509     | Tax Law and Practice in Kazakhstan                                    |                   |                | LAW2109 Civil Law of Kazakhstan: Special Part                                              |
| LAW4510     | Procuracy Supervision in Kazakhstan                                   | 3                 | 5              | LAW2109 Civil Law of Kazakhstan: Special Part                                              |
| LAW4511     | Practice in Kazakhstan-Professional Responsibility                    | 3                 | 5              | LAW4401 Criminal Procedure Law of Kazakhstan and LAW4402 Civil Procedure Law of Kazakhstan |
| LAW4519     | Criminology                                                           | 3                 | 5              | LAW2107 Criminal Law of Kazakhstan: Special Part                                           |
| LAW4521     | History of International Law                                          | 3                 | 5              | LAW1101 Theory of State and Law; LAW2303 Roman Law                                         |
| 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                                                           |
| LAW4525     | Law of IT and Cyberspace                                              | 3                 | 5              | LAW2109 Civil Law of Kazakhstan: Special Part                                              |
| LAW4526     | International Humanitarian Law                                        | 3                 | 5              | LAW1101 Theory of State and Law                                                            |

|         |                                            |   |   |                                                                                                   |
|---------|--------------------------------------------|---|---|---------------------------------------------------------------------------------------------------|
| LAW4529 | International Tax Law and Practice         | 3 | 5 | LAW2108 Civil Law of Kazakhstan: General Part                                                     |
| LAW4530 | Mediation, Arbitration and the AIFC        | 3 | 5 | LAW3301 Contract Law and Practice in Kazakhstan                                                   |
| LAW4534 | Fundamentals of Legal Consulting           | 3 | 5 | LAW3301 Contract Law and Practice in Kazakhstan or LAW3303 Company Law and Practice in Kazakhstan |
| LAW4537 | Artificial Intelligence Law and Regulation | 3 | 5 | LAW2109 Civil Law of Kazakhstan: Special Part                                                     |
| LAW4605 | Legal Clinic III                           | 3 | 5 | LAW3605 Legal Clinic II                                                                           |
| LAW4606 | Mooting II                                 | 3 | 5 | LAW2603 Mooting I                                                                                 |
| LAW4607 | Mooting III                                | 3 | 5 | LAW4606 Mooting II                                                                                |
| LAW4999 | Selected Undergraduate Topics in Law       | 3 | 5 | Prerequisites determined by instructor                                                            |

| Other Elective Courses |                                                                                                                | 12 Credits | 20 ECTS |
|------------------------|----------------------------------------------------------------------------------------------------------------|------------|---------|
| CODExxxx               | Minor course, Law Major Elective course, course from study abroad partner university, or any KIMEP-wide course | 3          | 5       |
| CODExxxx               | Minor course, Law Major Elective course, course from study abroad partner university, or any KIMEP-wide course | 3          | 5       |
| CODExxxx               | Minor course, Law Major Elective course, course from study abroad partner university, or any KIMEP-wide course | 3          | 5       |
| CODExxxx               | Minor course, Law Major Elective course, course from study abroad partner university, or any KIMEP-wide course | 3          | 5       |

## FINAL ATTESTATION (5 CREDITS/8 ECTS)

| Code                          | Course Title          | 5 Credits        | 8 ECTS        | Prerequisite                                                                                                            |
|-------------------------------|-----------------------|------------------|---------------|-------------------------------------------------------------------------------------------------------------------------|
| Comprehensive Bar Examination |                       |                  |               |                                                                                                                         |
| LAW4604                       | Internship            | 3                | 5             | Completion of at least 90 credits and LAW3605 Legal Clinic II                                                           |
| LAW4905                       | KIMEP Bar Examination | 2                | 3             | Prerequisite: completion of all other academic courses, may enroll concurrently with completion of final set of courses |
| <b>Total</b>                  |                       | <b>5 credits</b> | <b>8 ECTS</b> |                                                                                                                         |

## PROGRAM PLAN

This Plan is a guideline for students to show the general arc towards graduation. It assumes students will take a Full Course Load each semester, pass every class, begin studies in the Fall semester, and finish in 8 uninterrupted semesters. The Plan is only an example and is not a guarantee. Please keep in mind that regardless of what the Plan below says, the Law School does not offer all

courses every semester, sometimes courses fill before a student can enroll, and new courses arise and faculty change regularly. Therefore, you may not be able to follow the Plan precisely. And students who do not satisfy prerequisites or otherwise diverge from the Plan, cannot fulfill the Plan. The Plan is a guide to show how the above requirements apply. Work closely with the Law

School's academic advising staff to stay on track for graduation and to keep your degree plan updated.

| 1st Year             | Fall Semester                                                        |           | 1st Year     | Spring Semester                                              |           |
|----------------------|----------------------------------------------------------------------|-----------|--------------|--------------------------------------------------------------|-----------|
| GEN/IRL1000          | History of Kazakhstan                                                | 3         | GENxxxx      | Kazakh II / Russian II                                       | 3         |
| GENxxxx              | Kazakh I / Russian I                                                 | 3         | LAW/ENG1100  | Legal English II                                             | 3         |
| LAW/ENG1111          | Legal English I                                                      | 3         | LAW/ENG1120  | Academic Reading and Writing I for Law Students              | 3         |
| GEN 1300 or GEN 2301 | Digital and AI Fundamentals or Business Computer and AI Applications | 3         | GENxxxx      | General Elective Component: Arts and Humanities              | 3         |
| LAW1101              | Theory of State and Law                                              | 3         | LAW1001      | Introduction to the Legal System of Kazakhstan and Lawyering | 3         |
| LAW2303              | Roman Law                                                            | 3         | GEN2502      | Cultural Studies: Kazakhstan                                 | 2         |
| GENxxxx              | Physical Education Course                                            | 2         | GENxxxx      | Physical Education Course                                    | 2         |
| <b>Total</b>         |                                                                      | <b>20</b> | <b>Total</b> |                                                              | <b>19</b> |
| 1st Year             | Summer I                                                             |           | 1st Year     | Summer II                                                    |           |
| <b>Total</b>         |                                                                      |           | <b>Total</b> |                                                              |           |
| 2nd Year             | Fall Semester                                                        |           | 2nd Year     | Spring Semester                                              |           |
| GEN2500              | Introduction to Philosophy                                           | 3         | GEN2501      | Individual, Society, and Politics                            | 3         |
| CODExxxx             | General Education Elective 2: Citizenship Development                | 3         | GENxxxx      | Russian/ Kazakh                                              | 2         |
| LAW/ENG1121          | Academic Reading and Writing II for Law Students                     | 3         | LAW2107      | Criminal Law of Kazakhstan: Special Part                     | 3         |
| LAW2106              | Criminal Law of Kazakhstan: General Part                             | 3         | LAW2109      | Civil Law of Kazakhstan: Special Part                        | 3         |
| LAW2108              | Civil Law of Kazakhstan: General Part                                | 3         | LAW2602      | Legal Clinic I                                               | 4         |
| LAW2104              | Constitutional Law of Kazakhstan                                     | 3         | LAW2603      | Mooting I                                                    | 3         |
| <b>Total</b>         |                                                                      | <b>18</b> | <b>Total</b> |                                                              | <b>18</b> |
| 2nd Year             | Summer I                                                             |           | 2nd Year     | Summer II                                                    |           |
| <b>Total</b>         |                                                                      |           | <b>Total</b> |                                                              |           |
| 3rd Year             | Fall Semester<br>(Optional Study Abroad)                             |           | 3rd Year     | Spring Semester<br>(Optional Study Abroad)                   |           |
| LAW4401              | Criminal Procedure Law of Kazakhstan                                 | 3         | LAW4506      | International Commercial Law and Practice                    | 3         |
| LAW4402              | Civil Procedure Law of Kazakhstan                                    | 3         | LAW3307      | Land Law and Practice in Kazakhstan                          | 3         |
| LAW3605              | Legal Clinic II                                                      | 3         | LAWxxxx      | Major Elective Course                                        | 3         |
| LAW3311              | Public International Law                                             | 3         | LAWxxxx      | Major Elective Course                                        | 3         |

|          |                                         |    |          |                                          |    |
|----------|-----------------------------------------|----|----------|------------------------------------------|----|
| LAW3312  | Private International Law               | 3  | LAW2110  | Labor Law and Practice                   | 3  |
| LAW3301  | Contract Law and Practice in Kazakhstan | 3  | LAW1301  | Legal Research, Reading and Writing      | 3  |
| Total    |                                         | 17 | Total    |                                          | 18 |
|          |                                         |    |          |                                          |    |
| 3rd Year | Summer I                                |    | 3rd Year | Summer II                                |    |
| LAW4604  | Internship                              | 3  |          |                                          |    |
| Total    |                                         | 3  | Total    |                                          |    |
|          |                                         |    |          |                                          |    |
| 4th Year | Fall Semester                           |    | 4th Year | Spring Semester                          |    |
| LAW3303  | Company Law and Practice in Kazakhstan  | 3  | LAW4515  | International Criminal Law and Procedure | 3  |
| LAWxxxx  | Major Elective Course                   | 3  | LAW4514  | Law of International Treaties            | 3  |
| LAWxxxx  | Major Elective Course                   | 3  | LAWxxxx  | Major Elective Course                    | 3  |
| CODExxx  | Other Elective Course                   | 3  | CODExxx  | Other Elective Course                    | 3  |
| CODExxxx | Other Elective Course                   | 3  | LAW4905  | KIMEP Bar Examination                    | 2  |
| CODExxxx | Other Elective Course                   | 3  |          |                                          |    |
| Total    |                                         | 18 | Total    |                                          | 14 |

**Total: 146 Credits/240 ECTS**

### **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 including a Minor in Legal Studies. Law Students may take electives in the Bang School of Business, subject to BCB requirements.

| <b>Business Law</b> |                | <b>Credits</b> | <b>ECTS</b> | <b>Prerequisites</b> |
|---------------------|----------------|----------------|-------------|----------------------|
| LAW2202             | Business Law** | 3              | 5           | None                 |

**\*\* Multiple sections of this course are offered every semester but summer.**

### **MINOR IN LEGAL STUDIES**

The minor in Legal Studies provides students from other KIMEP colleges with exposure to basic theoretical and practical aspects of law, as well as training in legal thinking, writing and speaking skills. A student may receive a Minor in Legal Studies by completing four or more courses offered by the Law School (from the list below, but which must include “TSL” and “Intro”) which total at least 12 KIMEP credits/20 ECTS credits. However, LAW2202 Business Law does not count towards the minor.

| <b>Code</b> | <b>Course Title</b>                                          | <b>12 Credits</b> | <b>20 ECTS</b> | <b>Prerequisite</b>                                |
|-------------|--------------------------------------------------------------|-------------------|----------------|----------------------------------------------------|
| LAW1001     | Introduction to the Legal System of Kazakhstan and Lawyering | 3                 | 5              | LAW1101 Theory of State and Law; LAW2303 Roman Law |
| LAW1101     | Theory of State and Law                                      | 3                 | 5              | None                                               |
| LAW1103     | History State and Law in Foreign Countries                   | 3                 | 5              | None                                               |

|         |                                                      |   |   |                                                                      |
|---------|------------------------------------------------------|---|---|----------------------------------------------------------------------|
| LAW2104 | Constitutional Law of Kazakhstan                     | 3 | 5 | LAW1101 Theory of State and Law                                      |
| LAW2105 | Administrative Law and Practice in Kazakhstan        | 3 | 5 | LAW4402 Civil Procedure Law of Kazakhstan                            |
| 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 | LAW2108 Civil Law of Kazakhstan: General Part                        |
| LAW2303 | Roman Law                                            | 3 | 5 | None                                                                 |
| LAW3101 | Civil Law General Part Seminar                       | 3 | 5 | LAW2108 Civil Law of Kazakhstan: General Part                        |
| LAW3301 | Contract Law and Practice in Kazakhstan              | 3 | 5 | LAW2109 Civil Law of Kazakhstan: Special Part                        |
| LAW3302 | Tort 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                        |
| 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                        |
| LAW3307 | Land Law and Practice in Kazakhstan                  | 3 | 5 | LAW2109 Civil Law of Kazakhstan: Special Part                        |
| LAW3308 | Environmental Law and Practice in Kazakhstan         | 3 | 5 | LAW2108 Civil Law of Kazakhstan: General Part                        |
| LAW3309 | Animal Law                                           | 3 | 5 | LAW1101 Theory of State and Law                                      |
| LAW3311 | Public International Law                             | 3 | 5 | LAW1101 Theory of State and Law                                      |
| 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                        |
| 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                        |

|         |                                                                       |   |   |                                                                                                   |
|---------|-----------------------------------------------------------------------|---|---|---------------------------------------------------------------------------------------------------|
| LAW4501 | Commercial Litigation Practice in Kazakhstan                          | 3 | 5 | LAW4402 Civil Procedure Law of Kazakhstan                                                         |
| LAW4504 | International Human Rights Law                                        | 3 | 5 | LAW3311 Public International Law                                                                  |
| LAW4505 | International Investment Law                                          | 3 | 5 | LAW3311 Public International Law                                                                  |
| LAW4506 | International Commercial Law and Practice                             | 3 | 5 | LAW2109 Civil Law of Kazakhstan: Special Part                                                     |
| LAW4507 | Law of Energy and Natural Resources                                   | 3 | 5 | LAW2108 Civil Law of Kazakhstan: General Part                                                     |
| LAW4508 | Financial Law and Practice in Kazakhstan                              | 3 | 5 | LAW2108 Civil Law of Kazakhstan: General Part                                                     |
| LAW4509 | Tax Law and Practice in Kazakhstan                                    | 3 | 5 | LAW2109 Civil Law of Kazakhstan: Special Part                                                     |
| LAW4510 | Procuracy Supervision in Kazakhstan                                   | 3 | 5 | LAW2109 Civil Law of Kazakhstan: Special Part                                                     |
| LAW4511 | Practice in Kazakhstan and Professional Responsibility                | 3 | 5 | LAW4401 Criminal Procedure Law of Kazakhstan and LAW4402 Civil Procedure Law of Kazakhstan        |
| LAW4514 | Law of International Treaties                                         | 3 | 5 | LAW3311 Public International Law                                                                  |
| LAW4515 | International Criminal Law and Procedure                              | 3 | 5 | LAW3311 Public International Law                                                                  |
| LAW4519 | Criminology                                                           | 3 | 5 | LAW2107 Criminal Law of Kazakhstan: Special Part                                                  |
| LAW4521 | History of International Law                                          | 3 | 5 | LAW1101 Theory of State and Law; LAW2303 Roman Law                                                |
| 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                                                                  |
| LAW4525 | Law of IT and Cyberspace                                              | 3 | 5 | LAW2109 Civil Law of Kazakhstan: Special Part                                                     |
| LAW4526 | International Humanitarian Law                                        | 3 | 5 | LAW1101 Theory of State and Law                                                                   |
| LAW4529 | International Tax Law and Practice                                    | 3 | 5 | LAW2108 Civil Law of Kazakhstan: General Part                                                     |
| LAW4530 | Mediation, Arbitration and the AIFC                                   | 3 | 5 | LAW3301 Contract Law and Practice in Kazakhstan                                                   |
| LAW4534 | Fundamentals of Legal Consulting                                      | 3 | 5 | LAW3301 Contract Law and Practice in Kazakhstan or LAW3303 Company Law and Practice in Kazakhstan |
| LAW4537 | Artificial Intelligence Law and Regulation                            | 3 | 5 | LAW2109 Civil Law of Kazakhstan: Special Part                                                     |
| LAW4999 | Selected Undergraduate Topics in Law                                  | 3 | 5 | Prerequisites determined by instructor                                                            |

## SCHOOL OF LAW GRADUATE PROGRAM MASTER OF INTERNATIONAL LAW (LL.M.) – 7M04201

### PROGRAM OBJECTIVES

The Master of International law is a one-year, full-time, in person degree program providing specialized knowledge of International Law. The program objective is to provide professionals with the skills to solve complex legal problems, provide service to clients based on sound ethical principles, and to support and promote the Rule of Law. It is anticipated that an additional path will be provided to study a dual degree of MIR and LLM that will lead towards a n academic, not professional degree.

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, and practitioners, allow opportunities to engage in collegial consultations on both academic and professional matters.

### 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.

***\*Note:** 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

Candidates for the LL.M. must have an undergraduate or graduate degree in Law and at least two years of experience practicing law. Candidates must also pass an interview in English with the Dean or the Dean's designate.

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 KIMEP with a score below the minimum requirement in one of the following recognized English language tests — IELTS (below 6.5), TOEFL iBT (below 85), Duolingo English Test (below 120), or CEFR level (below B2) — are required to complete Foundation English courses until they achieve the minimum required level.

### ACADEMIC POLICIES

The program consists of 38 Credits/63 ECTS and is designed for students who commit to completing all



coursework except the thesis in one calendar year of full-time attendance. The Law School strongly recommends students begin studies in the Fall semester and enroll in a Full Course Load of 17 credits in the Fall, 16 credits in the Spring, and then complete their thesis in the next semester. If students do not complete their program of study, including thesis submission, within this time period, the University will award a terminal Certificate of Attendance indicating the number of ECTS earned and then separate the candidate from the LL.M. program.

Academic leave will only be granted in exceptional circumstances and for good cause shown. The only time a student may register for less than the minimum number of credits is if less than the minimum number remains to complete the 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-”.

## **7M04201 – MASTER OF INTERNATIONAL LAW, LL.M. - 63 ECTS TO COMPLETE**

| <b>Ministry of Science and Higher Education (MSHE) Graduate Degree Curriculum Categories</b> | <b>Credits</b> | <b>ECTS</b> |
|----------------------------------------------------------------------------------------------|----------------|-------------|
| Program Foundation Required courses                                                          | 4              | 6           |
| Program Foundation Elective courses                                                          | 3              | 5           |
| Program Specialization Required courses                                                      | 6              | 10          |
| Program Specialization Elective courses                                                      | 12             | 20          |
| Experimental Research Work                                                                   | 8              | 14          |
| Final Attestation                                                                            | 5              | 8           |
| <b>Total</b>                                                                                 | <b>38</b>      | <b>63</b>   |

### **PROGRAM FOUNDATION REQUIRED COURSES**

Students must take all of the following courses:

| <b>Code</b>  | <b>Course Title</b>                | <b>Credits</b> | <b>ECTS</b> |
|--------------|------------------------------------|----------------|-------------|
| LAW5201.2    | Legal Method, Skills and Reasoning | 2              | 3           |
| LAW5207      | Psychology for Lawyers             | 2              | 3           |
| <b>Total</b> |                                    | <b>4</b>       | <b>6</b>    |

### **PROGRAM FOUNDATION ELECTIVE COURSES**

Students must take one of the following courses:

| <b>Code</b>  | <b>Course Title</b>             | <b>Credits</b> | <b>ECTS</b> |
|--------------|---------------------------------|----------------|-------------|
| LAW5299      | Selected Graduate Topics in Law | 3              | 5           |
| LAW5711      | Comparative Legal Systems       | 3              | 5           |
| <b>Total</b> |                                 | <b>3</b>       | <b>5</b>    |

### **PROGRAM SPECIALIZATION REQUIRED COURSES**

Students must take all of the following courses:

| <b>Code</b> | <b>Course Title</b> | <b>Credits</b> | <b>ECTS</b> |
|-------------|---------------------|----------------|-------------|
|-------------|---------------------|----------------|-------------|

|              |                           |          |           |
|--------------|---------------------------|----------|-----------|
| LAW5203      | Public International Law  | 3        | 5         |
| LAW5205      | Private International Law | 3        | 5         |
| <b>Total</b> |                           | <b>6</b> | <b>10</b> |

## PROGRAM SPECIALIZATION ELECTIVE COURSES

Students must take 4 of the following courses:

| Code         | Course Title                              | Credits   | ECTS      |
|--------------|-------------------------------------------|-----------|-----------|
| LAW5802      | International Tax Law                     | 3         | 5         |
| LAW5803      | International Investment Law and Practice | 3         | 5         |
| LAW5809      | Law of the WTO                            | 3         | 5         |
| LAW5810      | International Anti-Corruption Law         | 3         | 5         |
| LAW5399      | Selected Graduate Topics in Law           | 3         | 5         |
| <b>Total</b> |                                           | <b>12</b> | <b>20</b> |

## EXPERIMENTAL RESEARCH WORK

Students must take all of the following courses:

| Code         | Course Title                                   | Credits  | ECTS      | Prerequisites                                          |
|--------------|------------------------------------------------|----------|-----------|--------------------------------------------------------|
| LAW5924      | Research Apprenticeship and Internship         | 4        | 7         | LAW5989 Experimental Research including Masters Thesis |
| LAW5989      | Experimental Research including Masters Thesis | 4        | 7         | None                                                   |
| <b>Total</b> |                                                | <b>8</b> | <b>14</b> |                                                        |

## FINAL ATTESTATION

| Code         | Course Title   | Credits  | ECTS     | Prerequisites                                                                                 |
|--------------|----------------|----------|----------|-----------------------------------------------------------------------------------------------|
| LAW5993      | Thesis Defense | 5        | 8        | Completion of all program requirements; may take concurrently with final program requirements |
| <b>Total</b> |                | <b>5</b> | <b>8</b> |                                                                                               |

### *\*Notes:*

- *Students must comply with School of Law Thesis Guidelines in writing and defending their theses.*
- *Students who do not timely complete all required forms, supply the necessary documentation, or write their thesis in the proper format cannot defend their thesis.*

## EXAMPLE DEGREE PLAN

This Plan is a guideline for students to show the general arc towards graduation. It assumes students will take a Full Course Load each semester, pass every class, begin studies in the Fall semester, and finish the following Spring semester. The Plan is only an example and is not a guarantee. Please keep in mind that regardless of what

the Plan below says, the Law School does not offer all courses every semester, sometimes

courses fill before a student can enroll, and new courses rise and faculty change regularly. Therefore, you may not be able to follow the Plan precisely. And students who do not satisfy prerequisites or otherwise diverge

from the Plan, cannot fulfill the Plan. It is a guide to show how the above requirements apply. Work closely

with the Law School's academic advising staff to stay on track for graduation.

**The following table is illustrative and may vary.**

| <b>1st Year</b> | <b>Semester I</b>                                         | <b>Credits</b> | <b>ECTS</b> |
|-----------------|-----------------------------------------------------------|----------------|-------------|
| LAW5201.2       | Legal Method, Skills and Reasoning (Professional English) | 2              | 3           |
| LAW5207         | Psychology for Lawyers                                    | 2              | 3           |
| LAW5xxx         | Program Foundation Elective course                        | 3              | 5           |
| LAW5203         | Public International Law                                  | 3              | 5           |
| LAW5205         | Private International Law                                 | 3              | 5           |
| LAW5989         | Experimental Research including Masters Thesis            | 4              | 7           |
| <b>Total</b>    |                                                           | <b>17</b>      | <b>28</b>   |

| <b>1st Year</b> | <b>Semester II</b>                     | <b>Credits</b> | <b>ECTS</b> |
|-----------------|----------------------------------------|----------------|-------------|
| LAW5xxx         | Program Specialization Elective course | 3              | 5           |
| LAW5xxx         | Program Specialization Elective course | 3              | 5           |
| LAW5xxx         | Program Specialization Elective course | 3              | 5           |
| LAW5xxx         | Program Specialization Elective course | 3              | 5           |
| LAW5924         | Research Apprenticeship and Internship | 4              | 7           |
| <b>Total</b>    |                                        | <b>16</b>      | <b>27</b>   |

| <b>2nd Year</b> | <b>First Semester</b> | <b>Credits</b> | <b>ECTS</b> |
|-----------------|-----------------------|----------------|-------------|
| LAW5993         | Thesis Defense        | 5              | 8           |
| <b>Total</b>    |                       | <b>3</b>       | <b>8</b>    |

## COLLEGE OF HUMAN SCIENCES AND EDUCATION

### ADMINISTRATION

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### 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, digital and AI literacy, 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.

## 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.

## COLLEGE OF HUMAN SCIENCES AND EDUCATION UNDERGRADUATE PROGRAMS

The College of Human Sciences and Education offers the following undergraduate programs:

- Bachelor in Foreign Language: Two Foreign Languages (BAFL);
- Bachelor in English and Translation Studies (BATS);
- Bachelor in Cognitive Science (BACS);
- Bachelor in Psychology (BSP).

## BACHELOR OF ARTS IN FOREIGN LANGUAGES: TWO FOREIGN LANGUAGES (BAFL) – 6B01701

### MISSION STATEMENT

The BA in Foreign Language: Two Foreign Languages is designed to equip students with a high level of language proficiency in two languages, along with developing skills for a wide range of career opportunities. 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.

### INTENDED LEARNING OUTCOMES (ILOs)

Students of this program will be able to:

1. Demonstrate proficiency in target languages through effective communication and accurate application of language conventions.
2. Apply diverse teaching methodologies and instructional techniques to facilitate language learning for diverse learner populations.
3. Develop and administer language assessments, analyze data, and provide targeted feedback to support students' language development.
4. Cultivate intercultural competence by promoting understanding, appreciation, and respect for diverse cultures and perspectives.
5. Utilize educational technology effectively to enhance language teaching and learning experiences.
6. Develop research skills to critically analyze language education literature and incorporate evidence-based practices into teaching approaches.
7. Adhere to ethical standards and demonstrate professionalism in language teaching and educational settings.
8. Engage in lifelong learning and professional development activities to stay current with advancements in teaching, technologies, and industry trends.

### BAFL CURRICULUM

Requirements for the BA in Foreign Language: Two Foreign Languages 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          |
| <b>Total</b>      | <b>146</b> | <b>240</b> |

**General Education (36 Credits/56 ECTS)**

See the General Education section of the KIMEP Catalog.

**PROGRAM FOUNDATION REQUIREMENTS (71 CREDITS/117 ECTS)**

| Code                                                                  | Course Title                                          | Credits   | ECTS      | Prerequisites                                                                                               |
|-----------------------------------------------------------------------|-------------------------------------------------------|-----------|-----------|-------------------------------------------------------------------------------------------------------------|
| Required Courses                                                      |                                                       | 38        | 62        |                                                                                                             |
| ENG/GEN1100                                                           | Academic English Speaking                             | 3         | 5         | ENG/GEN1110 Critical Thinking and Study Skills                                                              |
| 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                                                                  |
| LING3301                                                              | Foundations of Second Language Acquisition            | 3         | 5         | LING/GEN1101 Fundamentals of Linguistics                                                                    |
| LING/GEN1101                                                          | Fundamentals of Linguistics                           | 3         | 5         | ENG/GEN1120 Academic Reading and Writing I                                                                  |
| 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/<br>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                                                 |
| TFL3201                                                               | Introduction to Critical Pedagogy                     | 3         | 5         | ENG/GEN1121 Academic Reading and Writing II and TFL2102 Approaches and Methods of English Language Teaching |
| PSY3202                                                               | Educational Psychology                                | 3         | 5         | COGN/GEN1201 Introduction to Psychology                                                                     |
| TFL2202                                                               | Academic Internship                                   | 3         | 4         | Minimum of 69 credits in program (115 ECTS)                                                                 |
| <b>Elective Courses</b>                                               |                                                       | <b>33</b> | <b>55</b> |                                                                                                             |
| <b>Linguistics Courses (choose THREE courses from the list below)</b> |                                                       | <b>9</b>  | <b>15</b> |                                                                                                             |
| LING/GEN2202                                                          | Latin                                                 | 3         | 5         | None                                                                                                        |
| 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                                              |

|                                                                                                                                            |                                                   |           |           |                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----------|-----------|---------------------------------------------|
| COGN1202                                                                                                                                   | Psycholinguistics: Language and Mind              | 3         | 5         | COGN/GEN1201 Introduction to Psychology     |
| LING3202                                                                                                                                   | Minimalist Syntax                                 | 3         | 5         | LING2201 Language and its Structure II      |
| LING4102                                                                                                                                   | Special Topics in Linguistics                     | 3         | 5         | None                                        |
| <b>Literature Courses (choose THREE courses)</b>                                                                                           |                                                   | <b>9</b>  | <b>15</b> |                                             |
| ENG/GEN2201                                                                                                                                | Introduction to British Literature                | 3         | 5         | ENG/GEN1121 Academic Reading and Writing II |
| ENG/GEN2202                                                                                                                                | Introduction to American Literature               | 3         | 5         | ENG/GEN1121 Academic Reading and Writing II |
| GEN/ENG3301                                                                                                                                | Masterpieces of World Literature                  | 3         | 5         | ENG/GEN1121 Academic Reading and Writing II |
| LIT3301                                                                                                                                    | Survey of Russian Literature                      | 3         | 5         | ENG/GEN1121 Academic Reading and Writing II |
| ENG/GEN2401                                                                                                                                | Postcolonial and Decolonial Literature of Eurasia | 3         | 5         | ENG/GEN1121 Academic Reading and Writing II |
| ENG/GEN2100                                                                                                                                | Introduction to Creative Writing                  | 3         | 5         | ENG/GEN1121 Academic Reading and Writing II |
| <b>KIMEP Wide Electives or Minor (total of 12 credits to fulfill minor requirements) plus one course from the Wide Electives category)</b> |                                                   | <b>15</b> | <b>25</b> |                                             |

*\*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.*

## PROGRAM SPECIALIZATION REQUIREMENTS (36 CREDITS/59 ECTS)

| Code                                            | Course Title                        | Credits   | ECTS      | Prerequisites                                               |
|-------------------------------------------------|-------------------------------------|-----------|-----------|-------------------------------------------------------------|
| <b>Required Courses</b>                         |                                     | <b>12</b> | <b>19</b> |                                                             |
| TFL2401                                         | Course Design                       | 3         | 5         | TFL2102 Approaches and Methods of English Language Teaching |
| TFL3101                                         | Introduction to Language Assessment | 3         | 5         | TFL2102 Approaches and Methods of English Language Teaching |
| COGN/TFL/TRN4106                                | Introduction to Research Writing    | 3         | 5         | Academic Reading and Writing II                             |
| TFL4102                                         | Teaching Practicum                  | 3         | 4         | TFL2202 Academic Internship                                 |
| <b>Elective Courses</b>                         |                                     | <b>24</b> | <b>40</b> |                                                             |
| <b>Teaching English (choose THREE courses)</b>  |                                     | <b>9</b>  | <b>15</b> |                                                             |
| TFL3202                                         | Learning Technology in FL Classroom | 3         | 5         | TFL2102 Approaches and Methods of English Language Teaching |
| TFL3207                                         | Introduction to Special Education   | 3         | 5         | None                                                        |
| PSY3103                                         | Child Development                   | 3         | 5         | COGN/GEN1201 Introduction to Psychology                     |
| PSY2203                                         | Developmental Psychology            | 3         | 5         | COGN/GEN1201 Introduction to Psychology                     |
| TFL4101                                         | Special Topics in ELT               | 3         | 5         | None                                                        |
| <b>Foreign Language (choose FIVE courses) *</b> |                                     | <b>15</b> | <b>25</b> |                                                             |



*\*Students are required to complete five consecutive levels in the same language in order to ensure stable and progressive proficiency development. Mixing different languages across these levels is not permitted.*

| <b>Chinese Language</b>       |                                          |   |   |                                        |
|-------------------------------|------------------------------------------|---|---|----------------------------------------|
| GEN/CHN1301                   | Beginning Chinese                        | 3 | 5 | None                                   |
| GEN/CHN1302                   | Elementary Chinese                       | 3 | 5 | GEN/CHN1301 Beginning Chinese          |
| GEN/CHN1303                   | Pre-Intermediate Chinese                 | 3 | 5 | GEN/CHN1302 Elementary Chinese         |
| GEN/CHN1304                   | Intermediate Chinese                     | 3 | 5 | GEN/CHN1303 Pre-Intermediate Chinese   |
| GEN/CHN1305                   | Upper Intermediate Chinese               | 3 | 5 | GEN/CHN1304 Intermediate Chinese       |
| GEN/CHN1306                   | Advanced Chinese                         | 3 | 5 | GEN/CHN1305 Upper Intermediate Chinese |
| GEN/CHN3302                   | Chinese for Business Settings            | 3 | 5 | GEN/CHN1304 Intermediate Chinese       |
| GEN/CHN3305                   | Chinese Language: Language of Mass Media | 3 | 5 | GEN/CHN1304 Intermediate Chinese       |
| <b>Korean Language</b>        |                                          |   |   |                                        |
| GEN/KOR1301                   | Beginning Korean                         | 3 | 5 | None                                   |
| GEN/KOR1302                   | Elementary Korean                        | 3 | 5 | GEN/KOR1301 Beginning Korean           |
| GEN/KOR1303                   | Pre-Intermediate Korean                  | 3 | 5 | GEN/KOR1302 Elementary Korean          |
| GEN/KOR1304                   | Intermediate Korean                      | 3 | 5 | GEN/KOR1303 Pre-Intermediate Korean    |
| GEN/KOR1305                   | Upper Intermediate Korean                | 3 | 5 | GEN/KOR1304 Intermediate Korean        |
| GEN/KOR1306                   | Advanced Korean                          | 3 | 5 | GEN/KOR1305 Upper Intermediate Korean  |
| GEN/KOR3302                   | Korean for Business Settings             | 3 | 5 | GEN/KOR1304 Intermediate Korean        |
| GEN/KOR3305                   | Korean Language: Language of Mass Media  | 3 | 5 | GEN/KOR1304 Intermediate Korean        |
| <b>Other Language Courses</b> |                                          |   |   |                                        |
| CHAG1001                      | Chaghatay Language                       | 3 | 5 | None                                   |
| UYGH1001                      | Uyghur Language                          | 3 | 5 | None                                   |

## FINAL ATTESTATION REQUIREMENTS (3 CREDITS/8 ECTS)

| Code             | Course Title            | Credits | ECTS | Prerequisites                                                                   |
|------------------|-------------------------|---------|------|---------------------------------------------------------------------------------|
| COGN/TFL/TRN4204 | Senior Project / Thesis | 3       | 8    | COGN/TFL/TRN4106 Introduction to Research Writing and 128 credits of coursework |

## STUDY PLAN

The following tables are a sample program of study to finish the BA in Foreign Language: Two Foreign Languages degree in four years.

| <b>1<sup>st</sup> year</b> |                                    |         |      |                        |                           |         |      |
|----------------------------|------------------------------------|---------|------|------------------------|---------------------------|---------|------|
| <b>Fall Semester</b>       |                                    |         |      | <b>Spring Semester</b> |                           |         |      |
| Code                       | Course Title                       | Credits | ECTS | Code                   | Course Title              | Credits | ECTS |
| ENG/GEN1110                | Critical Thinking and Study Skills | 3       | 5    | ENG/GEN1100            | Academic English Speaking | 3       | 5    |

|                                 |                                                                                   |           |           |                      |                                    |           |           |
|---------------------------------|-----------------------------------------------------------------------------------|-----------|-----------|----------------------|------------------------------------|-----------|-----------|
| ENG/GE<br>N1120                 | Academic Reading<br>and Writing I                                                 | 3         | 5         | ENG/G<br>EN112       | Academic Reading and<br>Writing II | 3         | 5         |
| KAZ/RU<br>Sxxxx                 | Kazakh/Russian 1                                                                  | 3         | 5         | KAZ/R<br>USxxxx      | Kazakh/Russian 2                   | 3         | 5         |
| GEN/IRL<br>1000                 | History of Kazakhstan                                                             | 3         | 5         | GEN250<br>2          | Cultural Studies: Ka-<br>zakhstan  | 2         | 2         |
| GEN1103<br><i>or</i><br>GEN1203 | Digital and AI Funda-<br>mentals or Business<br>Computer and AI Ap-<br>plications | 3         | 5         | LING/G<br>EN1101     | Fundamentals of Linguis-<br>tics   | 3         | 5         |
| GEN/AS<br>Cxxxx                 | General Education<br>Elective: Arts and<br>Humanities                             | 3         | 3         | COGN/<br>GEN120<br>1 | Introduction to Psychol-<br>ogy    | 3         | 5         |
| GENxxxx                         | Physical Training 1                                                               | 2         | 4         | GEN-<br>xxxx         | Physical Training 2                | 2         | 4         |
| <b>Total</b>                    |                                                                                   | <b>20</b> | <b>32</b> | <b>Total</b>         |                                    | <b>19</b> | <b>31</b> |

| 2 <sup>nd</sup> year  |                                                             |           |           |                 |                                                         |           |           |
|-----------------------|-------------------------------------------------------------|-----------|-----------|-----------------|---------------------------------------------------------|-----------|-----------|
| Fall Semester         |                                                             |           |           | Spring Semester |                                                         |           |           |
| Code                  | Course Title                                                | Credits   | ECTS      | Code            | Course Title                                            | Credits   | ECTS      |
| TFL2102               | Approaches and<br>Methods of English<br>Language Teaching   | 3         | 5         | TFL22<br>01     | Materials Development<br>and Resources in ELT           | 3         | 5         |
| GEN/IRL<br>2510       | Introduction to Phi-<br>losophy                             | 3         | 5         | TFL24<br>01     | Course Design                                           | 3         | 5         |
| LING210<br>1          | Language and its<br>Structure I: Phonetics<br>and Phonology | 3         | 5         | LING2<br>201    | Language and its Structure<br>II: Morphology and Syntax | 3         | 5         |
| GEN250<br>1           | Individual, Society,<br>and Politics                        | 3         | 3         | LINGX<br>XXX    | Linguistics Elective 1                                  | 3         | 5         |
| KAZ/<br>RUS<br>22xxxx | Professional Ka-<br>zakh/Russian                            | 2         | 3         | LITxxx<br>x     | Literature Elective 1                                   | 3         | 5         |
| GEN-<br>xxxx          | General Education<br>Elective: Citizenship<br>Development   | 3         | 5         | XXXxx<br>xx     | Foreign Language Elective<br>1                          | 3         | 5         |
| <b>Total</b>          |                                                             | <b>17</b> | <b>26</b> | <b>Total</b>    |                                                         | <b>18</b> | <b>30</b> |

| 3 <sup>rd</sup> year |                                               |         |      |                 |                        |         |      |
|----------------------|-----------------------------------------------|---------|------|-----------------|------------------------|---------|------|
| Fall Semester        |                                               |         |      | Spring Semester |                        |         |      |
| Code                 | Course Title                                  | Credits | ECTS | Code            | Course Title           | Credits | ECTS |
| LING33<br>01         | Foundations of Second<br>Language Acquisition | 3       | 5    | TFL220<br>2     | Academic Internship    | 3       | 4    |
| TFL310<br>1          | Introduction to Lan-<br>guage Assessment      | 3       | 5    | LINGxx<br>xx    | Linguistics Elective 2 | 3       | 5    |

|              |                                   |           |           |              |                                |           |           |
|--------------|-----------------------------------|-----------|-----------|--------------|--------------------------------|-----------|-----------|
| ENGxxx<br>x  | Literature Elective 2             | 3         | 5         | ENGxxx<br>x  | Teaching English Elective 1    | 3         | 5         |
| PSY320<br>2  | Educational Psychology            | 3         | 5         | TFLxxx<br>x  | Teaching English Elective 2    | 3         | 5         |
| TFL320<br>1  | Introduction to Critical Pedagogy | 3         | 5         | XXXxx<br>xx  | Foreign Language Elective 3    | 3         | 5         |
| XXXxx<br>xx  | Foreign Language Elective 2       | 3         | 5         | XXXxx<br>xx  | KIMEP Wide Elective or Minor 1 | 3         | 5         |
| <b>Total</b> |                                   | <b>18</b> | <b>30</b> | <b>Total</b> |                                | <b>18</b> | <b>29</b> |

| 4 <sup>th</sup> year     |                                  |           |           |                          |                                |           |           |
|--------------------------|----------------------------------|-----------|-----------|--------------------------|--------------------------------|-----------|-----------|
| Fall Semester            |                                  |           |           | Spring Semester          |                                |           |           |
| Code                     | Course Title                     | Credits   | ECTS      | Code                     | Course Title                   | Credits   | ECTS      |
| COGN/<br>TFL/TR<br>N4106 | Introduction to Research Writing | 3         | 5         | XXXxx<br>xx              | Foreign Language Elective 5    | 3         | 5         |
| XXXxx<br>xx              | Foreign Language Elective 4      | 3         | 5         | XXXxx<br>xx              | KIMEP Wide Elective or Minor 3 | 3         | 5         |
| LITxxxx                  | Literature Elective 3            | 3         | 5         | XXXxx<br>xx              | KIMEP Wide Elective or Minor 4 | 3         | 5         |
| XXXxx<br>xx              | KIMEP Wide Elective or Minor 2   | 3         | 5         | XXXxx<br>xx              | KIMEP Wide Elective            | 3         | 5         |
| TFLxxx<br>x              | Teaching English Elective 3      | 3         | 5         | LINGxx<br>xx             | Linguistics Elective 3         | 3         | 5         |
| TFL410<br>2              | Teaching Practicum               | 3         | 4         | COGN/<br>TFL/TR<br>N4204 | Senior Project / Thesis        | 3         | 8         |
| <b>Total</b>             |                                  | <b>18</b> | <b>29</b> | <b>Total</b>             |                                | <b>18</b> | <b>33</b> |

**Total for program: 146 credits (240 ECTS)**

## **BACHELOR OF ARTS IN ENGLISH AND TRANSLATION STUDIES (BATS)–6B02301**

### **MISSION**

BA in English and 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:

1. Apply theoretical concepts and principles of translation studies to critically analyze and evaluate translation strategies, techniques, and approaches.

2. Develop research skills to identify, access, and critically evaluate relevant literature, resources, and sources in translation studies and related disciplines, design and conduct research projects in translation studies.
3. Cultivate multilingual and intercultural competence to navigate diverse linguistic and cultural contexts in translation practice and research.
4. Adhere to ethical principles and professional standards in translation practice, including accuracy, confidentiality, integrity, and respect for intellectual property rights.
5. Utilize translation technologies and tools effectively to enhance translation efficiency, accuracy, and productivity.
6. Communicate effectively and collaborate with clients, colleagues, and stakeholders in translation projects, demonstrating professionalism, adaptability, and cultural sensitivity.
7. Engage in lifelong learning and professional development activities to stay current with advancements in translation studies, technologies, and industry trends.

## BATS CURRICULUM

Requirements for the BA in English and 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          |
| <b>Total</b>           | <b>146</b> | <b>240</b> |

### General Education (36 Credits/56 ECTS)

See the General Education section of the KIMEP Catalog.

