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## **FOREWORD**

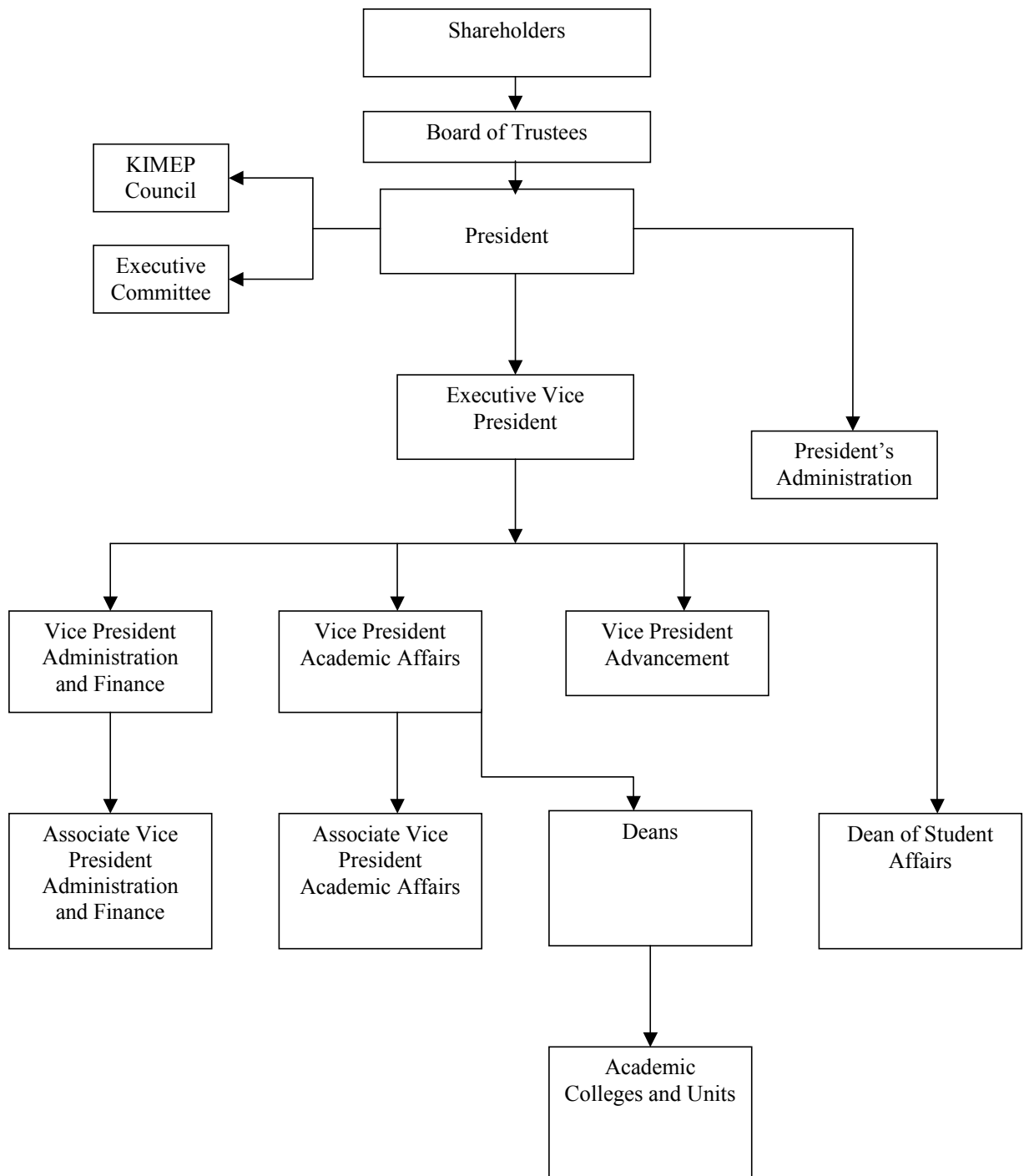
The purpose of the 2007–2008 KIMEP *Catalog* is to provide students, faculty members, administrators and all other interested persons with the details of graduate and undergraduate studies at KIMEP. While the audience for the *KIMEP Catalog* is the campus community, we recognize that applicants, prospective students, and many other people will read this material. This publication offers them an insight into KIMEP, its policies, academic programs and auxiliary services. The *2007–2008 Catalog*, furthermore renders detailed descriptions of academic policies and procedures, rules and regulations, academic departments, programs, curricula and organizational structures of the Institution. Every student must read the *Catalog* carefully and must abide by the rules and policies published by KIMEP. In case a student is not sure about a particular issue, s/he must bring it to the attention of the KIMEP authorities for further explanation and elaboration.

