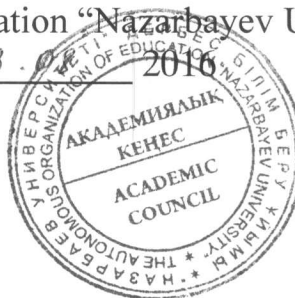


**AUTONOMOUS ORGANISATION OF EDUCATION
“NAZARBAYEV UNIVERSITY”**

SCHOOL OF ENGINEERING UNDERGRADUATE STUDENT HANDBOOK

Approved by the resolution of the Academic Council of
the autonomous organization of education “Nazarbayev University”

Minutes # 45 of 03 . 04 . 2016



Astana 2016

General provisions

1. The School of Engineering (hereinafter - SEng) Undergraduate Student Handbook (hereinafter - Handbook) complements the “Academic Policies and Procedures for undergraduate programs” (hereafter - APPs) approved by the Academic Council.

2. This Handbook follows the same structure and abbreviations as the Nazarbayev University (hereinafter - University) APPs.

Section 1 APPLICATIONS AND ADMISSIONS

1. Admission into SEng from the Nazarbayev University Foundation Year Program

3. Admission into SEng upon successful completion of the NUFYP will occur in accordance with applicable internal regulations of the University.

2. Direct Entry Admission Requirements

4. Direct admission into SEng will occur in accordance with applicable internal regulations of the University.

Section 2 REGISTRATION

1. Academic Calendar Year

5. The procedures as specified in APPs shall be followed.

2. Registration Policy and Procedures

6. The procedures as specified in APPs shall be followed.

Section 3 DECLARATIONS OF MAJORS, MINORS, AND DOUBLE MAJORS

1. Declaration of a Major

7. All students in the SEng will take common courses in their first year and they must declare their major preferences before the deadline set by the SEng in the second semester of year 1. Admission to the major is a competitive process with admission cap for each major due to capacity reasons. SEng aims to match the student’s inclination, academic ability, and preferences rooted on the first come first served policy based on academic results, course performances associated with the chosen majors, attendances, preferences, academic conduct, and evaluation of motivation through interview or essay. The final decision is up to the Dean.

2. Declaration of a Minor

8. There are no minors at SEng.

3. Declaration of a Double Major

9. Double majors are not allowed as each major has its own accreditation requirements.

Section 4 INTERNAL TRANSFERS

10. The procedures as specified in APPs shall be followed for internal transfer from another University School to SEng.

11. Internal transfer within the SEng from one major to another after the declaration of the major will depend on the applicant's academic results, course performances associated with the major, space availability, attendances, academic conduct, and evaluation of motivation through interview or essay. The final decision is up to the Dean.

Section 5 CREDITS FOR WORK COMPLETED OUTSIDE OF UNIVERSITY

1. Award of Transfer Credits

12. The procedures as specified in APPs shall be followed.

2. Limitations on Awarding of Transfer Credits

13. The procedures as specified in APPs shall be followed.

3. Requesting Award of Transfer Credits

14. The procedures as specified in APPs shall be followed.

Section 6 GRADING SYSTEM

1. Calculation of GPA and CGPA

15. The procedures as specified in APPs shall be followed.

2. Grading Standards

16. The procedures as specified in APPs shall be followed.




3. Administrative Grades

17. Only the credit bearing Internship will be granted a P/F grade. All the other courses will be subjected to a letter grade.

4. Mid-semester reports and provisional grades

18. Students with non-satisfactory mid-semester performances may be called for academic guidance and counselling.

5. Final course grades

19. Except for credit bearing internships, numerical marks must be given for all course assessments. The overall course % mark will be rounded to one decimal place in the determination of the final course letter grade. The student must obtain at least a D grade to pass a course. It is expected that to pass a course a student should have obtained an aggregate mark of at least 50% with at least 30% of the marks in the final exam and at least 50% of the marks in all the assessments. It is expected that to pass a course that did not have a final exam, the student should have obtained at least 50% of the marks in all the assessments.

6. Appeal of Grades

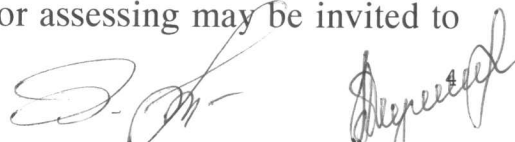
20. The relevant grade awarded should correspond to the achievement of the specified learning outcomes at the appropriate level. The student must first consult with the course instructor as soon as the grade is available in the Learning Management system. If any error is found, the student should complete a SEng Grade Appeal Form and submit it to the course coordinator. The course coordinator will complete the form and submit it to the Dean. The SEng will set the official deadline for the appeal process. Late grade appeals will not be accepted. In any case, the appeal period expires before the Exam Board takes place. No appeal will be considered after the meeting of the Exam Board.