## PROGRAM FOUNDATION REQUIREMENTS (71 CREDITS/117 ECTS)

| Code                    | Course Title                    | Credits   | ECTS      | Prerequisites                                                             |
|-------------------------|---------------------------------|-----------|-----------|---------------------------------------------------------------------------|
| <b>Required Courses</b> |                                 | <b>38</b> | <b>62</b> |                                                                           |
| ENG/GEN1100             | Academic English Speaking       | 3         | 5         | ENG/GEN1110 Critical Thinking and Study Skills                            |
| 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                                |
| LING/GEN1101            | Fundamentals of Linguistics     | 3         | 5         | None                                                                      |
| KAZ/RUSxxxx             | Professional Kazakh/Russian     | 2         | 3         | KAZxxxx/RUSxxxx                                                           |
| 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            |
| GEN/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         | GEN/TRN2101 Introduction to Translation and ENG/GEN1100 Academic Speaking |

|                                                                                                                                            |                                                   |           |           |                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----------|-----------|----------------------------------------------------------------|
| TRN3204                                                                                                                                    | Technology for Translation                        | 3         | 5         | GEN/TRN2101 Introduction to Translation                        |
| LING2204                                                                                                                                   | Pragmatics                                        | 3         | 5         | LING1101 Fundamentals of Linguistics                           |
| TRN4103                                                                                                                                    | Capstone Project in Translation                   | 3         | 5         | TRN2202 Academic Internship                                    |
| <b>Elective Courses</b>                                                                                                                    |                                                   | <b>33</b> | <b>55</b> |                                                                |
| <b>Linguistics courses (choose TWO courses from the list below)</b>                                                                        |                                                   | <b>6</b>  | <b>10</b> |                                                                |
| COGN1202                                                                                                                                   | Psycholinguistics: Language and Mind              | 3         | 5         | COGN/GEN1201 Introduction to Psychology                        |
| LING3306                                                                                                                                   | Corpus Linguistics                                | 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 |
| LING4102                                                                                                                                   | Special Topics in Linguistics                     | 3         | 5         | None                                                           |
| <b>Literature courses (choose TWO courses from the list below)</b>                                                                         |                                                   | <b>6</b>  | <b>10</b> |                                                                |
| ENG/GEN2201                                                                                                                                | Introduction to British Literature                | 3         | 5         | ENG/GEN1121 Academic Reading and Writing II                    |
| ENG/GEN2202                                                                                                                                | Introduction to American Literature               | 3         | 5         | ENG/GEN1121 Academic Reading and Writing II                    |
| GEN/ENG3301                                                                                                                                | Masterpieces of World Literature                  | 3         | 5         | ENG/GEN1121 Academic Reading and Writing II                    |
| ENG/GEN2401                                                                                                                                | Postcolonial and Decolonial Literature of Eurasia | 3         | 5         | ENG/GEN1121 Academic Reading and Writing II                    |
| ENG/GEN2100                                                                                                                                | Introduction to Creative Writing                  | 3         | 5         | ENG/GEN1121 Academic Reading and Writing II                    |
| <b>Interpreting courses (choose TWO courses from the list below)</b>                                                                       |                                                   | <b>6</b>  | <b>10</b> |                                                                |
| TRN3302                                                                                                                                    | Topics in Simultaneous Interpreting               | 3         | 5         | TRN3101 Introduction to Interpreting                           |
| TRN3301                                                                                                                                    | Topics in Consecutive Interpreting                | 3         | 5         | TRN3101 Introduction to Interpreting                           |
| TRN4107                                                                                                                                    | Topics in Interpreting                            | 3         | 5         | TRN3101 Introduction to Interpreting                           |
| <b>KIMEP Wide Electives or Minor (total of 12 credits to fulfill minor requirements) plus one course from the Wide Electives category)</b> |                                                   | <b>15</b> | <b>25</b> |                                                                |

*\*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.*

## PROGRAM SPECIALIZATION REQUIREMENTS (36 CREDITS/59 ECTS)

| Code                    | Course Name  | Credits   | ECTS      | Prerequisites                           |
|-------------------------|--------------|-----------|-----------|-----------------------------------------|
| <b>Required Courses</b> |              | <b>12</b> | <b>19</b> |                                         |
| TRN3303                 | Post-editing | 3         | 5         | GEN/TRN2101 Introduction to Translation |

|                                                                                                                                                                                                                            |                                                      |           |           |                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------|-----------|---------------------------------------------------------------------------------------------|
| LIT3301                                                                                                                                                                                                                    | Survey of Russian Literature                         | 3         | 5         | ENG2101 Introduction to Literary Studies                                                    |
| COGN/TFL/TRN 4106                                                                                                                                                                                                          | Introduction to Research Writing                     | 3         | 5         | Academic Reading and Writing II                                                             |
| TRN4104                                                                                                                                                                                                                    | Professional Internship                              | 3         | 4         | TRN2202 Academic Internship                                                                 |
| <b>Elective Courses</b>                                                                                                                                                                                                    |                                                      | <b>24</b> | <b>40</b> |                                                                                             |
| <b>Translation and Interpreting courses (choose THREE courses from the list below)</b>                                                                                                                                     |                                                      | <b>9</b>  | <b>15</b> |                                                                                             |
| TRN4111                                                                                                                                                                                                                    | Localization and Transcreation                       | 3         | 5         | GEN/TRN2101 Introduction to Translation                                                     |
| TRN4112                                                                                                                                                                                                                    | Terminology Management and Specialized Communication | 3         | 5         | GEN/TRN2101 Introduction to Translation                                                     |
| GEN/TFL/TRN/COGN3206                                                                                                                                                                                                       | Project Management Fundamentals                      | 3         | 5         | ENG/GEN1121 Academic Reading and Writing II                                                 |
| TRN4101                                                                                                                                                                                                                    | Topics in Translation: Russian stylistics            | 3         | 5         | GEN/TRN2101 Introduction to Translation and completion of all four Academic English courses |
| TRN4110                                                                                                                                                                                                                    | Special Topics in Translation                        | 3         | 5         | GEN/TRN2101 Introduction to Translation and completion of all four Academic English courses |
| <b>Foreign Language courses (choose FIVE courses from one selected language module)</b>                                                                                                                                    |                                                      | <b>15</b> | <b>25</b> |                                                                                             |
| <i>*Students are required to complete five consecutive levels in the same language in order to ensure stable and progressive proficiency development. Mixing different languages across these levels is not permitted.</i> |                                                      |           |           |                                                                                             |
| <b>Chinese Language</b>                                                                                                                                                                                                    |                                                      |           |           |                                                                                             |
| GEN/CHN1301                                                                                                                                                                                                                | Beginning Chinese                                    | 3         | 5         | None                                                                                        |
| GEN/CHN1302                                                                                                                                                                                                                | Elementary Chinese                                   | 3         | 5         | GEN/CHN1301 Beginning Chinese                                                               |
| GEN/CHN1303                                                                                                                                                                                                                | Pre-Intermediate Chinese                             | 3         | 5         | GEN/CHN1302 Elementary Chinese                                                              |
| GEN/CHN1304                                                                                                                                                                                                                | Intermediate Chinese                                 | 3         | 5         | GEN/CHN1303 Pre-Intermediate Chinese                                                        |
| GEN/CHN1305                                                                                                                                                                                                                | Upper Intermediate Chinese                           | 3         | 5         | GEN/CHN1304 Intermediate Chinese                                                            |
| GEN/CHN1306                                                                                                                                                                                                                | Advanced Chinese                                     | 3         | 5         | GEN/CHN1305 Upper Intermediate Chinese                                                      |
| GEN/CHN3302                                                                                                                                                                                                                | Chinese for Business Settings                        | 3         | 5         | GEN/CHN1304 Intermediate Chinese                                                            |
| GEN/CHN3305                                                                                                                                                                                                                | Chinese Language: Language of Mass Media             | 3         | 5         | GEN/CHN1304 Intermediate Chinese                                                            |
| <b>Korean Language</b>                                                                                                                                                                                                     |                                                      |           |           |                                                                                             |
| GEN/KOR1301                                                                                                                                                                                                                | Beginning Korean                                     | 3         | 5         | None                                                                                        |
| GEN/KOR1302                                                                                                                                                                                                                | Elementary Korean                                    | 3         | 5         | GEN/KOR1301 Beginning Korean                                                                |
| GEN/KOR1303                                                                                                                                                                                                                | Pre-Intermediate Korean                              | 3         | 5         | GEN/KOR1302 Elementary Korean                                                               |
| GEN/KOR1304                                                                                                                                                                                                                | Intermediate Korean                                  | 3         | 5         | GEN/KOR1303 Pre-Intermediate Korean                                                         |
| GEN/KOR1305                                                                                                                                                                                                                | Upper Intermediate Korean                            | 3         | 5         | GEN/KOR1304 Intermediate Korean                                                             |
| GEN/KOR1306                                                                                                                                                                                                                | Advanced Korean                                      | 3         | 5         | GEN/KOR1305 Upper Intermediate Korean                                                       |
| GEN/KOR3302                                                                                                                                                                                                                | Korean for Business Settings                         | 3         | 5         | GEN/KOR1304 Intermediate Korean                                                             |

|                               |                                         |   |   |                                 |
|-------------------------------|-----------------------------------------|---|---|---------------------------------|
| GEN/KOR3305                   | Korean Language: Language of Mass Media | 3 | 5 | GEN/KOR1304 Intermediate Korean |
| <b>Other Language Courses</b> |                                         |   |   |                                 |
| CHAG1001                      | Chaghatay Language                      | 3 | 5 | None                            |
| UYGH1001                      | Uyghur Language                         | 3 | 5 | None                            |

### FINAL ATTESTATION REQUIREMENTS (3 CREDITS/8 ECTS)

| Code              | Course Title            | Credits | ECTS | Prerequisites                                                                   |
|-------------------|-------------------------|---------|------|---------------------------------------------------------------------------------|
| COGN/TFL/TRN 4204 | Senior Project / Thesis | 3       | 8    | COGN/TFL/TRN4106 Introduction to Research Writing and 128 credits of coursework |

### STUDY PLAN

The following tables are a sample program of study to finish the BA in English and Translation Studies degree in four years.

| 1 <sup>st</sup> year        |                                                                      |           |           |                 |                                 |           |           |
|-----------------------------|----------------------------------------------------------------------|-----------|-----------|-----------------|---------------------------------|-----------|-----------|
| Fall Semester               |                                                                      |           |           | Spring Semester |                                 |           |           |
| Code                        | Course Title                                                         | Credits   | ECTS      | Code            | Course Title                    | Credits   | ECTS      |
| ENG/GE N1110                | Critical Thinking and Study Skills                                   | 3         | 5         | ENG/G EN1100    | Academic English Speaking       | 3         | 5         |
| ENG/GE N1120                | Academic Reading and Writing I                                       | 3         | 5         | ENG/G EN112     | Academic Reading and Writing II | 3         | 5         |
| KAZ/RU Sxxxx                | Kazakh/Russian 1                                                     | 3         | 5         | KAZ/R USxxxx    | Kazakh/Russian 2                | 3         | 5         |
| GEN/IRL 1000                | History of Kazakhstan                                                | 3         | 5         | GEN250 2        | Cultural Studies: Kazakhstan    | 2         | 2         |
| GEN110 3 <i>or</i> GEN120 3 | Digital and AI Fundamentals or Business Computer and AI Applications | 3         | 5         | LING/G EN1101   | Fundamentals of Linguistics     | 3         | 5         |
| GEN/AS Cxxxx                | General Education Elective: Arts and Humanities                      | 3         | 3         | COGN/ GEN120 1  | Introduction to Psychology      | 3         | 5         |
| GEN-xxxx                    | Physical Training 1                                                  | 2         | 4         | GEN-xxxx        | Physical Training 2             | 2         | 4         |
| <b>Total</b>                |                                                                      | <b>20</b> | <b>32</b> | <b>Total</b>    |                                 | <b>19</b> | <b>31</b> |

| 2 <sup>nd</sup> year |                             |         |      |                 |                              |         |      |
|----------------------|-----------------------------|---------|------|-----------------|------------------------------|---------|------|
| Fall Semester        |                             |         |      | Spring Semester |                              |         |      |
| Code                 | Course Title                | Credits | ECTS | Code            | Course Title                 | Credits | ECTS |
| GEN/TR N2101         | Introduction to Translation | 3       | 5    | TRN310 1        | Introduction to Interpreting | 3       | 5    |



|                       |                                                       |           |           |              |                                                      |           |           |
|-----------------------|-------------------------------------------------------|-----------|-----------|--------------|------------------------------------------------------|-----------|-----------|
| GEN/IRL<br>2510       | Introduction to Philosophy                            | 3         | 5         | LING22<br>01 | Language and its Structure II: Morphology and Syntax | 3         | 5         |
| LING210<br>1          | Language and its Structure I: Phonetics and Phonology | 3         | 5         | LINGX<br>XXX | Linguistics Elective 1                               | 3         | 5         |
| GEN2501               | Individual, Society, and Politics                     | 3         | 3         | ENGxxxx<br>x | Literature Elective 1                                | 3         | 5         |
| KAZ/<br>RUS<br>22xxxx | Professional Kazakh/Russian                           | 2         | 3         | XXXxx<br>xx  | Foreign Language Elective 1                          | 3         | 5         |
| GENxxxx               | General Education Elective: Citizenship Development   | 3         | 5         | TRN320<br>4  | Technology for Translation                           | 3         | 5         |
| <b>Total</b>          |                                                       | <b>17</b> | <b>26</b> | <b>Total</b> |                                                      | <b>18</b> | <b>30</b> |

| 3 <sup>rd</sup> year |                                         |           |           |                 |                                         |           |           |
|----------------------|-----------------------------------------|-----------|-----------|-----------------|-----------------------------------------|-----------|-----------|
| Fall Semester        |                                         |           |           | Spring Semester |                                         |           |           |
| Code                 | Course Title                            | Credits   | ECTS      | Code            | Course Title                            | Credits   | ECTS      |
| TRNxxxx              | Interpreting Elective 1                 | 3         | 5         | ENG/G<br>ENxxxx | Academic Internship                     | 3         | 4         |
| TRNxxxx              | Translation and Interpreting Elective 1 | 3         | 5         | TRN410<br>3     | Capstone Project in Translation         | 3         | 5         |
| ENG/GE<br>Nxxxx      | Literature Elective 2                   | 3         | 5         | TRNxxx<br>x     | Translation and Interpreting Elective 2 | 3         | 5         |
| LIT3301              | Survey of Russian Literature            | 3         | 5         | XXXxx<br>xx     | KIMEP Wide Elective or Minor 1          | 3         | 5         |
| XXXxxxx              | Foreign Language Elective 2             | 3         | 5         | LINGxx<br>xx    | Linguistics Elective 2                  | 3         | 5         |
| TRN2202              | Post-editing                            | 3         | 5         | XXXxx<br>xx     | Foreign Language Elective 3             | 3         | 5         |
| <b>Total</b>         |                                         | <b>18</b> | <b>30</b> | <b>Total</b>    |                                         | <b>18</b> | <b>29</b> |

| 4 <sup>th</sup> year     |                                  |         |      |                 |                                         |         |      |
|--------------------------|----------------------------------|---------|------|-----------------|-----------------------------------------|---------|------|
| Fall Semester            |                                  |         |      | Spring Semester |                                         |         |      |
| Code                     | Course Title                     | Credits | ECTS | Code            | Course Title                            | Credits | ECTS |
| XXXxxxx                  | KIMEP Wide Elective or Minor 2   | 3       | 5    | XXXXx<br>xxx    | KIMEP Wide Elective or Minor 3          | 3       | 5    |
| XXXxxxx                  | Foreign Language Elective 4      | 3       | 5    | XXXxx<br>xx     | KIMEP Wide Elective or Minor 4          | 3       | 5    |
| COGN/TF<br>L/TRN41<br>06 | Introduction to Research Writing | 3       | 5    | XXXxx<br>xx     | KIMEP Wide Elective                     | 3       | 5    |
| LING220<br>4             | Pragmatics                       | 3       | 5    | TRNxxx<br>x     | Translation and Interpreting Elective 3 | 3       | 5    |

|              |                              |           |           |                          |                                  |           |           |
|--------------|------------------------------|-----------|-----------|--------------------------|----------------------------------|-----------|-----------|
| TRNxxxx      | Interpreting Elective 2      | 3         | 5         | XXXxx<br>xx              | Foreign Language Elec-<br>tive 5 | 3         | 5         |
| TRN4104      | Professional Intern-<br>ship | 3         | 4         | COGN/<br>TFL/TR<br>N4204 | Senior Project / Thesis          | 3         | 8         |
| <b>Total</b> |                              | <b>18</b> | <b>29</b> | <b>Total</b>             |                                  | <b>18</b> | <b>33</b> |

**Total for program: 146 course credits (240 ECTS)**

## **BACHELOR IN COGNITIVE SCIENCE (BACS) – 6B02302**

### **MISSION**

The BA in Cognitive Science allows students to explore 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 in the context of the growing role of computers and Information Systems in language analysis. This interdisciplinary program equips 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. Graduates of this program are well-prepared for careers in Cognitive Linguistics, Computational Linguistics, Natural Language Processing, AI, customer behavior analysis and machine learning.

### **INTENDED LEARNING OUTCOMES (ILOs)**

Students of this program will be able to:

1. Demonstrate effective communication skills and proficiency in oral, written, and professional English in a variety of social and academic contexts.
2. Use critical thinking to evaluate and interpret evidence, and to apply cognitive science concepts, theories, and research findings to individual and social issues.
3. 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.
4. Demonstrate and apply knowledge of psychology and cognition, especially psychological and cognitive processes related to language processing.
5. 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.

6. Perform data analysis across a variety of data types, drawing on theory in linguistics, psychology, and computing and demonstrating critical thinking.
7. Develop and carry out practical applications of skills, including conducting original, ethical research.
8. 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          |
| <b>Total</b>           | <b>146</b> | <b>240</b> |

**General Education (36 Credits/56 ECTS)**

**See the General Education section of the KIMEP Catalog.**

## PROGRAM FOUNDATION REQUIREMENTS (68 CREDITS/112 ECTS)

| Code                                                                  | Course Title                                                       | Credits   | ECTS      | Prerequisites                                                                        |
|-----------------------------------------------------------------------|--------------------------------------------------------------------|-----------|-----------|--------------------------------------------------------------------------------------|
| <b>Required Courses</b>                                               |                                                                    | <b>35</b> | <b>57</b> |                                                                                      |
| 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 Critical Thinking and Study Skills                                       |
| KAZ2101-2103/<br>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                       |
| 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                                              |
| CLP2201/ECN2210                                                       | Fundamentals of Programming for Human and Social Sciences (Python) | 3         | 5         | GEN1103 Digital and AI Fundamentals or GEN1203 Business Computer and AI Applications |
| CLP2310                                                               | Data Wrangling and Visualization                                   | 3         | 5         | CLP2201 Fundamentals of Programming for Human and Social Sciences (Python)           |
| COGN/TFL/TRN4106                                                      | Introduction to Research Writing                                   | 3         | 5         | ENG/GEN1121 Academic Reading and Writing II                                          |
| CLP2205                                                               | Academic Internship                                                | 3         | 4         | Minimum of 69 credits in program                                                     |
| <b>Elective Courses</b>                                               |                                                                    | <b>33</b> | <b>55</b> |                                                                                      |
| <b>Linguistics courses (Choose THREE courses from the list below)</b> |                                                                    | <b>9</b>  | <b>15</b> |                                                                                      |
| 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                       |
| LING3202                                                              | Minimalist Syntax                                                  | 3         | 5         | LING2201 Language and its Structure II                                               |
| LING4102                                                              | Special Topics in Linguistics                                      | 3         | 5         | None                                                                                 |
| <b>Psychology courses (Choose THREE courses from the list below)</b>  |                                                                    | <b>9</b>  | <b>15</b> |                                                                                      |
| 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       |
| PSY3310                                                                                                                                    | Special Topics in Cognitive Psychology | 3         | 5         | COGN2103 Introduction to Cognitive Psychology |
| <b>KIMEP Wide Electives or Minor (total of 12 credits to fulfill minor requirements) plus one course from the Wide Electives category)</b> |                                        | <b>15</b> | <b>25</b> |                                               |

*\* 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.*

## PROGRAM SPECIALIZATION REQUIREMENTS (39 CREDITS/64 ECTS)

| Code                                 | Course Title                                                                                | Credits   | ECTS      | Prerequisites                                                                        |
|--------------------------------------|---------------------------------------------------------------------------------------------|-----------|-----------|--------------------------------------------------------------------------------------|
| <b>Required Courses</b>              |                                                                                             | <b>24</b> | <b>39</b> |                                                                                      |
| COGN1202                             | Psycholinguistics: Language and Mind                                                        | 3         | 5         | COGN/GEN1201 Introduction to Psychology                                              |
| PSY2103                              | Quantitative Research Methods                                                               | 3         | 5         | ENG/GEN1100 Academic Reading and Writing II                                          |
| CLP3102                              | Data Analytics and Machine Learning                                                         | 3         | 5         | CLP2310 Data Wrangling and Visualization                                             |
| CLP3201                              | Introduction to Natural Language Processing                                                 | 3         | 5         | CLP2310 Data Wrangling and Visualization                                             |
| CLP3302                              | Human-Computer Interaction                                                                  | 3         | 5         | CLP2310 Data Wrangling and Visualization                                             |
| CLP3306                              | Intelligent Systems Design                                                                  | 3         | 5         | CLP2310 Data Wrangling and Visualization                                             |
| LING3306                             | Corpus Linguistics                                                                          | 3         | 5         | LING/GEN1101 Fundamentals of Linguistics                                             |
| CLP4201                              | Professional Internship                                                                     | 3         | 4         | CLP2205 Academic Internship                                                          |
| <b>Elective Courses</b>              |                                                                                             | <b>15</b> | <b>25</b> |                                                                                      |
| CLP3303 <i>or</i><br><i>*CIT3734</i> | Web Development Technologies<br><i>or</i><br><i>*Enterprise Web Applications</i>            | 3         | 5         | GEN1103 Digital and AI Fundamentals or GEN1203 Business Computer and AI Applications |
| CLP3304<br><i>*CIT3809</i>           | Mobile Application Development<br><i>or</i><br><i>*Mobile Programming</i>                   | 3         | 5         | GEN1103 Digital and AI Fundamentals or GEN1203 Business Computer and AI Applications |
| CLP3305<br><i>*CIT2302</i>           | Database Management Systems<br><i>or</i><br><i>*Database Management Systems in Business</i> | 3         | 5         | GEN1103 Digital and AI Fundamentals or GEN1203 Business Computer and AI Applications |
| COGN2101                             | Social Psychology                                                                           | 3         | 5         | COGN/GEN1201 Introduction to Psychology                                              |
| PSY2206                              | Cyberpsychology                                                                             | 3         | 5         | COGN/GEN1201 Introduction to Psychology                                              |
| PSY3207                              | Qualitative Research Methods                                                                | 3         | 5         | PSY2103 Quantitative Research Methods                                                |

|          |                                     |   |   |                                               |
|----------|-------------------------------------|---|---|-----------------------------------------------|
| PSY3109  | Neuropsychology                     | 3 | 5 | COGN2103 Introduction to Cognitive Psychology |
| COGN2207 | Special Topics in Cognitive Science | 3 | 5 | COGN/GEN1201 Introduction to Psychology       |

### FINAL ATTESTATION REQUIREMENTS (3 CREDITS/8 ECTS)

| Code             | Course Title            | Credits | ECTS | Prerequisites                                                                   |
|------------------|-------------------------|---------|------|---------------------------------------------------------------------------------|
| COGN/TFL/TRN4204 | Senior Project / Thesis | 3       | 8    | COGN/TFL/TRN4106 Introduction to Research Writing and 128 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.

| 1 <sup>st</sup> year     |                                                                      |           |           |                 |                                 |           |           |
|--------------------------|----------------------------------------------------------------------|-----------|-----------|-----------------|---------------------------------|-----------|-----------|
| Fall Semester            |                                                                      |           |           | Spring Semester |                                 |           |           |
| Code                     | Course Title                                                         | Credits   | ECTS      | Code            | Course Title                    | Credits   | ECTS      |
| ENG/GEN 1110             | Critical Thinking and Study Skills                                   | 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         |
| KAZ/RUS xxxx             | Kazakh/Russian 1                                                     | 3         | 5         | KAZ/RUS xxxx    | Kazakh/Russian 2                | 3         | 5         |
| GEN/IRL1 000             | History of Kazakhstan                                                | 3         | 5         | GEN2502         | Cultural Studies: Kazakhstan    | 2         | 2         |
| GEN1103<br>or<br>GEN1203 | Digital and AI Fundamentals or Business Computer and AI Applications | 3         | 5         | LING/GEN 1101   | Fundamentals of Linguistics     | 3         | 5         |
| GEN/ASC xxxx             | General Education Elective: Arts and Humanities                      | 3         | 3         | COGN/GEN1201    | Introduction to Psychology      | 3         | 5         |
| GENxxxx                  | Physical Training 1                                                  | 2         | 4         | GENxxxx         | Physical Training 2             | 2         | 4         |
| <b>Total</b>             |                                                                      | <b>20</b> | <b>32</b> | <b>Total</b>    |                                 | <b>19</b> | <b>31</b> |

| 2 <sup>nd</sup> year |                                   |         |      |                 |                                      |         |      |
|----------------------|-----------------------------------|---------|------|-----------------|--------------------------------------|---------|------|
| Fall Semester        |                                   |         |      | Spring Semester |                                      |         |      |
| Code                 | Course Title                      | Credits | ECTS | Code            | Course Title                         | Credits | ECTS |
| GEN/IRL 2510         | Introduction to Philosophy        | 3       | 5    | COGN2103        | Introduction to Cognitive Psychology | 3       | 5    |
| GEN2501              | Individual, Society, and Politics | 3       | 3    | LING3306        | Corpus Linguistics                   | 3       | 5    |
| KAZ/ RUS 22xxxx      | Professional Kazakh/Russian       | 2       | 3    | LINGXXX X       | Linguistics Elective 1               | 3       | 5    |

|                     |                                                                    |           |           |              |                                                      |           |           |
|---------------------|--------------------------------------------------------------------|-----------|-----------|--------------|------------------------------------------------------|-----------|-----------|
| PSY2103             | Quantitative Research Methods                                      | 3         | 5         | GENxxxx      | General Education Elective: Citizenship Development  | 3         | 5         |
| LING2101            | Language and its Structure I: Phonetics and Phonology              | 3         | 5         | LING2201     | Language and its Structure II: Morphology and Syntax | 3         | 5         |
| CLP2201/<br>ECN2210 | Fundamentals of Programming for Human and Social Sciences (Python) | 3         | 5         | CLP2310      | Data Wrangling and Visualization                     | 3         | 5         |
| <b>Total</b>        |                                                                    | <b>17</b> | <b>26</b> | <b>Total</b> |                                                      | <b>18</b> | <b>30</b> |

| 3 <sup>rd</sup> year |                                      |           |           |                 |                                             |           |           |
|----------------------|--------------------------------------|-----------|-----------|-----------------|---------------------------------------------|-----------|-----------|
| Fall Semester        |                                      |           |           | Spring Semester |                                             |           |           |
| Code                 | Course Title                         | Credits   | ECTS      | Code            | Course Title                                | Credits   | ECTS      |
| CLP3102              | Data Analytics and Machine Learning  | 3         | 5         | CLP2205         | Academic Internship                         | 3         | 4         |
| PSYxxxx              | Psychology Elective 1                | 3         | 5         | XXXxxxx         | Program Specialization Elective 1           | 3         | 5         |
| XXXxxxx              | KIMEP Wide Elective or Minor 1       | 3         | 5         | CLP3201         | Introduction to Natural Language Processing | 3         | 5         |
| COGN1202             | Psycholinguistics: Language and Mind | 3         | 5         | CLP3302         | Human-Computer Interaction                  | 3         | 5         |
| LINGxxxx             | Linguistics Elective 2               | 3         | 5         | LINGxxxx        | Linguistics Elective 3                      | 3         | 5         |
| CLP3306              | Intelligent Systems Design           | 3         | 5         | PSYxxxx         | Psychology Elective 2                       | 3         | 5         |
| <b>Total</b>         |                                      | <b>18</b> | <b>30</b> | <b>Total</b>    |                                             | <b>18</b> | <b>29</b> |

| 4 <sup>th</sup> year |                                   |         |      |                   |                                   |         |      |
|----------------------|-----------------------------------|---------|------|-------------------|-----------------------------------|---------|------|
| Fall Semester        |                                   |         |      | Spring Semester   |                                   |         |      |
| Code                 | Course Title                      | Credits | ECTS | Code              | Course Title                      | Credits | ECTS |
| XXXxxxx              | KIMEP Wide Elective or Minor 2    | 3       | 5    | XXXXxxx           | KIMEP Wide Elective or Minor 3    | 3       | 5    |
| XXXxxxx              | Program Specialization Elective 2 | 3       | 5    | XXXxxxx           | KIMEP Wide Elective or Minor 4    | 3       | 5    |
| COGN/TF L/TRNxxx     | Introduction to Research Writing  | 3       | 5    | XXXxxxx           | KIMEP Wide Elective               | 3       | 5    |
| PSYxxxx              | Psychology Elective 3             | 3       | 5    | XXXxxxx           | Program Specialization Elective 4 | 3       | 5    |
| XXXxxxx              | Program Specialization Elective 3 | 3       | 5    | XXXxxxx           | Program Specialization Elective 5 | 3       | 5    |
| CLP4201              | Professional Internship           | 3       | 4    | COGN/TF L/TRN4204 | Senior Project / Thesis           | 3       | 8    |

|              |           |           |              |           |           |
|--------------|-----------|-----------|--------------|-----------|-----------|
| <b>Total</b> | <b>18</b> | <b>29</b> | <b>Total</b> | <b>18</b> | <b>33</b> |
|--------------|-----------|-----------|--------------|-----------|-----------|

**Total for program: 146 course credits (240 ECTS)**

## **BACHELOR OF SCIENCE IN PSYCHOLOGY (BSP)–6B03102**

### **MISSION**

The Bachelor of Science (BSc) in Psychology offers students the opportunity to delve into the study of biological, cognitive, personality and social contexts for understanding the behavior of individuals throughout their lifespan. It equips students with foundational knowledge of current psychological theory, research skills and data analysis expertise to succeed in the workplace and (or) successfully further studies in graduate programs.

### **INTENDED LEARNING OUTCOMES (ILOs)**

Students of this program will be able to:

1. Explain and use the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology for analyzing psychology of individuals, society and cultures.
2. Apply basic research methods in psychology, including research design, data analysis, and interpretation; use scientific reasoning to interpret psychological phenomena.
3. 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.
4. Apply psychological principles to personal, social, and organizational issues; exhibit professional self-reflection, project-management skills and teamwork capacity.
5. Adhere to international and national formal regulations that govern professional ethics in psychology; embrace values that contribute to positive outcomes in work settings.

6. Demonstrate information competence and the ability to use computers and other technology for many different purposes.
7. Demonstrate effective professional and interpersonal communication skills and proficiency in oral and written communication in a variety of social, professional and academic contexts.
8. 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 BSc in Psychology are as follows:

| <b>Category of Courses</b> | <b>Credits</b> | <b>ECTS</b> |
|----------------------------|----------------|-------------|
| 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             | 19          |
| Elective Courses           | 15             | 40          |
| Final Attestation          | 3              | 8           |
| <b>Total</b>               | <b>146</b>     | <b>240</b>  |

### **General Education (36 Credits/56 ECTS)**

**See the General Education section of the KIMEP Catalog.**

### **PROGRAM FOUNDATION REQUIREMENTS (71 CREDITS/117 ECTS)**

| <b>Code</b>             | <b>Course Title</b>       | <b>Credits</b> | <b>ECTS</b> | <b>Prerequisite</b>                            |
|-------------------------|---------------------------|----------------|-------------|------------------------------------------------|
| <b>Required Courses</b> |                           | <b>38</b>      | <b>62</b>   |                                                |
| ENG/GEN1100             | Academic English Speaking | 3              | 5           | ENG/GEN1110 Critical Thinking and Study Skills |



|                                                                                                                                            |                                                      |           |           |                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------|-----------|---------------------------------------------|
| ENG/GEN1121                                                                                                                                | Academic Reading and Writing II                      | 3         | 5         | ENG/GEN1120 Academic Reading and Writing I  |
| KAZ2101-2103/<br>RUS2101-2103                                                                                                              | Professional Kazakh/Russian                          | 2         | 3         | 6 credits of Kazakh / Russian language      |
| 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     |
| COGN2202                                                                                                                                   | Learning and Memory                                  | 3         | 5         | COGN/GEN1201 Introduction to Psychology     |
| PSY2203                                                                                                                                    | Developmental Psychology                             | 3         | 5         | COGN/GEN1201 Introduction to Psychology     |
| PSY2103                                                                                                                                    | Quantitative Research Methods                        | 3         | 5         | ENG/GEN1100 Academic Reading and Writing II |
| PSY3207                                                                                                                                    | Qualitative Research Methods                         | 3         | 5         | PSY2103 Quantitative Research Methods       |
| GEN/PAD2700                                                                                                                                | Fundamentals of Sociology                            | 3         | 5         | None                                        |
| PSY3103                                                                                                                                    | Child Development                                    | 3         | 5         | COGN/GEN1201 Introduction to Psychology     |
| PSY4302                                                                                                                                    | Modern Data Analysis and Applied Modeling Strategies | 3         | 5         | PSY2103 Quantitative Research Methods       |
| PSY3206                                                                                                                                    | Academic Internship                                  | 3         | 4         | Minimum of 69 credits in program            |
| <b>Elective Courses</b>                                                                                                                    |                                                      | <b>33</b> | <b>55</b> |                                             |
| <b>Code</b>                                                                                                                                | <b>Course Title</b>                                  | <b>18</b> | <b>30</b> |                                             |
| COGN1202                                                                                                                                   | Psycholinguistics: Language and Mind                 | 3         | 5         | COGN/GEN1201 Introduction to Psychology     |
| COGN2201                                                                                                                                   | Perception                                           | 3         | 5         | COGN/GEN1201 Introduction to Psychology     |
| PSY/GEN1201                                                                                                                                | Mental Health and Well-being                         | 3         | 5         | None                                        |
| PSY2201                                                                                                                                    | Organizational Psychology                            | 3         | 5         | COGN/GEN1201 Introduction to Psychology     |
| PSY2204                                                                                                                                    | Cultural Psychology                                  | 3         | 5         | COGN/GEN1201 Introduction to Psychology     |
| PSY2206                                                                                                                                    | Cyberpsychology                                      | 3         | 5         | COGN/GEN1201 Introduction to Psychology     |
| PSY3202                                                                                                                                    | Educational Psychology                               | 3         | 5         | COGN/GEN1201 Introduction to Psychology     |
| <b>KIMEP Wide Electives or Minor (total of 12 credits to fulfill minor requirements) plus one course from the Wide Electives category)</b> |                                                      | <b>15</b> | <b>25</b> |                                             |

\* 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.

## PROGRAM SPECIALIZATION REQUIREMENTS (36 CREDITS/59 ECTS)

| Code                    | Course Title                                                  | Credits   | ECTS      | Prerequisite                                                 |
|-------------------------|---------------------------------------------------------------|-----------|-----------|--------------------------------------------------------------|
| <b>Required Courses</b> |                                                               | <b>21</b> | <b>34</b> |                                                              |
| COGN2101                | Social Psychology                                             | 3         | 5         | COGN/GEN1201 Introduction to Psychology                      |
| PSY2207                 | Individual Differences                                        | 3         | 5         | COGN/GEN1201 Introduction to Psychology                      |
| PSY2301                 | Biological Psychology                                         | 3         | 5         | COGN/GEN1201 Introduction to Psychology                      |
| PSY3109                 | Neuropsychology                                               | 3         | 5         | COGN2103 Introduction to Cognitive Psychology                |
| PSY3110                 | Clinical Psychology                                           | 3         | 5         | COGN/GEN1201 Introduction to Psychology                      |
| PSY3305                 | Fundamentals of Psychological Counseling                      | 3         | 5         | PSY2203 Developmental Psychology                             |
| PSY4304                 | Professional Internship                                       | 3         | 4         | PSY3206 Academic Internship                                  |
| <b>Elective Courses</b> |                                                               | <b>15</b> | <b>25</b> |                                                              |
| PSYxxxx                 | Special Topics in Psychology                                  | 3         | 5         | PSY2203 Developmental Psychology                             |
| PSY3312                 | Special Topics in Counseling                                  | 3         | 5         | PSY2203 Developmental Psychology                             |
| PSY3310                 | Special Topics in Cognitive Psychology                        | 3         | 5         | COGN2103 Introduction to Cognitive Psychology                |
| PSY3204                 | Family Psychology                                             | 3         | 5         | COGN/GEN1201 Introduction to Psychology                      |
| PSY3308                 | Controversies in Psychology                                   | 3         | 5         | COGN2101 Social Psychology                                   |
| PSY4104                 | Psychological Testing                                         | 3         | 5         | PSY2103 Quantitative Research Methods                        |
| PSY4303                 | Advanced Modern Data Analysis and Applied Modeling Strategies | 3         | 5         | PSY4302 Modern Data Analysis and Applied Modeling Strategies |

## FINAL ATTESTATION REQUIREMENTS (3 CREDITS/8 ECTS)

| Code    | Course Title   | Credits | ECTS | Prerequisite              |
|---------|----------------|---------|------|---------------------------|
| PSY4203 | Senior Project | 3       | 8    | 128 credits of coursework |

## STUDY PLAN

The following tables are a sample program of study to finish the BSc in Psychology degree in four years.

| 1 <sup>st</sup> year |                                    |         |      |                 |                   |         |      |
|----------------------|------------------------------------|---------|------|-----------------|-------------------|---------|------|
| Fall Semester        |                                    |         |      | Spring Semester |                   |         |      |
| Code                 | Course Title                       | Credits | ECTS | Code            | Course Title      | Credits | ECTS |
| ENG/GEN 1110         | Critical Thinking and Study Skills | 3       | 5    | ENG/GEN 1100    | Academic Speaking | 3       | 5    |

|              |                                                 |           |           |              |                                 |           |           |
|--------------|-------------------------------------------------|-----------|-----------|--------------|---------------------------------|-----------|-----------|
| ENG/GEN 1120 | Academic Reading and Writing I                  | 3         | 5         | ENG/GE N1121 | Academic Reading and Writing II | 3         | 5         |
| KAZ/RUS xxxx | Kazakh / Russian Language 1                     | 3         | 5         | KAZ/RU Sxxxx | Kazakh / Russian Language 2     | 3         | 5         |
| GEN/IRL 1000 | History of Kazakhstan                           | 3         | 5         | GEN250 2     | Cultural Studies: Kazakhstan    | 2         | 2         |
| GEN/OP M1300 | Information and Communication Technologies      | 3         | 5         | GEN/PA D2700 | Fundamentals of Sociology       | 3         | 5         |
| GENxxxx      | General Education Elective: Arts and Humanities | 3         | 3         | COGN/GEN1201 | Introduction to Psychology      | 3         | 5         |
| GENxxxx      | Physical Education 1                            | 2         | 4         | GEN-xxxx     | Physical Education 2            | 2         | 4         |
| <b>Total</b> |                                                 | <b>20</b> | <b>32</b> | <b>Total</b> |                                 | <b>19</b> | <b>31</b> |

| 2 <sup>nd</sup> year |                                                     |           |           |                 |                              |           |           |
|----------------------|-----------------------------------------------------|-----------|-----------|-----------------|------------------------------|-----------|-----------|
| Fall Semester        |                                                     |           |           | Spring Semester |                              |           |           |
| Code                 | Course Title                                        | Credits   | ECTS      | Code            | Course Title                 | Credits   | ECTS      |
| GEN2501              | Individual, Society, and Politics                   | 3         | 3         | GEN/IRL 2500    | Introduction to Philosophy   | 3         | 5         |
| KAZ/RUS xxxx         | Professional Kazakh / Russian                       | 2         | 3         | COGN21 01       | Social Psychology            | 3         | 5         |
| GENxxxx              | General Education Elective: Citizenship Development | 3         | 5         | PSY3207         | Qualitative Research Methods | 3         | 5         |
| COGN210 3            | Introduction to Cognitive Psychology                | 3         | 5         | PSY2301         | Biological Psychology        | 3         | 5         |
| PSY2203              | Developmental Psychology                            | 3         | 5         | PSY2207         | Individual Differences       | 3         | 5         |
| PSY2103              | Quantitative Research Methods                       | 3         | 5         | COGN22 02       | Learning and Memory          | 3         | 5         |
| <b>Total</b>         |                                                     | <b>17</b> | <b>26</b> | <b>Total</b>    |                              | <b>18</b> | <b>30</b> |

| 3 <sup>rd</sup> year |                                          |         |      |                 |                               |         |      |
|----------------------|------------------------------------------|---------|------|-----------------|-------------------------------|---------|------|
| Fall Semester        |                                          |         |      | Spring Semester |                               |         |      |
| Code                 | Course Title                             | Credits | ECTS | Code            | Course Title                  | Credits | ECTS |
| PSY3103              | Child Development                        | 3       | 5    | PSY3110         | Clinical Psychology           | 3       | 5    |
| PSY3109              | Neuropsychology                          | 3       | 5    | PSY3206         | Academic Internship           | 3       | 4    |
| PSY3305              | Fundamentals of Psychological Counseling | 3       | 5    | PSYxxxx         | Program Foundation Elective 3 | 3       | 5    |
| PSYxxxx              | Program Foundation Elective 1            | 3       | 5    | PSYxxxx         | Program Foundation Elective 4 | 3       | 5    |

|              |                                      |           |           |              |                                    |           |           |
|--------------|--------------------------------------|-----------|-----------|--------------|------------------------------------|-----------|-----------|
| PSYxxxx      | Program Founda-<br>tion Elective 2   | 3         | 5         | PSYxxxx      | Program Foundation Elec-<br>tive 5 | 3         | 5         |
| XXXxxxx      | KIMEP Wide<br>Elective or Minor<br>1 | 3         | 5         | XXXxxxx<br>x | KIMEP Wide Elective or<br>Minor 2  | 3         | 5         |
| <b>Total</b> |                                      | <b>18</b> | <b>30</b> | <b>Total</b> |                                    | <b>18</b> | <b>29</b> |

| 4 <sup>th</sup> year |                                                                 |           |           |                 |                                      |           |           |
|----------------------|-----------------------------------------------------------------|-----------|-----------|-----------------|--------------------------------------|-----------|-----------|
| Fall Semester        |                                                                 |           |           | Spring Semester |                                      |           |           |
| Code                 | Course Title                                                    | Credits   | ECTS      | Code            | Course Title                         | Credits   | ECTS      |
| PSY4302              | Modern Data<br>Analysis and Ap-<br>plied Modeling<br>Strategies | 3         | 5         | PSYxxxx         | Program Specialization<br>Elective 2 | 3         | 5         |
| PSY4304              | Professional In-<br>ternship                                    | 3         | 4         | PSYxxxx         | Program Specialization<br>Elective 3 | 3         | 5         |
| PSYxxxx              | Program Founda-<br>tion Elective 6                              | 3         | 5         | PSYxxxx         | Program Specialization<br>Elective 4 | 3         | 5         |
| XXXxxxx              | KIMEP Wide<br>Elective or Minor<br>3                            | 3         | 5         | PSYxxxx         | Program Specialization<br>Elective 5 | 3         | 5         |
| XXXxxxx              | KIMEP Wide<br>Elective or Minor<br>4                            | 3         | 5         | XXXxxxx<br>x    | KIMEP Wide Elective or<br>Minor 5    | 3         | 5         |
| PSYxxxx              | Program Speciali-<br>zation Elective 1                          | 3         | 5         | PSY4203         | Senior Project                       | 3         | 8         |
| <b>Total</b>         |                                                                 | <b>18</b> | <b>29</b> | <b>Total</b>    |                                      | <b>18</b> | <b>33</b> |

**Total for program: 146 course credits (240 ECTS)**

## GRADUATE DEGREE PROGRAMS

### MASTER OF ARTS IN FOREIGN LANGUAGE: TWO FOREIGN LANGUAGES (MAFL) – 7M01701

#### MISSION

The main goal of the MA in Foreign Language: Two Foreign Languages 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)

Students of this program will be able to:

1. 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.
2. 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.

