

APPROVED BY
Chairman of the Management Board -
Rector of NAO "Karaganda University
named after academician E.A.Buketov"
Prof. N.O. Dulatbekov

« » 2022

Regulations on the recognition of learning outcomes within formal, non-formal and informal education

1. General Provisions

1.1 These regulations define the procedure for recognizing learning outcomes within formal, non-formal and informal education.

1.2 The norms of these regulations comply with the requirements of the Law of the Republic of Kazakhstan "On Education" (dated 27.07.2007), the "Concept of lifelong learning (continuing education)" (dated 8.08.2021), and the "Rules for recognizing organizations providing non-formal education and forming a list of recognized organizations providing non-formal education" (dated 4.10.2018).

1.3 Recognition of learning outcomes is the process of formalizing the results of educational experience, a set of competencies and knowledge.

1.4 Formal education is a type of education received in an educational institution that has the right to provide educational services in accordance with the requirements of the State Mandatory Standard of Education and issue a diploma of the established form.

1.5 Non-formal education is a type of education received in organizations that have the right to provide educational services under intensive programs and issue certificates/ свидетельства confirming learning outcomes. This type of education includes advanced training programs, professional retraining, including online format.

1.6 Informal education is a type of independent learning of a subject without obtaining a document with results, as well as the activity of a subject that contributes to obtaining certain skills in the workplace.

1.7 Flexible educational route is an individual educational trajectory formed within the framework of recognizing the learning outcomes of formal, non-formal and informal education.

2. Procedure for reviewing learning outcomes

2.1 For the recognition of learning outcomes obtained within the framework of formal, non-formal and informal education, the dean creates a relevant commission from among the teachers of the servicing departments. The order specifies the composition of the commission and the terms of its work. The commission must include the head of the graduating department and the Registrar's office.

2.2 Recognition of learning outcomes is carried out by the commission on the basis of the student's application to the dean and the following documents:

1. copy of identity document;
2. original document confirming the results of education or a notarized copy of it;
3. agreement/memorandum, transcript or its analogue (for participants of academic mobility programs);
4. tables of mutual credit/correspondence of agreed curricula/academic disciplines and a transcript or its analogue (for participants of joint educational programs).

When submitting documents in foreign languages, the applicant attaches notarized translations into Kazakh or Russian.

2.3 The commission has the right to request additional information from the applicant about his/her training program.

2.4 The term for consideration of documents submitted for the recognition of the results of formal education is 5 working days, non-formal and informal education - 10 working days from the date of application.

2.5 The following forms of assessment of non-formal and informal education learning outcomes are recommended to determine the level of acquired competencies:

- interview;
- testing;
- completion of a case, tasks;
- work on a project or creation of a product;
- completion of a portfolio.

2.6 The commission makes a conclusion on the recognition or non-recognition of learning outcomes.

2.7 In case of recognition of learning outcomes, the commission determines which of the disciplines of the educational program can be considered studied and in what volume of ECTS credits. The volume of credits established by the commission should be commensurate with the student's workload.

2.8 The volume of recognized credits may affect the duration of study under the educational program. If there is a volume of credits exceeding the established norms for the academic period, the duration of study may be reduced.

2.9 Regarding the results of formal education, the commission credits the grade indicated in the student's document. If there is a credit, the commission transfers the learning outcomes to the ECTS grade with an average score in account the average score of the Transcript or its analogue (Appendix 1).

2.10 The commission enters the following information in the protocol:

- conclusion on the recognition or non-recognition of learning outcomes;
- name of the discipline, volume of credits in ECTS and grade (in case of recognition);
- decision on reducing the study period (if any);
- results of open voting of commission members.

2.11 On the basis of the commission's decision, the registrar's office enters the disciplines with the indication of credits and grades in the electronic database of educational achievements.

2.12 In case of recognition of learning outcomes, the student is exempt from studying the discipline specified in the commission's protocol.

2.13 On the basis of the commission's protocol, the dean's office, together with the registrar's office, forms a flexible educational route, which is implemented through the student's individual curriculum.

2.14 The dean's office informs the student of the commission's decision within three working days from the date of the commission's meeting.

3. Recognition of formal education outcomes

3.1 Formal education outcomes include:

- results of the previous level of formal education when enrolling graduates of colleges, universities for reduced study programs, when enrolling in master's and doctoral programs;

- results of the current level of formal education when transferring students from one university to another, when restoring students, returning from academic leave;

- results of formal education in other universities with the participation of students in academic mobility programs, including distance learning, joint educational programs.

3.2 Confirming documents of formal education are diplomas with appendices, transcripts with the seal of the formal education organization, agreement/memorandum of cooperation with the education organization.

3.3 Recognized learning outcomes are correlated with the requirements of the educational program to which the student is enrolled. As a rule, the analysis of compliance is based on the principle of correlating the disciplines indicated in the diploma with the expected learning outcomes of the educational program.

3.4 For students enrolled in master's programs, in case of coincidence of the profile of the master's program with the higher education program, the learning outcomes of the previous level are recognized automatically; in case of non-coincidence of the profile of the master's program with the higher education program, prerequisites are established for the master's student to master.

3.5 For students enrolled in doctoral programs, in case of coincidence of the profile of the doctoral program with the master's program, the learning outcomes of the previous level of education are recognized automatically; in case of non-coincidence of the profile of the doctoral program with the master's program, prerequisites are established for the doctoral student to master.

3.6 The list of prerequisites for master's and doctoral programs is approved by the order of the Chairman of the Board-Rector before the start of the admission campaign on the basis of submissions from the deans of faculties.

3.7 When transferring and restoring, the achieved learning outcomes, the student's positive grades are recognized with the transfer of academic credits from one educational program to another, from one educational organization to another educational organization.

3.8 When participating in academic mobility programs (including distance learning), joint educational programs, the learning outcomes mastered in full are re-credited on a mandatory basis on the basis of:

- agreement/memorandum, transcript or its analogue for participants of academic mobility programs;

- on the basis of tables of mutual credit/correspondence of agreed curricula/academic disciplines and transcripts or their analogues of participants of joint educational programs.

4. Recognition of non-formal education outcomes

4.1 Non-formal education outcomes include:

- results of advanced training programs;
- results of passing online courses, including MOOCs;
- results of scientific and professional internships;
- results of passing language courses confirmed by national and international certificates specified in Appendix 2;
- results of training at courses of guest lecturers confirmed by certificates.

4.2 Confirming documents of non-formal education are certificates, свидетельства containing the student's full name, name of the training program, non-formal education organization, signature of the responsible person, seal, registration number. Confirmation of knowledge, skills and competencies acquired through volunteer activities is a certificate indicating the type of activity and the number of hours.

4.3 In the process of analyzing documents, the degree of compliance of the non-formal education profile with the profile of the educational program is assessed. In case of compliance, the potential focus of non-formal education on the expected learning outcomes of the educational program is determined.

4.4 In case of absence in the confirming document of a differentiated assessment in the form of a point/letter equivalent, etc., the commission must assess the level of acquired competencies. The form of assessment is determined by the commission independently, taking into account the specifics of the educational program profile and the recommendations of paragraph 2.5 of these regulations.

5. Recognition of informal education outcomes

5.1 Informal education outcomes include skills acquired in the course of performing labor functions.

5.2 Confirming documents are a certificate from the student's place of work/internship and a description of his/her skills.

5.3 The recognition mechanism is connected with the process of confirming