7. Change of Grade

21. The procedures as specified in APPs shall be followed.

Section 7 ACADEMIC STANDING AND PROGRESS

22. Every undergraduate student enrolled in SEng is assessed at the end of each semester by an Exam Board. The Exam Board will discuss and finalize grades and decide about progression and completion. It is chaired by the Dean and composed of at least the Vice-Dean for Teaching and Learning and the Heads of Department. Secretary of the Exam Board shall be appointed by the Dean among the School staff. Course coordinators involved in grading or assessing may be invited to



the Exam Board meeting. External examiners are invited to attend the Exam Board meeting during the Spring semester. The grade submitted before the Exam Board is considered as provisional. The Exam Board will review, discuss and finalize grades as well as decide on academic progression and completion.

23. Meetings of the Exam Board shall be held as needed with a quorum, defined as the majority of the Admissions Committee voting members. Decisions of the Exam Board shall be taken by simple majority of the votes of those voting and present. The Chair has the deciding vote in cases of tied votes. Decisions of the Exam Board are recorded in the minutes. The minutes shall be signed by the Chair or his/her designated substitute, present members and the Secretary of the Exam Board.

1. Good Academic Standing, Academic Warning, Academic Probation

24. Students are expected to present themselves for classes in accordance with the internal regulations of the University. Registers of attendances are maintained by the course coordinator. Attendance information will be used to monitor students on academic warnings and probations.

25. Students who have taken at least 60 ECTS and obtained an annual GPA of greater or equal to 3.8 based on the fall and spring semesters grades in the academic year and did not have any misconduct will be recommended for the Dean's lists, which are commendations to undergraduate students of excellence.

2. Academic Progress

26. In order to graduate with a Bachelor's degree in Engineering, students are required to fulfill the following:

- 1) Earn 240 ECTS as defined in the program specifications and planner of their major;
- 2) Earn an additional 12 ECTS for the internship as defined by the corresponding course specifications;
- 3) Obtain at least C- grade for Capstone Project I and II;
- 4) Pass the Kazakh Language and Kazakh History requirements of Nazarbayev University

When a student does not fulfill these requirements, the Exam Board will decide if the student is recommended for a fifth year of study or for dismissal.

3. Re-taking courses

27. The total number of times a student may re-take a course is limited to three re-take attempts. Students are not permitted to re-take a course if it has already been passed for the purpose of improving the awarded grade.

28. Summer retake courses are intensive and offered over a very short period. As such, a student cannot participate in more than 2 retake courses each summer. The student must inform the School Office before the deadline set for summer retake courses.



29. A student can participate in the summer retake if the following conditions are satisfied:

- 1) The student had failed the course in either the fall or spring semester just prior to that summer;
- 2) The student had obtained at least 30% of the marks in the final exam and at least 50% of the marks in all the assessments of the failed course. It is expected that the student should have attended at least 80% of the classes in the failed course. If the failed course did not have a final exam, the student eligibility to participate in the summer retake is decided by the course instructor;
- 3) The student did not fail because of academic dishonesty. If the student failed the course because of academic dishonesty, the eligibility to participate in the summer retake is decided by the Dean.

The student can appeal to the Dean, whose decision is final. These conditions are not applicable for students retaking the failed course in the regular fall and spring semesters.

30. The instructor for the summer retake course will decide on the course policy, mode of delivery, and assessments requirements.

Section 8 EXAMINATIONS

31. Students who are absent in quizzes, tests, midterm exams, oral presentations, and poster presentations will be awarded zero mark for the assessment elements. When there are extenuating circumstances, the student must provide documentary evidence in accordance to established University and SEng procedures and inform the instructor. Depending on the circumstances, the instructor may set a new date for the students to retake the missed assessment elements or decide on alternative means to compensate for these missed assessment elements. Applications for extension due to extenuating circumstances will not be accepted beyond 7 calendar days after the original date set for the quizzes, tests, midterm exams, oral presentations, and poster presentations.

32. The marks for course assignments (i.e. including homework, essay, lab report, project report, etc.) submitted within 7 calendar days (i.e. including weekends) after the declared deadline will be accepted with a deduction in marks as follows:

- 1) Deduction of 25 marks for submission within 1 calendar day after declared deadline;
- 2) Deduction of 45 marks for submission within 2 calendar days after declared deadline;
- 3) Deduction of 60 marks for submission within 3 calendar days after declared deadline;
- 4) Deduction of 65 marks for submission within 4 calendar days after declared deadline;
- 5) Deduction of 70 marks for submission within 5 calendar days after declared deadline;
- 6) Deduction of 75 marks for submission within 6 calendar days after declared deadline;



7) Deduction of 80 marks for submission within 7 calendar days after declared deadline;

33. Submission of course assignments (i.e. including homework, essay, lab report, project report, etc.) later than 7 calendar days after the declared deadline will not be accepted and graded (i.e. the work is considered as not having been submitted).