3. 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.
4. 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: Two Foreign Languages 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          |
| <b>Total</b>           | <b>48</b> | <b>120</b> |

## PROGRAM FOUNDATION REQUIREMENTS (22 CREDITS/35 ECTS)

| Code                                           | Course Title                                         | Credits   | ECTS      | Prerequisites                           |
|------------------------------------------------|------------------------------------------------------|-----------|-----------|-----------------------------------------|
| <b>Required Courses</b>                        |                                                      | <b>13</b> | <b>20</b> |                                         |
| EPM5102                                        | Managerial Psychology                                | 2         | 2         | None                                    |
| TFL5103.2                                      | Academic Writing                                     | 2         | 3         | None                                    |
| TFL5401                                        | Methods in Language Teaching (Pedagogy)              | 3         | 5         | None                                    |
| TFL5601                                        | Research Methods (History and Philosophy of Science) | 3         | 5         | TFL5103.2 Academic Writing              |
| TFL5402B                                       | Teaching Practicum                                   | 3         | 5         | TFL5403 Curriculum and Materials Design |
| <b>Elective Courses (choose THREE courses)</b> |                                                      | <b>9</b>  | <b>15</b> |                                         |
| TFL5101                                        | Introduction to Linguistics                          | 3         | 5         | None                                    |
| TFL5102                                        | Introduction to Sociolinguistics                     | 3         | 5         | None                                    |
| TFL5301                                        | Introduction to Second Language Acquisition          | 3         | 5         | None                                    |
| TFL5505.3                                      | Introduction to Program Evaluation                   | 3         | 5         | TFL5403 Curriculum and Materials Design |
| TFL5506                                        | Cross-Cultural Aspects of Language Teaching          | 3         | 5         | None                                    |

## PROGRAM SPECIALIZATION REQUIREMENTS (20 CREDITS/53 ECTS)

| Code                                         | Course Title                                                               | Credits   | ECTS      | Prerequisite                                                 |
|----------------------------------------------|----------------------------------------------------------------------------|-----------|-----------|--------------------------------------------------------------|
| <b>Required Courses</b>                      |                                                                            | <b>12</b> | <b>20</b> |                                                              |
| TFL5201                                      | Language Analysis for Language Instructors: Formal and Functional Grammars | 3         | 5         | None                                                         |
| TFL5403                                      | Curriculum and Materials Design                                            | 3         | 5         | TFL5401 Methods in Language Teaching                         |
| TFL5404                                      | Language Evaluation and Assessments                                        | 3         | 5         | TFL5401 Methods in Language Teaching                         |
| TFL5502                                      | Educational Technology in Language Classroom                               | 3         | 5         | TFL5401 Methods in Language Teaching                         |
| <b>Elective Courses (choose TWO courses)</b> |                                                                            | <b>6</b>  | <b>10</b> |                                                              |
| EPM5111                                      | Analyzing Education Policy                                                 | 3         | 5         | None                                                         |
| EPM5113                                      | Educational Leadership                                                     | 3         | 5         | None                                                         |
| PSY5124                                      | Individual Differences and Psychodiagnostics                               | 3         | 5         | None                                                         |
| EPM5211                                      | Educational Equity                                                         | 3         | 5         | None                                                         |
| TFL/EPM5507                                  | Inclusive Education                                                        | 3         | 5         | None                                                         |
| TFL5508                                      | Language Teaching in Different Contexts                                    | 3         | 5         | None                                                         |
| <b>Research Internship</b>                   |                                                                            | <b>2</b>  | <b>23</b> |                                                              |
| TFL5405.2                                    | Research Internship                                                        | 2         | 23        | TFL5601 Research Methods (History and Philosophy of Science) |

#### RESEARCH COMPONENT REQUIREMENTS (5 CREDITS/24 ECTS)

| Code                      | Course Title                                                                   | Credits  | ECTS      | Prerequisite                                                     |
|---------------------------|--------------------------------------------------------------------------------|----------|-----------|------------------------------------------------------------------|
| <b>Research Component</b> |                                                                                | <b>5</b> | <b>24</b> |                                                                  |
| TFL5690                   | Thesis I (Including Field Research – Data Collection: research apprenticeship) | 3        | 21        | TFL5601 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)

| <b>Final Attestation Courses</b> |                | <b>Credits</b> | <b>ECTS</b> | <b>Prerequisite</b>                                                                    |
|----------------------------------|----------------|----------------|-------------|----------------------------------------------------------------------------------------|
| <b>Required Courses</b>          |                | <b>1</b>       | <b>8</b>    |                                                                                        |
| 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 |                                             |           |           |
| Code          | Course Title                                         | Credits   | ECTS      | Code            | Course Title                                | Credits   | ECTS      |
| TFL5401       | Methods in Language Teaching (Pedagogy)              | 3         | 5         | TFL5103.2       | Academic Writing                            | 2         | 3         |
| 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         | TFLXXX X        | Program Specialization Elective 1           | 3         | 5         |
| TFL5700       | Seminar in Applied Linguistics                       | 2         | 3         |                 |                                             |           |           |
| <b>Total</b>  |                                                      | <b>13</b> | <b>20</b> | <b>Total</b>    |                                             | <b>11</b> | <b>18</b> |

| Summer Semester |                     |         |      |
|-----------------|---------------------|---------|------|
| Code            | Course Title        | Credits | ECTS |
| TFL5405.2       | Research Internship | 2       | 23   |

| 2nd Year      |                                                                            |           |           |                 |                                                                           |          |           |
|---------------|----------------------------------------------------------------------------|-----------|-----------|-----------------|---------------------------------------------------------------------------|----------|-----------|
| Fall Semester |                                                                            |           |           | Spring Semester |                                                                           |          |           |
| Code          | Course Title                                                               | Credits   | ECTS      | Code            | Course Title                                                              | Credits  | ECTS      |
| TFL5201       | Language Analysis for Language Instructors: Formal and Functional Grammars | 3         | 5         | TFL5690         | Thesis I (Including Field Research – Data Collection: research appr-ship) | 3        | 21        |
| TFLXXX X      | Program Foundation Elective 2                                              | 3         | 5         | TFL5691.1       | Thesis Defense                                                            | 1        | 8         |
| TFL5502       | Educational Technology in Language Classroom                               | 3         | 5         | TFL5404         | Language Evaluation and Assessment                                        | 3        | 5         |
| TFLXXX X      | Program Specialization Elective 2                                          | 3         | 5         |                 |                                                                           |          |           |
| TFL5402 B     | Teaching Practicum                                                         | 3         | 5         |                 |                                                                           |          |           |
| <b>Total</b>  |                                                                            | <b>15</b> | <b>25</b> | <b>Total</b>    |                                                                           | <b>7</b> | <b>34</b> |

**Total for program: 48 course credits (120 ECTS)**



## MA 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)

Students of this program will be able to:

1. Critically analyze and evaluate education policy and management and how the education system is related to social, political, economic and cultural aspects of life.
2. Analyze organizational and institutional behaviors to promote inclusion and equity in education.
3. Evaluate programs, instructors, students and institutional performance.
4. Design quality education programs and develop high-quality written products in multiple formats typically utilized by education policy professionals.

5. Communicate complex subjects matter in writing and presenting to professional and academic audiences.
6. Demonstrate the abilities to sustain their own leadership growth.

### MEPM CURRICULUM

Requirements for the MA in Education Policy and Management 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         |
| <b>Total</b>                | <b>27</b> | <b>60</b> |

### PROGRAM FOUNDATION REQUIREMENTS (9 CREDITS/10 ECTS)

| Code                                         | Course Title                        | Credits  | ECTS     | Prerequisites |
|----------------------------------------------|-------------------------------------|----------|----------|---------------|
| <b>Required Courses</b>                      |                                     | <b>6</b> | <b>6</b> |               |
| EPM5101                                      | Strategic Management in Education   | 2        | 2        | None          |
| EPM5102                                      | Managerial Psychology               | 2        | 2        | None          |
| TFL/EPM5103.2                                | Academic Writing (Foreign Language) | 2        | 2        | None          |
| <b>Elective Courses (choose ONE courses)</b> |                                     | <b>3</b> | <b>4</b> |               |
| EPM5113                                      | Educational Leadership              | 3        | 4        | None          |
| EPM5211                                      | Analyzing Education Policy          | 3        | 4        | None          |

### PROGRAM SPECIALIZATION REQUIREMENTS (15 CREDITS/29 ECTS)

| Code                                         | Course Title                          | Credits  | ECTS      | Prerequisites                                 |
|----------------------------------------------|---------------------------------------|----------|-----------|-----------------------------------------------|
| <b>Required Courses</b>                      |                                       | <b>9</b> | <b>19</b> |                                               |
| EPM5104                                      | Curriculum Development and Management | 3        | 5         | None                                          |
| EPM5301                                      | Program Evaluation                    | 3        | 5         | EPM5104 Curriculum Development and Management |
| EPM5302                                      | Professional Apprenticeship           | 3        | 9         | None                                          |
| <b>Elective Courses (choose TWO courses)</b> |                                       | <b>6</b> | <b>10</b> |                                               |
| EPM5112                                      | Data and Evidence-based Leadership    | 3        | 5         | None                                          |

|             |                                    |   |   |      |
|-------------|------------------------------------|---|---|------|
| EPM5211     | Educational Equity                 | 3 | 5 | None |
| EPM5215     | Finance and Budgeting in Education | 3 | 5 | None |
| TFL/EPM5507 | Inclusive Education                | 3 | 5 | None |

### EXPERIMENTAL-RESEARCH WORK, DISSERTATION REQUIREMENTS (2 CREDITS/13 ECTS)

| Code                    | Course Title              | Credits  | ECTS      | Prerequisites                                                    |
|-------------------------|---------------------------|----------|-----------|------------------------------------------------------------------|
| <b>Required Courses</b> |                           | <b>2</b> | <b>13</b> |                                                                  |
| EPM5401.2               | Thesis (Capstone Project) | 2        | 13        | Minimum 9 credits of coursework and IRB approval (if applicable) |

### FINAL ATTESTATION REQUIREMENTS (1 CREDITS/8 ECTS)

| Code                    | Course Title   | Credits  | ECTS     | Prerequisites                       |
|-------------------------|----------------|----------|----------|-------------------------------------|
| <b>Required Courses</b> |                | <b>1</b> | <b>8</b> |                                     |
| EPM5402.2               | Thesis Defense | 1        | 8        | EPM5401.2 Thesis (Capstone Project) |

### 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 |                                   |           |           |
|---------------|---------------------------------------|-----------|-----------|-----------------|-----------------------------------|-----------|-----------|
| Code          | Course Title                          | Credits   | ECTS      | Code            | Course Title                      | Credits   | ECTS      |
| EPM5101       | Strategic Management in Education     | 2         | 2         | EPM5401.2       | Thesis (Capstone Project)         | 2         | 13        |
| 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         |
| EPM5104       | Curriculum Development and Management | 3         | 5         |                 |                                   |           |           |
| <b>Total</b>  |                                       | <b>12</b> | <b>15</b> | <b>Total</b>    |                                   | <b>11</b> | <b>28</b> |

| Summer 1 Semester |                             |          |           |
|-------------------|-----------------------------|----------|-----------|
| Code              | Course Title                | Credits  | ECTS      |
| EPM5402.2         | Thesis Defense              | 1        | 8         |
| EPM5302           | Professional Apprenticeship | 3        | 9         |
| <b>Total</b>      |                             | <b>4</b> | <b>17</b> |

**Total for Program: 27 course credits (60 ECTS)**

## **MASTER OF SCIENCE IN PSYCHOLOGY (MSP) – 7M03102**

### **MISSION STATEMENT**

The program aims to provide students with advanced paradigmatic, conceptual, theoretical, methodological, and practical knowledge and skills in pure and applied psychology. The program will be of interest to students who wish to gain both specific skills in the core pillars of psychology and their related research and professional applications in counselling and clinical practice, but also those interested in a broader base of knowledge and skills that may inform non-psychology employments such as human resources, management, and marketing.

### **INTENDED LEARNING OUTCOMES (ILOs)**

Students of this program will be able to:

1. Explain psychology's core areas, assessing their relevance in the contemporary world.
2. Develop and apply knowledge of quantitative, qualitative, and mixed methods research in psychology, while upholding core ethical principles and critically reviewing psychological research.
3. Identify and communicate key psychological concepts effectively to various stakeholders, demonstrating competency in related technologies.
4. Conduct critical analysis, contribute problem-solving skills, and apply information from diverse sources to address psychological questions.
5. Engage in critical reflection to enhance learning, self-awareness, and interaction with others.
6. Recognize and respect sociocultural diversity, embracing values to build an inclusive global society responsive to current and future challenges.

### **MSP CURRICULUM**

Requirements for the MSc in Psychology are as follows:

| <b>Category of Courses</b> | <b>Credits</b> | <b>ECTS</b> |
|----------------------------|----------------|-------------|
| 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           |
| <b>Total</b>               | <b>49</b>      | <b>91</b>   |

**PROGRAM FOUNDATION REQUIREMENTS (12 CREDITS/16 ECTS)**

| Code                                         | Course Title                                 | Credits  | ECTS      | Prerequisites |
|----------------------------------------------|----------------------------------------------|----------|-----------|---------------|
| <b>Required Courses</b>                      |                                              | <b>6</b> | <b>6</b>  |               |
| TFL5103.2                                    | Academic Writing (Foreign Language)          | 2        | 2         | None          |
| PSY5101                                      | Management                                   | 2        | 2         | None          |
| EPM5102                                      | Managerial Psychology                        | 2        | 2         | None          |
| <b>Elective courses (choose TWO courses)</b> |                                              | <b>6</b> | <b>10</b> |               |
| 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)**

| Code                                         | Course Title                      | Credits   | ECTS      | Prerequisites                             |
|----------------------------------------------|-----------------------------------|-----------|-----------|-------------------------------------------|
| <b>Required Courses</b>                      |                                   | <b>15</b> | <b>29</b> |                                           |
| 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                                      |
| <b>Elective courses (choose TWO courses)</b> |                                   | <b>12</b> | <b>20</b> |                                           |
| 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 the Therapeutic Process  | 3         | 3         | None                                      |
| PSY5224                                      | Community Psychology              | 3         | 5         | PSY5121 Advanced Developmental Psychology |

**EXPERIMENTAL RESEARCH WORK (9 CREDITS/18 ECTS)**

| Code    | Course Title                            | Credits | ECTS | Prerequisites                          |
|---------|-----------------------------------------|---------|------|----------------------------------------|
| 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    | None                                   |

**FINAL ATTESTATION (1 CREDITS/8 ECTS)**

| Code    | Course Title   | Credits | ECTS | Prerequisites                          |
|---------|----------------|---------|------|----------------------------------------|
| 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 MSc in Psychology in two years.

| 1st Year      |                                |           |           |                 |                                         |           |           |
|---------------|--------------------------------|-----------|-----------|-----------------|-----------------------------------------|-----------|-----------|
| Fall Semester |                                |           |           | Spring Semester |                                         |           |           |
| Code          | Course Title                   | Credits   | ECTS      | 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         |
| EPM5102       | 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         |
| <b>Total</b>  |                                | <b>13</b> | <b>19</b> | <b>Total</b>    |                                         | <b>14</b> | <b>22</b> |

| 2nd Year      |                                   |           |           |                 |                                   |           |           |
|---------------|-----------------------------------|-----------|-----------|-----------------|-----------------------------------|-----------|-----------|
| Fall Semester |                                   |           |           | Spring Semester |                                   |           |           |
| Code          | Course Title                      | Credits   | ECTS      | 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         |
| <b>Total</b>  |                                   | <b>12</b> | <b>23</b> | <b>Total</b>    |                                   | <b>10</b> | <b>27</b> |

**Total for program: 49 course credits (91 ECTS)**

## DOCTORAL DEGREE PROGRAMS

### DOCTOR OF PHILOSOPHY IN EDUCATIONAL POLICY AND 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)

Students of this program will be able to:

1. 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;
2. 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.
3. Become critical leaders, policymakers and scholars who are able to apply theory of education policy and management in professional practice;
4. 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;
5. 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 as follows:

| Category of Courses     | Credits   | ECTS       |
|-------------------------|-----------|------------|
| Total Course Work       | 21        | 45         |
| Program Foundation      | 15        | 30         |
| Required Courses        | 12        | 25         |
| Elective Courses        | 3         | 5          |
| Program Specialization  | 6         | 15         |
| Required Courses        | 3         | 10         |
| Electives               | 3         | 5          |
| Research Component      | 51        | 123        |
| Research project 1-5    | 30        | 75         |
| Dissertation 1-3        | 15        | 33         |
| Research Apprenticeship | 6         | 15         |
| Final Attestation       | 3         | 12         |
| <b>Total</b>            | <b>75</b> | <b>180</b> |

## COURSE WORK REQUIREMENTS (21 CREDITS/45 ECTS)

### PROGRAM FOUNDATION REQUIREMENTS (15 CREDITS/30 ECTS)

| Code                                        | Course Title                  | Credits   | ECTS      | Prerequisites                            |
|---------------------------------------------|-------------------------------|-----------|-----------|------------------------------------------|
| <b>Required Courses</b>                     |                               | <b>12</b> | <b>25</b> |                                          |
| EPM/TFL6101                                 | Academic Writing              | 3         | 5         | None                                     |
| EPM/TFL6103                                 | Qualitative Research Methods  | 3         | 5         | None                                     |
| EPM/TFL6205                                 | Quantitative Research Methods | 3         | 5         | EPM/TFL6103 Qualitative Research Methods |
| EPM/TFL6301                                 | Teaching Internship           | 3         | 10        | None                                     |
| <b>Elective Courses (choose ONE course)</b> |                               | <b>3</b>  | <b>5</b>  |                                          |

|             |                                       |   |   |      |
|-------------|---------------------------------------|---|---|------|
| EPM/TFL6204 | Policy Development and Implementation | 3 | 5 | None |
| EPM/TFL6202 | Advanced Program Evaluation           | 3 | 5 | None |
| EPM/TFL6102 | Philosophy of Education               | 3 | 5 | None |

### PROGRAM SPECIALIZATION REQUIREMENTS (6 CREDITS/15 ECTS)

| Code                                        | Course Title                                       | Credits  | ECTS     | Prerequisite                                                                                 |
|---------------------------------------------|----------------------------------------------------|----------|----------|----------------------------------------------------------------------------------------------|
| <b>Required Courses</b>                     |                                                    |          |          |                                                                                              |
| EPM/TFL6302                                 | Research Internship                                | 3        | 10       | EPM/TFL6103 Qualitative Research Methods <i>or</i> EPM/TFL6205 Quantitative Research Methods |
| <b>Elective Courses (choose ONE course)</b> |                                                    | <b>3</b> | <b>5</b> |                                                                                              |
| EPM6211                                     | The Economics of Education                         | 3        | 5        | None                                                                                         |
| EPM6201                                     | Leadership and Management for Changes in Education | 3        | 5        | None                                                                                         |

### RESEARCH COMPONENT REQUIREMENTS (51 CREDITS/123 ECTS) INCLUDING RESEARCH SEMINARS AND PUBLICATIONS

| Code                           | Course Title                                                     | Credits   | ECTS      | Prerequisites                                                                                                 |
|--------------------------------|------------------------------------------------------------------|-----------|-----------|---------------------------------------------------------------------------------------------------------------|
| <b>Research Projects</b>       |                                                                  | <b>30</b> | <b>75</b> |                                                                                                               |
| EPM6601.1.6                    | Research Projects 1: Advanced Inquiry (Educational Theory)       | 6         | 15        | None                                                                                                          |
| EPM6601.2.6                    | Research Projects 2: Advanced Inquiry (Methods)                  | 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 and IRB approval (if applicable) |
| <b>Research Apprenticeship</b> |                                                                  | <b>6</b>  | <b>15</b> |                                                                                                               |
| EPM6606                        | Research Apprenticeship                                          | 6         | 15        | TFL6601.5 Research Projects including research seminars and publications 5 IRB approval (if applicable)       |
| <b>Dissertations</b>           |                                                                  | <b>15</b> | <b>33</b> |                                                                                                               |
| EPM6602.1                      | Dissertation 1                                                   | 5         | 11        | EPM/TFL6101 Academic Writing                                                                                  |
| EPM6602.2                      | Dissertation 2                                                   | 5         | 11        | EPM6602.1 Dissertation 1                                                                                      |
| EPM6602.3                      | Dissertation 3                                                   | 5         | 11        | EPM6602.2 Dissertation 2                                                                                      |



**FINAL ATTESTATION REQUIREMENTS (3 CREDITS/12 ECTS)**

| Code    | Course Title         | 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.

| 1 <sup>st</sup> year |                                                           |           |           |                 |                                                |           |           |
|----------------------|-----------------------------------------------------------|-----------|-----------|-----------------|------------------------------------------------|-----------|-----------|
| Fall Semester        |                                                           |           |           | Spring Semester |                                                |           |           |
| Code                 | Course Title                                              | Cred-its  | ECTS      | Code            | Course Title                                   | Cred-its  | ECTS      |
| EPM/TFL6101          | Academic Writing                                          | 3         | 5         | EPM/TFL6301     | Teaching Internship                            | 3         | 10        |
| EPM/TFL6103          | Qualitative Research Methods                              | 3         | 5         | EPM/TFL6205     | Quantitative Research Methods                  | 3         | 5         |
| EPM6601.1.6          | Research Project 1: Advanced Inquiry (Educational Theory) | 6         | 15        | EPM6601.2.6     | Research Project 2: Advanced Inquiry (Methods) | 6         | 15        |
| <b>Total</b>         |                                                           | <b>12</b> | <b>25</b> | <b>Total</b>    |                                                | <b>12</b> | <b>30</b> |

| 2 <sup>nd</sup> year |                             |           |           |                 |                                 |           |           |
|----------------------|-----------------------------|-----------|-----------|-----------------|---------------------------------|-----------|-----------|
| Fall Semester        |                             |           |           | Spring Semester |                                 |           |           |
| Code                 | Course Title                | Credits   | ECTS      | Code            | Course Title                    | Credits   | ECTS      |
| EPM/TFLxxxx          | Program Foundation Elective | 3         | 5         | EPM/TFLxxxx     | Program Specialization Elective | 3         | 5         |
| EPM6601.3.6          | Research Project 3          | 6         | 15        | EPM6601.4       | Research Project 4              | 6         | 15        |
| EPM6602.1            | Dissertation 1              | 5         | 11        | EPM6602.2       | Dissertation 2                  | 5         | 11        |
| <b>Total</b>         |                             | <b>14</b> | <b>31</b> | <b>Total</b>    |                                 | <b>14</b> | <b>31</b> |

| 3 <sup>rd</sup> year |              |         |      |                 |              |         |      |
|----------------------|--------------|---------|------|-----------------|--------------|---------|------|
| Fall Semester        |              |         |      | Spring Semester |              |         |      |
| Code                 | Course Title | Credits | ECTS | Code            | Course Title | Credits | ECTS |

|              |                         |           |           |              |                      |           |           |
|--------------|-------------------------|-----------|-----------|--------------|----------------------|-----------|-----------|
| EPM6606      | Research Apprenticeship | 6         | 15        | EPM/TFL6302  | Research Internship  | 3         | 10        |
| EPM6601.5    | Research Project 5      | 6         | 15        | EPM6602.3    | Dissertation 3       | 5         | 11        |
|              |                         |           |           | EPM6603      | Dissertation Defense | 3         | 12        |
| <b>Total</b> |                         | <b>12</b> | <b>30</b> | <b>Total</b> |                      | <b>11</b> | <b>33</b> |

**Total for Program: 75 Credits (180 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

| Code                                         | Course Title                                      | Credits  | ECTS      | Prerequisites                               |
|----------------------------------------------|---------------------------------------------------|----------|-----------|---------------------------------------------|
| <b>Required Courses</b>                      |                                                   | <b>6</b> | <b>10</b> |                                             |
| ENG/GEN2201                                  | Introduction to British Literature                | 3        | 5         | ENG/GEN1121 Academic Reading and Writing II |
| ENG/GEN2202                                  | Introduction to American Literature               | 3        | 5         | ENG/GEN1121 Academic Reading and Writing II |
| <b>Elective Courses (choose TWO courses)</b> |                                                   | <b>6</b> | <b>10</b> |                                             |
| ENG/GEN2100                                  | Introduction to Creative Writing                  | 3        | 5         | ENG/GEN1121 Academic Reading and Writing II |
| GEN/ENG3301                                  | Masterpieces of World Literature                  | 3        | 5         | ENG/GEN1121 Academic Reading and Writing II |
| ENG/GEN2401                                  | Postcolonial and Decolonial Literature of Eurasia | 3        | 5         | ENG/GEN1121 Academic Reading and Writing II |

#### **MINOR IN TEACHING ENGLISH**

Minor in Teaching English Requirements

| Code                                  | Course Title                                                     | Credits | ECTS | Prerequisites                                               |
|---------------------------------------|------------------------------------------------------------------|---------|------|-------------------------------------------------------------|
|                                       |                                                                  | 12      | 20   |                                                             |
| Required Courses                      |                                                                  | 6       | 10   |                                                             |
| TFL2102                               | Approaches and Methods of 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 of English Language Teaching |
| Elective Courses (choose TWO courses) |                                                                  | 6       | 10   |                                                             |
| TFL3101                               | Introduction to Language Assessment                              | 3       | 5    | TFL2102 Approaches and Methods of English Language Teaching |

|         |                     |   |   |                                                             |
|---------|---------------------|---|---|-------------------------------------------------------------|
| TFL2401 | Course Design       | 3 | 5 | TFL2102 Approaches and Methods of 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

| Code             | Course Title                        | Credits | ECTS | Prerequisite                                        |
|------------------|-------------------------------------|---------|------|-----------------------------------------------------|
|                  |                                     | 12      | 20   |                                                     |
| GEN/KOR/CHN 1301 | Beginning Foreign Language          | 3       | 5    | None                                                |
| GEN/KOR/CHN 1302 | Elementary Foreign Language         | 3       | 5    | GEN/KOR/CHN1301 Beginning Foreign Language          |
| GEN/KOR/CHN 1303 | Pre-Intermediate Foreign Language   | 3       | 5    | GEN/KOR/CHN1302 Elementary Foreign Language         |
| GEN/KOR/CHN 1304 | Intermediate Foreign Language       | 3       | 5    | GEN/KOR/CHN1303 Pre-Intermediate Foreign Language   |
| GEN/KOR/CHN 1305 | Upper Intermediate Foreign Language | 3       | 5    | GEN/KOR/CHN1304 Intermediate Foreign Language       |
| GEN/KOR/CHN 1306 | Advanced Foreign Language           | 3       | 5    | GEN/KOR/CHN1306 Upper Intermediate Foreign Language |

## MINOR IN RUSSIAN

Designed for international exchange and international non-degree students, the program develops proficiency in the Russian language and provides knowledge of Russian literature and culture. The requirements for completion of the Minor are as follows:

| Course Code | Course Title                | Credits | ECTS | Prerequisites |
|-------------|-----------------------------|---------|------|---------------|
| RUS2208     | Culture of Central Asia     | 3       | 5    | None          |
| RUS2206     | Russian Language Literature | 3       | 5    | None          |
| RUS2207     | Film and Media Cultures     | 3       | 5    | None          |
| RUS1203     | Speaking Practice (level 3) | 3       | 5    | None          |

## 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 (12 Credits/20 ECTS)

| Course Code             | Course Title                | Credits  | ECTS      | Prerequisites |
|-------------------------|-----------------------------|----------|-----------|---------------|
| <b>Required Courses</b> |                             | <b>6</b> | <b>10</b> |               |
| GEN/TRN2101             | Introduction to Translation | 3        | 5         | None          |

|                                              |                                                      |          |           |                                         |
|----------------------------------------------|------------------------------------------------------|----------|-----------|-----------------------------------------|
| TRN4103                                      | Capstone Project in Translation                      | 3        | 5         | TRN2202 Academic Internship             |
| <b>Elective courses (choose TWO courses)</b> |                                                      | <b>6</b> | <b>10</b> |                                         |
| TRN3204                                      | Technology for Translation                           | 3        | 5         | GEN/TRN2101 Introduction to Translation |
| TRN4111                                      | Localization and Transcreation                       | 3        | 5         | GEN/TRN2101 Introduction to Translation |
| TRN4112                                      | Terminology Management and Specialized Communication | 3        | 5         | GEN/TRN2101 Introduction to Translation |
| TRN3303                                      | Post-editing                                         | 3        | 5         | GEN/TRN2101 Introduction to Translation |

## MINOR IN APPLIED AI

### Minor in Applied AI Requirements (12 Credits/20 ECTS)

| Course Code                                  | Course Title                                                       | Credits  | ECTS      | Prerequisites                                                                      |
|----------------------------------------------|--------------------------------------------------------------------|----------|-----------|------------------------------------------------------------------------------------|
| <b>Required Courses</b>                      |                                                                    | <b>6</b> | <b>10</b> |                                                                                    |
| CLP2201/ECN2210                              | Fundamentals of Programming for Human and Social Sciences (Python) | 3        | 5         | None                                                                               |
| CLP2310                                      | Data Wrangling and Visualization                                   | 3        | 5         | CLP2201/ECN2210 Fundamentals of Programming for Human and Social Sciences (Python) |
| <b>Elective courses (choose TWO courses)</b> |                                                                    | <b>6</b> | <b>10</b> |                                                                                    |
| CLP3102                                      | Data Analytics and Machine Learning                                | 3        | 5         | CLP2310 Data Wrangling and Visualization                                           |
| CLP3302                                      | Human-Computer Interaction                                         | 3        | 5         | CLP2310 Data Wrangling and Visualization                                           |
| LING3306                                     | Corpus Linguistics                                                 | 3        | 5         | LING/GEN1101 Fundamentals of Linguistics                                           |
| CLP3201                                      | Introduction to Natural Language Processing                        | 3        | 5         | CLP2310 Data Wrangling and Visualization                                           |

## MINOR IN PSYCHOLOGY

### Minor in Psychology Requirements (12 Credits/20 ECTS)

| Required courses                             |                                      | 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    |
| <b>Elective courses (choose TWO courses)</b> |                                      | <b>6</b> | <b>10</b> |                                            |
| 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 AND MATHEMATICS

### ADMINISTRATION

#### Interim Dean

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### SCSM UNDERGRADUATE 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.

##### MISSION

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.

### PROGRAM LEARNING OUTCOMES/GRADUATE ATTRIBUTES

Keeping in view the transformation from knowledge-based education philosophy to Outcome based education (OBE) system, the OBE model based on Seoul Accord has also been considered. Computing programs prepare students to attain educational objectives by ensuring that students demonstrate achievement of the following outcomes (derived from Graduate Attributes define by Seoul Accord [www.seoulaccord.org](http://www.seoulaccord.org)).

#### PROGRAM LEARNING OUTCOMES (PLOs)

1. *Academic Education.* To prepare graduates as computing professionals.
2. *Knowledge for Solving Computing Problem.* Apply knowledge of computing fundamentals, knowledge of a computing specialization, and mathematics, science, and domain knowledge appropriate for the computing specialization to the abstraction and conceptualization of computing models from defined problems and requirements.
3. *Problem Analysis.* Identify, formulate, research literature, and solve complex computing problems reaching substantiated conclusions using fundamental principles of mathematics, computing sciences, and relevant domain disciplines.
4. *Design/Development of Solutions.* Design and evaluate solutions for complex computing problems, and design and evaluate systems, components, or processes that meet specified needs with appropriate consideration for public health and safety, cultural, societal, and environmental considerations.
5. *Modern Tool Usage.* Create, select, adapt and apply appropriate techniques, resources, and modern computing tools to complex computing activities, with an understanding of the limitations.
6. *Individual and Team Work.* Function effectively as an individual and as a member or leader in diverse teams and in multi-disciplinary settings.

7. *Communication*. Communicate effectively with the computing community and with society at large about complex computing activities by being able to comprehend and write effective reports, design documentation, make effective presentations, and give and understand clear instructions.
8. *Computing Professionalism and Society*. Understand and assess societal, health, safety, legal, and cultural issues within local and global contexts, and the consequential responsibilities relevant to professional computing practice.
9. *Ethics*. Understand and commit to professional ethics, responsibilities, and norms of professional computing practice.
10. *Life-long Learning*. Recognize the need, and have the ability, to engage in independent learning for continual development as a computing professional.

## STUDENT OUTCOMES

Graduates of the program will have an ability to:

1. Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions.
2. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
3. Communicate effectively in a variety of professional contexts.
4. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
5. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.
6. Apply computer science theory and software development fundamentals to produce computing-based solutions.

## PROGRAM FOUNDATION COURSES (43 CREDITS/73 ECTS):

1. Program Foundation Required Courses (32 Credits/56 ECTS) – Table 1
2. Program Foundation Elective Courses (6 Credits/10 ECTS) – Table 2

**TABLE 1. PROGRAM FOUNDATION REQUIRED COURSES**

| Code                    | Course Title                    | Credits   | ECTS      | Prerequisites |
|-------------------------|---------------------------------|-----------|-----------|---------------|
| <b>Required Courses</b> |                                 | <b>32</b> | <b>56</b> |               |
| ENG/GEN1100             | Academic English Speaking       | 3         | 5         | ENG/GEN1110   |
| ENG/GEN1121             | Academic Reading and Writing II | 3         | 5         | ENG0103       |

## PLO'S TO SO'S MAPPING

| PLOs | SO1 | SO2 | SO3 | SO4 | SO5 | SO6 |
|------|-----|-----|-----|-----|-----|-----|
| 1    | X   | X   | X   | X   | X   | X   |
| 2    | X   | X   |     |     |     | X   |
| 3    | X   | X   |     |     |     | X   |
| 4    |     | X   |     |     |     | X   |
| 5    |     | X   |     |     |     | X   |
| 6    |     |     |     |     | X   |     |
| 7    |     |     | X   |     |     |     |
| 8    |     |     |     | X   |     |     |
| 9    |     |     |     | X   |     |     |
| 10   |     |     |     |     |     | X   |

## BSCS CURRICULUM

Requirements for the Bachelor of Science in Computer Science degree are as follows:

| Discipline Module                       | Credits    | ECTS       |
|-----------------------------------------|------------|------------|
| General Education Courses               | 36         | 56         |
| Program Foundation Required Courses     | 32         | 56         |
| Program Foundation Elective Courses     | 6          | 10         |
| Program Specialization Required Courses | 45         | 75         |
| Program Specialization Elective Courses | 9          | 15         |
| Free Program Elective Courses           | 12         | 20         |
| Final Attestation                       | 6          | 10         |
| <b>Total</b>                            | <b>146</b> | <b>242</b> |

**For the general education component please refer to the “General Education Requirements” part.**



|                 |                                     |   |   |                                                              |
|-----------------|-------------------------------------|---|---|--------------------------------------------------------------|
| KAZ2103/RUS2103 | Professional Russian/Kazakh         | 2 | 3 | RUS1302, RUS1304/RUS1306, RUS1308/RUS2001                    |
| SCS1100         | College Algebra                     | 0 | 0 | None                                                         |
| SCS1101         | Calculus I                          | 4 | 7 | Placement Test score 12–20 <i>or</i> SCS0101 College Algebra |
| SCS1102         | Physics I                           | 3 | 5 | SCS1101                                                      |
| SCS1103         | Physics I Lab                       | 1 | 2 | SCS1102                                                      |
| SCS1201         | Calculus II                         | 4 | 7 | SCS1101                                                      |
| SCS1202         | Physics II                          | 3 | 5 | SCS1102                                                      |
| SCS1203         | Physics II Lab                      | 1 | 2 | SCS1103                                                      |
| SCS2101/SCS2103 | Chemistry I/General Biology         | 3 | 5 | None                                                         |
| SCS2102/SCS2104 | Chemistry I Lab/General Biology Lab | 1 | 2 | None                                                         |
| SCS3214         | Innovation & MVP Development        | 1 | 2 | None                                                         |
| SCS4400         | Internship                          | 3 | 6 | Fourth-year student in BSCS program                          |

**TABLE 2. PROGRAM FOUNDATION ELECTIVE COURSES**

| Code    | Course Title                               | Credits | ECTS | Prerequisites             |
|---------|--------------------------------------------|---------|------|---------------------------|
| SCS3031 | Foundation Game Development                | 3       | 5    | SCS1105                   |
| SCS3033 | Amazon Web Services Foundation             | 3       | 5    | SCS1105                   |
| SCS3802 | Web Applications Development               | 3       | 5    | SCS2106 <i>or</i> SCS1105 |
| SCS3803 | Python Programming                         | 3       | 5    | SCS1105                   |
| SCS3804 | Engineering Computation and Data Science   | 3       | 5    | SCS1105                   |
| SCS3805 | Big Data Analytics                         | 3       | 5    | SCS3102                   |
| SCS3807 | Programming in Java                        | 3       | 5    | SCS1105                   |
| SCS3808 | Mobile Platforms and Systems               | 3       | 5    | SCS1105                   |
| SCS3813 | Advanced Python                            | 3       | 5    | SCS2106                   |
| SCS3815 | Database Development with SQL              | 3       | 5    | SCS4102                   |
| SCS3817 | Programming in C#                          | 3       | 5    | SCS1105                   |
| SCS4040 | Backend Development                        | 3       | 5    | SCS4102                   |
| SCS3206 | Cloud Platforms and Systems                | 3       | 5    | SCS3104                   |
| SCS4053 | Quantum Computing Fundamentals             | 3       | 5    | None                      |
| IFS4242 | Advanced Programming                       | 3       | 5    | SCS1105                   |
| IFS3203 | Enterprise Resource Planning (ERP) Systems | 3       | 5    | SCS1101                   |
| IFS4020 | Traditional and Generative AI              | 3       | 5    | SCS1105                   |
| IFS4030 | Neural Networks                            | 3       | 5    | SCS1105                   |
| IFS4204 | Decision Support Systems                   | 3       | 5    | None                      |
| IFS4302 | Business Intelligence Applications         | 3       | 5    | None                      |
| IFS4308 | IT Project Management                      | 3       | 5    | None                      |
| SCS4101 | Computer Graphics                          | 3       | 5    | SCS1105                   |

|         |                    |   |   |         |
|---------|--------------------|---|---|---------|
| SCS4401 | Mobile Programming | 3 | 5 | SCS1105 |
| SCS4501 | Computer Vision    | 3 | 5 | None    |

**PROGRAM SPECIALIZATION COURSES (63 CREDITS/105 ECTS):**

1. Program Specialization Required Courses (45 Credits/75 ECTS) – Table 3
2. Program Specialization Elective Courses (9 Credits/15 ECTS) – Table 4
3. Free Program Elective Courses (12 Credits/20 ECTS) – Table 5 [Student can either choose from SCSM Free Program Elective Courses or any course from the KIMEP Wide Electives]

**TABLE 3. PROGRAM SPECIALIZATION REQUIRED COURSES**

| Code                    | Course Title                                    | Credits   | ECTS      | Prerequisites |
|-------------------------|-------------------------------------------------|-----------|-----------|---------------|
| <b>Required Courses</b> |                                                 | <b>45</b> | <b>75</b> |               |
| SCS1105                 | Programming Fundamentals                        | 3         | 5         | None          |
| SCS2105                 | Discrete Mathematics                            | 3         | 5         | None          |
| SCS2106                 | Data Structures and Algorithms                  | 3         | 5         | SCS2202       |
| SCS2201                 | Introduction to Information Security and Ethics | 3         | 5         | None          |
| SCS2202                 | Object Oriented Programming                     | 3         | 5         | SCS1105       |
| SCS2203                 | Linear Algebra                                  | 3         | 5         | None          |
| SCS3101                 | Probability and Statistics                      | 3         | 5         | SCS1101       |
| SCS3102                 | Introduction to Artificial Intelligence         | 3         | 5         | SCS2105       |
| SCS3103                 | Computer Architecture                           | 3         | 5         | None          |
| SCS3104                 | Computer Networks                               | 3         | 5         | None          |
| SCS3201                 | Operating Systems                               | 3         | 5         | SCS3103       |
| SCS3202                 | Software Engineering                            | 3         | 5         | None          |
| SCS3203                 | Distributed Computing                           | 3         | 5         | SCS3201       |
| SCS4102                 | Database Systems                                | 3         | 5         | None          |
| SCS4201                 | Analysis of Algorithms                          | 3         | 5         | SCS2106       |

**TABLE 4. PROGRAM SPECIALIZATION ELECTIVE COURSES**

| Code                                               | Course Title                     | Credits | ECTS | Prerequisites             |
|----------------------------------------------------|----------------------------------|---------|------|---------------------------|
| <b>Data Analytics (Any three courses)</b>          |                                  |         |      |                           |
| IFS2301                                            | Introduction to Data Science     | 3       | 5    | None                      |
| SCS4301                                            | Machine Learning                 | 3       | 5    | SCS2203 <i>or</i> SCS2105 |
| SCS4302                                            | Big Data Management and Analysis | 3       | 5    | None                      |
| SCS4303                                            | Data Analysis and Visualization  | 3       | 5    | None                      |
| SCS4103                                            | DevOps for Data Analytics        | 3       | 5    | SCS3201                   |
| <b>Software Engineering (Any three courses)</b>    |                                  |         |      |                           |
| SCS3213                                            | Software Project Management      | 3       | 5    | SCS3202                   |
| SCS3105                                            | Human Computer Interaction       | 3       | 5    | None                      |
| SCS4402                                            | Advanced Software Engineering    | 3       | 5    | SCS3202                   |
| SCS4108                                            | Software Requirement Engineering | 3       | 5    | SCS3202                   |
| SCS3207                                            | DevOps Principles and Practices  | 3       | 5    | None                      |
| <b>Artificial Intelligence (Any three courses)</b> |                                  |         |      |                           |
| IFS3821                                            | Natural Language Processing      | 3       | 5    | SCS1105                   |

|                                                                         |                                                 |   |   |         |
|-------------------------------------------------------------------------|-------------------------------------------------|---|---|---------|
| SCS4502                                                                 | Introduction to Deep Learning                   | 3 | 5 | None    |
| SCS3208                                                                 | Generative AI                                   | 3 | 5 | SCS3102 |
| SCS4104                                                                 | Agentic AI                                      | 3 | 5 | SCS3102 |
| SCS4203                                                                 | Machine learning Operations (MLOps)             | 3 | 5 | SCS4502 |
| <b>Cybersecurity (Any three courses)</b>                                |                                                 |   |   |         |
| SCS4601                                                                 | Introduction to Cybersecurity                   | 3 | 5 | None    |
| SCS4603                                                                 | Infrastructure Security Technologies            | 3 | 5 | SCS4601 |
| SCS4105                                                                 | Cyber Threat Intelligence                       | 3 | 5 | None    |
| SCS4202                                                                 | Security Analytics and DevSecOps                | 3 | 5 | None    |
| SCS3209                                                                 | Artificial intelligence for Cyber Security      | 3 | 5 | None    |
| <b>Network Infrastructure &amp; Cloud Computing (Any three courses)</b> |                                                 |   |   |         |
| SCS4720                                                                 | CCNA (Networking Fundamentals)                  | 3 | 5 | None    |
| SCS4721                                                                 | CCNA (Routing and Switching)                    | 3 | 5 | SCS4601 |
| SCS3212                                                                 | Cloud Computing                                 | 3 | 5 | None    |
| SCS4106                                                                 | Cloud Design and Implementation                 | 3 | 5 | SCS3212 |
| SCS3206                                                                 | Software Development and IT Operations (DevOps) | 3 | 5 | SCS3202 |
| <b>Internet of Things &amp; Robotics (Any three courses)</b>            |                                                 |   |   |         |
| SCS3030                                                                 | Foundations of Robotics                         | 3 | 5 | SCS3032 |
| SCS3032                                                                 | Programming on Internet of Things (IOT)         | 3 | 5 | None    |
| SCS4107                                                                 | Embedded Systems Programming                    | 3 | 5 | SCS3032 |
| SCS3210                                                                 | Artificial intelligence for IoT & Robotics      | 3 | 5 | SCS3102 |
| SCS3211                                                                 | Edge Computing                                  | 3 | 5 | SCS4601 |

**TABLE 5. FREE PROGRAM ELECTIVES**

| Code    | Course Title                             | Credits | ECTS | Prerequisites |
|---------|------------------------------------------|---------|------|---------------|
| SCS3806 | Cryptographic Data Security              | 3       | 5    | SCS1101       |
| SCS3813 | Programming in PHP                       | 3       | 5    | SCS1105       |
| SCS4056 | MATLAB Programming                       | 3       | 5    | SCS1105       |
| IFS2203 | Management Information Systems           | 3       | 5    | GEN/OPM1300   |
| IFS3201 | Block chain and Cryptocurrency           | 3       | 5    | None          |
| IFS3730 | Business Analytics                       | 3       | 5    | SCS1101       |
| IFS3745 | Information Security and Risk Management | 3       | 5    | None          |
| OPM3131 | Introduction to Operations Management    | 3       | 5    | IFS2402       |
| SCS2301 | Calculus III                             | 4       | 7    | SCS1201       |
| SCS3204 | Chemistry II                             | 3       | 5    | SCS2101       |
| SCS3205 | Video Processing                         | 3       | 5    | None          |
| SCS4602 | Network Traffic Analysis                 | 3       | 5    | SCS2201       |

**TABLE 6. FINAL ATTESTATION**

| Code    | Course Title          | Credits | ECTS | Prerequisite        |
|---------|-----------------------|---------|------|---------------------|
| SCS4900 | Final Year Project I  | 3       | 5    | Fourth year student |
| SCS4901 | Final Year Project II | 3       | 5    | SCS4900             |

## EXAMPLE STUDY PLAN

Below are study plans that will help students to finish the BSCS in four years.

| 1st Year      |                                            |           |                     |                              |           |
|---------------|--------------------------------------------|-----------|---------------------|------------------------------|-----------|
| Fall Semester |                                            |           | Spring Semester     |                              |           |
| Code          | Course Title                               | Credits   | Code                | Course Title                 | Credits   |
| ENG1120       | Academic Reading and Writing I             | 3         | ENG/GEN 1100        | Academic English Speaking    | 3         |
| SCS1105       | Programming Fundamentals                   | 3         | SCS2202             | Object Oriented Programming  | 3         |
| SCS1100       | College Algebra                            | 0         | KAZ2103/<br>RUS2103 | Professional Russian/Kazakh  | 2         |
| GEN/OPM1300   | Information and Communication Technologies | 3         | SCS1101             | Calculus I                   | 4         |
| KAZ1xxx       | Kazakh Language 1                          | 3         | KAZ2xxx             | Kazakh Language 2            | 3         |
| GEN/IRL 1000  | History of Kazakhstan                      | 3         | GEN2502             | Cultural Studies: Kazakhstan | 2         |
| GENCDx<br>x   | GE:Citizenship Development                 | 3         |                     |                              |           |
| <b>Total</b>  |                                            | <b>18</b> | <b>Total</b>        |                              | <b>17</b> |

| 2nd Year      |                                   |           |                 |                                         |           |
|---------------|-----------------------------------|-----------|-----------------|-----------------------------------------|-----------|
| Fall Semester |                                   |           | Spring Semester |                                         |           |
| Code          | Course Title                      | Credits   | Code            | Course Title                            | Credits   |
| SCS1201       | Calculus II                       | 4         | SCS4102         | Database Systems                        | 3         |
| SCS1102       | Physics I                         | 3         | ENG/GEN 1110    | Critical Thinking and Study Skills      | 3         |
| SCS1103       | Physics I Lab                     | 1         | PFE0001         | Program Foundation Elective I           | 3         |
| GEN/IRL 2500  | Introduction to Philosophy        | 3         | SCS1202         | Physics II                              | 3         |
| GEN2501       | Individual, Society, and Politics | 3         | SCS1203         | Physics II Lab                          | 1         |
| SCS2106       | Data Structures and Algorithms    | 3         | SCS2203         | Linear Algebra                          | 3         |
| GENxxxx       | GE:Elective (Arts and Humanities) | 3         | SCS3102         | Introduction to Artificial Intelligence | 3         |
| <b>Total</b>  |                                   | <b>20</b> | <b>Total</b>    |                                         | <b>19</b> |

| 3rd Year      |                                                 |         |                 |                            |         |
|---------------|-------------------------------------------------|---------|-----------------|----------------------------|---------|
| Fall Semester |                                                 |         | Spring Semester |                            |         |
| Code          | Course Title                                    | Credits | Code            | Course Title               | Credits |
| GEN1xxx       | Physical Education Course 1                     | 2       | SCS3101         | Probability and Statistics | 3       |
| ENG/GEN1121   | Academic Reading and Writing II                 | 3       | SCS3201         | Operating Systems          | 3       |
| SCS2201       | Introduction to Information Security and Ethics | 3       | SCS3104         | Computer Networks          | 3       |

|                     |                                     |           |              |                              |           |
|---------------------|-------------------------------------|-----------|--------------|------------------------------|-----------|
| PFE0002             | Program Foundation Elective II      | 3         | SCS3202      | Software Engineering         | 3         |
| SCS3103             | Computer Architecture               | 3         | SCS2105      | Discrete Mathematics         | 3         |
| SCS2101/<br>SCS2103 | Chemistry I/General Biology         | 3         | GEN2xxx      | Physical Education Course 2  | 2         |
| SCS2102/<br>SCS2104 | Chemistry I Lab/General Biology Lab | 1         | SCS3214      | Innovation & MVP Development | 1         |
| <b>Total</b>        |                                     | <b>18</b> | <b>Total</b> |                              | <b>18</b> |

| 4th Year      |                                   |           |                 |                                     |           |
|---------------|-----------------------------------|-----------|-----------------|-------------------------------------|-----------|
| Fall Semester |                                   |           | Spring Semester |                                     |           |
| Code          | Course Title                      | Credits   | Code            | Course Title                        | Credits   |
| FPE001        | Free Program Elective I           | 3         | SCS4901         | Final Year Project II               | 3         |
| SCS4900       | Final Year Project I              | 3         | PSE0002         | Program Specialization Elective II  | 3         |
| PSE0001       | Program Specialization Elective I | 3         | PSE0003         | Program Specialization Elective III | 3         |
| SCS4201       | Analysis of Algorithms            | 3         | FPE002          | Free Program Elective II            | 3         |
| SCS3203       | Distributed Computing             | 3         | FPE003          | Free Program Elective III           | 3         |
| SCS4400       | Internship                        | 3         | FPE004          | Free Program Elective IV            | 3         |
| <b>Total</b>  |                                   | <b>18</b> | <b>Total</b>    |                                     | <b>18</b> |

## BACHELOR OF INFORMATION SYSTEMS (BIS) – 6B06101

### STATEMENT OF PURPOSE

The Bachelor of Information Systems (BIS) program prepares students with a strong foundation and advanced expertise in the design, development, and management of modern information systems. The program covers key areas such as analysis, design and deployment of applications; big data management and analytics. The program incorporates emerging fields including neural networks, machine learning, deep learning, artificial intelligence. Students develop programming proficiency in multiple programming languages and modern development environments while gaining interdisciplinary knowledge through optional minor courses in business-related disciplines.