## **MISSION STATEMENT**

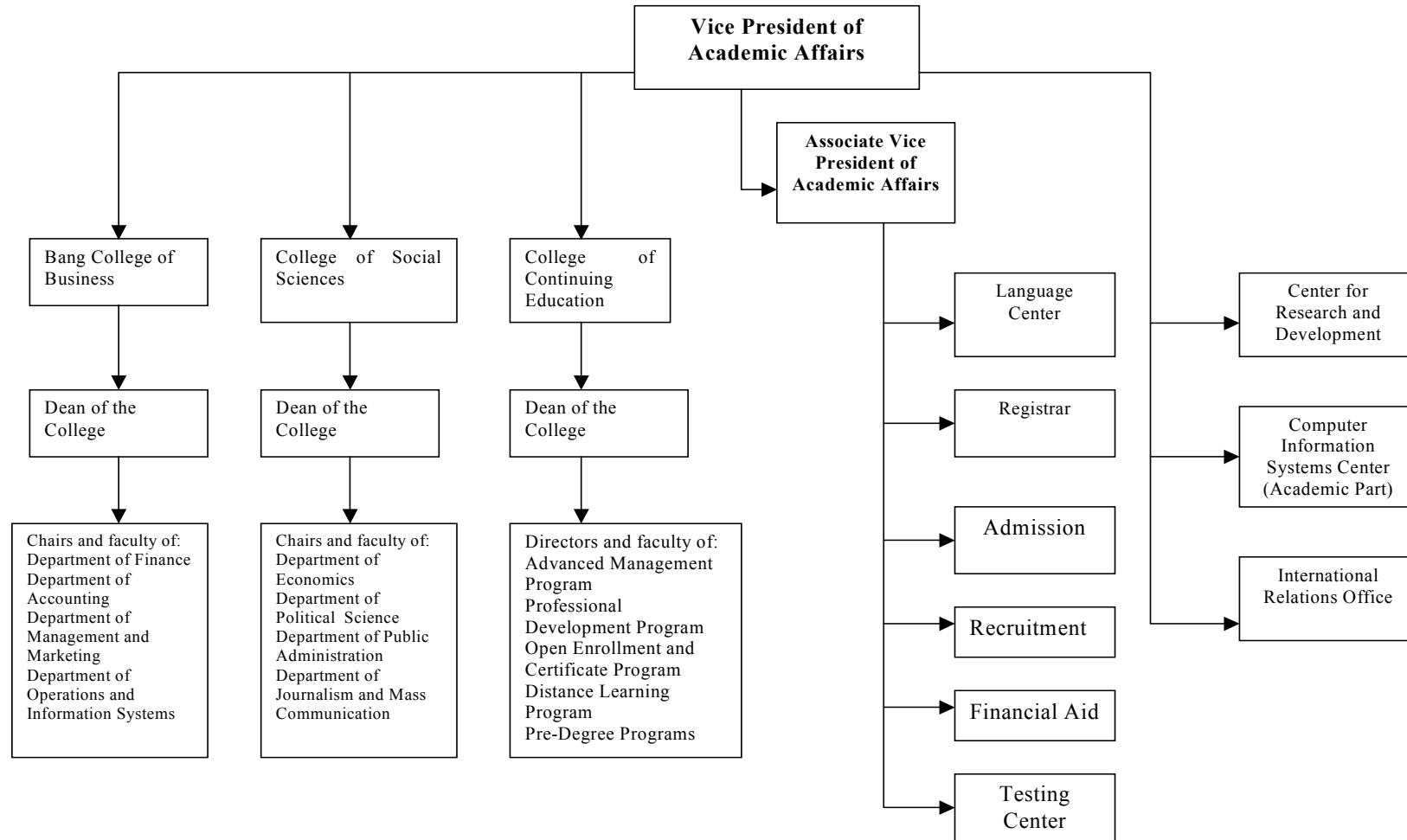
KIMEP is a non-profit institution of higher education. Its mission is to develop well-educated citizens and to improve the quality of life in Kazakhstan and Central Asian region through teaching, learning, the advancement of knowledge in the fields of business administration and social sciences, and through community service. In addition, KIMEP aspires to serve the international community by welcoming foreign students to study and by developing extensive international linkages.

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, journalism and mass communication to outstanding students, who will become equals to graduates of universities anywhere in the world. We seek to select students from among those who demonstrate leadership, talent and language capabilities, irrespective of their financial means, gender or ethnic origin, or any other subjective criteria.