34. The following do not constitute grounds for granting of extensions:

- 1) Computer, data storage or printer failure resulting in loss of data;
- 2) Paid employment commitments for full time students;
- 3) Poor time management/pressure of work in other studies;
- 4) Financial issues;
- 5) Avoidable personal commitments or circumstances

1. In-Semester Examinations

35. The procedures as specified in APPs shall be followed.

2. Final Exams

36. The students will only be admitted for the final examination if they have attained 50% of the grades in all course work assessments and completed 100% of all laboratory assignments. Students are also expected to satisfy course attendance policy. If a course or a laboratory assignment is submitted empty, it is considered incomplete. If the student does not satisfy these requirements, the course will be graded 'F'. The student can appeal to the Dean, whose decision is final.

37. The final exam schedule is generated by the Office of the Registrar. Date, time and venue of the exam should not be changed. All SEng students will be provided with an electronic copy of the latest guidelines on 'Examination Regulations for the School of Engineering' before the exam.

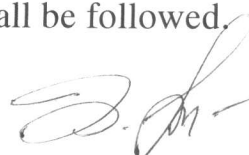
38. On the day of the examination, a student who is sick or has valid extenuating conditions that can affect the performance may apply for deferred assessment and should not sit for the examination. Once he/she sits for the examination, the student cannot appeal the grade based on medical and extenuating condition grounds.

39. Students with a disability, dyslexia or other diseases can apply for special assessment arrangements in their examinations. Notification of this requirement must be made by the student to his/her Personal Tutor at least 3 (three) working days prior to the exam. If the students did not apply for special assessment arrangements and sit for the examination, they cannot appeal the grade based on medical and extenuating condition grounds.


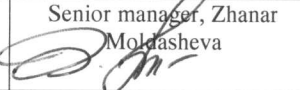
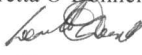
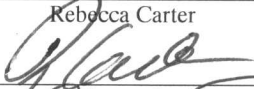
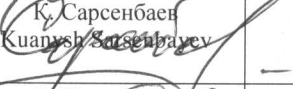
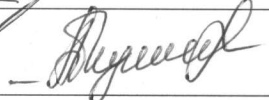
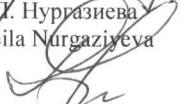
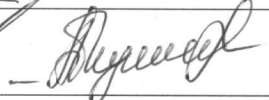
40. Exam papers will be graded according to a clear marking scheme which is non-negotiable.

3. Student Examination Conduct

41. The procedures as specified in APPs shall be followed.



КЕЛЕСУ ПАРАҒЫ/APPROVAL SHEET /ЛИСТ СОГЛАСОВАНИЯ
 School of Engineering Undergraduate Student Handbook
 Руководство студента по программе бакалавриата Школы Инженерии
 Инженерия мектебінің бакалавриат бағдарламаларының студенттің нұсқаулығы

Item/ Атауы/ Наименование	Structural subdivision/ Құрылымдық бөлімшенің атауы/ Наименование структурного подразделения	Name and signature of a responsible person, date of approval/ Т.А.Ж., жауапты тұлғаның қолы, визаның қойылған күні / Ф.И.О., подпись ответственного лица, дата визирования	Position, name and signature of a resp. person, date of approval / Лауазымы, Т.А.Ж., нақты орындаушының қолы, визаның қойылған күні / Должность, Ф.И.О., подпись конкретного исполнителя, дата визирования
DEVELOPMENT/ ӘЗІРЛЕУ/ РАЗРАБОТКА	School of Engineering / Инженерия мектебі / Школа инженерии	Sai Fok 	Senior manager, Zhanar Moldasheva 
Review/ Келісу/ Согласование	Interim Provost / Провосттың м.а. / И.о. Провоста	Loretta O'Donnell 	
	Registrar / Регистратор / Регистратор	Rebecca Carter 	
	Legal Department / Заң департаменті / Юридический департамент	Қ.Сарсенбаев Kuanys Sarsembayev 	
	Department of Documentational Support / Құжаттамамен камтамасыз ету департаменті / Департамент документационного обеспечения	Д. Нурғазиева Leila Nurgaziyeva 	 05.09.2015.

4. Use of External Examiners

42. SEng uses external examiners as an element of the quality assurance process. The external examiners will attend the Exam Board during the Spring semester.

5. End-of-Semester and Final Examination Period Policy Statement

43. The procedures as specified in APPs shall be followed.