### MISSION

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.

### PROGRAM EDUCATIONAL OUTCOMES/GRADUATE ATTRIBUTES

Keeping in view the transformation from knowledge-based education philosophy to Outcome based education (OBE) system, the OBE model based on Seoul Accord has also been considered. Computing programs prepare students to attain educational objectives by ensuring that students demonstrate achievement of the following outcomes (derived from Graduate Attributes define by Seoul Accord [www.seoulaccord.org](http://www.seoulaccord.org)).

### PROGRAM LEARNING OUTCOMES (PLOs)

1. Academic Education. To prepare graduates as computing professionals.
2. Knowledge for Solving Computing Problems. Apply knowledge of computing fundamentals, knowledge of a computing specialization, and mathematics, science, and domain knowledge appropriate for the computing specialization to the abstraction and conceptualization of computing models from defined problems and requirements.

3. Problem Analysis. Identify, formulate, research literature, and solve complex computing problems reaching substantiated conclusions using fundamental principles of mathematics, computing sciences, and relevant domain disciplines.
4. Design/Development of Solutions. Design and evaluate solutions for complex computing problems, and design and evaluate systems, components, or processes that meet specified needs with appropriate consideration for public health and safety, cultural, societal, and environmental considerations.
5. Modern Tool Usage. Create, select, adapt and apply appropriate techniques, resources, and modern computing tools to complex computing activities, with an understanding of the limitations.
6. Individual and Team Work. Function effectively as an individual and as a member or leader in diverse teams and in multi-disciplinary settings.
7. Communication. Communicate effectively with the computing community and with society at large about complex computing activities by being able to comprehend and write effective reports, design documentation, make effective presentations, and give and understand clear instructions.
8. Computing Professionalism and Society. Understand and assess societal, health, safety, legal, and cultural issues within local and global contexts, and the consequential responsibilities relevant to professional computing practice.
9. Ethics. Understand and commit to professional ethics, responsibilities, and norms of professional computing practice.
10. Life-long Learning. Recognize the need, and have the ability, to engage in independent learning for continual development as a computing professional.

## STUDENT OUTCOMES

Graduates of the program will have an ability to:

1. Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions.
2. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
3. Communicate effectively in a variety of professional contexts.
4. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.

5. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.
6. Apply computer science theory and software development fundamentals to produce computing-based solutions.
7. Support the delivery, use, and management of information systems within an information systems environment.

## PLOs TO SOs MAPPING

| PLOs | SO 1 | SO 2 | SO 3 | SO 4 | SO 5 | SO 6 | SO 7 |
|------|------|------|------|------|------|------|------|
| 1    | X    | X    | X    | X    | X    | X    | X    |
| 2    |      | X    |      |      |      | X    | X    |
| 3    | X    | X    |      |      |      | X    | X    |
| 4    |      | X    |      |      |      | X    | X    |
| 5    |      | X    |      |      |      | X    | X    |
| 6    |      |      |      |      | X    |      |      |
| 7    |      |      | X    |      |      |      |      |
| 8    |      |      |      | X    |      |      |      |
| 9    |      |      |      | X    |      |      |      |
| 10   |      |      |      |      |      | X    | X    |

## BIS CURRICULUM

To earn the Bachelor of Information Systems degree, students must complete 146 Credits/242 ECTS. The following table illustrates the structure of the program.

| Discipline Module                       | Credits    | ECTS       |
|-----------------------------------------|------------|------------|
| General Education Courses               | 36         | 56         |
| Program Foundation Required Courses     | 32         | 53         |
| Program Foundation Elective Courses     | 6          | 10         |
| Program Specialization Required Courses | 45         | 78         |
| Program Specialization Elective Courses | 9          | 15         |
| Free Program Elective Courses           | 12         | 20         |
| Final Attestation                       | 6          | 10         |
| <b>Total</b>                            | <b>146</b> | <b>242</b> |

**For the general education component please refer to the 'General Education Requirements' part.**

**PROGRAM FOUNDATION COURSES (38 CREDITS/63 ECTS):**

3. Program Foundation Required Courses (32 Credits/53 ECTS) – Table 1

4. Program Foundation Elective Courses (6 Credits/10 ECTS) – Table 2

**TABLE 7. PROGRAM FOUNDATION REQUIRED & ELECTIVE COURSES**

| Code                    | Course Title                    | Cred-its  | ECTS      | Prerequisites                             |
|-------------------------|---------------------------------|-----------|-----------|-------------------------------------------|
| <b>Required Courses</b> |                                 | <b>32</b> | <b>53</b> |                                           |
| ENG/GEN1100             | Academic English Speaking       | 3         | 5         | ENG/GEN1110                               |
| ENG/GEN1121             | Academic Reading and Writing II | 3         | 5         | ENG1120                                   |
| KAZ2103/RUS2103         | Professional Russian/Kazakh     | 2         | 3         | RUS1302, RUS1304/RUS1306, RUS1308/RUS2001 |
| MATH1202                | Calculus                        | 3         | 5         | None                                      |
| SCS2105                 | Discrete Mathematics            | 3         | 5         | None                                      |
| SCS1105                 | Programming Fundamentals        | 3         | 5         | None                                      |
| SCS2202                 | Object Oriented Programming     | 3         | 5         | SCS1105                                   |
| SCS2106                 | Data Structures and Algorithms  | 3         | 5         | SCS2202                                   |
| SCS4102                 | Database Systems                | 3         | 5         | None                                      |
| IFS2203                 | Management Information Systems  | 3         | 5         | GEN/OPM1300                               |
| SCS2203                 | Linear Algebra                  | 3         | 5         | None                                      |

**TABLE 8. PROGRAM FOUNDATION ELECTIVE COURSES**

| Code    | Course Title                              | Credits | ECTS | Prerequisites              |
|---------|-------------------------------------------|---------|------|----------------------------|
| SCS3803 | Python Programming                        | 3       | 5    | SCS1105                    |
| SCS3030 | Foundations of Robotics                   | 3       | 5    | SCS3032                    |
| SCS3031 | Foundation Game Development               | 3       | 5    | SCS1105                    |
| SCS3032 | Programming on Internet of Things (IOT)   | 3       | 5    | SCS1105                    |
| SCS3813 | Advanced Python                           | 3       | 5    | SCS3803                    |
| SCS4720 | Networking Fundamentals                   | 3       | 5    | None                       |
| SCS4721 | Routing and Switching                     | 3       | 5    | SCS4720                    |
| SCS3105 | Human Computer Interaction                | 3       | 5    | None                       |
| IFS3011 | Quantitative Methods for Data Analysis    | 3       | 5    | SCS1101 <i>or</i> MATH1202 |
| IFS3821 | Foundation of Natural Language Processing | 3       | 5    | None                       |
| IFS4010 | Leadership in IT                          | 3       | 5    | None                       |
| IFS4020 | Traditional and Generative AI             | 3       | 5    | None                       |
| IFS4030 | Neural Networks                           | 3       | 5    | None                       |
| IFS4208 | IT-Driven Business Model                  | 3       | 5    | None                       |
| SCS3103 | Computer Architecture                     | 3       | 5    | None                       |
| SCS4101 | Computer Graphics                         | 3       | 5    | None                       |
| SCS4201 | Analysis of Algorithms                    | 3       | 5    | SCS2106                    |
| SCS4402 | Advanced Software Engineering             | 3       | 5    | SCS3202                    |



|         |                                      |   |   |         |
|---------|--------------------------------------|---|---|---------|
| SCS4501 | Computer Vision                      | 3 | 5 | SCS3102 |
| SCS4502 | Introduction to Deep Learning        | 3 | 5 | SCS1150 |
| SCS4503 | Digital Image Processing             | 3 | 5 | None    |
| SCS4602 | Network Traffic Analysis             | 3 | 5 | None    |
| SCS4603 | Infrastructure Security Technologies | 3 | 5 | None    |

**PROGRAM SPECIALIZATION COURSES (66 CREDITS/113 ECTS):**

1. Program Specialization Required Courses (45 KIMEP credits/ 78 ECTS) – Table 3
2. Program Specialization Elective Courses (9 KIMEP credits/ 15 ECTS) – Table 4
3. Free Program Elective Courses (12 KIMEP credits, 20 ECTS) - Table 5 [Student can either choose from SCSM Free Program Elective Courses or any course from the KIMEP Wide Electives]

**TABLE 3. PROGRAM SPECIALIZATION REQUIRED COURSES**

| Program Specialization Courses          |                                                               | Credits | ECTS | Prerequisites    |
|-----------------------------------------|---------------------------------------------------------------|---------|------|------------------|
| Program Specialization Required Courses |                                                               | 45      | 78   |                  |
| SCS3101                                 | Probability and Statistics                                    | 3       | 5    | MATH1202         |
| SCS2731                                 | Data Visualization in Business (Digital Graphics in Business) | 3       | 5    | None             |
| IFS4204                                 | Decision Support Systems                                      | 3       | 5    | None             |
| IFS4251                                 | Internship Program I                                          | 3       | 6    | 60 KIMEP Credits |
| IFS4252                                 | Internship Program in IS II                                   | 3       | 7    | IFS4251          |
| IFS4302                                 | Business Intelligence Applications                            | 3       | 5    | GEN/OPM1300      |
| PHYS1201                                | Physics                                                       | 3       | 5    | None             |
| SCS2201                                 | Introduction to Information Security and Ethics               | 3       | 5    | None             |
| SCS3102                                 | Introduction to Artificial Intelligence                       | 3       | 5    | None             |
| SCS3104                                 | Computer Networks                                             | 3       | 5    | None             |
| SCS3202                                 | Software Engineering                                          | 3       | 5    | None             |
| SCS4301                                 | Machine Learning                                              | 3       | 5    | MATH1202/SCS1150 |
| SCS4302                                 | Big Data Management and Analysis                              | 3       | 5    | SCS4102          |
| SCS4401                                 | Mobile Programming                                            | 3       | 5    | SCS4403/SCS3802  |
| SCS4601                                 | Introduction to Cybersecurity                                 | 3       | 5    | None             |

**TABLE 4. PROGRAM SPECIALIZATION ELECTIVE COURSES**

| Program Specialization Elective Courses (9 Credits/15 ECTS) |                                 |         |      |               |
|-------------------------------------------------------------|---------------------------------|---------|------|---------------|
| Code                                                        | Course Title                    | Credits | ECTS | Prerequisites |
| <b>Big Data Analytics (Any three courses)</b>               |                                 |         |      |               |
| IFS2301                                                     | Introduction to Data Science    | 3       | 5    | None          |
| IFS3730                                                     | Business Analytics              | 3       | 5    | MATH1202      |
| IFS4308                                                     | IT Projects Management          | 3       | 5    | GEN/OPM1300   |
| SCS4303                                                     | Data Analysis and Visualization | 3       | 5    | None          |
| SCS4103                                                     | DevOps for Data Analytics       | 3       | 5    | IFS4242       |
| <b>Management Information Systems (Any three courses)</b>   |                                 |         |      |               |

|                                                  |                                                 |   |   |                 |
|--------------------------------------------------|-------------------------------------------------|---|---|-----------------|
| IFS3203                                          | Enterprise Resource Planning (ERP) Systems      | 3 | 5 | SCS4102         |
| IFS3202                                          | ERP Development and Programming                 | 3 | 5 | IFS3203         |
| IFS4308                                          | IT Projects Management                          | 3 | 5 | GEN/OPM1300     |
| IFS3745                                          | Information Security and Risk Management        | 3 | 5 | None            |
| IFS4304                                          | SAP System                                      | 3 | 5 | None            |
| <b>Project Management (Any three courses)</b>    |                                                 |   |   |                 |
| IFS3203                                          | Enterprise Resource Planning (ERP) Systems      | 3 | 5 | SCS4102         |
| IFS3101                                          | IT Resource Management                          | 3 | 5 | IFS2203         |
| IFS3205                                          | IT Services and Operations Management           | 3 | 5 | IFS2203         |
| IFS4308                                          | IT Projects Management                          | 3 | 5 | GEN/OPM1300     |
| SCS3206                                          | Software Development and IT Operations (DevOps) | 3 | 5 | IFS4242         |
| <b>E-Business Management (Any three courses)</b> |                                                 |   |   |                 |
| IFS3102                                          | E-Commerce                                      | 3 | 5 | SCS4403/SCS3802 |
| SCS4040                                          | Backend Development                             | 3 | 5 | None            |
| SCS3802                                          | Web Applications Development                    | 3 | 5 | GEN/OPM1300     |
| SCS3033                                          | Amazon Web Services Foundation                  | 3 | 5 | None            |
| IFS4308                                          | IT Projects Management                          | 3 | 5 | GEN/OPM1300     |
| <b>FinTech (Any three courses)</b>               |                                                 |   |   |                 |
| IFS3204                                          | Introduction to FinTech                         | 3 | 5 | IFS4204         |
| IFS3201                                          | Block chain and Cryptocurrency                  | 3 | 5 | SCS3104         |
| IFS3738                                          | Digital Business                                | 3 | 5 | SCS4403/SCS3802 |
| IFS4101                                          | AI in FinTech                                   | 3 | 5 | IFS4302         |
| IFS4308                                          | IT Projects Management                          | 3 | 5 | GEN/OPM1300     |

**TABLE 5. FREE PROGRAM ELECTIVES**

| Code    | Course Title                   | Credits | ECTS | Prerequisites           |
|---------|--------------------------------|---------|------|-------------------------|
| SCS3805 | Big Data Analytics             | 3       | 5    | MATH1202                |
| SCS3806 | Cryptographic Data Security    | 3       | 5    | MATH1202                |
| SCS3808 | Mobile Platforms and Systems   | 3       | 5    | SCS4401                 |
| SCS4053 | Quantum Computing Fundamentals | 3       | 5    | MATH1204                |
| SCS4722 | Automation and Security        | 3       | 5    | SCS4721                 |
| IFS4044 | SAP Platforms and Technologies | 3       | 5    | SCS4102                 |
| IFS4055 | MS Azure Fundamentals          | 3       | 5    | None                    |
| IFS4242 | Advanced Programming           | 3       | 5    | SCS2106                 |
| MGT3001 | Principles of Management       | 3       | 5    | ENG/GEN1120/<br>GEN1011 |
| MKT3130 | Principles of Marketing        | 3       | 5    | ENG/GEN1120/<br>GEN1011 |
| SCS2101 | Chemistry I                    | 3       | 5    | None                    |
| SCS3204 | Chemistry II                   | 3       | 5    | SCS2101                 |

**TABLE 6. FINAL ATTESTATION**

| Code    | Course Title          | Credits | ECTS | Prerequisite        |
|---------|-----------------------|---------|------|---------------------|
| SCS4900 | Final Year Project I  | 3       | 5    | Fourth year student |
| SCS4901 | Final Year Project II | 3       | 5    | SCS4900             |

### EXAMPLE STUDY PLAN

Below are examples of study plan that will help students to finish the BIS in four years.

| 1st Year      |                                            |           |                 |                                 |           |
|---------------|--------------------------------------------|-----------|-----------------|---------------------------------|-----------|
| Fall Semester |                                            |           | Spring Semester |                                 |           |
| Code          | Course Title                               | Credits   | Code            | Course Title                    | Credits   |
| ENG1120       | Academic Reading and Writing I             | 3         | GEN/IRL2500     | Introduction to Philosophy      | 3         |
| ENG/GEN1110   | Critical Thinking and Study Skills         | 3         | SCS2202         | Object Oriented Programming     | 3         |
| SCS1105       | Programming Fundamentals                   | 3         | KAZ2xxx         | Kazakh Language 2               | 3         |
| GEN/OPM1300   | Information and Communication Technologies | 3         | GENCDxx         | GE:Citizenship Development      | 3         |
| KAZ1xxx       | Kazakh Language 1                          | 3         | ENG/GEN1121     | Academic Reading and Writing II | 3         |
| GEN/IRL1000   | History of Kazakhstan                      | 3         | MATH1202        | Calculus                        | 3         |
| ENG/GEN1100   | Academic English Speaking                  | 3         |                 |                                 |           |
| <b>Total</b>  |                                            | <b>21</b> | <b>Total</b>    |                                 | <b>18</b> |

| 2nd Year      |                                                 |           |                 |                                         |           |
|---------------|-------------------------------------------------|-----------|-----------------|-----------------------------------------|-----------|
| Fall Semester |                                                 |           | Spring Semester |                                         |           |
| Code          | Course Title                                    | Credits   | Code            | Course Title                            | Credits   |
| GEN2502       | Cultural Studies: Kazakhstan                    | 2         | SCS4102         | Database Systems                        | 3         |
| GENxxxx       | GE:Elective (Arts and Humanities)               | 3         | IFS2203         | Management Information Systems          | 3         |
| SCS2105       | Discrete Mathematics                            | 3         | SCS2203         | Linear Algebra                          | 3         |
| SCS2106       | Data Structures and Algorithms                  | 3         | PFE0001         | Program Foundation Elective 1           | 3         |
| SCS2201       | Introduction to Information Security and Ethics | 3         | SCS3102         | Introduction to Artificial Intelligence | 3         |
| GEN2501       | Individual, Society, and Politics               | 3         | PFE0002         | Program Foundation Elective 2           | 3         |
| <b>Total</b>  |                                                 | <b>17</b> | <b>Total</b>    |                                         | <b>18</b> |

| 3rd Year      |                             |         |                 |                                    |         |
|---------------|-----------------------------|---------|-----------------|------------------------------------|---------|
| Fall Semester |                             |         | Spring Semester |                                    |         |
| Code          | Course Title                | Credits | Code            | Course Title                       | Credits |
| GEN1xxx       | Physical Education Course 1 | 2       | GEN2xxx         | Physical Education Course 2        | 2       |
| SCS3101       | Probability and Statistics  | 3       | IFS4302         | Business Intelligence Applications | 3       |

|              |                                  |           |                     |                                                               |           |
|--------------|----------------------------------|-----------|---------------------|---------------------------------------------------------------|-----------|
| SCS3104      | Computer Networks                | 3         | IFS4251             | Internship Program I                                          | 3         |
| FPE001       | Free Program Elective Courses I  | 3         | IFS4204             | Decision Support Systems                                      | 3         |
| FPE002       | Free Program Elective Courses II | 3         | KAZ2103/R<br>US2103 | Professional Russian/Kazakh                                   | 2         |
| SCS3202      | Software Engineering             | 3         | SCS2731             | Data Visualization in Business (Digital Graphics in Business) | 3         |
|              |                                  |           | SCS4301             | Machine Learning                                              | 3         |
| <b>Total</b> |                                  | <b>17</b> | <b>Total</b>        |                                                               | <b>19</b> |

| 4th Year      |                                    |           |                 |                                     |           |
|---------------|------------------------------------|-----------|-----------------|-------------------------------------|-----------|
| Fall Semester |                                    |           | Spring Semester |                                     |           |
| Code          | Course Title                       | Credits   | Code            | Course Title                        | Credits   |
| SCS4900       | Final Year Project I               | 3         | SCS4901         | Final Year Project II               | 3         |
| FPE003        | Free Program Elective Courses III  | 3         | PSE0003         | Program Specialization Elective III | 3         |
| SCS4601       | Introduction to Cybersecurity      | 3         | SCS4302         | Big Data Management and Analysis    | 3         |
| PSE0001       | Program Specialization Elective I  | 3         | PHYS1201        | Physics                             | 3         |
| PSE0002       | Program Specialization Elective II | 3         | IFS4252         | Internship Program in IS II         | 3         |
| FPE004        | Free Program Elective IV           | 3         | SCS4401         | Mobile Programming                  | 3         |
| <b>Total</b>  |                                    | <b>18</b> | <b>Total</b>    |                                     | <b>18</b> |

## **PART VII. COURSE DESCRIPTIONS**

## UNDERGRADUATE PROGRAM COURSE DESCRIPTIONS

### FOUNDATION ENGLISH PROGRAM

#### **ENG0101 Foundation English Level C (0 credits)**

*Prerequisites: Common European Framework Level A2*

The Foundation English C course is the beginning step in the set of levels. This is an integrated A2- level course that develops students' receptive skills (reading and listening), productive skills (writing and speaking), and develops a good control of grammatical structures and sentence patterns. The course focuses on delivering monologues as well as reading of graded texts. Listening skills are developed primarily through fulfilling independent-study assignments and classroom interaction.

#### **ENG0102 Foundation English Level B (0 credits)**

*Prerequisites: Common European Framework Level B1 Low*

Foundation English B is the second level in the Foundation English sequence, building directly upon competencies established at the A2 level. Students engage with a range of continuous texts and multimedia sources representing various genres. The course emphasizes the transition from personal response to analytical thinking: students learn to extract main ideas, infer meaning, and relate textual content to real-world contexts. Written tasks progress from paragraph-level production to short, structured essays, including descriptive and opinion writing. Speaking activities emphasize collaborative discourse through pair and group work. Listening development incorporates extended discourse on familiar and concrete topics. By the end of the course, students will demonstrate competence at CEFR B1 level.

#### **ENG0103 Foundation English Level A (0 credits)**

*Prerequisites: Common European Framework Level B1 Mid*

The course continues the development of language skills through integrated engagement with written and spoken texts drawn from academic and mass media sources. Instruction emphasizes the synthesis of source material to construct and defend evidence-based arguments in both written and oral modalities. Students develop proficiency in critical reading, academic listening, persuasive speaking, and writing. The final examination at this level follows the format of the IELTS (International English Language Testing System) test.

### GENERAL EDUCATION COURSES

#### **GEN/IRL1000 History of Kazakhstan (3 Credits/5 ECTS)**

*Prerequisites: None*

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/GEN1110 Critical Thinking and Study Skills**

*Prerequisites: ENG0103 Foundation English Level A or direct admission to Academic English Program based on the recognized English language certificate*

This course is designed to build foundational skills in both critical thinking and effective study habits. Emphasis is placed on understanding the role of evidence in reasoning and how to develop sound conclusions. The course also provides practical tools for success in university-level coursework, such as active reading, memory retention, listening, and note-taking. Students will practice applying critical thinking to academic and professional texts, media, and everyday decision-making. In-class discussions, written reflections, and structured exercises will support analytical and organizational growth.

#### **ENG/GEN1120 Academic Reading and Writing I (3 Credits/5 ECTS)**

*Prerequisites: ENG0103 Foundation English Level A or direct admission to Academic English Program based on the recognized language certificate*

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 engaging with and analyzing sources in context, and by training in academic writing that presents clear, well-researched arguments within particular 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 work. 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 preliminary drafts and tasks than on the final product.

### **KAZ1501 Beginning Kazakh (3 Credits/5 ECTS)**

*Prerequisites: None*

This course enables students to engage in simple communication in Kazakh. It provides a solid foundation for further language study. Students acquire vocabulary related to level-appropriate topics and learn basic grammatical structures. They develop the ability to communicate at a simple level on familiar topics related to everyday needs.

### **KAZ1502 Elementary Kazakh (3 Credits/5 ECTS)**

*Prerequisites: KAZ1501 Beginning Kazakh*

This course introduces students to the fundamental grammatical structures of Kazakh and develops essential communicative skills for everyday use. Students learn to read and understand short, simple texts and build basic writing skills through guided practice.

### **KAZ2105 Public Speaking in Kazakh 1 (3 Credits/5 ECTS)**

*Prerequisites: None*

This course develops basic oral communication skills in Kazakh. Students learn to produce short spoken texts in front of a group using simple everyday vocabulary and basic grammatical structures. They practice expressing their ideas clearly in familiar situations. The course includes short presentations on familiar topics. Students are able to express simple agreement and disagreement and apply basic descriptive and narrative techniques.

### **KAZ2205 Public Speaking in Kazakh 2 (3 Credits/5 ECTS)**

*Prerequisites: None*

This course enables students to use moderately complex texts and cognitive materials to express their ideas confidently in a group setting. Students acquire the vocabulary necessary for discussions and communicate their thoughts clearly and understandably. They develop the ability to analyze information from various sources and apply it in different communicative situations and for specific purposes, such as discussion, argumentation, analysis, and comparison.

### **KAZ2106 Written Communication in Kazakh 1 (3 Credits/5 ECTS)**

*Prerequisites: KAZ2105 Public Speaking in Kazakh 1*

This course introduces the basic forms of writing in Kazakh. Students develop the ability to write essential personal documents. They learn to use appropriate structures accurately in everyday written communication. Students apply descriptive, narrative, and opinion-writing techniques and are able to use them in writing different types of essays.

### **KAZ2206 Written Communication in Kazakh 2 (3 Credits/5 ECTS)**

*Prerequisites: KAZ2205 Public Speaking in Kazakh 2*

This course develops students' ability to write opinions and arguments on various social topics. Students use upper-intermediate vocabulary and more complex grammatical structures related to their professional interests and further develop their writing skills. They acquire the ability to write opinion, comparison, and proposal essays.

### **KAZ2005 Academic 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.



**KAZ2207 Survey of Kazakh Literature (3 Credits/5 ECTS)**

*Prerequisites: KAZ2004 Academic Speaking in Kazakh*

This course introduces selected outstanding contemporary works of modern Kazakh literature, including prose, poetry, and drama. Students read and critically analyze these works. They express and discuss their own views on literary works, including those presented through digital media resources. The course examines the ideas and spiritual values of these genres from different perspectives.

**KAZ2101 Professional Kazakh 1 (2 Credits/3 ECTS)**

*Prerequisites: KAZ1502 Elementary Kazakh*

This course develops foundational skills for accessing and using information relevant to students' future professional fields. Students engage in simple professional communication situations and strengthen their practical interaction skills. They read and understand short instructional texts and learn to produce basic forms of professional writing, including resumes, applications, letters of recommendation, congratulatory letters, and other types of business correspondence.

**KAZ2102 Professional Kazakh 2 (2 Credits/3 ECTS)**

*Prerequisites: KAZ2106 Written Communication in Kazakh 1*

This course equips students with the skills necessary to effectively achieve communicative goals in their professional activities. Students learn to write business texts, documents, and letters related to their field. In addition, the course develops their ability to understand and analyze oral communication tasks.

**KAZ2103 Professional Kazakh Language 3 (2 Credits/3 ECTS)**

*Prerequisites: KAZ2206 Written Communication in Kazakh 2*

This course develops students' ability to use Kazakh as a tool for professional communication. Students learn to apply the professional vocabulary they have acquired in their future workplace. They develop the ability to express their ideas related to their field clearly and precisely, master formal and business communication structures required in daily professional activities, and learn to prepare professional documents related to their specialization.

**GEN/IRL2500 Introduction to Philosophy (3 Credits/5 ECTS)**

*Prerequisites: ENG/GEN1100 Academic Speaking and ENG/GEN1120 Academic Reading and Writing I*

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.

**GEN1103 Digital and AI Fundamentals**

*Prerequisites: None*

This course introduces first-year students to essential digital skills and the core concepts underlying computers, data, and artificial intelligence. Students develop foundational knowledge of computer systems, including hardware, operating systems, networks, cloud services, and data management, as well as how information is stored, processed, transmitted, and protected. The course also provides an accessible introduction to artificial intelligence, covering basic principles of machine learning, generative AI, and the critical evaluation of AI-generated outputs. Through practical engagement with digital and AI tools, students build data literacy and responsible online practices.

**GEN1203 Business Computer and AI Applications**

*Prerequisites: None*

This course develops essential digital and AI competencies for contemporary business environments. Students gain practical proficiency in spreadsheets, documents, presentations, and collaborative platforms, applying these tools to budgeting, reporting, planning, and data-driven decision-making, supported by foundational techniques in data analysis and visualization. The course emphasizes the responsible use of AI-enabled tools to enhance productivity, including content generation, information synthesis, data analysis, and task automation. Students critically evaluate AI outputs for accuracy and bias, protect sensitive information, and document AI use appropriately in academic and professional contexts.

**GEN2204 AI Ethics and Governance**

*Prerequisites: GEN1103 Digital and AI Fundamentals or GEN1203 Business Computer and AI Applications*

This course examines the societal impact of artificial intelligence and the ethical and governance frameworks guiding its responsible development and deployment. Through analysis of real-world cases across sectors such as education, healthcare, finance, media, and public services, students explore issues of bias, privacy,

transparency, accountability, safety, intellectual property, and sustainability. The course develops practical skills to assess AI systems, identify risks, and design appropriate safeguards, including human oversight, regulatory controls, auditing mechanisms, and responsible data governance. Emphasis is placed on rigorous ethical reasoning, policy literacy, and informed participation in an AI-driven society.

### **GEN2205 Applied AI for Human and Social Sciences**

*Prerequisites: GEN1103 Digital and AI Fundamentals or GEN1203 Business Computer and AI Applications*

This course examines the application of artificial intelligence and data-driven methods to research and problem-solving in the human and social sciences. Through real-world examples from communication, culture, education, economics, politics, and public health, students learn how AI supports the analysis of texts, surveys, social media, interviews, and historical data, as well as pattern identification and evidence visualization. Hands-on work with accessible generative AI and no-code/low-code tools enables students to design flexible, AI-assisted research workflows. The course emphasizes research ethics, data privacy, bias mitigation, and responsible interpretation, culminating in an applied project addressing a contemporary social issue.

### **GEN2501 Individual, Society, and Politics (3 Credits/5 ECTS)**

*Prerequisites: ENG/GEN1121 Academic Reading and Writing II*

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.

### **GEN2502 Cultural Studies: Kazakhstan (2 Credits/3 ECTS)**

*Prerequisites: GEN2500 History of Kazakhstan*

This course builds on GEN2501 Individual, Society, and Politics 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.

### **GEN/ASC2108.3 Introduction to Films (3 Credits/5 ECTS)**

*Prerequisites: ENG0103 Foundation English Level A*

Introduces students to understanding cinema from the perspectives of the viewer, the professional critic, and the filmmaker. The course also gives an overview of the world of cinema from history to the craft of filmmaking.

### **GEN/ASC1102 Mythology and Folklore (3 Credits/5 ECTS)**

*Prerequisites: ENG0103 Foundation English Level A*

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.

### **GEN/ASC2105 Drawing and Painting (3 Credits/5 ECTS)**

*Prerequisites: ENG0103 Foundation English Level A*

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. Students are expected to provide themselves with the necessary drawing supplies.

### **GEN/ASC2106.3 Art and Visual Culture (3 Credits/5 ECTS)**

*Prerequisites: ENG0103 Foundation English Level A*

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.

### **ENG/GEN2100 Introduction to Creative Writing (3 Credits/5 ECTS)**

*Prerequisites: 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/ASC2113.3 Globalization and Sustainable Development (3 Credits/5 ECTS)**

*Prerequisites: ENG0103 Foundation English Level A*

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/ASC2114.3 Cheating, Corruption, and Fraud in Society (3 Credits/5 ECTS)**

*Prerequisites: ENG0103 Foundation English Level A*

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/ASC2204 Introduction to Language and Society (3 Credits/5 ECTS)**

*Prerequisites: ENG0103 Foundation English Level A*

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.

### **COGN/GEN1201 Introduction to Psychology (3 Credits/5 ECTS)**

*Prerequisites: 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.

### **ENG/GEN2101 Introduction to Literary Studies (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: ENG/GEN1121 Academic Reading and Writing II*

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)**

*Prerequisites: ENG/GEN1121 Academic Reading and Writing II*

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.

### **GEN/ENG3301 Masterpieces of World Literature (3 Credits/5 ECTS)**

*Prerequisites: ENG/GEN1121 Academic Reading and Writing II*

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.

### **ENG/GEN2401 Postcolonial and Decolonial Literature of Eurasia (3 Credits/5 ECTS)**

*Prerequisites: ENG/GEN1121 Academic Reading and Writing II*

This course explores postcolonial and decolonial approaches to literature across Eurasia, with special attention to Central Asia. Students will be introduced to key concepts in postcolonial and decolonial theory and examine how literary texts engage with the legacies of empire, questions of language and identity, and cultural transformation. Through close reading of fiction, memoir, poetry, and essays, the course investigates how writers reinterpret imperial and Soviet pasts and articulate new cultural perspectives. The course may include engagement with contemporary writers, scholars, and cultural practitioners, as well as project-based assignments connecting literary texts to broader debates about postcolonial and decolonial thought.

### **GEN/PAD2700 Fundamentals of Sociology (3 Credits/5 ECTS)**

*Prerequisites: None*

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.

### **LING/GEN1101 Fundamentals of Linguistics (3 Credits/5 ECTS)**

*Prerequisites: ENG/GEN1120 Academic Reading and Writing I*

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)**

*Prerequisites: 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/GEN1201 Mental Health and Wellbeing (3 Credits/5 ECTS)**

*Prerequisites: 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/IRL2510 Principles of Ethics (3 Credits/5 ECTS)**

*Prerequisites: GEN1100 Academic Speaking and GEN1120 Academic Reading and Writing I*

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

### **GEN2203 Diaspora, Identity, and Mobility in Modern Central Asia (3 Credits/5 ECTS)**

*Prerequisites: ENG/GEN1121 Academic Reading and Writing II*

This interdisciplinary course examines Central Asia's history, politics, and identity through critical readings, discussions, and debates with guest experts. Open to second-year students and above, it focuses on major

migration movements since the nineteenth century, including Russian imperial expansion, settler colonialism, Soviet policies such as *korenizatsiya* and forced migrations, and repatriation processes that shaped the region's ethnic diversity.

### **GEN/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.

### **RUS1302 Elementary Russian (3 Credits/5 ECTS)**

*Prerequisites: 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.

### **RUS1306 Intermediate Russian (3 Credits/5 ECTS)**

*Prerequisites: RUS1302 Elementary 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.

### **RUS2204 Public Speaking in Russian (3 Credits/5 ECTS)**

*Prerequisites: None*

This course is designed for international students from the post-Soviet region. It aims to develop strong speaking skills and strengthen students' ability to communicate confidently and effectively in academic, sociocultural, and professional contexts. The course focuses on public speaking strategies, speech organization, stylistic awareness, and the development of fluent, idiomatic Russian. Special emphasis is placed on active vocabulary expansion, reading and interpretation of selected texts, and the development of oral presentation skills. Students also deepen their understanding of Russian cultural norms and communication practices.

### **RUS2205 Written Communication in Russian (3 Credits/5 ECTS)**

*Prerequisites: RUS2204 Public Speaking Russian*

This course is designed for international students from the post-Soviet region. It aims to deepen and systematize students' knowledge of syntactic and punctuation norms of standard Russian and to develop linguistic competence in written communication. The course focuses on the principles of academic and professional writing, including business correspondence and formal documentation. Particular attention is given to the functioning of language units within a text, text organization, clarity, and stylistic accuracy.

### **RUS2001 Advanced Russian (3 Credits/5 ECTS)**

*Prerequisites: RUS1306 Intermediate Russian*

This course is designed for international (non-CIS) students studying Russian as a foreign language. It deepens students' knowledge of advanced vocabulary, grammar, and stylistic usage. Through work with authentic academic and professional texts, the course develops reading, writing, listening, and speaking skills. Particular attention is given to complex grammatical structures, academic style, and coherent oral and written communication.

Completion of the Intermediate level (or equivalent) is required.

### **RUS2101 Professional Russian 1 (2 Credits/3 ECTS)**

*Prerequisites: RUS1302 Elementary Russian or completion of 6 credits of Kazakh Language*

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 or RUS2001 Advanced Russian or completion of 6 credits Russian Language*

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: KAZ2207 Survey of Kazakh Literature or RUS2205 Written Communication in 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.

## **BCB UNDERGRADUATE COURSES**

### **OPM3011 Quantitative Methods for Business Data Analysis (3 Credits/5 ECTS)**

*Prerequisites: GEN/OPM2402 or IFS2402 Probability and Mathematical Statistics*

This course provides a rigorous introduction to mathematical and statistical modeling techniques for business analysis. It equips students with the analytical framework required to formulate, analyze, and solve business problems within both deterministic and probabilistic contexts. Emphasis is placed on model formulation,



solution interpretation, and practical implementation across core business disciplines, including operations, finance, marketing, and management. The course covers linear programming, network optimization models, game theory, and selected statistical methodologies designed to enhance analytical reasoning, resource allocation, and policy development. Students further develop proficiency in applying computational tools using a solver and data analysis in spreadsheets/open-source modeling software to support performance evaluation, financial analysis, and predictive modeling in organizational settings.

### **OPM3131 Introduction to Operations Management (3 Credits/5 ECTS)**

*Prerequisites: 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 be introduced to the application of effective operations management techniques: productivity management, product and process design, job design, the planning and management of materials flows, manpower and capacity planning and scheduling, project management, and quality management.

### **OPM3215 Business Time Series Forecasting (3 Credits/5 ECTS)**

*Prerequisites: 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.

### **IFS2203 Management Information Systems (3 Credits/5 ECTS)**

*Prerequisites: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications*

This course aims to introduce the concept of Management Information Systems to undergraduate students.

The primary objective of this course is to understand managerial applicability and the implications of innovative information technology and systems. A sound understanding of how the latest information technology can solve business problems is in intense demand in today's organizations. Managing information systems is important to every organization in terms of middle and top management levels where they are used to maintain and develop large amounts of data, and to assist executives in decision making. Information systems professionals are expected to utilize computer-based systems to solve business problems and provide data driven solutions for organizational problems, such as sales forecasting, optimizing production, selecting and installing appropriate technology, analyzing trends, and organizing information in such a way that managers can make use of it. We will cover a number of the chapters in the textbook but not all pages.

### **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.

### **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 Principles of Management*

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.

### **BUS3201 Business Communication (3 Credits/5 ECTS)**

*Prerequisites: ENG/GEN1110/GEN1010, ENG/GEN1120/GEN1011, ENG/GEN1100, ENG/GEN1121*

This course provides a comprehensive overview of effective communication strategies in a business environment. Students will develop essential skills in written, verbal, and nonverbal communication, with a focus on clarity, professionalism, and audience awareness. Topics include business writing (e-mails, reports, proposals), public speaking, interpersonal communication, cross-cultural communication, and the use of digital tools for collaboration. Emphasis will be placed on real-world applications, critical thinking, and problem-solving to enhance workplace communication. By the end of the course, students will be equipped to communicate effectively in diverse business settings, improving teamwork, leadership, and professional relationships.

