

RECOGNITION OF ACADEMIC MOBILITY COURSEWORK for KIMEP STUDENTS

Coursework completed at higher education institutions (HEIs) in Kazakhstan or abroad in the frame of academic mobility program can be recognized at KIMEP University.

Non-exchange academic mobility to partner HEIs

In these cases, the application procedure for non-exchange academic mobility and admission requirements with selection criteria are set up and administrated by hosting universities. KIMEP students going to study at other HEIs for a short period (short term, internship, summer schools) follow “**The Transfer of Credits from outside of KIMEP University**” policy and pay tuition fees to the receiving HEIs. The standard course transfer procedure should be done prior to departure and is regulated by the catalog and relevant college.

Exchange academic mobility

Exchange program is arranged through agreements with partner HEIs, which stipulate terms, conditions, obligations, rights and responsibilities of participants and partner HEIs. The program is administrated by International Office. Exchange students follow the Exchange Program policies and regulations (application, selection, course transfer and payment, etc.).

1. General Provisions

1. If an equivalent course exists at KIMEP University, the transcript will indicate the course code and course title of the KIMEP University course. The course need not transfer for the same number of credits as the KIMEP University course.
2. If a course does not match a current course title then the course can be transferred as Special Topics.
3. Courses in disciplines that are not taught at KIMEP University can be transferred as free electives.
4. Disciplines taught in any language other than English may be transferred, if the syllabus are translated into English.
5. Credits for courses taken during academic mobility out of exchange program will only be transferred if the bachelor student has earned “C”, master student – “B-“ and higher grade in the course. The grade “C” can be considered as passing, only 2 “C” grades allowed. However, the disciplines taken at a partner university by bachelor students as part of a KIMEP University student exchange program requires a passing grade in order to be transferred. Terms for Master students are not changed.
6. No letter grade is assigned to transfer courses. Transfer courses are not considered in the calculation of the grade point average.
7. No more that fifty (50) percent of student’s degree program requirements can be transferred.
8. One course of Physical Education taken during one semester at other university is equal to two KIMEP credits.
9. Students choose disciplines that they want to study in another institution according to their individual study plan (ISP). It is recommended to choose elective disciplines, as they do not necessarily have to exactly coincide with the disciplines at KIMEP.
10. The minimum number of credits for transfer back to KIMEP for exchange programs is 9 KIMEP credits per semester, the maximum is - 18.
11. There is no a requirement for a minimum number of credits for transfer back to KIMEP University for non-exchange academic mobility.
12. Credits must be transferred in a semester, following the period of academic mobility in the partner university.
13. The course compliance and transfer decision is an academic decision, and the final judgment is made by the academic departments (number of credits, level of the course, course equivalent in KIMEP University catalog, minimum grade for major courses, etc.).
14. The Academic Council provides oversight of the course transfer procedure and decision-making in case of inconsistencies or student appeals.

2. Course Approval Procedure Prior to Academic Mobility Program

The course approval of a discipline desired to be taken at a receiving institution is a process of comparing its title, content, duration, and learning outcomes of the discipline with a discipline at KIMEP. The most appropriate discipline at KIMEP will be suggested for the recognition towards the academic program of the student instead of the desired discipline at the receiving institution.

The Course Approval is important and has a number of functions, including:

- Maintaining a student’s full-time enrollment at KIMEP University while abroad
- Allowing financial aid to be disbursed while abroad
- Allowing the Colleges and International Office to assist you
- Assisting in the credit transfer process after the mobility program

I. The previously approved discipline does not require the approval within 5 years from the date of its approval, after which it is necessary to again undergo the approval procedure. The list of courses approved prior to 2019 year is available on L-drive>International Mobility> Before application_

II. Not approved discipline should be approved prior to departure to receiving HEIs. A student submits the following documents to the academic program coordinator of a relevant college for an advice:

1. The Syllabus of the discipline at the host university.

After a general advice for a matching discipline at KIMEP University the student applies on-line:

Student portal > Study > Additional Study option > Outgoing Exchange Programs > Course Transfer > Online Course Approval Form Exchange Program

Within 10 days the result of the approval (approved/denied/recommendation) will be sent to the student's email. The approved discipline is kept in archive for 5 years. In case of a refusal, it is necessary to find other equivalent course and repeat the procedure again.

In the absence of approval there is no guarantee that the courses will be transferred to the desired courses at KIMEP. Therefore, the student is required to complete the procedure for negotiating courses upon arrival at the host institution.

III. The "Learning Agreement (LA)" form (individual study plan) is an agreement signed by three parties: KIMEP academic program coordinator, coordinator at the receiving institution, and the student. The student indicates there all the approved disciplines/ and changes he/she desires to take at the receiving institution.

IV. Change in the disciplines/number of credits should be done at the beginning of the semester at the receiving institution (usually during the add / drop period). If the student has changed disciplines, then s/he must inform the coordinator in the partner university and the IO coordinator. The student sends the Course Approval form for new courses with a request to the KIMEP academic program coordinator. The newly approved courses should be indicated in the "Learning Agreement" form and again signed by the three parties. Upon return, the original LA is handed over to the IO coordinator.

If a student participates in the exchange program and upon arrival to the receiving institution can not take the desired course by a strong reason (cancellation of a course, change in the language of instruction, time clash of courses, changing of the discipline' content, etc.), and it was impossible to find a substitute for the desired course, the student must inform the coordinator in the partner university and the IO coordinator. The coordinator at the partner university confirms the fact by e-mail to the IO coordinator. The exchange student sends a request to the IO coordinator in order to get a reduction for 3 credits.

V. Different academic calendar (e. g. semester starts later in October/March) may be applied at receiving institution:

- a) the student may enroll in classes at KIMEP while waiting for a letter of acceptance and visa. If the student is later accepted and granted the visa s/he must cancel the registration for the classes started at KIMEP by submitting a list of courses for cancellation to the academic program coordinator;
- b) the students cannot receive a grade of 'incomplete' for the classes cancelled at KIMEP;
- c) full tuition for the classes cancelled at KIMEP will be refunded; exception – for exchange students it will be applied to the fees due for the exchange program;
- e) Any additional refund will be handled according to the exchange program refund policy.

3. The procedure for the transfer of disciplines after study period in a partner institution

1. To apply for the transfer applicant should submit a hard copy of the transcript to IO Coordinator. No course with "pass" grade is transferred unless the numerical scale for the grade provided.

The IO Coordinator receives an official transcript from a partner institution and submits it to the Registrar. A certified copy of the transcript is given to the student. An unofficial transcript can only be used if the student needs to provide proof of the obtaining prerequisites for registration on the discipline in the next semester.

To transfer the studied courses, the student hands over to the coordinator of the academic program the copy of the form "Learning Agreement", a copy of the verified official transcript.

The coordinator of the academic program verifies the data in the documents submits to the registrar all forms for credit recognition. The coordinator of the academic program also fills in the necessary information in electronic format.

The student checks the transcript with the transferred courses. If the student was allowed to reduce the number of credits, then the payment for 3 credits will be reimbursed or allocated for other credits by a request of the student.