### **BUS3202 AI Essentials for Business (3 Credits/5 ECTS)**

*Prerequisites: GEN/OPM2301 Business Computer Applications/ GEN/OPM 1300 Information & Communication Technologies*

This course introduces students to foundational concepts of artificial intelligence and practical ways organizations use predictive analytics and generative AI to create business value. It explores how companies use AI to understand customers, personalize offers, automate processes, detect fraud, optimize pricing and revenue, and design new products and services. Through cases, assignments, hands-on exercises and practical work students examine how AI supports HR and project management, operations and supply chain optimization, marketing and customer analytics, sales and service automation, accounting and tax procedures, finance and risk analysis. Students work with commonly used AI tools (conversational agents, automation platforms and SAP Business AI) to perform practical tasks such as recruitment and selection, HR analytics and workforce planning, customer segmentation for retailers, digital marketing campaign design, sales forecasting for SMEs, common accounting and tax operations, and credit risk analysis for financial institutions. Local cases from Kazakhstan highlight opportunities and constraints in emerging markets. Emphasis is placed on translating AI outputs into business decisions, and on managing ethical and regulatory implications. The course culminates in a team project that designs and communicates an AI-enabled process, product, or business model for a chosen organization.

### **BUS4251.1 Internship Program I (1 Credits/1 ECTS)**

*Prerequisites: 30 credits completed*

The purpose of the program is to introduce various professions to the students and provide training in interpersonal 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: ECN2103 Principles of 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: ACC3101 Financial Accounting II*

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/ECTS)**

*Prerequisites: ACC3101 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 to use modern accounting software for effective decision support. Students, through extensive hands-on experience with such software, will acquire the skills necessary to manipulate data efficiently and accurately, to produce useful information. Eventually, the students are expected to develop practical skills to handle common business-related situations. The course includes discussions on the accounting software principles, and concentrates on effective techniques of using software in the business world.

### **ACC4202 Advanced Accounting Information Systems (SAP) (3 Credits/5 ECTS)**

*Prerequisites: ACC2102 Financial Accounting I*

This course follows an applied, hands-on approach that develops students' ability to perform computerized accounting and analyze integrated business processes using the SAP S/4HANA ERP platform. Working in a model-company environment, students record and trace end-to-end transactions while applying International Financial Reporting Standards (IFRS/IAS) and considering key Kazakhstan accounting and tax requirements. Topics include financial accounting (FI) and controlling

(CO), payroll and human capital management (HCM), sales and distribution (SD), materials and warehouse management (MM/WM), asset accounting (EAM), production planning and execution (PP), cash and bank operations, taxation, period-end closing, and reporting. Emphasis is placed on master and transactional data, document flows, internal control and audit trails, and the creation and analysis of regulated reports. Students complete individual assignments and evaluate SAP S/4HANA in comparison with alternative accounting and ERP solutions.

### **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 and instructors.

### **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 ACC4203 Auditing 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 Defense/Thesis Project (3 Credits/8 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/4 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 compilation of 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 Specialized Examinations (3 credits/8 ECTS)**

*Prerequisites: 128 credits and BUS4271 Research Methods in Business Studies*

Students are required to take three state examinations. Specialized examinations cover subjects from area of specialization/major. Further details on this requirement are provided under the KIMEP University regulations on this matter.

**FINANCE AREA**

**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: FIN3121 Financial Management*

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

**FIN3230 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 Modelling (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 the use of financial functions and formulas, macros, and new programming in various financial applications. Intermediate knowledge of any electronic spreadsheet (Microsoft Excel, Lotus, etc.) is required.

### **FIN4212 Mergers and Acquisitions (3 Credits/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 flow forecasts, financial ratios, and trends; distinguishes between accounting rules and underlying economic realities; and examines approaches that analysts can take when external reports do not reflect a firm's underlying economics. The course focuses on the pragmatic implications of corporate disclosures and nondisclosures.

### **FIN4220 Real Estate Finance (3 Credits/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)**

*Prerequisites: 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 micro-finance 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 Defense/Thesis project (3 Credits/8 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/3 ECTS)**

*Prerequisites: 60 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/4 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 Specialized Examinations (3 Credits/8 ECTS)**

*Prerequisites: 128 credits and BUS4271 Research Methods in Business Studies*

Students are required to take three state examinations. Specialized examinations cover 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.

**BUS3201 Business Communication (3 Credits/5 ECTS)**

*Prerequisites: ENG/GEN1110/GEN1010, ENG/GEN1120/GEN1011, ENG/GEN1100, ENG/GEN1121*

This course provides a comprehensive overview of effective communication strategies in a business environment. Students will develop essential skills in written, verbal, and nonverbal communication, with a focus on clarity, professionalism, and audience awareness. Topics include business writing (e-mails, reports, and proposals), public speaking, interpersonal communication, cross-cultural communication, and the use of digital tools for collaboration. Emphasis will be placed on real-world applications, critical thinking, and problem-solving to enhance workplace communication. By the end of

the course, students will be equipped to communicate effectively in diverse business settings, improving teamwork, leadership, and professional relationships.

**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 Data Analytics and Decision Making (3 Credits/5 ECTS)**

*Prerequisites: MGT3001 Principles of Management*

This course introduces students to the use of data analytics in managerial decision-making. Students learn how to collect, clean, analyze, and interpret business data using modern analytical tools and software. The course covers descriptive, diagnostic, predictive, and prescriptive analytics, with applications in marketing, finance, operations, and strategy. Emphasis is placed on data-driven decision making, visualization techniques, and the use of technologies such as spreadsheets, statistical software, business intelligence tools, and AI-assisted analytics platforms to support organizational problem solving.

**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 Technology and Innovation Management (3 Credits/5 ECTS)**

*Prerequisites: MGT3001 Principles of Management*

This course explores how managers create and sustain innovation across diverse organizational, cultural, and geographic contexts. By addressing both technological and non-technological innovation, the course examines how firms align strategy, organizational structure, and leadership to drive responsible innovation in local and global markets. Emphasis is placed on managerial decision-making under uncertainty, balancing exploration and exploitation, and aligning innovation activities with corporate strategy. Students analyze how emerging technologies like AI, digital platforms, automation, and sustainable technologies affect businesses, industries, and organizational practices. Through case studies, discussions, and applied projects, students develop the ability to design and manage innovation systems in dynamic business environments.

**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 Entrepreneurship and Startup Management (former Small Business Management) (3 Credits/5 ECTS)**

*Prerequisites: None*

This course focuses on the entrepreneurial process from opportunity identification to venture creation, growth,

and scaling. Drawing on practical frameworks for small business creation and growth, the course addresses opportunity recognition, feasibility analysis, customer and market validation, business model development, financing options, and strategies for launching and growing new ventures. Students examine the managerial, strategic, and financial challenges faced by entrepreneurs and startup teams in uncertain and competitive markets. Through applied case analysis, practical exercises, and business planning assignments, students develop entrepreneurial thinking, resilience, and execution capabilities. The course prepares students to start, manage, and grow new ventures, as well as apply entrepreneurial principles within existing organizations.

**BUS4201 Social Entrepreneurship (3 Credits/5 ECTS)**

*Prerequisites: None*

This course is about the emerging and exciting field of Social Entrepreneurship. Students will learn about creating 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)**

*Prerequisites: 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)**

*Prerequisites: 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 Leading Change and Digital Transformation (3 Credits/5 ECTS)**

*Prerequisites: MGT3001 Principles of Management*

This course examines how leaders drive organizational change and digital transformation in response to technological disruption, competitive pressure, and evolving stakeholder expectations. Integrating insights from strategy, leadership, and organizational behavior, the course examines how leaders drive organizational change and how digital technologies serve as catalysts for transforming business models, processes, culture, and decision-making systems. Students explore frameworks for managing large-scale change, overcoming resistance, building digital capabilities, and leading cross-functional teams. The course emphasizes experiential learning, encouraging students to apply theoretical concepts to organizational challenges and to reflect on the trade-offs, risks, and ethical considerations involved in leading transformative initiatives.

**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 4<sup>th</sup> year student*

This course examines the enterprise as a whole including understanding how and why the various functions of a business are interdependent and need to be coordinated. The course looks at the environment in which a business operates its strategy, and internal administrative activities. The emphasis is on the kinds of problems and issues that affect the success of the entire organization.

**MGT3221 Crisis, Risk and Resilience Management (3 Credits/5 ECTS)**

*Prerequisites: MGT3001 Principles of Management*

This course examines how leaders anticipate, respond to, and recover from crises and systemic risks in complex, interconnected environments. The course addresses crises arising from financial shocks, technological failures, supply chain disruptions, geopolitical events, reputational threats, etc. Through global case studies, term projects, and applied exercises, students develop the leadership, decision-making, and communication skills needed to manage high-pressure situations, build resilient organizations, and embed post-crisis learning into strategy, culture, and operations. By applying theory to practical challenges, students learn to lead organizations that anticipate risks, act decisively and ethically, and remain resilient in the face of uncertainty.

**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, Development, and Performance Management (3 Credits/5 ECTS)**

*Prerequisites: MGT3204 Human Resources Management*

This course explores the design and management of employee training, development, and performance management systems in modern organizations. Students learn how digital learning platforms, e-learning technologies, learning management systems (LMS), and AI-enabled performance tracking tools are transforming talent development. The course covers training needs assessment, instructional design, employee development strategies, performance appraisal methods, and continuous feedback systems. Emphasis is placed on aligning employee development with organizational strategy using technology-supported performance measurement and learning analytics.

**MGT 4210 HR Analytics and Compensation Management (3 Credits/5 ECTS)**

*Prerequisites: MGT3204 Human Resources Management*

This course examines how data analytics and digital HR technologies support evidence-based human resource management and compensation decisions. Students learn how to analyze workforce data related to recruitment, performance, retention, engagement, and compensation structures. The course introduces HR information systems (HRIS), people analytics dashboards, and compensation modeling tools. Topics include job evaluation, pay structures, incentive systems, equity analysis, and predictive workforce analytics. Students develop skills in using analytics to design fair, competitive, and performance-based compensation systems.

**MGT3220 Project Management (3 Credits/5 ECTS)**

*Prerequisites: OPM3131 Introduction to Operations Management*

This course introduces the principles and practices of project management in contemporary organizations. Students learn project planning, scheduling, budgeting, risk management, and performance monitoring using modern project management tools and software. The

course covers both traditional and agile project management approaches, including the use of digital collaboration platforms and project management technologies. Students develop practical skills in managing projects using tools such as Gantt charts, project analytics dashboards, and team collaboration systems to improve project outcomes.

**MGT4272 Thesis Defense/Thesis Project (3 Credits/8 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/3 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 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.

**MGT4251.3 Internship Program in Management III (3 Credits/4 ECTS)**

*Prerequisites: BUS4251.1 Internship Program I and MGT4251.2 Internship Program in Management II or MGT4204 Cases in Management (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)**

*Prerequisites: 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.

### **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.

### **MGT3800 Real Estate Management (3 credits/5 ECTS)**

*Prerequisites: MGT3001 Principles of Management*

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.

### **OPM3206 Business Modelling and Simulation (3 credits/5ECTS)**

*Prerequisites: GEN/OPM Business Statistical Analysis, OPM3131 Introduction to Operations Management*

This course is highly effective for managerial decision-making, analytics, and strategy development. Modeling is a renowned technique for visualizing any system for various objectives (especially for gaging feasibility of a decision or minimizing costs). Through the power of this technique and subsequently simulation, decision makers can reap benefits without investing in physical experimentation. This course aims to provide the participants with knowledge and understanding in the use of modeling and simulation tools to improve supply chain processes especially in the areas of: Operations Management (OM) and Logistics (that includes Distribution). In the wake of Big Data or Data Analytics, the need of this course cannot be underestimated as in it the participants will model service and manufacturing operations and distribution, using visually interactive simulation techniques and software packages.

### **State Specialized Examinations (3 Credits/8 ECTS)**

*Prerequisites: 128 credits and BUS4271 Research Methods in Business Studies*

Students are required to take three state examinations. Specialized examinations cover 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 their use in developing marketing strategies. This will include analysis of external and internal influences on consumer behavior; consumer decision-making process; concepts of consumer strategy and tactics; the importance of product image and brands; and, store image influence consumer purchases.

**MKT3202 Customer Centric Marketing Communications (3 Credits/5 ECTS)**

*Prerequisites: MKT3150 Strategic Marketing*

Customer-Centric Marketing Communications examines how firms plan, coordinate, and evaluate communication strategies grounded in customer needs, motivations, and behavioral responses. Students learn to develop communication objectives, craft persuasive messages, select appropriate channels, and measure communication effectiveness using customer insight, segmentation logic, and behavioral understanding. The course integrates concepts of branding, persuasion, storytelling, and ethical communication within a unified framework.

**MKT3205 Retailing (3 Credits/5 ECTS)**

*Prerequisites: 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 Professional Selling (3 Credits/5 ECTS)**

*Prerequisite: MKT3130 Principles of Marketing*

This course introduces students to the principles and practices of professional selling and sales management in today's dynamic and technology-driven marketplace. It examines the role of personal selling within the marketing communication mix and the influence of buyer psychology, digitalization, and remote selling on sales effectiveness.

**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 improve managerial decision-making with respect to brands. A central aim of the course is to make these concepts relevant for any type of organization (public or private, large or small).

**MKT3216 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)**

*Prerequisites: None*

Through an interdisciplinary approach this course introduces students to the nature of tourism and hospitality from both an industry and a social perspective. The course imparts knowledge and comprehension by introducing research skills, the development of critical

analysis and encourages the articulation of concepts and opinions. Students will be made aware of the development of "system thinking" and its application in both the tourism and the hospitality industry.

**MKT3222 Cross-Cultural Tourism Marketing (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: 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 Customer Centric 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, BUS4271 Research Methods in Business Studies*

This course looks at how marketing research functions and procedures can be utilized in measuring and analyzing environmental factors in consumer demand, sales efficiency, effectiveness of promotional programs, and effects of competitor's strategies. It includes methods of product distribution and pricing research. Projects emphasize current marketing research techniques.

**MKT4208 International Marketing (3 Credits/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 Customer Centric 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 instruments of 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 Defense/Thesis project (3 Credits/8 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/3 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 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/4 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 Research Methods in Business Studies*

Further details on this requirement are provided under the KIMEP University regulations on this matter.

**State Specialized Examinations (2 Credits/6 ECTS)**

*Prerequisites: 128 credits and BUS4271 Research Methods in Business Studies*

Students are required to take three state examinations. Specialized examinations cover 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 (3 Credits/5 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.

#### **CSS/GEN2205 XXXX Applied AI for Human and Social Sciences (3 Credits/5 ECTS)**

*Prerequisites: Students must complete either GEN1103 Digital and AI Fundamentals or GEN1203 Business Computer and AI Applications as part of the General Education (GEN) requirements*

This course examines the application of artificial intelligence and data-driven methods to research and problem-solving in the human and social sciences. Through real-world examples from communication, culture, education, economics, politics, and public health, students learn how AI supports the analysis of texts, surveys, social media, interviews, and historical data, as well as pattern identification and evidence visualization. Hands-on work with accessible generative AI and no-code/low-code tools enables students to design flexible, AI-assisted research workflows. The course emphasizes research ethics, data privacy, bias mitigation, and responsible interpretation, culminating in an applied project addressing a contemporary social issue.

#### **CSS2201 Introduction to Research Methods for the Social Sciences (3 Credits/3 ECTS)**

*Prerequisites: N/A*

This course introduces students to the foundational principles of social science research design, providing an

early and essential grounding in how knowledge is constructed, tested, and interpreted across the social sciences. Students develop familiarity with core concepts including research questions, theoretical frameworks, data collection strategies (quantitative and qualitative), and the logic of inference—not as isolated techniques, but as components of a coherent scientific process. The primary purpose of the course is to equip students with a critical lens they will carry into their subsequent program coursework: having internalized how social science research is built, students are better positioned not only to complete discipline-specific assignments with greater rigor, but also to evaluate the research they encounter—assessing its strengths, limitations, and claims—and to extract deeper and more durable knowledge from everything they study. The course is open to all CSS undergraduate students.

#### **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 21<sup>st</sup> 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: ECN2103*

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.

### **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 Economy 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.

### **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.

### **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 Final Attestation Examination in International Economics (1 Credits/2 ECTS)**

*Prerequisites: 4<sup>th</sup> year status*

This course prepares students for the final attestation exam in International Economics.

### **ECN4991 Final Attestation Examination in Econometrics/Quantitative Methods (1 Credits/2 ECTS)**

*Prerequisites: 4<sup>th</sup> year status*

This course prepares students for the final attestation 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.

### **CSS 3101 Advanced Research Methods for the Social Sciences (3 Credits/4 ECTS)**

*Prerequisites: CSS 2201 Introduction to Research Methods for the Social Sciences, and GEN/CSS2204/2205 (1) AI Ethics and Governance and (2) Applied AI for Human and Social Sciences*

Building on the foundational principles introduced in CSS2201 Introduction to Research Methods for the Social Sciences, this course equips students with the quantitative methods and computational tools increasingly required of social science practitioners in a data-driven world. Students develop working proficiency in statistical software applying those tools to real social science datasets and research problems of the kind encountered in policy, public administration, economics, political science, journalism, and related fields. The course emphasizes not only technical competence but the broader analytical orientation that advanced methods demand: an understanding that meaningful social change in complex modern societies requires the capacity to work with large-scale data, identify patterns within it, and translate findings into actionable insight. By the end of the course, students will be able to design and execute quantitative research projects independently, critically evaluate data-driven arguments in the academic and professional literature, and situate computational methods within the ethical and social responsibilities of the social scientist.

### **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: 3<sup>rd</sup> 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: CSS XXX, 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: CSS XXX, 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, and 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**

**CSS/GEN2205 XXXX Applied AI for Human and Social Sciences (3 credits, 5 ECTS)**

*Prerequisites: Students must complete either GEN1103 Digital and AI Fundamentals or GEN1203 Business Computer and AI Applications as part of the General Education (GEN) requirements*

This course examines the application of artificial intelligence and data-driven methods to research and problem-solving in the human and social sciences. Through real-world examples from communication, culture, education, economics, politics, and public health, students learn how AI supports the analysis of texts, surveys, social media, interviews, and historical data, as well as pattern identification and evidence visualization. Hands-on work with accessible generative AI and no-code/low-code tools enables students to design flexible, AI-assisted research workflows. The course emphasizes research ethics, data privacy, bias mitigation, and responsible interpretation, culminating in an applied project addressing a contemporary social issue.

**CSS2201 Introduction to Research Methods for the Social Sciences (3 Credits/3 ECTS)**

*Prerequisites: N/A*

This course introduces students to the foundational principles of social science research design, providing an early and essential grounding in how knowledge is constructed, tested, and interpreted across the social sciences. Students develop familiarity with core concepts including research questions, theoretical frameworks, data collection strategies, and the logic of inference—not as isolated techniques, but as components of a coherent scientific process. The primary purpose of the course is to equip students with a critical lens they will carry into their subsequent program coursework: having internalized how social science research is built, students are

better positioned not only to complete discipline-specific assignments with greater rigor, but also to evaluate the research they encounter—assessing its strengths, limitations, and claims—and to extract deeper and more durable knowledge from everything they study.

### **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/IRL3501 – 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.

**IRL/HIST3539 History of Diplomacy from 1648 to 1815 (3 Credits/5 ECTS)**

This course examines the evolution of diplomacy and the modern state system from the Peace of Westphalia (1648) to the Congress of Vienna (1815). It explores the emergence of sovereignty, balance of power politics, dynastic rivalries, and the professionalization of diplomatic practice. Major events such as the wars of Louis XIV, the War of Spanish Succession, the Seven Years' War, the American and French Revolutions, and the Napoleonic Wars are analyzed within the broader transformation of European and global politics. The course emphasizes the development of diplomatic norms and institutions that shaped the foundations of the modern international system.

**IRL/HIST3540 History of Diplomacy from 1815 to 1945 (3 Credits/5 ECTS)**

This course examines the transformation of diplomacy from the Congress of Vienna (1815) to the end of the Second World War (1945). It explores the Concert of Europe system, imperial rivalries, alliance politics, the causes of the First World War, interwar diplomacy, and the failure of collective security. Students analyze the

evolution of multilateral diplomacy, international law, and global institutions leading to the establishment of the United Nations. The course emphasizes continuity and changes in diplomatic practice across a period of rapid industrial, ideological, and geopolitical transformation.

**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.

**IRL3548 European Social Movements (3 Credits/5 ECTS)**

This course provides an analysis of the major social movements that have shaped contemporary Europe. Students will explore the historical contexts, ideologies, and



impacts of movements such as labor unions, right movements, environmental activism, feminist campaigns, and anti-globalization protests. The course will also examine the strategies and organizational structures that have enabled these movements to mobilize and influence European societies and policies.

**IRL3543 Nationalism, Populism and Ethnic Conflict in Contemporary Europe (3 Credits/5 ECTS)**

This course analyses the rise of nationalism and populism across Europe, looking to their roots, manifestations, and consequences. It covers key topics such as the resurgence of right-wing populism, the impact of ethnic conflicts, and the role of identity politics in shaping contemporary European political landscapes. Students will engage with case studies to understand the complex interplay between nationalism, populism, and ethnic tensions.

**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.

**IRL/POL3501 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.

### **CSS 3101 Advanced Research Methods for the Social Sciences (3 Credits/4 ECTS)**

*Prerequisites: CSS 2201 Introduction to Research Methods for the Social Sciences, and GEN/CSS2204/2205 (1) AI Ethics and Governance and (2) Applied AI for Human and Social Sciences*

Building on the foundational principles introduced in CSS 2201 Introduction to Research Methods for the Social Sciences, this course equips students with the quantitative methods and computational tools increasingly required of social science practitioners in a data-driven world. Students develop working proficiency in statistical software applying those tools to real social science datasets and research problems of the kind encountered in policy, public administration, economics, political science, journalism, and related fields. The course emphasizes not only technical competence but the broader

analytical orientation that advanced methods demand: an understanding that meaningful social change in complex modern societies requires the capacity to work with large-scale data, identify patterns within it, and translate findings into actionable insight. By the end of the course, students will be able to design and execute quantitative research projects independently, critically evaluate data-driven arguments in the academic and professional literature, and situate computational methods within the ethical and social responsibilities of the social scientist.

### **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 policy-makers 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)**

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 Credits/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 Final Attestation Examination in Social Political Theory (1 Credits/1.5 ECTS)**

*Prerequisites: 4<sup>th</sup> year status*

This course prepares students for the final attestation exam in Social Political Theory.

### **IRL4991 Final Attestation Examination in Comparative Politics (1 Credits/1.5 ECTS)**

*Prerequisites: 4<sup>th</sup> year status*

This course prepares students for the final attestation 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/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 analyzed in geographical and institutional context.

### **CSS/GEN2205 XXXX Applied AI for Human and Social Sciences (3 credits, 5 ECTS)**

*Prerequisites: GEN1103 Digital and AI Fundamentals or GEN1203 Business Computer and AI Applications*

This course examines the application of artificial intelligence and data-driven methods to research and problem-solving in the human and social sciences. Through real-world examples from communication, culture, education, economics, politics, and public health, students learn how AI supports the analysis of texts, surveys, social media, interviews, and historical data, as well as pattern identification and evidence visualization. Hands-on work with accessible generative AI and no-code/low-

code tools enables students to design flexible, AI-assisted research workflows. The course emphasizes research ethics, data privacy, bias mitigation, and responsible interpretation, culminating in an applied project addressing a contemporary social issue.

### **CSS 2201 Introduction to Research Methods for the Social Sciences (3 Credits/3 ECTS)**

This course introduces students to the foundational principles of social science research design, providing an early and essential grounding in how knowledge is constructed, tested, and interpreted across the social sciences. Students develop familiarity with core concepts including research questions, theoretical frameworks, data collection strategies (quantitative and qualitative), and the logic of inference—not as isolated techniques, but as components of a coherent scientific process. The primary purpose of the course is to equip students with a critical lens they will carry into their subsequent program coursework: having internalized how social science research is built, students are better positioned not only to complete discipline-specific assignments with greater rigor, but also to evaluate the research they encounter—assessing its strengths, limitations, and claims—and to extract deeper and more durable knowledge from everything they study. The course is open to all CSS undergraduate students.

### **POL2001 Introduction to Political Theory (3 Credits/5 ECTS)**

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.

### **POL3511 Political Analysis (3 Credits/5 ECTS)**

Methodological and theoretical problems of micro-analytic studies in political science. Techniques of data collection and assimilation.

### **POL4510 Public Opinion and Polling (3 Credits/5 ECTS)**

In this course, students learn how to conduct surveys and identify legitimate survey organizations 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 mobilization, political parties, media coverage, and political campaigns. It is going to analyze the behavior of political actors that is candidates, voters and the media. It covers topics including data analysis and the impact of campaigns on voters.

### **POL3533/SOC3103 Political Sociology (3 Credits/5 ECTS)**

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.

### **IRL/POL4515 Diplomatic Negotiations (3 Credits/5 ECTS)**

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 (3 Credits/5 ECTS)**

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-centered analysis of risks and opportunities, developing dynamic approaches to business strategies, prioritizing 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.

### **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.

### **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, ibn Khaldoun, Aquinas, Machiavelli, as well as modern thinkers from Hobbes to the post-moderns will help students to comprehend the theoretical underpinnings of research on political systems, political economy, social hierarchy and comparative civilizations.

### **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.

### **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.

### **IRL/POL4513 Middle East and North Africa in International Relations (3 Credits/5 ECTS)**

This course provides a comprehensive overview of the political, social, and economic dynamics of the Middle East and North Africa (MENA) region. Students will explore key issues such as state formation, authoritarianism, political Islam, conflicts, and the role of external powers. The course also examines the region's diverse cultures and societies, offering a nuanced understanding of the challenges and opportunities facing MENA countries.

### **POL4590 Undergraduate Seminar in Political Science (3 Credits/5 ECTS)**

This advanced seminar offers a platform for undergraduate students to engage deeply with current topics in political science. The course emphasizes critical thinking, research skills, and academic writing. Students will read and discuss contemporary political science literature, participate in debates, and develop their own research projects on topics of their choice, guided by the seminar instructor.

### **CSS 3101 Advanced Research Methods for the Social Sciences (3 Credits/4 ECTS)**

*Prerequisites: CSS 2201 Introduction to Research Methods for the Social Sciences, and GEN/CSS2204/2205 (1) AI Ethics and Governance and (2) Applied AI for Human and Social Sciences*

Building on the foundational principles introduced in CSS2201 Introduction to Research Methods for the Social Sciences, this course equips students with the quantitative methods and computational tools increasingly required of social science practitioners in a data-driven world. Students develop working proficiency in statistical software applying those tools to real social science



datasets and research problems of the kind encountered in policy, public administration, economics, political science, journalism, and related fields. The course emphasizes not only technical competence but the broader analytical orientation that advanced methods demand: an understanding that meaningful social change in complex modern societies requires the capacity to work with large-scale data, identify patterns within it, and translate findings into actionable insight. By the end of the course, students will be able to design and execute quantitative research projects independently, critically evaluate data-driven arguments in the academic and professional literature, and situate computational methods within the ethical and social responsibilities of the social scientist.

### **POL4512 Special Topics in Methods and Models (3 Credits/5 ECTS)**

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.

### **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.

### **POL4599 Thesis Defense in Political Science**

*Credits: 0 (Pass/Fail)*

Student prepares the thesis according to the guidelines of the College. Students formally present and defend their research before a faculty committee and a supervisor. The defense consists of a 20–25-minute presentation followed by questions and discussion. Evaluation is based on the quality of the written thesis, the structure and clarity of the presentation, and the student's ability

to respond to feedback and critique. The defense is open to the public, encouraging a broader academic exchange. A successful defense is required for graduation.

### **POL4991 State Final Examination in Political Science (3 Credits/8 ECTS)**

The State Exam is a comprehensive assessment that reflects a student's overall academic performance throughout the Political Science program. It tests knowledge of key theories, concepts, politics in Kazakhstan, and approaches across the discipline—including comparative politics, international relations, political theory, and public policy. The format may include written and/or oral components and is conducted by a faculty committee in accordance with national education requirements.

### **IRL/POL3502 Diplomacy in the Theory and Practice (3 Credits/5 ECTS)**

This course examines how individuals and groups engage in politics across different countries, focusing on both electoral and non-electoral forms of participation. Students will explore why people vote, how they choose candidates and parties, and what factors influence turnout. Beyond elections, the course also covers other forms of political engagement, including protests, social movements, and digital activism. We will analyze how political attitudes are shaped, the role of institutions in structuring participation, and how factors like economic conditions, foreign policy, and party strategies influence political behavior. While the primary focus will be on democratic systems, we will also consider participation under non-democratic regimes. Readings and discussions will introduce students to key theories of political behavior, as well as the methods used to study it in a comparative context. By the end of the course, students will be able to critically assess why people engage in politics, how institutions and political contexts shape participation, and whether theories developed in one country can be applied elsewhere.

### **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 globalization and the modernization processes, and what must be done to preserve the culture of the Kazakh people for the future.

### **HIST 3101 History of Civilizations 1 (3 Credits/5 ECTS)**

This course examines the emergence and development of major civilizations from antiquity to the early modern period. It explores political institutions, religious systems, social hierarchies, economic structures, and cultural achievements in regions including Mesopotamia, Egypt, Greece, Rome, China, India, and the Islamic world. The course emphasizes cross-cultural interaction, trade networks, and the diffusion of ideas. Students develop comparative and analytical skills in understanding long-term patterns of historical development.

### **HIST 3102 History of Civilizations 2 (3 Credits/5 ECTS)**

This course continues the study of global civilizations from the early modern period to the contemporary world. It examines imperial expansion, industrialization, revolutions, nationalism, and globalization. Students analyze how technological change, political ideologies, and economic systems reshaped global interactions. The course emphasizes the interconnected development of regions and the emergence of the modern international order.

### **IRL 2201 Introduction to Logic and Arguments**

The course provides an introduction to logic and argumentation with a particular emphasis on applications in politics, history, and the social sciences. Students will learn how arguments are structured, how evidence supports claims, and how logical errors undermine persuasion and policy reasoning. Through practical exercises,

case studies, and analysis of political speeches, academic texts, and media narratives, the course trains students to critically evaluate competing arguments and develop well-reasoned positions on complex social and political issues.

### **Corruption, Governance, and Accountability**

This course provides an in-depth study of corruption in public and private sectors, focusing on institutional weaknesses, regulatory failures, and political incentives that enable corrupt practices. Students engage with key concepts such as rent-seeking, patronage networks, state capture, and clientelism. The course also examines the role of civil society, media, and international organizations in promoting transparency and integrity. By the end of the course, students will be able to critically assess anti-corruption policies and governance reforms.

### **A Global History of the Nineteenth Century**

This course examines the nineteenth century as a formative period in the making of the modern world. It explores major political, economic, social, and intellectual transformations, including industrialization, imperial expansion, nationalism, liberalism, socialism, and the restructuring of global trade networks. Moving beyond a Eurocentric framework, the course integrates developments in Europe, the Americas, Asia, Africa, and the Ottoman and Russian Empires. Students analyze how the nineteenth century reshaped global power relations, state formation, and modern political ideologies.

### **Diaspora Studies and Migration History of Central Asia**

This course examines the history and dynamics of migration and diaspora formation in Central Asia from the nineteenth century to the present. It explores forced migrations, imperial resettlements, Soviet deportations, labor migration, and post-Soviet mobility patterns. Students analyze how migration has shaped demographic structures, identity formation, state policies, and regional geopolitics. The course integrates historical analysis with contemporary debates on transnationalism, remittances, citizenship, and migration governance in the broader Eurasian context.

### **History of Soviet Kazakhstan**

This course examines the political, social, and economic transformation of Kazakhstan during the Soviet period. It analyzes the impact of revolution, collectivization,

industrialization, forced sedentarization, famine, and political repression on Kazakh society. The course also explores wartime mobilization, postwar modernization, urbanization, cultural policy, and late Soviet reforms. Particular attention is given to nation-building, identity formation, and the legacy of Soviet institutions in contemporary Kazakhstan. Students engage with primary sources and historiographical debates to develop critical perspectives on Soviet modernization.

### **Collective Memory in History and Politics**

The course studies the interaction between history and politics through the lens of collective memory. It examines how states, social movements, and institutions construct and reinterpret the past. Topics include memory laws, transitional justice, post-conflict reconciliation, and the politics of commemoration. Comparative case studies help students critically assess the relationship between historical interpretation and political power.

### **History of Post-Soviet States**

This course provides a comparative overview of post-Soviet developments in Central and Eastern Europe, the Baltics, and the Caucasus. It explores regime trajectories, governance reforms, civil society development, security issues, and regional cooperation initiatives. The course also addresses frozen conflicts, energy politics, and geopolitical competition. Students develop analytical tools to understand the diversity and complexity of post-Soviet political evolution.

## **PUBLIC AND MUNICIPAL ADMINISTRATION AREA**

### **CSS/GEN2205 XXXX Applied AI for Human and Social Sciences (3 Credits/5 ECTS)**

*Prerequisites: Students must complete either GEN1103 Digital and AI Fundamentals or GEN1203 Business Computer and AI Applications as part of the General Education (GEN) requirements*

This course examines the application of artificial intelligence and data-driven methods to research and problem-solving in the human and social sciences. Through real-world examples from communication, culture, education, economics, politics, and public health, students learn how AI supports the analysis of texts, surveys, social media, interviews, and historical data, as well as pattern identification and evidence visualization. Hands-on work with accessible generative AI and no-code/low-code tools enables students to design flexible,

AI-assisted research workflows. The course emphasizes research ethics, data privacy, bias mitigation, and responsible interpretation, culminating in an applied project addressing a contemporary social issue.

### **CSS 2201 Introduction to Research Methods for the Social Sciences (3 Credits/3 ECTS)**

*Prerequisites: None*

This course introduces students to the foundational principles of social science research design, providing an early and essential grounding in how knowledge is constructed, tested, and interpreted across the social sciences. Students develop familiarity with core concepts including research questions, theoretical frameworks, data collection strategies, and the logic of inference—not as isolated techniques, but as components of a coherent scientific process. The primary purpose of the course is to equip students with a critical lens they will carry into their subsequent program coursework: having internalized how social science research is built, students are better positioned not only to complete discipline-specific assignments with greater rigor, but also to evaluate the research they encounter—assessing its strengths, limitations, and claims—and to extract deeper and more durable knowledge from everything they study.

### **PAD2700 Fundamentals of Sociology (3 Credits/4 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.

### **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 introduces 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.

### **CSS3XXX/PAD3115.4 Professional Internship in Public Administration for BPMA (4 Credits/6ECTS)**

*Prerequisites: 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.

### **CSS 3XXX Advanced Research Methods for the Social Sciences (3 Credits/4 ECTS)**

*Prerequisites: CSS 2201 Introduction to Research Methods for the Social Sciences, and GEN/CSS2204/2205 (1)*

*AI Ethics and Governance and (2) Applied AI for Human and Social Sciences*

*Previously listed as PAD2502*

Building on the foundational principles introduced in CSS2201 Introduction to Research Methods for the Social Sciences, this course equips students with the quantitative methods and computational tools increasingly required of social science practitioners in a data-driven world. Students develop working proficiency in statistical software applying those tools to real social science datasets and research problems of the kind encountered in policy, public administration, economics, political science, journalism, and related fields. The course emphasizes not only technical competence but the broader analytical orientation that advanced methods demand: an understanding that meaningful social change in complex modern societies requires the capacity to work with large-scale data, identify patterns within it, and translate findings into actionable insight. By the end of the course, students will be able to design and execute quantitative research projects independently, critically evaluate data-driven arguments in the academic and professional literature, and situate computational methods within the ethical and social responsibilities of the social scientist.

**PAD3521 Global Sustainable Development Governance (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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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 Environmental Management & Natural Resources (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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.

**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.

**PAD3603 Biodiversity and Ecosystem Services**

*Prerequisites: 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. The 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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.

### **PAD4541 Gender and Public Policy (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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.

### **PAD4501 Public Sector Digitalization**

Public sector digitalization is an interdisciplinary seminar course that will engage students with the ways new Information and Communication technologies (ICTs) are deployed by governments within their functions, activities, and processes. This course will prioritize three distinct (legal, political and managerial) to studying public sector digitalization as an applied field of knowledge and practice. It uses case studies from multiple disciplines which are organized around public management themes. Through this survey course, advanced undergraduate and master's students will familiarize themselves with the recent advances in the digital transformation of the public sector, evaluate the socio-technological implications, and engage with the ethical and legal ramifications of organizational change and digital transformation. In addition, they will have an opportunity to undertake a group activity to explore ways to improve citizen-state interactions. Finally, the course will orient students to engage with the service user experience; anticipate and identify ways to mitigate the

administrative burdens, privacy, security, and ethical risks; and appreciate the need for precaution.

**CSS4XXX/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: 4<sup>th</sup> 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: 4<sup>th</sup> 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)**

*Prerequisites: 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 canvas, 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)**

*Prerequisites: 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)**

*Prerequisites: 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.

### **PAF3535 Fundamentals of Financial Accounting (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: 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 Basics of Fiscal Governance (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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.

### **SOC3101 Urban Policy and Governance (3 Credits/5 ECTS)**

This course examines the dynamic and diverse experiences of urban life, focusing on how geography and identity shape individual and collective experiences within the city. Students will explore the evolving nature of cities and the urban experience, analyzing the broader social, political, and economic forces driving urban change. The course delves into the relationship between the built environment and human behavior, investigating how neighborhoods influence life opportunities, social interactions, and the prevalence of urban challenges such as homelessness and violence. Students will critically analyze the intersections of spatial organization, social inequalities, and social interaction, exploring how urban spaces shape and are shaped by broader social structures.

### **SOC3102 Understanding and Managing Public Organizations (3 Credits/5 ECTS)**

This course aims to provide students with a thorough knowledge in the sociological research literature on organizations. It explores different perspectives on why complex organizations look and operate the way they do, and examines the social consequences of their behavior.

It examines how organizations shape, and are shaped by their environments. How organizations' behavior influences social inequality, and how social inequality shapes the way modern organization's function will be discussed.

### **SOC3104 Civil Society and Public Policy (3 Credits/5 ECTS)**

This course offers a comprehensive introduction to the study of social movements and collective action, exploring key themes and issues that shape their formation, development, and outcomes. It examines the role of social structures, authorities, movement participants, and leadership in the origins, mobilization, and strategies of social movements. The course investigates the challenges faced by movements, including coalition formation and sustainability, as well as the trans-nationalization of movements in a globalized world. Students will analyze how political, social, and cultural environments influence the dynamics of social movements and their ability to achieve success. Additionally, the course explores the broader consequences of social movements for individuals, institutions, and state policies, providing critical insights into how collective action can drive social change and challenge existing power structures. Through case studies and theoretical frameworks, students will gain a deep understanding of the transformative potential and limitations of social movements.

### **SOC4005 Inequality and Public Policy (3 Credits/5 ECTS)**

Stratification refers to systematic social inequality in accessing opportunities, resources, and rewards. It involves the uneven distribution of people across social categories based on achieved and ascribed characteristics. This course will discuss the social construction of categories, the mechanisms behind the unequal distribution of rewards, and explanations for varying levels of stratification. It will also address theories related to markets, capital, and segregation. The course will investigate the impacts of stratification such as race/ethnicity, gender, age, and class on different areas, including credit markets, work, health, consumption, and education. Emphasis will be placed on how stratification is tied to policy, including taxation and redistribution, healthcare systems, minimum wages, and affordable housing.

### **JOURNALISM AND MEDIA COMMUNICATION AREA**

### **CSS/GEN2205 XXXX Applied AI for Human and Social Sciences (3 Credits/5 ECTS)**

*Prerequisites: Students must complete either GEN1103 Digital and AI Fundamentals or GEN1203 Business Computer and AI Applications as part of the General Education (GEN) requirements*

This course examines the application of artificial intelligence and data-driven methods to research and problem-solving in the human and social sciences. Through real-world examples from communication, culture, education, economics, politics, and public health, students learn how AI supports the analysis of texts, surveys, social media, interviews, and historical data, as well as pattern identification and evidence visualization. Hands-on work with accessible generative AI and no-code/low-code tools enables students to design flexible, AI-assisted research workflows. The course emphasizes research ethics, data privacy, bias mitigation, and responsible interpretation, culminating in an applied project addressing a contemporary social issue.

### **CSS 2201 Introduction to Research Methods for the Social Sciences (3 Credits/3 ECTS)**

*Prerequisites: None*

This course introduces students to the foundational principles of social science research design, providing an early and essential grounding in how knowledge is constructed, tested, and interpreted across the social sciences. Students develop familiarity with core concepts including research questions, theoretical frameworks, data collection strategies (quantitative and qualitative), and the logic of inference—not as isolated techniques, but as components of a coherent scientific process. The primary purpose of the course is to equip students with a critical lens they will carry into their subsequent program coursework: having internalized how social science research is built, students are better positioned not only to complete discipline-specific assignments with greater rigor, but also to evaluate the research they encounter—assessing its strengths, limitations, and claims—and to extract deeper and more durable knowledge from everything they study. The course is open to all CSS undergraduate students.

### **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 1103 Media and Information Literacy (3 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.

### **GEN/JMC 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.

### **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 Beginning 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: GEN/ASC 2104.3*

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 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 Writing and Editing for Journalism (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 20<sup>th</sup> and early 21<sup>st</sup> 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 Advanced 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)**

*Prerequisites: JMC2605 Media and Society*

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 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. Students 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: 4<sup>th</sup> year status*

This course prepares students carry out a professional project.

### **JMC4082 State Examination/Professional Project II (1 Credits/2 ECTS)**

*Prerequisites: 4<sup>th</sup> 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 & Online Journalism (3 Credits/5 ECTS)**

*Prerequisites: JMC2615 Beginning 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 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/ECTS)**

*Prerequisites: JMC 4701 Research Methods for Media and Communication*

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 Beginning 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 behavior theory etc.

### **JMC4612 Online Journalism (3 Credits/5 ECTS)**

*Prerequisites: JMC 2612 New Information Technologies; JMC 2615 or JMC 3201 Beginning 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 Beginning 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 Advanced Media Writing (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.

### **CSS 3101 Advanced Research Methods for the Social Sciences (3 Credits/4 ECTS)**

*Prerequisites: CSS 2201 Introduction to Research Methods for the Social Sciences, and GEN/CSS2204/2205 (1) AI Ethics and Governance and (2) Applied AI for Human and Social Sciences*

Building on the foundational principles introduced in CSS2201 Introduction to Research Methods for the Social Sciences, this course equips students with the quantitative methods and computational tools increasingly required of social science practitioners in a data-driven world. Students develop working proficiency in statistical software applying those tools to real social science datasets and research problems of the kind encountered in policy, public administration, economics, political science, journalism, and related fields. The course emphasizes not only technical competence but the broader analytical orientation that advanced methods demand: an understanding that meaningful social change in complex modern societies requires the capacity to work with large-scale data, identify patterns within it, and translate findings into actionable insight. By the end of the course, students will be able to design and execute quantitative research projects independently, critically evaluate data-driven arguments in the academic and professional literature, and situate computational methods within the ethical and social responsibilities of the social scientist.

### **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 apology.

### **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: GEN/JMC 2108.3*

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 News and Digital Media Design (3 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.

### **JMC 2201 Digital Filmmaking (3 Credits/5 ECTS)**

*Prerequisites: None*

The course is a hands-on creative digital filmmaking production start to the minor.

Students learn the historical background of digital motion pictures from Hollywood and across the globe, how technical advances over time changed how audiences experience cinema. Students will study the different elements of digital filmmaking; cinematography, sound, editing, acting, production design, costume design, and story structure, to understand how they individually support the cinematic experience as a whole. Students will watch, study, and experiment with a variety of different types of digital media. Students will work individually and as a member of a production crew to produce short films of various types including: fiction and non-fiction, commercial, PSA, art, experimental, and essay. This course culminates with the beginning of a student's professional reel.

### **JMC 3201 Screenwriting (3 Credits/5 ECTS)**

*Prerequisites: None*

The course will introduce students to the theory and practice of the process of writing for the screen. Students will learn the structure of dramatic storytelling and how to translate that to a professional script format for motion picture production. The course will include an exploration of visual storytelling, analysis of screenplays and movies, and how to develop original story concepts into screenplay format ready for production. The course

will include how to write captivating dialogue and how to convey action to allow a reader to visualize a scene. Students will produce a story treatment, character study, and outline. Students will learn how to create a pitch deck to aid in pitching their script. This course culminates with a completed and revised draft of a short film script ready for development. Students will also be introduced to writing for a variety of media types, including documentary, commercial, and episodic series.

### **JMC 4201 Fiction Filmmaking (3 Credits/5 ECTS)**

*Prerequisites: JMC2201 and GEN/JMC 2108*

This course will introduce students to the basics of visual and narrative fiction storytelling through cinematic structures. This will be a blend of fiction film history, fiction film theory, and practical fiction filmmaking. Students will produce a variety of short films in groups and individually. Students will develop story ideas, produce pre-production documents, and post production promotional elements designed to promote a narrative fiction film, such as posters and BTS footage. Students will learn on-set protocols and the various roles of production personnel, such as director, AD, DP, Gaffer, boom operator, camera operator, production designer, and Script Supervisor. This course culminates with a finished short film ready for festival competition and digital material for their professional reel.

## **CHSE UNDERGRADUATE COURSES**

### **CHAG1001 Chaghatay Language (3 Credits/5 ECTS)**

*Prerequisites: None*

The course includes a survey of Chaghatay literature as well as a discussion of grammar, the writing system, and lexicographical resources; the class meetings will be devoted to both textbook-based instruction and (particularly in the second half of the course) the reading of samples from Chaghatay texts drawn from printed sources and manuscript copies.

### **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)**

*Prerequisites: CHN1301 Beginning Chinese*

This course follows the Beginning Chinese course and assumes knowledge of all the materials covered in CHN1301. 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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.

### **CLP2201/ECN2210 Fundamentals of Programming for Human and Social Sciences (Python) (3 Credits/5 ECTS)**

*Prerequisites: 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.

### **CLP2310 Data Wrangling and Visualization (3 Credits/5 ECTS)**

*Prerequisites: CLP2201/ECN2210 Fundamentals of Programming for Human and Social Sciences (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)**

*Prerequisites: 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 Data Analytics and Machine Learning (3 Credits/5 ECTS)**

*Prerequisites: CLP2310 Data Wrangling and Visualization*

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)**

*Prerequisites: CLP2310 Data Wrangling and Visualization*

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.

### **CLP3302 Human-Computer Interaction (3 Credits/5 ECTS)**

*Prerequisites: CLP2310 Data Wrangling and Visualization*

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).

### **CLP3306 Intelligent Systems Design (3 Credits/5 ECTS)**

*Prerequisites: CLP2310 Data Wrangling and Visualization*

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.

### **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. Kotlin 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)**

*Prerequisites: 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.

### **COGN/GEN1201 Introduction to Psychology (3 Credits/5 ECTS)**

*Prerequisites: 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.

### **COGN2201 Perception (3 Credits/5 ECTS)**

*Prerequisites: COGN1201 Introduction to Psychology*

How do we perceive and interpret the world around us? This course will explore the psychological and neurological bases of perception and sensory processing. We will discover how the brain is able to process the stimuli it perceives, including some discussion of visual and auditory perception of language.

### **COGN2202 Learning and Memory (3 Credits/5 ECTS)**

*Prerequisites: COGN1201 Introduction to Psychology*

How do our brains store information? How do we retrieve that information and use it to draw new conclusions? In short, how do we learn? This course will explore those questions and more, introducing students to more advanced theory of learning and memory. We will consider major theories in the field, the way research in this field may be conducted, and their implications for education and other applied fields.

### **COGN1202 Psycholinguistics: Language and Mind (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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).

### **COGN2207 Special Topics in Cognitive Science**

*Prerequisites: COGN/GEN1201 Introduction to Psychology*

The course develops current topics in cognitive science in accordance with student and faculty interest.

### **COGN/TFL/TRN4106 Introduction to Research Writing (3 Credits/5 ECTS)**

*Prerequisites: ENG/GEN1121 Academic Reading and Writing II*

This course familiarizes students with the fundamental concepts, methodological principles, and academic skills required for designing and conducting research in the human sciences. Using a structured, step-by-step

approach, the course guides students through the core components of the research process, including formulation of research questions, literature review, research design, ethical considerations, data collection strategies, basic analytical planning, and interpretation of findings. Emphasis is placed on academic writing, proposal development, and the organization of a coherent thesis manuscript. By the end of the course, students will be able to design a feasible research project and produce a well-structured thesis proposal aligned with disciplinary standards.

### **COGN/TFL/TRN4204 Senior Project/Thesis (3 Credits/5 ECTS)**

*Prerequisites: COGN/TFL/TRN4106 Introduction to Research Writing and 128 credits 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).

### **ENG/GEN1100 Academic English Speaking (3 Credits/5 ECTS)**

*Prerequisites: ENG/GEN1110 Critical Thinking and Study Skills*

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 learn about the stages and processes involved in conducting academic research. Students focus on understanding how to plan, design, and write about research effectively. Building on the research and writing skills developed in previous courses, students select a localized and personalized project of substantial scope within an area of their interest and develop it into a well-supported research proposal. The final product of the course is a formal research proposal, where editing, citations, bibliographical components and, if applicable, a brief pilot study summary, are the focus of attention.

**ENG/GEN2100 Introduction to Creative Writing (3 Credits/5 ECTS)**

*Prerequisites: 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/GEN2201 Introduction to British Literature (3 Credits/5 ECTS)**

*Prerequisites: ENG/GEN1121 Academic Reading and Writing II*

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)**

*Prerequisites: ENG/GEN1121 Academic Reading and Writing II*

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.

**GEN/ENG3301 Masterpieces of World Literature (3 Credits/5 ECTS)**

*Prerequisites: ENG/GEN1121 Academic Reading and Writing II*

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.

**ENG/GEN2401 Postcolonial and Decolonial Literature of Eurasia (3 Credits/5 ECTS)**

*Prerequisites: ENG/GEN1121 Academic Reading and Writing II*

This course explores postcolonial and decolonial approaches to literature across Eurasia, with special attention to Central Asia. Students will be introduced to key concepts in postcolonial and decolonial theory and examine how literary texts engage with the legacies of empire, questions of language and identity, and cultural transformation. Through close reading of fiction, memoir, poetry, and essays, the course investigates how writers reinterpret imperial and Soviet pasts and articulate new cultural perspectives. The course may include engagement with contemporary writers, scholars, and cultural practitioners, as well as project-based assignments connecting literary texts to broader debates about postcolonial and decolonial thought.

**PSY/GEN1201 Mental Health and Well-being (3 Credits/5 ECTS)**

*Prerequisites: 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/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.

### **GEN/KOR1302 Elementary Korean (3 Credits/5 ECTS)**

*Prerequisites: GEN/KOR1301 Beginning Korean*

This course follows the Beginning Korean course and assumes knowledge of all the materials covered in GEN/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.

### **GEN/KOR1303 Pre-Intermediate Korean (3 Credits/5 ECTS)**

*Prerequisites: GEN/KOR1302 Elementary Korean*

This course is a continuation of GEN/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.

### **GEN/KOR1304 Intermediate Korean (3 Credits/5 ECTS)**

*Prerequisites: GEN/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.

### **GEN/KOR1305 Upper Intermediate Korean (3 Credits/5 ECTS)**

*Prerequisites: GEN/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.

### **GEN/KOR1306 Advanced Korean (3 Credits/5 ECTS)**

*Prerequisites: GEN/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.

**GEN/KOR3302 Korean for Business Settings (3 Credits/5 ECTS)**

*Prerequisites: GEN/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.

**GEN/KOR3305 Korean Language: Language of Mass Media (3 Credits/5 ECTS)**

*Prerequisites: GEN/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.

**GEN/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.

**LING/GEN1101 Fundamentals of Linguistics (3 Credits/5 ECTS)**

*Prerequisites: ENG/GEN1120 Academic Reading and Writing I*

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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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.

### **LING3202 Minimalist Syntax (3 Credits/5 ECTS)**

*Prerequisite: LING2201 Language and its Structure II*

This course covers advanced topics in syntax, such as generative grammar and recent syntactic theories and rules for natural language analysis.

### **LING3301 Foundations of Second Language Acquisition (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: 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.

### **LING3306 Corpus Linguistics (3 Credits/5 ECTS)**

*Prerequisites: 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.

### **LING2204 Pragmatics (3 Credits/5 ECTS)**

*Prerequisites: 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.

### **LING4102 Special Topics in Linguistics (3 Credits/5 ECTS)**

*Prerequisites: None*

This course provides structured exploration of selected topics across various domains of linguistics not otherwise covered in required courses. The content varies by semester and reflects contemporary developments, faculty research interests, and student demand. The course enables deeper engagement with specialized areas and supports curricular breadth within the discipline.

### **LIT3301 Survey of Russian Literature (3 Credits/5 ECTS)**

*Prerequisites: 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.

**PSY2103 Quantitative Research Methods (3 Credits/5 ECTS)**

*Prerequisites: ENG/GEN1100 Academic Reading and Writing II*

The course aims to acquaint students with the introductory knowledge and skills for quantitative empirical research in psychology. This includes the basic research designs, populations, samples, statistical error, frequency distributions, measures of central tendency, and hypothesis testing (e.g. t-tests, ANOVAs). This course also equips 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.

**PSY2201 Organizational Psychology (3 Credits/5 ECTS)**

*Prerequisites: 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.

**PSY2203 Developmental Psychology (3 Credits/5 ECTS)**

*Prerequisites: 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.

**PSY2204 Cultural Psychology (3 Credits/5 ECTS)**

*Prerequisites: COGN/GEN1201 Introduction to Psychology*

This course explores the dynamic interplay between culture and psychological processes. We will examine how cultural contexts shape cognition, emotion, motivation, development, and social behavior. Students will learn to critically analyze research and theories from a cross-cultural perspective, fostering an understanding of human diversity and the limitations of traditional psychological models. Topics include cultural influences on self-concept, perception, communication, mental health, and intergroup relation.

**PSY2206 Cyberpsychology**

*Prerequisites: 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 Individual Differences (3 Credits/5 ECTS)**

*Prerequisites: 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.

**PSY2301 Biological Psychology**

*Prerequisites: COGN/GEN1201 Introduction to Psychology*

This course introduces students to the interdisciplinary interface between the biological and psychological sciences. It examines evolutionary approaches to behavior, the origins of the human species, and the neurophysiological foundations of cognition and action. Students explore the mechanisms of sensory processing and the ways in which environmental factors influence behavior, analyzing biological systems at cellular, endocrine, and neural architectural levels. Particular emphasis is placed on the integrative relationship between mind and body in the context of health and well-being.

### **PSY3103 Child Development (3 Credits/5 ECTS)**

*Prerequisites: 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.

### **PSY3109 Neuropsychology (3 Credits/5 ECTS)**

*Prerequisites: 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 Clinical Psychology (3 Credits/5 ECTS)**

*Prerequisites: COGN/GEN1201 Introduction to Psychology*

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 Educational Psychology (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: COGN/GEN1201 Introduction to 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)**

*Prerequisites: 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**

*Prerequisites: ENG/GEN1121 Academic Reading and Writing II*

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)**

*Prerequisites: PSY2203 Developmental Psychology*

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 Special Topics in Psychology (3 Credits/5 ECTS)**

*Prerequisites: COGN/GEN1201 Introduction to Psychology*

This course provides structured exploration of selected topics across various domains of psychology not otherwise covered in required courses. The content varies by semester and reflects contemporary developments, faculty research interests, and student demand. The course enables deeper engagement with specialized areas and supports curricular breadth within the discipline.

### **PSY3310 Special Topics in Cognitive Psychology (3 Credits/5 ECTS)**

*Prerequisites: COGN2103 Introduction to Cognitive Psychology*

This course provides structured exploration of selected topics across various domains of cognitive psychology not otherwise covered in required courses. The content varies by semester and reflects contemporary developments, faculty research interests, and student demand. The course enables deeper engagement with specialized areas and supports curricular breadth within the discipline.

### **PSY3312 Special Topics in Counselling (3 Credits/5 ECTS)**

*Prerequisites: PSY2203 Developmental Psychology*

This course offers the study of selected issues in counselling that are not comprehensively addressed in the main curriculum. The content varies by semester and

reflects contemporary developments, faculty research interests, and student demand. The course enables deeper engagement with specialized areas and supports curricular breadth within the discipline.

### **PSY3313 Special Topics in Neuropsychology (3 Credits/5 ECTS)**

*Prerequisites: COGN2103 Introduction to Cognitive Psychology*

This course examines selected topics in neuropsychology beyond those included in required coursework. The content varies by semester and reflects contemporary developments, faculty research interests, and student demand. The course enables deeper engagement with specialized areas and supports curricular breadth within the discipline.

### **PSY4104 Psychological Testing (3 Credits/5 ECTS)**

*Prerequisites: PSY2103 Quantitative Research Methods*  
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.

### **PSY3308 Controversies in Psychology (3 Credits/5 ECTS)**

*Prerequisites: COGN2101 Social Psychology*

This course examines highly cited or frequently discussed topics and articles that have been the source of considerable controversy in the fields of social, cognitive, and clinical psychology. That is, findings or observations that have led the scientific community to debate the interpretations and implications, methodology or replicability, the ethics of the study protocol, or even biases of the researchers. The list of research topics covered will be broad. Examples include Milgram's "shock experiment" and Zimbardo's prison study, Loftus' research on false memories, as well as topics related to the efficacy of antidepressants and psychotherapy. We will also discuss social priming, the nature vs. nurture debate on intelligence, multiculturalism, issues related to social neuroscience, and even precognition. The course is in a seminar format and will require presentations and active participation. Students will be asked to debate the advantages and disadvantages of study methodologies, underlying theories, assumptions, and ethical implications.

### **PSY4302 Modern Data Analysis and Applied Modeling Strategies (3 Credits/5 ECTS)**

*Prerequisites: PSY2103 Quantitative Research Methods*

The scientific method is a means through which knowledge advances in the field of psychology. This course is designed to be an introductory course on real-world data analysis in both observational and experimental research. Students will be developing and researching hypotheses, collecting data, analyzing data using statistical modeling techniques, interpreting models, and reporting the results as well as the use of computer software. As part of this approach, students will also be equipped to use statistical programming to analyze real-world psychological data. Students will be responsible for researching a topic and creating a research project by the end of the course.

### **PSY4303 Advanced Modern Data Analysis and Applied Modeling Strategies (3 Credits/5 ECTS)**

*Prerequisites: PSY4302 Modern Data Analysis and Applied Modeling Strategies*

This course builds upon prior training in modern data analysis and applied modeling strategies. It develops advanced competencies in statistical modeling, experimental research design, and complex data analysis.

Students will expand and refine their earlier research projects, strengthening their ability to formulate hypotheses, specify and evaluate statistical models, and interpret empirical findings with methodological rigor. The course emphasizes advanced statistical programming, reproducible research practices, and the application of analytical techniques to real-world psychological data. By the end of the course, students will demonstrate enhanced proficiency in conducting, analyzing, and reporting sophisticated quantitative research.

### **PSY4203 Senior Project (3 Credits/8 ECTS)**

*Prerequisites: 128 credits 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).

### **PSY4304 Professional Internship (3 Credits/4 ECTS)**

*Prerequisites: 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.

### **RUS2208 Culture of Central Asia (3 Credits/5 ECTS)**

*Prerequisites: None*

This course is designed for international students. It introduces the historical, cultural, and social development of Central Asia, with particular attention to its diverse ethnic, linguistic, and religious traditions. Through selected texts, visual materials, and cultural case studies, students gain insight into the region's heritage and contemporary transformations. The course also develops intercultural awareness and academic communication skills.

### **RUS1203 Speaking Practice (level 3) (3 Credits/5 ECTS)**

*Prerequisites: None*

This course is designed for advanced-level students seeking to refine their Russian language skills and deepen their knowledge of the culture and society of its native speakers. The focus is on fluency and accuracy in spoken Russian across various formal and informal situations. Students will participate in discussions and presentations on topics such as current events, literature and culture, while acquiring vocabulary for professional, academic, and social purposes, and working with authentic materials such as telecasts, podcasts, and audiovisual resources.

### **RUS2207 Film and Media Cultures (3 Credits/5 ECTS)**

*Prerequisites: None*

This course is designed for international students studying Russian as a foreign language. Instructional materials include films, blogs, social media content, and other contemporary media texts. Students develop listening, speaking, and reading skills, expand their vocabulary,

and gain insight into contemporary Russian-speaking culture and digital communication. Particular attention is given to the analysis and discussion of current media discourse.

### **RUS2206 Russian Language Literature (3 Credits/5 ECTS)**

*Prerequisites: None*

This course is designed for international students studying Russian as a foreign language. Language proficiency is developed through the reading and analysis of selected literary texts. Students enhance their reading skills, expand their vocabulary, develop speaking and writing abilities, and become acquainted with key themes, authors, and the cultural context of Russian literature. Particular attention is given to text interpretation and the development of analytical and communicative competence.

### **TFL2102 Approaches and Methods of English Language Teaching (3 Credits/5 ECTS)**

*Prerequisites: 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 of 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)**

*Prerequisites: 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 of 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.

### **TFL2401 Course Design (3 Credits/5 ECTS)**

*Prerequisites: TFL2102 Approaches and Methods of English Language Teaching*

This course examines the theoretical foundations and systematic processes of course design in TESOL, with a focus on curriculum planning beyond individual materials development. Students engage in needs analysis, formulation of measurable learning outcomes, syllabus structuring, sequencing, and assessment alignment within specific institutional and sociocultural contexts. Emphasis is placed on macro-level planning, coherence, and constructive alignment across course components. By the end of the course, students will produce a comprehensive course framework grounded in established TESOL and curriculum design principles.

### **TFL3202 Learning Technology in FL classroom (3 Credits/5 ECTS)**

*Prerequisites: TFL2102 Approaches and Methods of 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.

### **TFL3207 Introduction to Special Education (3 Credits/5 ECTS)**

*Prerequisites: None*

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 (3 Credits/5 ECTS)**

*Prerequisites: None*

This course provides focused study of selected issues in English language teaching not extensively covered in core courses. The specific topic varies by offering and may address theoretical, empirical, or applied questions related to ELT. The course allows faculty and students to explore emerging developments, specialized themes, or areas of particular academic interest within the topic.

### **TFL4102 Teaching Practicum (3 Credits/5 ECTS)**

*Prerequisites: 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.

### **GEN/TRN2101 Introduction to Translation (3 Credits/5 ECTS)**

*Prerequisites: None*

This is the core prerequisite course for students in the Bachelor's in 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.

### **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)**

*Prerequisites: GEN/TRN2101 Introduction to Translation and ENG/GEN1100 Academic 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.

**TRN3204 Technology for Translation (3 Credits/5 ECTS)**

*Prerequisites: GEN/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.

**TRN3303 Post-editing (3 Credits/5 ECTS)**

*Prerequisites: GEN/TRN2101 Introduction to Translation*

This course introduces students to post-editing as an essential practice in contemporary translation workflows. Post-editing is understood as the critical revision and improvement of pre-produced translated texts to ensure clarity, accuracy, stylistic appropriateness, and compliance with professional standards. The course develops students' ability to assess, revise, and refine draft translations efficiently while maintaining high quality and accountability. Students will explore different levels of post-editing, quality expectations, and decision-making strategies depending on purpose, audience, and project requirements. Through practical workshops and guided exercises, students will engage in hands-on post-editing tasks across various text types, reflecting real-world professional scenarios. The course also addresses ethical considerations, quality standards, and the evolving role of translators in digitally supported workflows.

**TRN4112 Terminology Management and Specialized Communication (3 Credits/5 ECTS)**

*Prerequisites: GEN/TRN2101 Introduction to Translation*

This course develops students' competence in analyzing, managing, and applying specialized language in professional communication contexts. It focuses on the identification, systematization, and contextual use of domain-specific terminology, as well as on the structural, stylistic, and pragmatic features of specialized texts. Students explore how knowledge is communicated in expert communities and learn to ensure consistency and clarity in specialized discourse. Students develop skills in researching subject-specific vocabulary, analyzing genre conventions, and producing and revising specialized texts in accordance with professional standards. By the end of the course, students will be able to manage specialized terminology systematically, interpret and produce texts within specific professional contexts, and apply appropriate linguistic and communicative strategies to ensure accuracy, coherence, and functional equivalence.

**TRN4111 Localization and Transcreation (3 Credits/5 ECTS)**

*Prerequisites: GEN/TRN2101 Introduction to Translation*

This course introduces students to the theory and practice of localization and transcreation in translation studies and in global communication overall. It examines how texts and media are adapted not only to the language but to the cultural backgrounds and expectations of specific target audiences. Students explore key concepts in localization such as cultural adaptation, audience analysis, brand voice, and multilingual marketing, working with both material and digital content. Through case studies and practical assignments, they learn to distinguish conventional translation from creative transcreation, in which text or media does not represent a source so much as recreate it in a new environment, for example in advertising or in entertainment. By the end of the course, students will be able to critically evaluate localization strategies in various contexts as well as produce their own culturally effective adaptations and transcreations.

**TRN4110 Special Topics in Translation (3 Credits/5 ECTS)**



*Prerequisites: GEN/TRN2101 Introduction to Translation*

This course provides in-depth study of specialized topics within Translation Studies. These include theoretical and practical aspects of real-world translation, such as ethics and localization; new or evolving techniques, such as machine or AI-assisted translation; and specialized subfields such as audiovisual translation, literary, legal, or scientific translation, and community interpreting. It may also focus on specific language pairs, such as Kazakh-English or Kazakh-Russian. Through critical readings and discussion, and hands-on projects, students explore the various dimensions of a topic and the relationship between theory and practice within it.

### **TRN3301 Topics in Consecutive Interpreting (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: 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.

### **TRN4107 Topics in Interpreting (3 Credits/5 ECTS)**

*Prerequisites: TRN3101 Introduction to Interpreting*

This course provides focused, practice-oriented training in selected areas of interpreting not extensively covered in core courses. Offered in a workshop format, it emphasizes the development and refinement of professional interpreting skills through intensive, hands-on practice rather than theoretical instruction. The specific theme varies by offering and may concentrate on particular modes, specialized domains, or emerging technologies used in interpreting. The course enables students to strengthen performance competencies across diverse communicative settings and professional contexts.

### **TRN4101 Topics in Translation: Russian Stylistics (3 Credits/5 ECTS)**

*Prerequisites: GEN/TRN2101 Introduction to Translation*

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.

### **TRN4103 Capstone Project in Translation (3 Credits/5 ECTS)**

*Prerequisites: TRN2202 Academic Internship*

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)**

*Prerequisites: 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.

### **UYGH1001 Uyghur Language (3 Credits/5 ECTS)**

*Prerequisites: None*

The course emphasizes all four major communicative skills (speaking, listening, reading, and writing). Students are also introduced to Uyghur culture, history, and religion through readings, screenings, and class discussions. Another aim of the course is to expose students to a variety of topics in Uyghur culture through culture-based language activities so that students not only learn the Uyghur language, but also the culture, history, religion, and sociopolitical backgrounds of its speakers.

## **LAW UNDERGRADUATE COURSES**

**LAW/ENG1111 Legal English I (3 Credits/5 ECTS)**

*Prerequisites: ENG0103 Foundation English Level A or direct admission to Academic English Program*

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/ENG1100 Legal English II (3 Credits/5 ECTS)**

*Prerequisites: LAW/ENG1111 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/ENG1120 Academic Reading and Writing I for Law Students (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.

**LAW/ENG1121 Academic Reading and Writing II for Law Students (3 Credits/5 ECTS)**

*Prerequisites: LAW/ENG1120 Academic Reading and Writing I for Law Students*

This is an advanced level academic reading and writing course, in which students of the Law School undertake a small research project in a particular area of law or a legal problem of their interest. Building on the research and writing skills developed in previous Academic Reading and Writing I course, students 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 will make use of library and online legal primary and secondary resources, as well as field research, such as interviews with a Law professor or a lawyer with expertise in the field of the research interest, or other off-campus research, depending on the nature of their topic. Tasks include finding, analyzing, and evaluating a variety of sources such as relevant laws, legal cases, reports, academic articles, etc. A process-approach to writing is utilized, with much attention to planning, outlining, surveying the literature, drafting, rewriting, reviewing, and using feedback from peers and a teacher, constructively.

**LAW1001 Introduction to the Legal System of Kazakhstan and Lawyering (3 Credits/5 ECTS)**

*Prerequisites: LAW1101 Theory of State and Law; LAW2303 Roman 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)**

*Prerequisites: 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.

### **LAW1103 History of State and Law in Foreign Countries (3 Credits/5 ECTS)**

*Prerequisites: None*

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)**

*Prerequisites: ENG/GEN1121 Academic Reading and Writing II; LAW/ENG1100 Legal English II*

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.

### **LAW2104 Constitutional Law of Kazakhstan (3 Credits/5 ECTS)**

*Prerequisites: LAW1101 Theory of State and Law*

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)**

*Prerequisites: LAW4402 Civil Procedure Law of Kazakhstan*

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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: LAW2108 Civil Law of Kazakhstan: General 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.

### **LAW2303 Roman law (3 Credits/5 ECTS)**

*Prerequisites: None*

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”.

### **LAW2602 Legal Clinic I (4 Credits/8 ECTS)**

*Prerequisites: LAW2108 Civil Law of Kazakhstan: General Part*

The course provides academic credit for participation in the Ask-A-Lawyer/Legal Clinic or other Experiential Learning program project. The course also includes training in legal ethics and practice management.

### **LAW2603 Mooting I (3 credits, 5 ECTS)**

*Prerequisites: LAW2108 Civil Law of Kazakhstan: General Part*

The course provides academic credit for participation in Mooting activities.

### **LAW3101 Civil Law General Part Seminar (3 Credits/5 ECTS)**

*Prerequisites: LAW2108 Civil Law of Kazakhstan: General Part*

This course provides an in-depth exploration of key concepts and doctrines in private law, focusing on both theoretical underpinnings and practical applications.

Students will examine the nature of good faith, the interests and representation of legal entities, and the use of indeterminate legal concepts in judicial practice. The course also covers the abuse of rights, the nuances of private legal personality, and the significance of non-pecuniary rights and interests.

The curriculum will delve into comparative analyses of ownership across Romanic, Germanic, and Anglo-Saxon legal traditions, as well as the intricate nature of rights in rem and possession. Special emphasis is placed on understanding the nature of private obligations, the contract of sale in spe, and the lease of goods, work, and services. Students will critically assess the freedom of contract and its limitations, along with the principles of liability and torts.

Through case studies and class discussions, students will develop a robust understanding of these foundational elements, preparing them for advanced legal practice and scholarship in the field of private law.

### **LAW3301 Contract Law and Practice in Kazakhstan (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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. In addition, 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: LAW2108 Civil Law of Kazakhstan: General Part*

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)**

*Prerequisites: LAW1101 Theory of State and Law*

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)**

*Prerequisites: LAW1101 Theory of State and Law*

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)**

*Prerequisites: 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 use 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)**

*Prerequisites: 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.

### **LAW3605 Legal Clinic II (3 Credits/5 ECTS)**

*Prerequisites: LAW2109 Civil Law of Kazakhstan: Special Part*

The course provides academic credit for participation in the KIMEP Legal Clinic.

### **LAW4401 Criminal Procedure Law of Kazakhstan (3 Credits/5 ECTS)**

*Prerequisites: LAW2107 Criminal Law of Kazakhstan: Special Part*

This course considers the objectives and general principles of the criminal procedure law of the 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)**

*Prerequisites: 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)**

*Prerequisites: 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.

### **LAW4504 International Human Rights Law (3 Credits/5 ECTS)**

*Prerequisites: LAW3311 Public International Law*

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)**

*Prerequisites: LAW3311 Public International Law*

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 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)**

*Prerequisites: LAW2109 Civil Law of Kazakhstan:*

*Special Part*

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)**

*Prerequisites: LAW2108 Civil Law of Kazakhstan:*

*General Part*

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)**

*Prerequisites: 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 co-operation to control the volatility of markets.

### **LAW4509 Tax Law and Practice in Kazakhstan (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: LAW2109 Civil Law of Kazakhstan:*

#### *Special Part*

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.

### **LAW4514 Law of International Treaties (3 Credits/5 ECTS)**

*Prerequisites: LAW3311 Public 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)**

*Prerequisites: LAW3311 Public International Law*

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.

### **LAW4519 Criminology (3 Credits/5 ECTS)**

*Prerequisites: LAW2107 Criminal Law of Kazakhstan: Special 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)**

*Prerequisites: LAW 1101 Theory of State and Law; LAW2303 Roman Law*

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)**

*Prerequisites: 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)**

*Prerequisites: 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.

### **LAW4525 Law of IT and Cyberspace (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: LAW 1101 Theory of State and Law*

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)**

*Prerequisites: LAW2108 Civil Law of Kazakhstan: General Part*

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)**

*Prerequisites: LAW3301 Contract Law and Practice in 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.

### **LAW4534 Fundamentals of Legal Consulting (3 Credits/5 ECTS)**

*Prerequisites: LAW3301 Contract Law and Practice in Kazakhstan or LAW3303 Company Law and Practice in Kazakhstan*

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.

### **LAW4537 Artificial Intelligence Law and Regulation (3 Credits/5 ECTS)**

*Prerequisites: LAW2109 Civil Law of Kazakhstan: Special Part*

This course investigates the existing and emerging legal frameworks addressing the rapid ubiquity of artificial intelligence (AI) in society. The curriculum begins with a technical foundation in machine learning, neural networks, and Large Language Models (LLMs) to ensure students can navigate the "black box" of algorithmic decision-making with technical literacy. Students will survey the interaction between AI and substantive legal doctrines, including tort liability for autonomous systems, potential for algorithmic bias in criminal justice, and the existential challenges posed to intellectual property by generative AI. The course further examines critical issues in data privacy and surveillance, alongside a comparative analysis of global regulatory regimes, specifically contrasting the EU AI Act with sectoral U.S. federal and state initiatives. Finally, the seminar addresses the evolution of the legal profession, focusing on the ethical and professional responsibilities of attorneys utilizing automated tools for research, drafting, and litigation.

#### **LAW4604 Internship (3 credits, 5 ECTS)**

*Prerequisites: Completion of at least 90 credits and LAW3605 Legal Clinic II*

This course 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.

#### **LAW4605 Legal Clinic III (3 credits, 5 ECTS)**

*Prerequisites: LAW3605 Legal Clinic II*

This course is elective internship course that provides academic credit for students undertaking advanced practical work in the KIMEP Legal Clinic. Building on prior clinical or internship experience, students engage in more complex legal tasks under faculty supervision.

#### **LAW4606 Mooting II (3 credits, 5 ECTS)**

*Prerequisites: LAW2603 Mooting I*

This course is elective internship course that provides academic credit for advanced participation in mooting activities. Students refine legal research, writing, and

oral advocacy skills through complex case preparation and simulated court proceedings.

#### **LAW4607 Mooting III (3 credits, 5 ECTS)**

*Prerequisites: LAW4606 Mooting II*

This course is elective internship course that provides academic credit for advanced participation in mooting activities. Students refine legal research, writing, and oral advocacy skills through complex case preparation and simulated court proceedings.

#### **LAW4999 Selected Undergraduate Topics in Law (3 Credits/5 ECTS)**

*Prerequisites: determined by instructor*

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.

#### **LAW4905 KIMEP Bar Examination (2 Credits/3 ECTS)**

*Prerequisites: completion of all other academic courses, may enroll concurrently with completion of final set of courses*

The Examination is in English and tests substantive legal knowledge from mandatory course subjects.

### **SCSM UNDERGRADUATE COURSES**

#### **GEN/OPM1300 Information and Communication (3 Credits/5 ECTS)**

*Prerequisites: None*

This course provides knowledge about the principles of computer and information systems. Furthermore, basic knowledge is provided regarding specific types of information systems i.e., text, hypertext, presentation, spreadsheet, and database processing. The tutorials are dedicated to working on the assignments. The successful student will understand the capabilities and limitations of computers and acquire the skills required for performing simple information processing tasks.

#### **SCS2106 Data Structures and Algorithms (3 Credits/5 ECTS)**

*Prerequisites: SCS1105*

This course introduces the fundamental data structures and algorithms essential for computer science and software engineering. Students will learn how to design,

analyze, and implement efficient data structures and algorithms to solve a variety of computing problems. Emphasis will be placed on understanding the principles of building algorithms for sorting, searching, graph traversal, and so forth, as well as principles of underlying various data structures such as arrays, linked lists, trees, graphs, and hash tables. The course will also cover methods for analyzing algorithms to estimate time and space complexity.

### **SCS1105 Programming Fundamentals (3 Credits/5 ECTS)**

*Prerequisites: None*

This course introduces students to the core principles of programming using a high-level language (e.g., Python or Java). It focuses on problem-solving, algorithmic thinking, and basic program design. Students learn how to write, test, and debug simple programs.

### **MATH1202 Calculus (3 Credits/5 ECTS)**

*Prerequisites: None*

This course provides an introductory foundation in differential and integral calculus, emphasizing both conceptual understanding and problem-solving skills. Students study limits and continuity, derivatives and their applications to graphing and optimization, and core integration techniques including antiderivatives and definite integrals. The course also introduces multivariable calculus topics, functions of several variables, partial derivatives, optimization with Lagrange multipliers, and double integrals over simple regions, preparing students to analyze models involving multiple interacting factors.

### **SCS1101 Calculus I (4 Credits/7 ECTS)**

*Prerequisites: Placement Test score 12–20 or SCS0101*

This course provides an introduction to calculus, covering limits, differentiation, and integration. Applications such as linear approximation, optimization, average value, and calculating areas and volumes are integrated throughout the course using a variety of examples.

### **SCS1201 Calculus II (4 Credits/7 ECTS)**

*Prerequisites: SCS1101*

This course provides an introduction to calculus, covering limits, differentiation, and integration. Applications such as linear approximation, optimization, average value, and calculating areas and volumes are integrated throughout the course using a variety of examples.

### **SCS2301 Calculus III (4 Credits/7 ECTS)**

*Prerequisites: SCS1201*

This course continues the study of differential and integral calculus. It completes the topic of multiple integrals by covering double integrals in polar coordinates, triple integrals, and their applications. Additional topics include vectors, the geometry of space, vector functions, vector fields, line and surface integrals, as well as the concepts of curl and divergence.

### **SCS2105 Discrete Mathematics (3 Credits/5 ECTS)**

*Prerequisites: None*

This course covers logic of compound and quantified propositions, introduction to proof methods, recursive algorithm and coding theory, and elements of graph theory. Students are expected to use discrete mathematics concepts in the contexts of algorithm as problem solving tools, especially in mathematics and computer science.

### **SCS3101 Probability and Statistics (3 Credits/5 ECTS)**

*Prerequisites: MATH1202/SCS1101*

The course focuses on essential concepts of probability theory and statistics. It covers topics including the notion and properties of probability, discrete and continuous probability distributions, estimation of population parameters, regression analysis, and time series forecasting.

### **SCS1102 Physics I (3 Credits/5 ECTS)**

*Prerequisites: SCS1101*

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)**

*Prerequisites: None*

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: SCS1102*

Physics II is a calculus-based introduction to electricity, magnetism, harmonic motion, light, and optics.

### **SCS1203 Physics II Lab (1 Credits/2 ECTS)**

*Prerequisites: SCS1103*



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)**

*Prerequisites: 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)**

*Prerequisites: None*

Students will utilize the scientific method while conducting experiments related to the Chemistry I curriculum. This course should be taken concurrently with Chemistry I.

### **SCS2103 General Biology (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: None*

Students will utilize the scientific method while conducting experiments related to the General Biology curriculum. This course should be taken concurrently with General Biology.

### **SCS2203 Linear Algebra (3 Credits/5 ECTS)**

*Prerequisites: None*

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 the instructor. The emphasis is on mathematical theory and proofs

### **SCS2202 Object-Oriented Programming (OOP) (3 Credits/5 ECTS)**

*Prerequisites: SCS1105*

This course introduces the principles and practices of object-oriented programming (OOP) using a modern programming language such as C++, Java, or Python. Students will learn the fundamental concepts of OOP, including classes, objects, inheritance, polymorphism, encapsulation, and abstraction. Emphasis will be placed on developing problem-solving skills and designing efficient, reusable, and maintainable software solutions using OOP principles.

### **SCS2731 Data Visualization in Business (Digital Graphics in Business) (3 Credits/5 ECTS)**

*Prerequisites: None*

This course provides with essential knowledge and practical skills in utilizing computer graphics for design of business papers. The course includes basis of computer graphics classified as vector and bitmap (raster) graphics; and as 2- and 3- dimensional graphics.

The course introduces with modern computer graphics software packages for digital design as Corel Draw Graphics Suite including Corel Draw, Corel Photo Paint for creating business papers like business cards, logo, trademarks, posters, booklets, brochures, top-fold cards, and many other types of papers of hard and digital formats. The course introduces with modern free online AI powered software platforms for visualization of data analysis, for creating info-graphics, analytical visuals for business applications.

### **SCS2201 Introduction to Information Security and Ethics (3 Credits/5 ECTS)**

*Prerequisites: None*

Course provides a comprehensive introduction to information security principles and ethical responsibilities in computing systems. It develops a strong conceptual foundation while connecting theory to practice through examples and guided activities. The content emphasizes how information security principles and ethical responsibilities in computing systems operate within modern computing environments and how organizations rely on these concepts to build reliable systems and services.

### **SCS3803 Python Programming (3 Credits/5 ECTS)**

*Prerequisites: SCS1105*

This course introduces the fundamentals of programming using Python. Students learn core concepts such as variables, data types, control structures, functions, and basic data structures (lists, tuples, dictionaries, and sets). The course also covers file handling, modules, and an

introduction to object-oriented programming. Emphasis is placed on problem-solving, scripting, and practical applications such as data processing, automation, and introductory data analysis.

### **SCS4102 Database Systems (3 Credits/5 ECTS)**

*Prerequisites: None*

This course introduces a comprehensive introduction to database design and data management in structured environments. It develops a strong conceptual foundation while connecting theory to practice through examples and guided activities. The content emphasizes how database design and data management in structured environments operate within modern computing environments and how organizations rely on these concepts to build reliable systems and services. Students gain familiarity with common tools, terminology, and workflows used by professionals.

### **SCS3103 Computer Architecture (3 Credits/5 ECTS)**

*Prerequisites: None*

This course provides an in-depth exploration of computer architecture, covering fundamental concepts, design principles, and modern advancements. Students will gain theoretical knowledge and practical skills in understanding how computers process instructions, manage memory, and handle I/O operations, with a focus on both general-purpose and specialized architectures.

### **SCS3104 Computer Networks (3 Credits/5 ECTS)**

*Prerequisites: None*

This course provides a comprehensive introduction to networking principles and communication across interconnected systems. It develops a strong conceptual foundation while connecting theory to practice through examples and guided activities. The content emphasizes how networking principles and communication across interconnected systems operate within modern computing environments and how organizations rely on these concepts to build reliable systems and services. Students gain familiarity with common tools, terminology, and workflows used by professionals.

### **IFS4204 Decision Support Systems (3 Credits/5 ECTS)**

*Prerequisites: None*

This course is intended to develop an appreciation of the nature of decision making as well as a working

knowledge of Decision Support Systems (DSS) for facilitating the process of semi-structured decision making. The course introduces techniques and technologies that use computer resources to improve effectiveness of human decision making. The course provides an overview of evolution of Decision support systems; current trends in Decision support systems; basic concepts of decision-making; different types of up-to-date on-line, off-line decision support software tools used in business and research. The course emphasis on delivering practical skills for utilizing different decision support systems and subsystems tools, which are required in research and business.

### **IFS4302 Business Intelligence Applications (3 Credits/5 ECTS)**

*Prerequisites: GEN/OPM1300 or GEN/OPM2301*

This course is designed to familiarize students with business intelligence concepts with an understanding of the tools and techniques for data mining, storage, management, analysis, and reporting. In this course students will study BI applications based on stationary and online analytical processing intellectual systems like MS Power BI and Power Query.

### **SCS3802 Web Applications (3 Credits/5 ECTS)**

*Prerequisites: GEN/OPM1300 or GEN/OPM2301*

This course provides students with knowledge about Web Development principles. The course includes writing, markup and coding involved in Web development, which includes Web content, Web client and server scripting. Working with a database. Creation webpages using HTML, CSS, JavaScript, PHP, MySQL.

### **IFS4308 IT Project Management (3 Credits/5 ECTS)**

*Prerequisites: GEN/OPM1300 or GEN/OPM2301*

This course provides students with a comprehensive introduction to the principles, methods, and tools of Information Technology (IT) Project Management. The course focuses on managing IT projects throughout their lifecycle—from initiation and planning to execution, monitoring, and closure. Students will gain practical skills in project planning, scheduling, budgeting, risk management, team coordination, and the use of modern project management software such as MS Project, Odoo, SAP, Bitrix24.

### **SCS4302 Big Data Management and Analysis (3 Credits/5 ECTS)**

*Prerequisites: None*

Course provides introduction to technologies for managing and analyzing large data sets. It develops a strong conceptual foundation while connecting theory to practice through examples and guided activities. The content emphasizes how technologies for managing and analyzing large data sets operate within modern computing environments and how organizations rely on these concepts to build reliable systems and services. Students gain familiarity with common tools, terminology, and workflows used by professionals.

### **SCS4401 Mobile Programming (3 Credits/5 ECTS)**

*Prerequisites: SCS1105 or SCS3802*

Flutter is a modern framework for creating cross-platform mobile applications. This course equips students with essential knowledge and practical skills in using Flutter to develop high-performance apps for iOS and Android. The course introduces the basics of Flutter, including widgets, layouts, and state management. It covers key concepts like integrating with backend services, handling data, and working with APIs. Students will learn to design user-friendly interfaces and implement features like navigation, animations, and notifications. The course also provides hands-on experience with tools like Firebase for authentication, cloud storage, and analytics. By the end of the course, students will be able to create and deploy their own mobile applications, preparing them for careers in app development.

### **SCS3102 Introduction to Artificial Intelligence (3 Credits/5 ECTS)**

*Prerequisites: None*

A comprehensive introduction to artificial intelligence concepts and the design of intelligent systems. It develops a strong conceptual foundation while connecting theory to practice through examples and guided activities. The content emphasizes how artificial intelligence concepts and the design of intelligent systems operate within modern computing environments and how organizations rely on these concepts to build reliable systems and services.

### **SCS3202 Software Engineering (3 Credits/5 ECTS)**

*Prerequisites: None*

This course provides a fully comprehensive introduction to software engineering methods and disciplined development practices. It develops a strong conceptual foundation while connecting theory to practice through

examples and guided activities. The content emphasizes how software engineering methods and disciplined development practices operate within modern computing environments and how organizations rely on these concepts to build reliable systems and services. Students gain familiarity with common tools, terminology, and workflows used by professionals.

### **SCS4301 Machine Learning (3 Credits/5 ECTS)**

*Prerequisites: MATH1202/SCS1150*

Course provides a comprehensive introduction to machine learning concepts and data driven modeling. It develops a strong conceptual foundation while connecting theory to practice through examples and guided activities. The content emphasizes how machine learning concepts and data driven modeling operate within modern computing environments and how organizations rely on these concepts to build reliable systems and services. Students gain familiarity with common tools, terminology, and workflows used by professionals. The course also supports the development of critical thinking and problem-solving abilities, enabling learners to interpret technical requirements and make appropriate design choices. By the end of the course.

### **SCS3805 Big Data Analytics (3 Credits/5 ECTS)**

*Prerequisites: Math1202*

This course focuses on advanced analytical techniques applied to big data, including predictive analytics, data mining, real-time analytics, and visualization tools.

### **IFS2301 Introduction to Data Science (3 Credits/5 ECTS)**

*Prerequisite: None*

This course provides an overview of data science processes, including data collection, cleaning, analysis, and interpretation using tools such as Python or R.

### **IFS3730 Business Analytics (3 Credits/5 ECTS)**

*Prerequisites: Math1202*

This course examines how data analysis supports business decision-making, including descriptive, predictive, and prescriptive analytics using tools like Excel, Power BI, and other.

### **SCS4303 Data Analysis and Visualization (3 Credits/5 ECTS)**

*Prerequisites: None*

This course provides techniques for analyzing datasets

and presenting insights through effective visualizations using tools such as Python, Power BI, or Tableau.

### **SCS3813 Advanced Python (3 Credits/5 ECTS)**

*Prerequisites: SCS3803*

This course provides an in-depth exploration of advanced programming concepts using the Python ecosystem. It is designed to strengthen students' ability to develop efficient, scalable, and maintainable software solutions for real-world applications. The course covers advanced topics such as: File handling, serialization, and data processing; Working with APIs and web services; Database integration (SQL and NoSQL); Introduction to frameworks for web development and data analysis.

### **SCS4103 DevOps for Data Analytics (3 Credits/5 ECTS)**

*Prerequisites: IFS4242*

This course introduces DevOps practices tailored for data workflows, including version control, CI/CD pipelines, containerization, and automation for data analytics projects.

### **IFS3203 Enterprise Resource Planning (ERP) Systems (3 Credits/5 ECTS)**

*Prerequisites: SCS4102*

This course provides an overview of ERP systems, their architecture, modules such as accounting, finance, CRM, HR, logistics, and etc. and role of ERP in integrating business processes.

### **IFS3202 ERP Development and Programming (3 Credits/5 ECTS)**

*Prerequisites: IFS3203*

This course focuses on customization and development within ERP systems, including scripting, module configuration, and integration with other enterprise systems.

### **IFS4304 SAP System (3 Credits/5 ECTS)**

*Prerequisites: None*

This course introduces the SAP environment, including navigation, core modules, and business process integration using SAP S/4HANA.

### **SCS3206 Software Development and IT Operations (DevOps) (3 Credits/5 ECTS)**

*Prerequisites: IFS4242*

This course introduces DevOps principles and practices that integrate software development and IT operations.

Students learn about continuous integration and delivery (CI/CD), automation, containerization, monitoring, and collaborative workflows to improve software deployment efficiency.

### **IFS3102 E-Commerce (3 Credits/5 ECTS)**

*Prerequisites: SCS4403/SCS3802*

This course covers the fundamentals of electronic commerce, including online business models, digital payment systems, e-commerce platforms, security issues, and user experience design. Students explore how technology supports online transactions and digital marketplaces.

### **SCS3033 Amazon Web Services Foundation (3 Credits/5 ECTS)**

*Prerequisites: SCS4401/SCS3802*

This course introduces cloud computing concepts using Amazon Web Services. Topics include core AWS services (EC2, S3, RDS), cloud architecture, pricing models, and deployment of scalable applications in the cloud.

### **IFS3738 Digital Business (3 Credits/5 ECTS)**

*Prerequisites: SCS4401/SCS3802*

This course introduces how digital technologies transform business processes, models, and strategies. Topics include digital transformation, platforms, innovation, data-driven decision-making, and emerging technologies shaping modern enterprises.

### **SCS3806 Cryptographic Data Security (3 Credits/5 ECTS)**

*Prerequisites: Math1202*

This course focuses on the principles and applications of cryptography for securing data. Topics include encryption algorithms, hashing, digital signatures, public key infrastructure (PKI), and secure communication protocols.

### **SCS3808 Mobile Platforms and Systems (3 Credits/5 ECTS)**

*Prerequisites: SCS4401*

This course provides an overview of mobile operating systems such as Android and iOS. Covers system architecture, resource management, application lifecycle, and mobile security.

### **SCS4053 Quantum Computing Fundamentals (3 Credits/5 ECTS)**

*Prerequisites: Math1204*

This course introduces the basic concepts of quantum computing, including qubits, superposition, entanglement, and quantum algorithms. Students explore how quantum computing differs from classical computing and its potential applications.

### **IFS4055 MS Azure Fundamentals (3 Credits/5 ECTS)**

*Prerequisites: None*

This course introduces cloud services and solutions using Microsoft Azure. Topics include virtual machines, storage, networking, security, and cloud deployment models, aligned with Azure certification fundamentals.

### **IFS4242 Advanced Programming (3 Credits/5 ECTS)**

*Prerequisites: SCS2106*

This course builds on foundational programming knowledge to explore advanced concepts and techniques. Topics include object-oriented design patterns, data structures, algorithms, multithreading, exception handling, file I/O, and software debugging. Students also learn about modular programming, code optimization, and the development of robust, maintainable applications. Emphasis is placed on practical problem-solving and applying advanced programming concepts to real-world projects.

### **SCS3201 Operating Systems (3 Credits/5 ECTS)**

*Prerequisites: SCS3103*

Course Provides introduction to operating system principles and resource management. It develops a strong conceptual foundation while connecting theory to practice through examples and guided activities. The content emphasizes how operating system principles and resource management operate within modern computing environments and how organizations rely on these concepts to build reliable systems and services. Students gain familiarity with common tools, terminology, and workflows used by professionals. The course also supports the development of critical thinking and problem-solving abilities, enabling learners to interpret technical requirements and make appropriate design choices.

### **SCS4201 Analysis of Algorithms (3 Credits/5 ECTS)**

*Prerequisites: SCS2106*

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.

### **SCS3203 Distributed Computing (3 Credits/5 ECTS)**

*Prerequisites: SCS3201*

This course provides a comprehensive introduction to distributed systems and computation across multiple nodes. It develops a strong conceptual foundation while connecting theory to practice through examples and guided activities. The content emphasizes how distributed systems and computation across multiple nodes operate within modern computing environments and how organizations rely on these concepts to build reliable systems and services. Students gain familiarity with common tools, terminology, and workflows used by professionals.

### **SCS4601 Introduction to Cybersecurity (3 Credits/5 ECTS)**

*Prerequisites: None*

Course provides a fully comprehensive introduction to cybersecurity principles and defensive strategies for protecting systems and data. It develops a strong conceptual foundation while connecting theory to practice through examples and guided activities. The content emphasizes how cybersecurity principles and defensive strategies for protecting systems and data operate within modern computing environments and how organizations rely on these concepts to build reliable systems and services. Students gain familiarity with common tools, terminology, and workflows used by professionals. The course also supports the development of critical thinking and problem-solving abilities, enabling learners to interpret technical requirements and make appropriate design choices.

### **SCS4602 Network Traffic Analysis (3 Credits/5 ECTS)**

Course provides interactive methods for observing and interpreting network activity. It develops a strong conceptual foundation while connecting theory to practice through examples and guided activities. The content emphasizes how methods for observing and interpreting network activity operate within modern computing

environments and how organizations rely on these concepts to build reliable systems and services. Students gain familiarity with common tools, terminology, and workflows used by professionals. The course also supports the development of critical thinking and problem-solving abilities, enabling learners to interpret technical requirements and make appropriate design choices.

### **SCS3030 Foundations of Robotics (3 Credits/5 ECTS)**

*Prerequisites: SCS3032*

This course provides the explore of the exciting intersection of computer science and the physical world in this introductory robotics course. Designed for CS students, this course covers the fundamental principles of designing, building, programming, and controlling robots. Students will leverage their programming skills to implement algorithms that enable machines to sense, reason, and act within their environment. Emphasis is placed on the software challenges inherent in creating autonomous systems. The primary course goal is to equip students with a foundational understanding of robotic systems and the practical skills to program intelligent behaviors. This course aims to bridge the gap between abstract software development and tangible hardware interaction, preparing students for advanced topics or careers in robotics and automation.

### **SCS3032 Programming on Internet of Things (IOT) (3 Credits/5 ECTS)**

This course provides Computer Science students with a practical introduction to the Internet of Things (IoT). Students begin with the Arduino platform, learning fundamental electronics and circuit construction through both the Tinkercad online simulator and hands-on work with physical Arduino microcontroller plate. They will write C/C++ based code to control hardware, effectively bridging the gap between virtual prototypes and real-world implementation. Subsequently, the course progresses to network-enabled projects using ESP modules. The primary goal is to equip students with the essential skills to design, build, and program basic IoT devices using both simulated and physical environments. This includes understanding hardware interaction, embedded programming, and connecting devices to the internet for data exchange.

### **SCS3807 Programming in Java (3 Credits/5 ECTS)**

*Prerequisites: SCS1105*

This course introduces the fundamentals of programming using Java. Students learn core concepts such as variables, data types, control structures, methods, and arrays, followed by object-oriented programming principles including classes, objects, inheritance, polymorphism, and encapsulation. The course also covers exception handling, file I/O, and basic use of standard libraries. Emphasis is placed on problem-solving, code design, and developing modular, maintainable applications.

### **SCS3105 Human – Computer Interaction (3 Credits/5 ECTS)**

*Prerequisites: None*

This is a complete course on knowledge and practical systems development with the notion of designing appealing user interfaces. We will walk through the theories of decision making and actions as well as perceptual psychology in computer assisted environments. We will learn how to design computer interfaces considering description, analysis, design and construction of interaction among humans and computerized systems.

### **SCS4101 Computer Graphics (3 Credits/5 ECTS)**

*Prerequisites: None*

This course introduces the principles and techniques of computer graphics, including 2D and 3D graphics, rendering, modeling, and animation. Students learn about graphics pipelines, transformations, geometric modeling, lighting, shading, and visualization. Practical exercises involve using graphics libraries and software to create visual representations and interactive applications, emphasizing both theoretical concepts and hands-on graphics programming.

### **SCS4722 Automation and Security (3 Credits/5 ECTS)**

*Prerequisites: SCS4721*

This course provides foundational knowledge in networking, automation, and cybersecurity based on the Cisco CCNA framework. Students learn about network fundamentals, routing and switching, VLANs, IP addressing, and network automation using scripting tools. The course also covers security concepts, including threat analysis, access control, firewalls, and secure network design. Emphasis is on practical skills for configuring, troubleshooting, and securing modern networks.

### **GEN/OPM2301 Business Computer Applications (3 Credits/5 ECTS)**

*Prerequisites: None*

This course introduces the use of computer applications to support business operations and decision-making. Students develop practical skills in tools such as spreadsheets, word processing, presentation software, and basic databases with elements of programming in VBA. The course emphasizes data analysis, reporting, business communication, and problem-solving using applications like Microsoft Excel, Word, PowerPoint, and introductory business information systems. By the end of the course students will study the basics of popular applications for business analysis.

### **SCS4501 Computer Vision (3 Credits/5 ECTS)**

*Prerequisites: None*

This course introduces students to the fundamental principles and techniques of computer vision. Topics include image processing, feature extraction, object detection, image segmentation. Students can implement vision algorithms and develop applications using OpenCV, PyTorch/TensorFlow, or other vision libraries.

### **SCS3815 Database Development with SQL (3 Credits/5 ECTS)**

*Prerequisites: SCS4102*

This course covers the fundamentals of databases. The course introduces types and models of database logical organization and relational structure of database systems based on entity relationship diagrams. Students learn how to create databases and write efficient queries using SQL.

### **IFS3821 Natural Language Processing (3 Credits/5 ECTS)**

*Prerequisites: SCS1105*

This course provides an introduction to Natural Language Processing (NLP), a field of artificial intelligence focused on enabling computers to understand, interpret, and generate human language. Students will learn fundamental concepts such as text preprocessing, tokenization, and basic machine learning techniques for text analysis. The course emphasizes practical applications, including sentiment analysis, text classification using accessible programming tools.

### **SCS4502 Introduction to Deep Learning (3 Credits/5 ECTS)**

*Prerequisites: None*

This course introduces the fundamental concepts and techniques of deep learning; a subfield of artificial intelligence focused on neural networks with multiple layers. Students will learn how deep learning models are designed, trained, and evaluated for tasks such as image recognition, text analysis, and prediction. The course emphasizes hands-on practice using modern deep learning frameworks.

### **SCS3208 Generative AI (3 Credits/5 ECTS)**

*Prerequisites: SCS3102*

This course introduces the fundamental concepts and techniques of Generative Artificial Intelligence, focusing on models that can create new content such as text and images. Students will explore how generative models work, including large language models, generative adversarial networks (GANs), as an example. The course emphasizes practical applications such as text generation, image synthesis, and prompt engineering, along with ethical considerations related to the use of generative AI.

### **SCS4104 Agentic AI (3 Credits/5 ECTS)**

*Prerequisites: SCS3102*

This course introduces the concepts and foundations of Agentic Artificial Intelligence, focusing on AI systems that can act autonomously to achieve goals. Students will learn how AI agents perceive information, make decisions, and take actions using tools, memory, and reasoning strategies. The course emphasizes practical applications such as task automation, intelligent assistants, along with ethical and safety considerations.

### **SCS4203 Machine learning Operations (MLOps) (3 Credits/5 ECTS)**

*Prerequisites: SCS4502*

This course introduces the concepts and foundations of Agentic Artificial Intelligence, focusing on AI systems that can act autonomously to achieve goals. Students will learn how AI agents perceive information, make decisions, and take actions using tools, memory, and reasoning strategies. Topics include agent architectures, planning and decision-making, tool use, multi-step workflows, and interaction with environments. The course emphasizes practical applications such as task automation, intelligent assistants, and multi-agent systems, along with ethical and safety considerations.



### **SCS3205 Video Processing (3 Credits/5 ECTS)**

*Prerequisites: none*

This course introduces the fundamental concepts and techniques of video processing, focusing on the analysis and manipulation of digital video data. Students will learn how video is represented, processed, and analyzed using computational methods. The course emphasizes practical applications using programming tools and libraries, preparing students to work with video data in real-world scenarios.

### **SCS4056 MATLAB Programming (3 Credits/5 ECTS)**

*Prerequisites: SCS1105*

This course introduces students to the MATLAB programming environment and its applications in engineering, science, and data analysis. Students will learn fundamental programming concepts such as variables, arrays, control structures, functions, and visualization, with a focus on practical problem-solving.

### **IFS4020 Traditional and Generative AI (3 Credits/5 ECTS)**

*Prerequisites: SCS1105*

This course introduces students to both traditional AI techniques and modern generative AI methods. Students will learn foundational AI concepts such as knowledge representation, reasoning, and rule-based systems, alongside contemporary generative AI techniques including large language models and Generative Adversarial Networks (GANs). Emphasis is placed on understanding the principles, applications, and limitations of both approaches, with hands-on exercises in problem-solving and content generation.

### **IFS4030 Neural Networks (3 Credits/5 ECTS)**

*Prerequisites: SCS1105*

This course introduces the fundamental concepts and techniques of neural networks, a core component of modern artificial intelligence. Students will learn how artificial neurons are structured, how networks are trained using data, and how neural networks can solve tasks such as classification, regression, and pattern recognition. The course emphasizes hands-on implementation using popular programming frameworks.

## **GRADUATE PROGRAM COURSE DESCRIPTIONS**

## **BCB GRADUATE COURSES**

### **ACCOUNTING AREA**

#### **ACC5001 Foundations of Accounting (1.5 Credits)**

*Prerequisites: MBA Standing*

The course is aimed at those who have little or no knowledge of accounting. The course focuses on the basic theoretical framework of accounting principles considering various accounting techniques and their effect on financial statements. Students will gain an understanding of the concepts and language of accounting that can be used as an effective tool for communication, monitoring, and resource allocation. They will also gain mastery of the vocabulary and meaning of financial statements and accounting reports. Basic financial statement analysis methods are introduced.

#### **ACC5203 Financial Reporting and Management Control (3 Credits)**

*Prerequisites: ACC5001*

This course provides graduate students with an overview of different contemporary issues related to financial reporting and management control systems. It is designed to consolidate students' understanding of the financial regulatory frameworks and accounting standards (e.g., IFRS and GAAP) and students' ability to utilize the complex aspects of accounting theoretical concepts to resolve major existing reporting issues. Through the development of a solid understanding of the importance, language and techniques of accounting, students will achieve important skills for preparation, analysis, and interpretation of financial statements for better management planning, decision making and control.

#### **ACC5212 Financial Statements Analysis (3 Credits)**

*Prerequisites: ACC5203*

This course provides graduates with the ability and skills to use, interpret, and analyze corporate financial statements from the perspectives of managers and investors. In particular, the course explores the nature and scope of financial statements and explains how to use accounting and financial data/information for firm valuation and other economic decisions. In addition to developing practical understanding needed to analyze financial reports (income statement, balance sheet, statement of cash flows and statement of changes in equity), this course is intended to enhance students' analytical and communication skills. The course will also help students understand and analyze the issues that corporate

managers face as they design and implement financial reporting strategies, improve analytical skills to assess quality of accounting information, and detect earnings management. The analytical framework and practical tools of the course will help students improve their ability read and analyze financial statements, which should be useful whether their career interests arise in accounting, finance, marketing, management, operations management, or entrepreneurship. Overall, the course is fundamental for those students who want to pursue a career in the accounting and finance areas and help them get "hands on" experiences related to their future professions, as in the classes they will be dealing with real-life cases, problems, and cases on financial reporting analysis. Students should be familiar with algebra and statistics, as well as spreadsheet software, such as Excel and Power BI.

### **ACC5209 Advanced Accounting (3 Credits)**

*Prerequisites: ACC5203*

This course develops a deeper understanding of financial accounting. Among the topics that will be addressed are: business combinations, and consolidation of subsidiaries at date of acquisition and later years, inter-corporate investments, factors affecting ownership interests, segmented and interim reporting, accounting for international activities, foreign currency transactions, translating foreign operations, and reporting foreign operations.

### **ACC5206 Auditing (3 Credits)**

*Prerequisites: ACC5203*

This course covers auditing standards and procedures observed by Public Accountants in the examination of financial statements of business and other organizations; audit standards, objectives, and conceptual framework for collection of evidence and assessment of control risk; and short-form audit report and operational auditing.

### **ACC5260 Selected Topics in Accounting (3 Credits)**

*Prerequisites: ACC5203*

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

## **BUSINESS AREA**

### **ACC/FIN/MGT/MKT5270 MBA Credit Internship Program (3 Credits)**

*Prerequisites: Completion of at least 18 credits of course work and*

*ACC5203/FIN5202/MKT5202/MGT5201 depending on students' specialization*

Internship gives MBA students the opportunity to put into practice the knowledge acquired during their studies, get some business experience and be better prepared for their future career. Credit Internship Program can be taken after completion of 24 credit hours in the MBA program. The minimum internship period is 160 hours of job experience of managerial nature. After completion of internship, students submit an Internship Report and other required documents. Students will be assigned a faculty supervisor who will monitor internship and evaluate the Internship Report. Internship should be in the field of chosen specialization. Students have to attend at least 3 Preparatory Internship Training Sessions prior to becoming an intern. For details on Credit Internship Program, students are advised to seek information from BCB Career Services Center and/or the Director of the MBA program.

### **ACC/FIN/MGT/MKT 5275 MBA Thesis/Project (3 Credits)**

*Prerequisites: Completion of at least 36 credits hours and ACC5203/FIN5202/MKT5202/MGT5201 depending on students' specialization*

MBA thesis/project 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.

### **ACC/FIN/MGT/MKT5271 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.

### **ACC/FIN/MGT/MKT 5275.01 MBA Thesis/Project Defense (1 Credit)**

*Prerequisites: None*

Master Thesis/Project defense includes the preparation of a thesis and/or project report and public defense of the thesis.

## **FINANCE AREA**

### **FIN5001 Foundations of Finance (1.5 Credits)**

*Prerequisites: MBA Standing*

This course surveys the basic concepts and tools of Financial Management. The major objectives of this course are to learn the fundamental principles of finance and to obtain a broad perspective of the area of Financial Management. Major topics include financial objectives, financial analysis and planning, financial environment, risk-return trade-off, time value of money, valuation, capital budgeting, cost of capital, capital structure, working capital basics etc. Special emphasis is given on integration of the concepts of Financial Management into a total systems approach to financial decision-making.

### **ECN5200 Managerial Economics (3 Credits)**

*Prerequisites: MBA Standing*

This course is divided into two 7-week modules. One module develops macroeconomic concepts and models that are useful for business decisions. Emphasis is placed on Keynesian models of income and interest determination (IS-LM), and open economy models of exchange rate determination. This module is designed as a Prerequisite for International Finance. The other module develops microeconomic techniques that assist business decision-making: analysis of generalized demand relations, production and cost functions, profit maximization, competition theory, and dynamic strategies (game theory). While there is no Prerequisites, the course is designed for students with an intermediate background in economic theory.

### **FIN5202 Corporate Finance (3 Credits)**

*Prerequisites: FIN5001*

The course examines in details investment and financing decisions, and their interrelatedness. The overall goal is to obtain a comprehensive and in-depth perspective of the area of Financial Management. Major topics include financial analysis and planning, valuation, capital budgeting, capital structure, dividend policy, working capital management, mergers and acquisition, hybrid financing, bankruptcy, multinational financial management, and risk management. Special emphasis is given on

integration of the concepts of financial management into a total systems approach to business decision-making.

### **FIN5206 Investment Management (3 Credits)**

*Prerequisites: FIN5202*

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.

### **FIN5210 Financial Derivatives (3 Credits)**

*Prerequisites: FIN5202*

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

### **FIN5214 Risk Management and Insurance (3 Credits)**

*Prerequisites: FN5202*

The goal of risk management and insurance is to minimize the adverse consequences of variability. Students will study topics such as the general principles of risk management and insurance, factors affecting risk, operations of insurance organizations, marketing systems, underwriting, rating, and personal decision processes in selecting risk management options.

### **FIN5260 Selected Topics in Finance (3 Credits)**

*Prerequisites: FIN5202*

The course involves study and research on contemporary issues in the area of finance at an advanced level. Topics vary according to the interests of the student and

instructor. These topics may be from areas of Corporate Governance, Mergers and Acquisition, Small Business Finance and Development, Oil and Gas Project Evaluation and Management, Financial Market Structure, or from other areas of Finance.

## **INFORMATION SYSTEMS AREA**

### **IFS5001 Foundations of Information System (1.5 Credits)**

*Prerequisites: MBA Standing*

Managers and decision makers in business, industry, and government must be familiar with the use of information and its processing. This course focuses on management of information systems within the business environment. Topics include management concepts in the role and administration of information system functions in organizations; enhancement of management with computers; management of systems development; planning and analysis, design, implementation and operation of computer-based systems.

## **MANAGEMENT AREA**

### **MGT5001 Foundations of Management (1.5 Credits)**

*Prerequisites: MBA Standing*

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: MBA Standing*

The course focuses on business communication skills in organizations; particularly writing concise and error-free business documents, interpersonal communication, small-group communication, and presentational speaking in a business context. These skills are almost universally identified as values critical to success in management. Issues considered include coherence, clarity, style, tone, empathy, and other basic elements in communication success. The course also develops understanding of communication theories, describes strategies for planning managerial communications and looks at how new technologies are changing the way people in

business communicate, and the implications those changes have for organizations.

### **MGT5201 Organizational Behavior and Leadership Ethics (3 Credits)**

*Prerequisites: MBA Standing*

The way people interact and are led in organizations affects the quality of work life and the overall effectiveness of organizations, including the ethical culture that develops within organizations. The material in this course exposes students to some of the main themes associated with managing and ethically leading people, such as attitude, personality, values (including trust), ethical dilemmas, organization culture, human relations psychology, and the role of group behavior in organizations. This core course also includes issues associated with motivation and job satisfaction, power (abuse) and empowerment, organizational politics and corruption, teamwork, organization change, interpersonal/organizational communication, and the critical role that leadership plays in organization success in today's global business world.

### **MGT5206 Leadership and Motivation (3 Credits)**

*Prerequisites: MGT5201*

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.

### **MGT5207 Human Resources Management (3 Credits)**

*Prerequisites: MG5201*

This course deals primarily with activities that directly affect how employees are brought into the firm and how they are treated while they are employed. These activities include selection, training and development, performance evaluation and management, reward and compensation, labor relations, working conditions, among other related issues.

### **MGT5211 International Business (3 Credits)**

*Prerequisites: 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.

### **MGT5227 Change Management (3 Credits)**

*Prerequisites: MGT5201*

This course serves as an introduction to managing change in organizations with an emphasis on developing the students' ability to understand the necessity of change in organizations. Upon completion of the course students will be able to understand the conceptual and theoretical underpinning of change in different organizational contexts. Students will also learn how effective change management helps an organization gain competitive advantage and understand the skills needed to manage change effectively.

### **MGT5229 Competitive Advantage Strategy (3 Credits)**

*Prerequisites: MGT5201*

This course uses Porter's model of competitive advantage to understand the dynamics of the competitive environment. Drawing on case examples, the course outlines the core concepts of Porter's theory with particular reference to the importance of the Diamond model of competitive advantage. Cluster mapping methodologies are employed to understand the dynamics of competitive advantage, emphasizing the importance of corporate and government collaboration to achieve sustainable competitive advantage.

### **MGT5230 Innovation Management (3 Credits)**

*Prerequisites: MGT5201*

This course provides an essential insight into the area of innovation management. Once seen as a luxury, innovation is now a key part of the toolkit of the successful business. The class covers issues such as risk management, managing the research and development process, intellectual property management, integrating innovations into existing operation, the marketing of new products and technology transfer.

### **MGT5250 Strategic Management (3 Credits)**

*Prerequisites: MGT5201, ACC5203, FIN5202, MKT5202*

This course focuses on the strategy of the firm, examining issues central to its short-term and long-term competitive position. Students are placed in the role of key decision makers and asked to address questions related to the creation or retention of competitive advantage. The initial focus is on industry analysis and identifying opportunities for competitive advantage followed by recognition of firm-specific capabilities or core competencies that contribute to competitive advantage, followed by exploring ways to use those distinctive competencies to establish sustainable competitive advantage(s) in the marketplace. Students will have an opportunity to understand and apply different techniques, tools, and approaches necessary for identifying a company's key factors for success. This is a case-based course, and students will research and formulate a thorough environmental analysis and strategic plan as a requirement for this course.

### **MGT5260 Selected Topics in Management (3 Credits)**

*Prerequisites: MGT5201*

This course examines specific contemporary issues in management at an advanced level. Topics vary according to the interests of the students and the instructor.

### **MGT52xx Business Consulting Project (3 Credits)**

*Prerequisites: completion of 24 credits*

Full-Time MBA students apply the knowledge and skills they've learned in the classroom to help an actual client during the Business Consulting Project. This three-hour credit course is scheduled during the student's final semester.

## **MARKETING AREA**

### **MKT5001 Foundations of Marketing (1.5 Credits)**

*Prerequisites: MBA Standing*

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.

### **MKT5202 Advanced Marketing Management (3 Credits)**

*Prerequisites: MKT5001*

This course offers students the opportunity to broaden their understanding of marketing management with emphasis on strategy development and its implementation. Students will learn designing strategies that match corporate objectives, resources, and operating environment. Competitive market analysis, segmentation-targeting-positioning, creating sustainable competitive advantage, marketing plan, and service marketing are among the topics to be covered.

### **MKT5203 Consumer Behavior and Marketing Strategy (3 Credits)**

*Prerequisites: MKT5202*

The aims of this course are to provide the student with a basic understanding of the importance and real influence of consumers on marketing strategy. The course emphasizes the practicality of behavioral sciences' theories as demonstrated by consumer behavior by examining how these concepts can be used by marketing practitioners to develop and implement effective marketing strategies.

### **MKT5204 Integrated Marketing Communications (3 Credits)**

*Prerequisites: MKT5202*

The main goal of this course is to introduce students to the main concepts of marketing communications strategy. This course anticipates the needs of future marketing managers who are able to lead company's communication. By the end of this course students are able to define and develop company's marketing communications strategy based on corporate attitudes and values.

### **MKT5206 Marketing Research (3 Credits)**

*Prerequisites: MKT5202*

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: MKT5202*

Event marketing requires a well-planned strategy that allows the corporate marketing partner to communicate with its target market through an event in ways that go

beyond the sponsorship package. This course introduces the most effective tools for conducting every phase of a successful, integrated marketing campaign for events, from conferences and expositions to fairs and festivals. It explains the powerful forms of promotion, advertising, and public relations that are needed to attract broad attention, motivate people to attend, and achieve the desired goals of an event.

### **MKT5214 Strategic Brand Management (3 Credits)**

*Prerequisites: MKT5202*

This course addresses important branding decisions faced by organizations. The objectives are: to increase the students' understanding of important issues in planning and evaluating brand strategies; to highlight appropriate theories, models, and other tools that enhance branding decisions; and to provide a forum for students to apply these principles. Particular emphasis is on understanding the customers' psychological principles, resulting in improved managerial decision-making regarding brands. The course will make these concepts relevant to most types of organization (public or private, large or small). During the course students will be introduced to the theoretical concepts of branding and brand management. Interactive learning integrates theory into practice through case studies, analysis of video materials, and analysis of brand strategies for the company operating in Kazakhstan and its presentation.

### **MKT5260 Selected Topics in Marketing (3 Credits)**

*Prerequisites: MKT5202*

This course examines specific contemporary issues in marketing at an advanced level. Topics vary according to the interests of the students and the instructor.

## **LOGISTICS AND SUPPLY CHAIN MANAGEMENT & OPERATIONS MANAGEMENT AREA**

### **OPM5001 Foundation of Operations Management (1.5 Credits)**

*Prerequisites: MBA Standing*

This course describes the nature and scope of Operations Management and how it relates to other parts of the organization. The course covers such areas as P/OM integration in the organization, productivity, forecasting, total quality management, product planning, capacity planning, scheduling, production layout, project planning, world-class manufacturing, just-in-time operations, supply chain management, inventory management and other operations strategy.

### **BUS5200 Business Research Methods (3 Credits)**

*Prerequisites: MBA Standing*

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.

### **OPM5203 Logistics & Supply Chain Management (3 Credits)**

*Prerequisites: OPM5001*

This course focuses on managing resources in service and production operations environments for globalization and how the value chain and lean synchronization improves Supply Chain Management (SCM) systems. This course discusses a solid foundation in designing SCM networks, process design, capacity assessment and operations network configuration in SCM. Students will understand the applications of strategic forecasting, value chain, inventory flow, MRP, vendor selection and evaluation, purchasing and subcontracting, contract preparations, management of integrated project planning and financial analysis for global supply chain management.

### **OPM 5204 Advanced Quantitative Research Methods for Business (3 credits)**

*Prerequisites: BUS5200*

The course aims to develop the student's ability to apply some advanced quantitative methods for their theses research. It will cover such topics as: basics of matrix and vector algebra, multivariate normal distribution, multivariate multiple linear regression, principal components and factor analysis, simultaneous equation models, neural networks, and non-linear models created by the group method of data handling (GMDH) algorithm.

### **OPM 5205 Analytical Methods for Supply Chain Management (3 credits)**

*Prerequisites: OPM5203*

This course covers the primary methods of analysis required for supply chain management planning. The class

solves various applied industry-based problems/issues using simulation, linear programming, regression, cluster analysis, decision tree and other techniques implemented in modern information systems. Course is supported with new industry-based models in supply chain management area. The students work is primarily team based with a final exam.

### **OPM 5206 Project Management in Logistics (3 credits)**

*Prerequisites: OPM5203*

This course offers a unique curriculum in which project management is embedded into logistics and supply chain process management, including procurement, production, distribution and customer service, with a diverse range of management styles and structures. It embraces the latest information and communications technology skills applied to logistics, and covers global supply chain management business strategies for organizations doing business in the global arena.

System approach of Logistics organizations and processes. Project management methods and tools (MS-project), Mastering time, finance and resources, Economical evaluation and multi-criteria analysis of logistical projects, Appraising and managing risk.

### **OPM 5207 Transportation and warehouse logistics (3 credits)**

*Prerequisites: OPM5203*

This course demonstrates the 21st century importance of strategic transportation and warehouse logistics planning in contributing to corporate profits, customer service enhancements leading to higher sales and a marketing weapon to gain sustainable competitive advantage. The importance of moving information becomes equal to the movement of goods. Managerial perspectives are offered on aligning corporate planning, technology, financial controls and logistics performance measurement. We will also gain an overview on the interaction among stakeholders in the public and private sectors in aligning public policy with global uncertainties.

### **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.

## **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 incentivized 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*

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.

### **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, crowd-funding, 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-Scholes 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 this 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.

## **EXMBA COURSES**

### **EBA 5201. Leadership and Organizational Behavior (2 Credits/3 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.

### **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.

#### **EBA5204. Financial and Corporate Reporting (2 Credits/3 ECTS)**

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.

#### **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.

#### **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.

### **EBA5290. Research Methods and Applications (2 Credits/3 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.

### **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.

### **EBA5208. Ethics, Responsibility and Sustainability in Business (ERS) (2 Credits/3 ECTS)**

This course aims to prepare EMBA 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 also 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.

### **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.

### **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.

### **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.

### **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.

### **EBA5202. Contemporary Management (2 Credits/3 ECTS)**

Management encompasses the various processes, procedures and practices for effective and responsible management of organizations. It includes theories, models, frameworks, tasks and roles of management together with rational analysis and other processes of decision making within organizations and in relation to the external environment. 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.

### **EBA5255. International (Global) Business (2 Credits/3 ECTS)**

The module will prepare students to succeed in the fast-paced global landscape. The focus of this module is to develop the mind-set 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, handle opportunities and risks, as well as formulate and execute strategies, plans, and tactics to succeed in foreign business activities.

### **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.

#### **EBA5222. Organizational Change Management (2 Credits/3 ECTS)**

For business leaders tasked with overseeing organizational change or guiding employees through it, it's important to know what the process entails and what to expect. Change, although challenging, can be a major opportunity for growth and career advancement, so long as you know how to approach it. Organizational change refers to the actions in which a company or business alters a major component of its organization, such as company culture, the underlying technologies or infrastructure it uses to operate, or its internal processes. Organizational change management is the process of guiding organizational change to a successful resolution, and it typically includes three major phases: preparation, implementation, and follow-through.

#### **EBA5223. Business Communications and Negotiations (3 ECTS)**

The course covers the art of business communication and negotiations, including logical writing, content delivery, listening, persuasion, and analytical writing workshops. The course aims to equip students with skills to handle distributive versus integrative negotiations, organize efficient meetings, and communicate clearly in business writing.

#### **EBA5224. Current Topics in Management (3 ECTS)**

The course is designed to address contemporary issues and evolving challenges within the field of management. This course explores topics of current interest in management, with subject matter announced in advance. This course covers selected topics of current interest in the field of management, particularly changes in managing global operations. It provides students with insights into contemporary management practices and prepares them to address challenges in a global context.

#### **EBA5225. International (outside) Module (at least 1 module, 3 ECTS)**

The module is a component within academic programs, particularly in business and management education, designed to provide students with exposure to global business practices, cultural diversity, and international markets. These modules often include study abroad opportunities, international internships, or collaborative projects with institutions and companies worldwide.

#### **EBA5251. Strategic Management (3 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.

#### **EBA5292 EMBA Thesis / Integrated Business Research Project (3 Credits/6 ECTS)**

The minimum prerequisite is to have successfully completed the courses of the first year of the EMBA program before starting the thesis. EMBA Master thesis is a practical research work, involving the analysis of a specific problem in the chosen area, 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 master's thesis evaluation process includes evaluation of the main supervisor, internal committee member, and the external supervisor of the thesis committee.

#### **EBA5300 EMBA Master Thesis/Project Defense (3 Credits/6 ECTS)**

The minimum prerequisite is to have an approval of the thesis/project supervisors for readiness of the Report. One cannot have the defense if the thesis/project was graded with a no-pass. EMBA Students have to present their research article in a conference and publish their research output in academic journals or conference proceedings. EMBA Master Thesis defense includes the preparation of a thesis report and public defense of the thesis.

## CSS GRADUATE COURSES

### ECONOMIC AREA

#### **CSS 5103 Professional Foreign Language (Academic Writing, Research Design, and Methodology) (3 Credits/5 ECTS)**

*Prerequisites: None*

This course forms students' competencies in the professional use of the English language as the primary medium of academic inquiry and scholarly communication in the social sciences. Students develop advanced academic writing skills calibrated to the standards of international peer-reviewed research, with particular attention to the conventions of argumentation, citation, and disciplinary register. Alongside language competency, the course introduces students to the core principles of research design and methodology, equipping them with the conceptual vocabulary necessary to construct, present, and critically evaluate social science research at the graduate level.

#### **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/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/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/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/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) I*

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) I*

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 Contract Theory and 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: ECN5013 or concurrent enrollment*

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 Defence (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.

**PAD5114 Essentials of Public Administration and Management (3 Credits/5 ECTS)**

This core course provides a comprehensive analysis of the field of public administration, challenging graduate students to critique the evolution of administrative theories and evaluate the application of leadership models within contemporary organizations. Students will analyze the complex mechanisms of public decision-making and policy implementation while synthesizing management techniques to formulate strategic solutions for organizations navigating a volatile global environment. By deconstructing the relationships between government bureaucracy, social equity, and strategic human resource management, graduate students will learn to appraise ethical frameworks and justify administrative actions amidst emerging global trends. The course requires a rigorous examination of public policy, organizational behavior, and the strategic imperatives that define modern public service.

**CSS5101/ Qualitative Research Methods (3 Credits/7 ECTS)**

This course introduces you to the history, philosophy, and methods of qualitative research. It is designed to

familiarize advanced undergraduate and master's students with the epistemological and methodological foundations of the more commonly used qualitative research techniques. By examining critically, the evolution of qualitative methodology, forms of qualitative research, ways to conduct and report qualitative inquiry, as well as examples and critiques of qualitative studies, you will understand how to choose a qualitative method for your research inquiry. The course will use a combination of interactive and applied techniques, within a didactic framework, to understand the domain of qualitative data and to teach skills relevant to qualitative research.

### **CSS5102 Quantitative Research Methods (3 Credits/7 ECTS)**

This course is designed to provide a basic understanding of quantitative research methods as they are used by advanced undergraduate and master's students. Quantitative research primarily involves the use of surveys, sampling, and the statistical analysis of numerical data to draw conclusions about larger populations. In this course, students will learn about the research process from start to finish. They will explore research planning and design, sampling and data collection, and data analysis. They will gain first-hand experience by designing a study based on your interests and analyzing the data.

## **INTERNATIONAL RELATIONS AREA**

### **CSS 5103 Professional Foreign Language (Academic Writing, Research Design, and Methodology) (3 Credits/5 ECTS)**

*Prerequisites: None*

This course forms students' competencies in the professional use of the English language as the primary medium of academic inquiry and scholarly communication in the social sciences. Students develop advanced academic writing skills calibrated to the standards of international peer-reviewed research, with particular attention to the conventions of argumentation, citation, and disciplinary register. Alongside language competency, the course introduces students to the core principles of research design and methodology, equipping them with the conceptual vocabulary necessary to construct, present, and critically evaluate social science research at the graduate level.

### **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/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/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/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/5 ECTS)**

*Prerequisites: (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 factors, 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)**

*Prerequisites: 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)**

*Prerequisites: 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/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.

### **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.

### **IRL5543 Kazakh language and Political Development (for IMCEERES) (3 Credits/5 ECTS)**

*Prerequisites: None*

This course is designed to advance students' Kazakh language skills, focusing on achieving fluency in speaking, listening, reading, and writing while also introducing translation techniques. Students will engage with a variety of authentic materials, including literary texts, news articles, and conversations, to deepen their language proficiency. The course emphasizes both language learning and translation to help students enhance their comprehension, vocabulary, and ability to express complex ideas in Kazakh.

### **PAD5114 Essentials of Public Administration and Management (3 Credits/5 ECTS)**

This core course provides a comprehensive analysis of the field of public administration, challenging graduate students to critique the evolution of administrative theories and evaluate the application of leadership models within contemporary organizations. Students will analyze the complex mechanisms of public decision-making and policy implementation while synthesizing management techniques to formulate strategic solutions for organizations navigating a volatile global environment. By deconstructing the relationships between government bureaucracy, social equity, and strategic human resource management, graduate students will learn to appraise ethical frameworks and justify administrative actions amidst emerging global trends. The course requires a rigorous examination of public policy, organizational behavior, and the strategic imperatives that define modern public service.

### **CSS5101/ Qualitative Research Methods (3 Credits/7 ECTS)**

This course introduces you to the history, philosophy, and methods of qualitative research. It is designed to familiarize advanced undergraduate and master's students with the epistemological and methodological foundations of the more commonly used qualitative research techniques. By examining critically, the evolution of qualitative methodology, forms of qualitative research, ways to conduct and report qualitative inquiry, as well

as examples and critiques of qualitative studies, you will understand how to choose a qualitative method for your research inquiry. The course will use a combination of interactive and applied techniques, within a didactic framework, to understand the domain of qualitative data and to teach skills relevant to qualitative research.

### **CSS5102 Quantitative Research Methods (3 Credits/7 ECTS)**

This course is designed to provide a basic understanding of quantitative research methods as they are used by advanced undergraduate and master's students. Quantitative research primarily involves the use of surveys, sampling, and the statistical analysis of numerical data to draw conclusions about larger populations. In this course, students will learn about the research process from start to finish. They will explore research planning and design, sampling and data collection, and data analysis. They will gain first-hand experience by designing a study based on your interests and analyzing the data.

## **PUBLIC ADMINISTRATION AREA**

### **CSS 5103 Professional Foreign Language (Academic Writing, Research Design, and Methodology) (3 Credits/5 ECTS)**

*Prerequisites: None*

This course forms students' competencies in the professional use of the English language as the primary medium of academic inquiry and scholarly communication in the social sciences. Students develop advanced academic writing skills calibrated to the standards of international peer-reviewed research, with particular attention to the conventions of argumentation, citation, and disciplinary register. Alongside language competency, the course introduces students to the core principles of research design and methodology, equipping them with the conceptual vocabulary necessary to construct, present, and critically evaluate social science research at the graduate level.

### **CSS5101/ Qualitative Research Methods (3 Credits/7 ECTS)**

This course introduces you to the history, philosophy, and methods of qualitative research. It is designed to familiarize advanced undergraduate and master's students with the epistemological and methodological foundations of the more commonly used qualitative research techniques. By examining critically, the evolution of

qualitative methodology, forms of qualitative research, ways to conduct and report qualitative inquiry, as well as examples and critiques of qualitative studies, you will understand how to choose a qualitative method for your research inquiry. The course will use a combination of interactive and applied techniques, within a didactic framework, to understand the domain of qualitative data and to teach skills relevant to qualitative research.

### **CSS5102 Quantitative Research Methods (3 Credits/7 ECTS)**

This course is designed to provide a basic understanding of quantitative research methods as they are used by advanced undergraduate and master's students. Quantitative research primarily involves the use of surveys, sampling, and the statistical analysis of numerical data to draw conclusions about larger populations. In this course, students will learn about the research process from start to finish. They will explore research planning and design, sampling and data collection, and data analysis. They will gain first-hand experience by designing a study based on your interests and analyzing the data.

### **CSS5XXX/PAD5113 Statistical Methods for Public Administration (3 Credits/5 ECTS)**

*Prerequisites: 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/5 ECTS)**

This core course provides a comprehensive analysis of the field of public administration, challenging graduate students to critique the evolution of administrative theories and evaluate the application of leadership models within contemporary organizations. Students will analyze the complex mechanisms of public decision-making and policy implementation while synthesizing

management techniques to formulate strategic solutions for organizations navigating a volatile global environment. By deconstructing the relationships between government bureaucracy, social equity, and strategic human resource management, graduate students will learn to appraise ethical frameworks and justify administrative actions amidst emerging global trends. The course requires a rigorous examination of public policy, organizational behavior, and the strategic imperatives that define modern public service.

### **PAD5117 Public Policy Process and Analysis (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: 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.

### **PAD5201 Biodiversity and Ecosystem Services**

As humanity is entering a new age of its existence on the planet, ecosystems which we depend on reach the limits of their functionality. This course assesses biodiversity as the ultimate foundation of ecosystems and all living things on the globe and thus for humanity's resilience. Further, the course identifies fields of goods and services provided by ecosystems such as e.g. water, energy, food, climate regulation, and recreation. It discusses, on the one hand, how ecosystem services in the case of Kazakhstan become subject to increasing anthropogenic stress, and on the other, how their management can be ensured in a more sustainable way. This course will be based to some degree on primary research of the instructor and hence supports applied knowledge and skill development among its participants. It will allow students to develop their reflective abilities and management capabilities in the field of environmental governance and thus aims to prepare them for a professional future that is increasingly taking sustainability goals under consideration.

### **PAD5202 Global Sustainable Development**

The world is a rapidly changing place. Over the past 150 years, and particularly since the end of WWII, rapid industrialization and modernisation has caused multiple challenges, but also new chances, for human development. The present study course is meant as an introduction into sustainable development as a key social-environmental trajectory for securing human civilization's survival on the planet. It provides insights into key understandings and frameworks of sustainability and their development over the past decades of planetary change, with climate and more generally environmental change being at the centre of concern. The course discusses the role of the Sustainable Development Goals (SDGs) for improving global social-environmental development, with a particular focus on Central Asia, and provides food for thought for course participants to reflect upon and engage in-depth with the human-nature nexus in economic development. It is suggested to include in as much as possible interaction with stakeholders in sustainable development and sustainability research in

Almaty, including from NGOs, international organisations and academic institutions.

### **PAD5203 Green Technology and Renewable Energy**

Kazakhstan and Central Asia's energy systems and infrastructures have long been and still are heavily dependent on hydrocarbons. As climate change requires mitigation and adaptation processes to be implemented and resources become exhausted, the region has, at least on paper, emerged on a more sustainable development, or "greening", trajectory. This course scrutinizes, from a social science-based and governance perspective, the regulatory foundations and technologies at the base of these large-scale transformations. It follows a largely project-driven design, for which the students' active participation is key. The course explores green technology and renewable energy as fields of innovation and adaptation that not only require an optimal policy environment, but also a thoughtful embedding into the socio-economic and social-ecological environment conditions. Students discuss the advantages and disadvantages of green technologies at stake and will be enabled to evaluate, from a management point of view, their local and regional application.

### **PAD5206 Climate Change Governance**

This course acts as an introduction to international climate change governance as one of the most challenging tasks of our time. It encourages participants to reflect upon the multiple issues related with establishing a global system of mitigation and adaptation and enables them to discuss and evaluate climate change governance systems and mechanisms at various spatial levels.

### **PAD5214 Fiscal Governance (3 Credits/5 ECTS)**

*Prerequisites: 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/5 ECTS)**

*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.

### **PAD5222 Social Policy (3 Credits/5 ECTS)**

*Prerequisites: 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.

### **CSSXXX/PAD5230 Professional Internship in Public Administration (3 Credits/5 ECTS)**

*Prerequisites: 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.

### **CSS5XXX/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)**

*Prerequisites: 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.

### **CSS5XXX/PAD5231.1 Thesis II: Thesis Seminar (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: 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.

### **PAD5262: Understanding and Managing 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)**

*Prerequisites: 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)**

*Prerequisites: 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: 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**

**CSS 5103 Professional Foreign Language (Academic Writing, Research Design, and Methodology) (3 Credits/5 ECTS)**

*Prerequisites: None*

This course forms students' competencies in the professional use of the English language as the primary medium of academic inquiry and scholarly communication in the social sciences. Students develop advanced academic writing skills calibrated to the standards of international peer-reviewed research, with particular attention to the conventions of argumentation, citation, and disciplinary register. Alongside language competency, the course introduces students to the core principles of research design and methodology, equipping them with the conceptual vocabulary necessary to construct, present, and critically evaluate social science research at the graduate level.

**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**

*Prerequisites: 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 5655 Reputation management**

*Prerequisites: 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**

*Prerequisites: 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/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)**

*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.

### **JMC5630.1 Political Communication (3 Credits/5 ECTS)**

*Prerequisites: None, cannot be taken as a separate course from JMC5630*

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.

### **JMC 5650 Digital Public Relations (3 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/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/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/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 Credits/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 5613 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 e-mail, project presentation, social networks, pod/video-casts, 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.

### **PAD5114 Essentials of Public Administration and Management (3 Credits/5 ECTS)**

This core course provides a comprehensive analysis of the field of public administration, challenging graduate students to critique the evolution of administrative theories and evaluate the application of leadership models within contemporary organizations. Students will analyze the complex mechanisms of public decision-making and policy implementation while synthesizing management techniques to formulate strategic solutions for organizations navigating a volatile global environment. By deconstructing the relationships between government bureaucracy, social equity, and strategic human resource management, graduate students will learn to appraise ethical frameworks and justify administrative actions amidst emerging global trends. The course requires a rigorous examination of public policy, organizational behavior, and the strategic imperatives that define modern public service.

### **CSS5101/ Qualitative Research Methods (3 Credits/7 ECTS)**

This course introduces you to the history, philosophy, and methods of qualitative research. It is designed to familiarize advanced undergraduate and master's students with the epistemological and methodological foundations of the more commonly used qualitative research techniques. By examining critically, the evolution of qualitative methodology, forms of qualitative research, ways to conduct and report qualitative inquiry, as well as examples and critiques of qualitative studies, you will understand how to choose a qualitative method for your research inquiry. The course will use a combination of interactive and applied techniques, within a didactic framework, to understand the domain of qualitative data and to teach skills relevant to qualitative research.

### **CSS5102 Quantitative Research Methods (3 Credits/7 ECTS)**

This course is designed to provide a basic understanding of quantitative research methods as they are used by advanced undergraduate and master's students. Quantitative research primarily involves the use of surveys, sampling, and the statistical analysis of numerical data to draw conclusions about larger populations. In this course, students will learn about the research process from start to finish. They will explore research planning and design, sampling and data collection, and data analysis. They will gain first-hand experience by designing a study based on your interests and analyzing the data.

## **CHSE GRADUATE COURSES**

### **EPM5101 Strategic Management in Education (2 Credits/2 ECTS)**

*Prerequisites: 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)**

*Prerequisites: 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.

### **EPM5113 Educational Leadership (3 Credits/5 ECTS)**

*Prerequisites: None*

The course provides students with an understanding of the diverse conceptions and approaches to educational leadership and their implications for running secondary schools. It gives an overview of educational leadership styles and the role of school leaders. The course focuses on research findings and the practicalities regarding educational leadership and how to run a school effectively, including detailed insights on how to ensure productive internal and external communications, create and sustain committed teams, build a learning organization, implement innovations, and lead change.

### **EPM5104 Curriculum Development and Management (3 Credits/5 ECTS)**

*Prerequisites: 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, socio-cultural 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)**

*Prerequisites: 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.

### **EPM5112 Data and Evidence-based Leadership (3 Credits/5 ECTS)**

*Prerequisites: None*

The course is designed to address the needs of educational leaders in understanding how to effectively use school data and research results. It provides an overview of evidence-based practice (EBP) regarding its two main components: data-driven and educational research-based decision-making. The course reveals information about the barriers to EBP implementation and factors that enable productive evidence use at school. Moreover, it introduces such concepts as knowledge mobilization and data analytics as they relate to the secondary school context.

### **EPM5211 Educational Equity (3 Credits/5 ECTS)**

*Prerequisites: 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.

### **EPM5215 Finance and Budgeting in Education (3 Credits/4 ECTS)**

*Prerequisites: 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)**

*Prerequisites: 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.



**EPM5302 Professional Apprenticeship (3 Credits/9 ECTS)**

*Prerequisites: None*

In this course students will be immersed in the real work environment, where they will have an opportunity to observe, participate in, and analyze activities related to educational management and policy implementation. Students will become practically familiar with various policies and practices applied in an educational setting. They will reflect on their learning experience through reports, discussions with the supervisor, and the final apprenticeship form (diary).

**EPM5401.2 Thesis (Capstone Project) (2 Credits/13 ECTS)**

*Prerequisites: Minimum 9 credits of coursework and IRB approval (if applicable)*

The purpose of the courses is to complete a capstone project, culminating students' experiences in the MEPM Program. Students should obtain IRB approval where relevant, complete their dissertation writing, and successfully defend their thesis.

**PSY5111 Research Methods in Psychology (3 Credits/5 ECTS)**

*Prerequisites: 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 critical 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.

**PSY5101 Management (2 Credits/2 ECTS)**

*Prerequisites: None*

An introductory study of management, its 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 master students will develop analytical and decision-making skills.

**PSY5114 Advanced Social Psychology (3 Credits/5 ECTS)**

*Prerequisites: None*

This course provides students with opportunities to gain knowledge of human behaviors in their social contexts. Students will explore conceptual and historical issues and encounter a range of theoretical and methodological perspectives (e.g., social constructionism). The course emphasizes the application of social psychological theory to applied global settings.

**PSY5115 Biological Psychology (3 Credits/5 ECTS)**

*Prerequisites: None*

Students will learn about the methodologies of biological psychology and cognitive neuroscience. Students also learn about how evidence used in these disciplines has a major influence on the development of theory in other areas of psychology, such as cognitive psychology, developmental psychology, and psychopathology. They 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)**

*Prerequisites: None*

This course provides students with an overview of human development across the lifespan, including how childhood experiences affect later development. Different approaches to human development are discussed and compared, and students will be encouraged to apply theories of development to particular case studies, integrating it with pedagogical skills. Different domains of human development will be covered, e.g., cognitive, social, emotional, and moral development across the lifespan such as how people view their own cognitions, desires, and emotions and how those relate to personal development and self-explanation.

**PSY5123 Advanced Cognitive Psychology (3 Credits/5 ECTS)**

*Prerequisites: None*

This course aims to give students an overview of human cognitive psychology and challenge them to consider the way the human brain constructs its interpretation of the world and the ways in which this interpretation can be misleading. The course will also provide students with a

broad understanding of cognition and how we process information about the world by introducing the key issues underpinning cognitive psychology, drawing attention to the key conceptual and ethical considerations of research in the area.

### **PSY5124 Individual Differences and Psychodiagnostics (3 Credits/5 ECTS)**

*Prerequisites: None*

This course is designed to enable students to develop an understanding of key historical and contemporary approaches to the study and assessment of personality, intelligence, and psychological disorders. It examines the controversial history of psychological measurement and definitions of intelligence, personality, and psychopathologies. The course links theoretical approaches with the practical application of psychological assessment and includes the development of basic skills in understanding and using psychological tests and psychometric instruments.

### **PSY5212 Core Counselling Skills (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: None*

This course provides students with an understanding of the concepts and principles involved in psychological assessment and the use of both standardized and non-standardized instruments. Students will learn the concepts involved in psychological assessment, testing, and evaluation. Students will develop their skills in successfully interviewing clients, as well as in selecting, administering, scoring, interpreting, and analysing test data in a counselling setting. The course will equip students to approach social, cultural, and ethical issues in assessment.

### **PSY5214 Family Counselling (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: 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/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: None*

Students engage in a 45-hour on-campus internal internship over a semester. The internship includes weekly

laboratory work, collaborative group work, and observation. It takes place in classrooms and psychology laboratories. Throughout this period, students receive mentorship from experienced faculty members, fostering a deeper understanding of psychological practices and methodologies. Additionally, interactive lectures are provided to enhance the internship experience. Students are required to submit a report to their supervisor at the end of the internship.

**PSY5224 Community Psychology (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: None*

This course explores the personal and social meaning of psychological adjustment and well-being. The emphasis is on personal acceptance of past social-related events that may lead to unhealthy psychological states. It will focus on managing stress and coping strategies and the related skills and techniques such as mindfulness. It will also explore how personal psychological adjustments may lead to improved self-perceptions and attitudes, which bring about an overall sense of health and well-being.

**PSY5131 Professional Internship (3 Credits/9 ECTS)**

*Prerequisites: None*

The professional internship requires students to complete 180 hours of practical experience at an external site of their choosing, subject to university approval. Students can tailor their internship to align with their specific career interests. The primary objective is to provide students with firsthand exposure to real-world psychological practices, enabling them to apply their academic learning in diverse professional contexts. Throughout

this internship, students are supervised by both a university faculty member and a professional from the host organization, ensuring comprehensive guidance and support. Monthly progress reports are submitted. An end of the semester report with the completed hours needs to be signed off by the department chair, as well as the host supervisor. If hours are missed, the internship will be extended until the required 180 hours are obtained. This might have financial and logistical implications for the student.

**PSY5211 Research Internship and Thesis (3 Credits/8 ECTS)**

*Prerequisites: 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.

**PSY5229 Thesis Defense (1 Credits/8 ECTS)**

*Prerequisites: PSY5211 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.

**TFL5102 Introduction to Sociolinguistics (3 Credits/5 ECTS)**

*Prerequisites: None*

This sociolinguistics course focuses on examining language as it is used in society and how language and society affect each other. It assumes that language is fundamental in the organization and understanding of everyday interactions, from both individual and societal

perspectives. The course topics include social dialects; class, ethnic, and gender differences in speech; linguistic change; language in multinational settings; and the politics of language. The course also studies applications of sociolinguistic research methods to problems in applied linguistics and language education.

### **TFL5103.2 Academic Writing (Foreign Language) (2 Credits/2 ECTS)**

*Prerequisites: None*

This course is offered to master students and it introduces them to scientific writing. Students will practice writing their own articles, review literature, improve texts, and practice advanced grammar. The course will also assist in learning to identify typical features in published articles. Students will have an opportunity to submit work to their instructor and receive constructive feedback; they will also submit and receive papers for peer feedback. Through these practices, they will discover more about their own writing style and maximize their learning experience.

### **TFL5103.2 Academic Writing (2 Credits/3 ECTS)**

*Prerequisites: None*

This course is offered to master students and it introduces them to scientific writing. Students will practice writing their own articles, review literature, improve texts, and practice advanced grammar. The course will also assist in learning to identify typical features in published articles. Students will have an opportunity to submit work to their instructor and receive constructive feedback; they will also submit and receive papers for peer feedback. Through these practices, they will discover more about their own writing style and maximize their learning experience.

### **TFL5201 Language Analysis for Language Instructors: Formal and Functional Grammars (3 Credits/5 ECTS)**

*Prerequisites: None*

This course is the first part of a two-course sequence. The course provides an overview of formal and functional perspectives using English language structure as the point of departure and focuses on English phonetics, phonology, morphology and syntax. The course surveys the role(s) of grammar in second/foreign language teaching, and presents strategies for introducing grammatical forms to non-native speakers.

### **TFL5301 Introduction to Second Language Acquisition (3 Credits/5 ECTS)**

*Prerequisites: None*

This course examines the process of acquiring a second or additional language. Topics include the nature of learner language, individual differences in language acquisition, the role of input and interaction, similarities and differences in L1 and L2 acquisition, instructed acquisition, and the relationship between acquisition research and second language teaching. The course also analyzes the neurolinguistic, psycholinguistic, and sociolinguistic bases of second language acquisition in childhood and adulthood.

### **TFL5401 Methods in Language Teaching (Pedagogy) (3 Credits/5 ECTS)**

*Prerequisites: None*

This course is an introduction to current instructional methods and approaches for teaching a second language to adults. The course focuses on theoretical perspectives, major methodological issues, and current controversies, and examines the historical and theoretical foundations in second language teaching. The course involves extensive readings, discussions, and observations of language classes, with consideration of principles for instruction, lesson planning, and classroom management in a wide range of teaching contexts. Particular attention is paid to long-term development of language teachers as decision-makers and problem-solvers.

### **TFL5103.2 Teaching Practicum (2 Credits/3 ECTS)**

*Prerequisites: TFL5401 Methods in Language Teaching (Pedagogy); a minimum of 18 credits in the program*

The second part of the practicum is the in-class, student teaching experience, where the knowledge and skills developed in the program are applied. TFL5402b can be waived for teachers who are working full-time.

### **TFL5403 Curriculum and Materials Design (3 Credits/5 ECTS)**

*Prerequisites: TFL5401 Methods in Language Teaching (Pedagogy)*

This course prepares and evaluates materials for second-language teaching in a variety of contexts. The course focuses on learning-centered approaches to designing courses, from curriculum development to materials design. Curricula in both second- and foreign- language environments will be addressed. During the course, students will design a curriculum to respond to the needs of

a specific student audience/target group through a process of needs assessment, selection, sequencing, presentation, and evaluation. Students will select, adapt, develop, and evaluate course goals and objectives through the use of a structured syllabus, course units, lesson plans, a system of evaluation, and materials for one lesson.

#### **TFL5404 Language Evaluation and Assessment (3 Credits/5 ECTS)**

*Prerequisites: None*

This course introduces the principles and practice of conducting language learning evaluation within the context of adult foreign language acquisition from both theoretical and practical perspectives. The course is aimed at analysis of the goals and rationale of different types of assessments in foreign language programs, including teacher-made assessments and current standardized testing instruments. Students will also gain experience in developing and critiquing assessment materials.

#### **TFL5405.2 Research Internship (2 Credits/23 ECTS)**

*Prerequisites: TFL5601 Research Methods (History and Philosophy of Science)*

This independent research project, undertaken in a work or research environment, provides students with data, people, and experience for studying an issue in teaching.

#### **TFL5502 Educational Technology in Language Classrooms (3 Credits/5 ECTS)**

*Prerequisites: TFL5401 Methods in Language Teaching*

This course explores the uses of computers in the foreign language classroom, including language learning through information-processing software, digital technology, multimedia applications for home-oriented and educational software, and the Internet. During the course, students will have hands-on experience with multimedia applications and instructional software, information-processing software, and digital technology.

#### **TFL5505.3 Introduction to Program Evaluation (3 Credits/5 ECTS)**

*Prerequisites: TFL5403 Curriculum and Materials Design*

This seminar provides an introduction to the major concepts and theories in the field of program evaluation. There will be an emphasis on defining the different components of a program evaluation, its role in program and policy development, and how evaluations vary based on

where they are theoretically situated. Students will be able to design, collect data, analyze data, and write up an evaluation report based on a field-based program evaluation project that the entire class will participate in.

#### **TFL5506 Cross-Cultural Aspects of Language Teaching (3 Credits/5 ECTS)**

*Prerequisites: None*

This course defines and explores the relationship between language teaching and culture with a heavy emphasis on how to use different approaches (literature, writing, media, theater, history) to teach culture through language courses starting with the basic question of 'what is culture?' This course is grounded in a socio-cultural constructivist approach towards language and language learning. Students will study culture in general and learn about their own cultural influences to better understand teacher-student and student-student interactions from various cultures through and in language teaching.

#### **TFL/EPM5507 Inclusive Education**

*Prerequisites: None*

This course explores the principles and practices of inclusive education with a focus on creating equitable learning environments for all students. Students will examine the social, cultural, and policy contexts that shape inclusive education and develop strategies to support learners with diverse needs, including those with disabilities, linguistic differences, and marginalized backgrounds. Through case studies, collaborative projects, and reflective practice, participants will learn how to design and implement inclusive teaching approaches that promote participation, engagement, and achievement in a variety of educational settings. The course also addresses issues of accessibility, universal design for learning (UDL), and collaboration with families and support services.

#### **TFL5508 Language Teaching in Different Contexts**

*Prerequisites: None*

This course examines the complexities of language teaching across a variety of educational and professional environments. It explores how instructional methods, learner needs, and institutional priorities shift depending on the context. Students will analyze teaching practices within formal education systems such as primary, secondary, and tertiary institutions, as well as in private language schools, tutoring centers, and adult education

programs. The course also addresses specialized teaching domains, including exam preparation courses like IELTS and TOEFL, English for Specific Purposes (ESP) in fields such as business, law, and medicine, and English for Academic Purposes (EAP).

### **TFL5601 Research Methods (History and Philosophy of Science) (3 Credits/5 ECTS)**

*Prerequisites: None*

This course is designed to familiarize students with a variety of scholarly and scientific approaches and methods for research in education settings, theory development, data processing, scholarly writing, and organization of a research paper related to applied linguistics, second language acquisition and/or pedagogy.

### **TFL5690 Thesis I (including field research - data collection: research apprenticeship) (3 Credits/21 ECTS)**

*Prerequisites: TFL5601 Research Methods; a minimum of 18 credits in the program*

Doctoral students register for this course and TFL5601 while they are creating and defending/presenting their master's thesis research proposal. Doctoral students are also taught how to engage in field work. They are assigned a main and secondary supervisor whom they will consult with. They also need to submit an IRB application where relevant before data collection.

### **TFL5691.1 Thesis Defense (1 Credits/8 ECTS)**

*Prerequisites: TFL5690 Thesis I (including field research - data collection: research apprenticeship)*

This is the second course for working on and defending the master's thesis, where students execute their research plan, with regular supervision.

### **TFL5700 Seminar in Applied Linguistics (3 Credits/5 ECTS)**

*Prerequisites: 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.

## **LAW SCHOOL GRADUATE COURSES**

### **LAW5201.2 Legal Method, Skills and Reasoning (2 Credits/3 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.

### **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.

### **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.

#### **LAW5207 Psychology for Lawyers (2 Credits/3 ECTS)**

The psychology part will provide a brief overview regarding the application of positive psychology to work settings and the psychological influences on the development and behavior of managers and organizational leaders. Increasingly business leaders are realizing that an understanding of psychology helps them unlock the potential of the “human capital”. Topics include: follower influences, nature vs. nurture in the development of leaders, relationship of personality to leadership style, behavioral decision-making biases, tactical, operational, and strategic decision-making, group think, and scenario planning and the retention and development of individual talent, and the selective departure of talent.

#### **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.

#### **LAW5399 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.

#### **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.

#### **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)** 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.

#### **LAW5809 Law of the WTO (3 Credits/5 ECTS)**

This graduate-level course examines the World Trade Organization (WTO) and its role in regulating international trade. Students will study the WTO's core principles, structure, and key agreements on trade in goods, services, intellectual property, and agriculture, with a focus on its dispute settlement system. The course covers fundamental WTO principles such as non-discrimination, transparency, and predictability, while addressing global trade concerns like environmental protection, animal welfare, development, and public health. It also explores the One Health concept, connecting human, animal, and environmental health, particularly in trade related to animals, agricultural products, and food safety. Students will analyze real-world trade disputes and case studies to understand how WTO rules are applied in practice. By the end, students will be equipped with a deep understanding of WTO law and its impact on the global trade landscape.

#### **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.

#### **LAW5924 Research Apprenticeship and Internship**

**(4 Credits/7 ECTS)** 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.

#### **LAW5989 Experimental Research for the Master Thesis (4 Credits/7 ECTS)**

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. The objective of the course is to assist students to produce an acceptable thesis to submit to a Supervisory Panel and proceed to the oral defense. Students will also research and identify possible placements for their apprenticeship/internship. Classes will introduce research and drafting techniques. By the end of the course, students should have a thesis topic and a timeline for completing their thesis in stages.

#### **LAW5993 Thesis Defense (5 Credits/8 ECTS)**

Thesis Defense is a culminating course that offers students the opportunity to present and defend their



research thesis before a panel of academic experts. The course focuses on the clear articulation and defense of legal arguments, research findings, and methodologies, allowing students to showcase their proficiency in legal analysis and scholarly writing. Students will present their research, engage in critical discussions, and respond to questions from the panel. Topics of the thesis may be in any legal area of interest. It may be a further elaboration of an earlier issue that the student finds interesting, a topic of recent activity in Kazakhstan's legal scene or a suggestion by a professor. The LLM thesis is a requirement of the Final Attestation of the LLM program.

## **DOCTORAL PROGRAM COURSE DESCRIPTIONS**

### **BCB DOCTORAL PROGRAMS COURSE DESCRIPTIONS**

#### **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 develops doctoral students' ability to communicate research in written English and engage in international academic discourse. Students deepen their understanding of scientific methods and the philosophy of science while practicing research writing, literature review, grammar, and adapting texts to meet discipline-specific publication standards.

##### **BUS6302 Pedagogy of Teaching (3 credits)**

*Prerequisites: None*

This course is designed to prepare PhD students to effectively teach courses in accounting, finance,

management, and marketing. It covers essential pedagogical strategies, curriculum development, and classroom management techniques to ensure effective knowledge transfer and student engagement. The course also addresses the integration of technology in teaching and methods for assessing student learning.

##### **BUS6303 Quantitative Research Techniques (3 credits)**

*Prerequisites: None*

This course focuses on quantitative research methods, covering techniques for analyzing both secondary and primary data. It emphasizes statistical modeling, data interpretation, and practical applications using statistical software.

## **DOCTOR OF PHILOSOPHY PROGRAM IN ACCOUNTING SPECIALIZATION COURSES**

### **ACC6400 Modern Research Studies in Accounting I (3 credits)**

*Prerequisites: None*

Reviews the classical literature in the area of capital markets research, measurement, and valuation. Examines the evolution of accounting theory in financial accounting and auditing. Includes agency theory, conservatism, stewardship and the role of international financial reporting standards. The goal is to provide students with the background knowledge in these areas and then to identify and read the most influential and promising current research in these areas. The course should equip students to contribute to the current literature in these fields of accounting.

### **ACC6401 Modern Research Studies in Accounting II (3 credits)**

*Prerequisites: None*

Reviews the classical literature in the area of earnings management, reporting quality, disclosure, accounting ethics, forensic accounting, sustainability, and ESG accounting. Examines the role of big data, AI, blockchain, and other technologies in accounting. It also examines managerial accounting practices and trends. The goal is to provide students with the background knowledge in these areas and then to identify and read the most influential and promising current research in these areas. The course should equip students to contribute to the current literature in these fields of accounting.

### **ACC6403 Financial Econometrics for Finance and Accounting (3 credits)**

*Prerequisites: None*

This course examines the use of advanced econometric techniques in accounting and finance. It builds upon the foundational knowledge in research methods, regression, and time series analysis. The focus is on the empirical tools used in modeling, and testing financial and accounting theories. Data-driven exercises using Python, R, E-views, or STATA are assigned. Students will engage in hands-on empirical exercises, emphasizing practical application to real-world financial and accounting datasets. The course prepares students to conduct cutting-edge research and critically evaluate empirical studies in the fields of finance and accounting.

### **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 SPECIALIZATION COURSES**

#### **FIN6400 Modern Research Studies in Finance I (3 credits)**

*Prerequisites: None*

Reviews the classical literature in the area of capital markets, asset pricing, market efficiency, derivatives, corporate finance, and risk management. The goal is to provide students with the background knowledge in these areas and then to identify and read the most influential and promising current research in these areas. The course should equip students to contribute to the current literature in these fields of finance.

### **FIN6401 Modern Research Studies in Finance II (3 credits)**

*Prerequisites: None*

Reviews the classical literature in the area of international finance, banking, fintech, green finance, and ethics in finance. The goal is to provide students with the background knowledge in these areas and then to identify and read the most influential and promising current research in these areas. The course should equip students to contribute to the current literature in these fields of finance.

### **FIN6403 Financial Econometrics for Finance and Accounting (3 credits)**

*Prerequisites: None*

This course examines the use of advanced econometric techniques in accounting and finance. It builds upon the foundational knowledge in research methods, regression, and time series analysis. The focus is on the empirical tools used in modeling, and testing financial and accounting theories. Data-driven exercises using Python, R, E-views, or STATA are assigned. Students will engage in hands-on empirical exercises, emphasizing practical application to real-world financial and accounting datasets. The course prepares students to conduct cutting-edge research and critically evaluate empirical studies in the fields of finance and accounting.

### **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 SPECIALIZATION COURSES**

#### **MGT6400 Modern Research Studies in Management I (3 credits)**

*Prerequisites: None*

Reviews the classical literature in the area of strategic management, entrepreneurship, innovation, leadership, and business ethics. The goal is to provide students with the background knowledge in these areas and then to identify and read the most influential and promising current research in these areas. The course should equip students to contribute to the current literature in these fields of management.

**MGT6401 Modern Research Studies in Management II (3 credits)**

*Prerequisites: None*

Reviews the classical literature in the area of human resource management, organizational behavior, sustainable business practices, and corporate social responsibility. The goal is to provide students with the background knowledge in these areas and then to identify and read the most influential and promising current research in these areas. The course should equip students to contribute to the current literature in these fields of management.

**MGT6403 Qualitative and Quantitative Methods for Management and Marketing (3 credits)**

*Prerequisites: None*

This course provides a foundation in qualitative research methodologies, emphasizing the design, implementation, and analysis of qualitative studies. It also expands upon some of the quantitative techniques used in the Research Methods for the Social Science class. It prepares students to explore social phenomena and generate theory from data. It also compares quantitative survey-based research with qualitative techniques. Finally, the course explores the application of structural equation modeling techniques.

**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 single 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 SPECIALIZATION COURSES**  
**MKT6400 Modern Research Studies in Marketing I (3 credits)**

*Prerequisites: None*

Reviews the classical literature in the area of consumer behavior, psychology, and decision-making. Also, it examines branding, positioning, brand equity, marketing strategy, and segmentation. Further discussion of quantitative and qualitative methods used in current journal articles. The goal is to provide students with the background knowledge in these areas and then to identify and read the most influential and promising current research in these areas. The course should equip students to contribute to the current literature in these fields of marketing.

**MKT6401 Modern Research Studies in Marketing II (3 credits)**

*Prerequisites: None*

Reviews the classical literature in the area of retailing and distribution. Also examines digital and social media marketing, applications of AI and machine learning, sustainable and ethical marketing, and globalization and cross-cultural marketing strategies. The goal is to provide students with the background knowledge in these areas and then to identify and read the most influential and promising current research in these areas. The course should equip students to contribute to the current literature in these fields of marketing.

**MKT6403 Qualitative and Quantitative Methods for Management and Marketing (3 credits)**

*Prerequisites: None*

This course provides a foundation in qualitative research methodologies, emphasizing the design, implementation, and analysis of qualitative studies. It also expands upon some of the quantitative techniques used in the Research Methods for the Social Science class. It prepares students to explore social phenomena and generate theory from data. It also compares quantitative survey-based research with qualitative techniques. Finally, the

course explores the application of structural equation modeling techniques.

### **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 single 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.

**ACC/FIN/MGT/MKT 6370 Pedagogical Internship**  
Pedagogical Internship gives PhD students an opportunity to put into practice the pedagogical knowledge acquired during their studies, gain academic teaching experience, and be better prepared for their future academic career. Students will teach undergraduate or master's level courses under the supervision of experienced faculty members. Details of this requirement are specified in the PhD Handbook.

**ACC/FIN/MGT/MKT 6371 Research Internship**  
Research Internship provides PhD students with practical research experience, typically conducted at research institutions, universities, or in collaboration with faculty members on ongoing research projects. This component helps students develop their research skills and build professional networks in their field. Details of this requirement are specified in the PhD Handbook.

**ACC/FIN/MGT/MKT 6380 Research Work**  
Under the Research Work component of the PhD program, students are required to undertake appropriate research activities that lead to conference presentations, journal publications, and potentially international research collaborations. This component emphasizes the development of independent research capabilities and scholarly productivity. Details of this requirement are specified in the PhD Handbook.

### **BUS6381 Dissertation**

The 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 appropriate solutions to the problem. The dissertation must make an original and significant contribution to the field. The student will present an oral defense of their dissertation before the members of the dissertation committee in a public forum. Details of this requirement are specified in the PhD Handbook.

## **CSS DOCTORAL PROGRAM COURSE DESCRIPTIONS**

### **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 text.

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.

#### **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.

### **PAD6531 Research Practice**

Research aims to help students develop an understanding of the application of theoretical and conceptual knowledge to scientific work experience in their areas of specialization. Students are able to acquire research skills and competence necessary for future scientific activity in academia. The College Internship Coordinator assists students in organizations or academic institutions for the research practice.

### **PAD6548.1-6548.5 Experimental Research Work and Dissertation**

The student engages in research activities under the guidance of the instructor. The research activities are aimed at providing the basis for the dissertation and preparing a paper for journal publication. Students may not take a higher level Experimental Research Work and Dissertation without successfully completing prior ones.

### **PAD6550 Dissertation and Defense**

The final requirement to complete the Ph.D. degree is the completion of a significant and original research project. This is demonstrated through production of a dissertation document which describes the research project, its results, and contribution to the body of knowledge. The oral defense of the dissertation must meet the academic standards of KIMEP University and the Ministry of Education and Science of the Republic of Kazakhstan.

## **DOCTOR OF PHILOSOPHY IN ECONOMICS**

### **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 text.

### **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 behavior.

### **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 PROGRAM COURSE DESCRIPTIONS**

### **EPM/TFL6101 Academic Writing (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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.

### **EPM6301 Teaching Internship: Educational Leadership (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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.

**EPM/TFL6304 Seminar in Advanced Research Methods (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: EPM6602.2 Dissertation 2*

Students will use this period to advance their dissertation writing and research work.

**EPM6603 Dissertation Defense (3 Credits/12 ECTS)**

*Prerequisites: EPM6602.3 Dissertation 3*

Dissertation Defense.

**EPM/TFL6303 Language Policy and Planning in Education (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: 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.

**TFL6301 Teaching Internship (3 Credits/5 ECTS)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: None*

Conducting research, participating in research seminars and conferences, publishing articles to meet MES requirements for PhD candidates.

**EPM6606 Research Apprenticeship (6 Credits/15 ECTS)**

*Prerequisites: EPM6601.4.6 Research Projects including research seminars and publications 4 and IRB approval (if applicable)*



This course provides doctoral students with supervised research experience under the guidance of a faculty mentor. Students participate in ongoing research projects and engage in activities such as literature review, research design, data collection, analysis, and scholarly writing. The course emphasizes the development of advanced research skills, academic collaboration, and professional research practices within the student's field of study. By the end of the course, students are expected to contribute to a research project and demonstrate progress toward their independent dissertation research.

#### **TFL6602.1 Dissertation 1 (4 Credits/11 ECTS)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: 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)**

*Prerequisites: TFL6602.3 Dissertation 3*  
Dissertation Defense.

**PART VIII. UNIVERSITY SERVICE AND ADMINISTRATION**

## OLIVIER GISCARD d'ESTAING LIBRARY

### ADMINISTRATION

#### Director

Olga Zaitseva, MA

E-mail: [zaitseva@kimep.kz](mailto:zaitseva@kimep.kz) , [library@kimep.kz](mailto:library@kimep.kz)

#### Deputy Director

Yelena Samuilova, Diploma, MiniMBA

E-mail: [slena@kimep.kz](mailto: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 and information needs of the KIMEP University community. In order to implement this mission Library constantly works on development of learning and research collections. 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 equipped with computers and Internet access. 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 84 000 print volumes: approximately 55 400 in English with the remainder in Kazakh and Russian. In addition, the Library provides electronic access to over 750 000 full text documents including journal articles, newspapers, conference papers and reference materials. Patrons 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.

### 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.

### RESERVES COLLECTION

The reserves collection contains required readings for courses as determined by course instructors. The purpose of the reserves collection is to make course textbooks available to all students who enroll in a certain course. When a department notifies the library that a specific title is assigned as a 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.

Two hours prior to the library closing time, textbooks from the Reserves collection that are available for rental can be checked out for the overnight loan. Reserves collection textbooks that are not available for rental are checked out for free for the night. Items are due to be returned the next morning no later than 11:00 a.m. Fines will be incurred by the student if the title is returned late (see Tuition and Fees section at KIMEP University website <https://www.kimep.kz/prospective-students/en/tuition-and-fees/>).

### PERIODICALS AND REFERENCE

Periodicals and reference works are located on the third floor of the library. Periodicals maintain a collection of 21 print titles of local newspapers, scientific journals and popular periodicals in English, Kazakh and Russian.

Reference works include dictionaries, handbooks and encyclopedias.

Periodicals and reference materials are non-circulating and may be used only in the Periodicals and Reference areas.

The librarians developed and are regularly updating **CARD (Central Asia Research Database)**, a bibliographic database of periodical articles on Kazakhstan and other Central Asian countries, with a concentration on themes of particular interest to patrons. This database makes it easier to find information in print periodicals that the library has received. It is installed on computers in the Reference area.

## **ELECTRONIC RESOURCES**

Numerous databases with full-text articles and bibliographic data from hundreds of sources, including reputable scientific publications, are available to patrons of the Olivier Giscard d'Estaing Library.

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 academic journals), Ebook Central (over 253 000 e-books in all academic areas), Elsevier e-journals (over 200 journals on economics, econometrics, finance, business, management, and accounting), Paragraf (database of juridical information of CIS), NexisUni (international legal database), Emerald (management e-journals collection), Polpred (news resource), Sage (multidisciplinary e-journals collection), Springer (over 2900 full text peer-reviewed scholarly journals on different subjects), The Chronicle of Higher Education (news and informational resource on the questions of higher education), Taylor & Francis e-books (108 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), Wiley Online Library (over 1600 peer reviewed journals), HeinOnline Core Collection (collection of full-text legal and government publications), Scopus (scientific abstract and citation database) and

Republican Interuniversity Electronic Library (materials published by the Kazakhstani Higher Education Institutions). Additionally, since 2012, the Library has offered free nationwide access to the Web of Science database, which is a tool for scholars to develop and organize their own research plans.

All of the library's electronic databases are accessible to students and faculty via computers in computer labs and offices throughout campus. The majority of electronic materials are accessible remotely from anywhere outside of campus using the logins and passwords provided by the Library. Some of these databases require training to use successfully, and patrons are welcome to seek assistance from librarians.

## **SERVICES**

### **IDENTIFICATION CARD**

A plastic Identification Card (ID card) is issued by the Library to all individuals affiliated with KIMEP University. This card serves as the KIMEP University ID card. 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 decide which card is the most appropriate for you. The ID card is issued to the person named on it. Its use is strictly limited to the bearer and is non-transferable. 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 1500 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. 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. A fee of 1500 tenge should be paid if the student cannot return his/her card.

## 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. 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 book and it is deducted from the textbook security deposit. To rent textbooks, a student must return the deposit to the original amount before the start of the following semester. The rented textbook must be returned within 10 working days after the final examinations. Failure to return the rented textbook for the semester on time will result in an overdue fine. If the rented textbook is not returned within 10 days of the start of the following semester, the repeated rental fee will be taken from the student's security deposit without notice.

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 Library Rules and Regulations (see below).

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 that person who made the payment. To avoid the problems with the balance, return the payments should be made by one person. The security deposit, rental fee and fines amounts are adjusted periodically to reflect changes in the quantity and cost of textbooks and other course materials and can be found at KIMEP University website on the Tuition and Fees section (<https://www.kimep.kz/prospective-students/en/tuition-and-fees/>).

## 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 student should in advance refill the balance of the textbook security deposit with the necessary laptop rental fee amount. 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. Exception shall be made for early returning of a laptop by the request of the University.

### 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.

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 KIMEP University Laptop Rental Rules.

Should the laptop become non-operable due to the fault of the student, the student shall cover the complete cost of repair.

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.

## **LIBRARY RULES AND REGULATIONS**

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

### **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.

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.

### **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

Regardless of patron type (faculty, student or staff), fiction collection items are checked out for 4 weeks with one renewal with a 3-items limit.

For textbooks from the reserve collection, the loan is independent of the type of student.

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.

The fines are levied when items are overdue, damaged or missing.

### **DAMAGED OR UNRETURNED BOOK**

A patron is responsible for all 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.

### **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. If the item is not returned within 7 days of the due date of the recall notice the current replacement cost of the item will be charged to the patron.

### **ALUMNI AND EXTERNAL USERS**

Alumni and external users (faculty and students of the partner universities) are welcome to use the library's collections for the purpose of academic or professional research.

For the registration, alumni should contact to Corporate Development Department at [cdd@kimep.kz](mailto: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

The external users should refer to the Library administration for the registration.

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).

***\*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.*



## COMPUTER & INFORMATION SYSTEMS CENTER

### ADMINISTRATION

#### Technical Director

Nikolay Kotlov

E-mail: [n.kotlov@kimep.kz](mailto:n.kotlov@kimep.kz)

### STATEMENT OF PURPOSE

The CISC Mission is to support and enhance the teaching, learning, research and administrative processes at KIMEP and to facilitate the endeavors of KIMEP students, faculty and staff in meeting the institutional mission and goals through continuous development and maintenance of information and computing facilities and through the provision of the highest quality information technology services.

### 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, 2 are Network specialists, 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 Microsoft Teams 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 Oqylyq is used for online control of entrance and state exams. Microsoft Teams, Turnitin and Oqylyq are integrated with LMS MOODLE.

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.

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](http://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 e-mail 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, file servers 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.
- Using other person's username and/or password, as well as providing username and/or password to another person(s) – 1 month.
- Downloading, executing, or saving on workstations, file servers or H-Drive of any files of the following types: \*.exe, \*.com, \*.bat, \*.mpg, \*.avi, \*.mp3, \*.rep, as well as of any other files not related to the academic process – 1 month.
- Work on servers – 1 month.
- Installation of software, or changing system or network configuration – 1 year.
- Accessing pornographic or hacker websites – 1 year.

*\* 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.*

#### **IN CASE OF VIOLATION OF THE ABOVE RULES, THE STUDENT LOSES HIS/HER PRIVILEGE TO USE KIMEP COMPUTER LABORATORIES ACCORDING TO THE FOLLOWING PENALTIES:**

- Accessing Internet websites not related to the academic process (Games, all types of Messengers, entertaining sites, pictures, videos, postcards, etc.) – 1 week.
- Failure to register in the journal (indicating the time in and out) – 1 week.
- Loss of username and/or password – 1 week.
- 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.

#### **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 e-mail 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)

## CORPORATE DEVELOPMENT AND ALUMNI ASSOCIATION

### ADMINISTRATION

#### Director

Raushan Kanayeva, MA

E-mail: [rauoka@kimep.kz](mailto:rauoka@kimep.kz)

#### Career Center Director

Elmira Kabiyeva, MBA

E-mail: [plof@kimep.kz](mailto:plof@kimep.kz)

#### Business Relations Manager

Dinara Sagindykova, MA

[cdd@kimep.kz](mailto:cdd@kimep.kz); [alumni@kimep.kz](mailto:alumni@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 an Annual Job Fair, 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
- Organization of Industry Career days, another platform where students and graduates can meet with representatives of companies – potential employers.
- 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 e-mails

## **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"



## HUMAN RESOURCES, WORK PERMIT & VISA OFFICES

### ADMINISTRATION

#### HR Director

Aigerim Kainazarova, MBA

E-mail: [persnl@kimep.kz](mailto:persnl@kimep.kz)

#### Head of Work Permit & Visa

Yuliya Alimkulova

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### 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.

### MISSION

- Put all efforts for creating and emphasizing a positive and supportive work environment;
- 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;
- 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](http://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](http://higheredjobs.com); [jobs.ac.uk](http://jobs.ac.uk); [jobs.chronicle.com](http://jobs.chronicle.com); [akadeus.com](http://akadeus.com); [academicpositions.com](http://academicpositions.com) etc. and other publishing editions of the Republic of Kazakhstan (newspapers of Republican & city status) as Kazhanskaya 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.

### **MEDICAL CENTER**

The Medical Center is located in KIMEP Student Dormitory on the ground floor. Medical services are provided by KIMEP medical staff to employees and students.

### **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.

## **QUALITY ASSURANCE & INSTITUTIONAL RESEARCH**

### **ADMINISTRATION**

#### **Director**

Aisha Akhmetbayeva, MBA, LL.M.

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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 services, survey on student interest in particular new courses and minors and others.



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