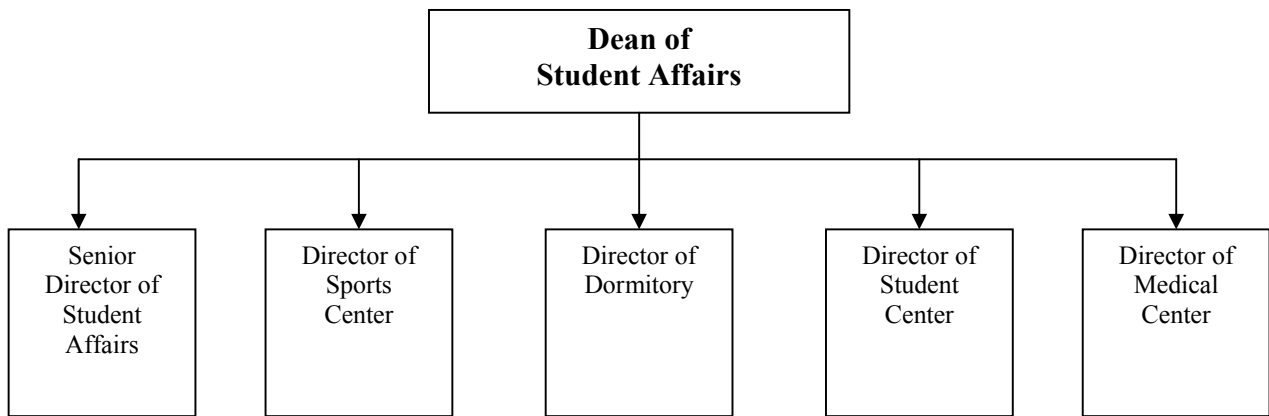
## ORGANIZATIONAL CHART OF KIMEP



**ACADEMIC AFFAIRS**



## STUDENT AFFAIRS





# PART I

## GENERAL INFORMATION

KIMEP address

Abay Ave. 4,  
Almaty, 050010  
Republic of Kazakhstan  
Tel: +7 (323) 270 42 13  
[www.kimep.kz](http://www.kimep.kz)  
[admis@kimep.kz](mailto:admis@kimep.kz)

**ACADEMIC CALENDAR**  
**HISTORY AND ACHIEVEMENTS OF KIMEP**  
**KIMEP PROFILE**

## ACADEMIC CALENDAR

The KIMEP Academic Calendar outlines important dates and deadlines related to the regular academic process. For dates and deadlines related to the academic process at the College of Continuing Education as well as to admission, financial aid, and other non-academic events and procedures refer to the appropriate information materials.

*KIMEP reserves the right to adjust specific dates on the academic calendar without prior notice.*

### Fall Semester 2007

Advising starts	March 1
First payment period begins (at least 1/3 of total tuition) for Fall 2007	April 23
Registration begins for 4 <sup>th</sup> year Undergraduate students and all Master students (1/3 payment is required prior to registration)	April 23
Registration begins for all students (1/3 payment is required prior to registration)	April 30
Registration for non-degree, including Academically Disqualified students begins (100% payment for all courses is required)	August 6
First payment deadline (at least 1/3 of total tuition is due) Registration for all debtors of 1/3 will be cancelled after this date	August 15
Last day to transfer between undergraduate programs (first year students are not eligible for transfer)	August 20
Registration ends	August 20
Classes start	August 21
Drop/Add period begins	August 21
Last Day to Add a Course	August 27
Last Day to select Audit option	August 27
Last Day to Select Pass/Fail Option	August 27
Last Day to Drop a Course with 100% Tuition Refund	August 27
<b>Constitution Day - KIMEP is closed</b>	<b>August 30</b>
Last Day to Withdraw from a Course with 80% Tuition Refund	September 3
Last Day to Withdraw from a Course with 60% Tuition Refund	September 10
Second Payment Deadline (second 1/3 of total tuition is due) <sup>1</sup>	September 15
Last Day to Withdraw from a Course with 40% Tuition Refund	September 17

<sup>1</sup> Payment can be done anytime prior to the semester with the respect to KIMEP payment deadlines (in general, it is the 15th day of the month). In case if 15th day is a weekend or holiday, the payment shall be received by KIMEP **before** the weekend or holiday. Payment modes are: bank transfers and cash in the KIMEP cashier office. Please also allow 3-4 working days in advance if you use bank transfers.

Last Day to Withdraw from a Course with 20% Tuition Refund (after this date there are no refunds for withdrawals from courses)	September 24
Third payment deadline (final 1/3 of total tuition is due) for Fall 2006	October 15
Last Day to Withdraw from a Course with grade of "W"	October 19
Mid-term Break	October 22-26
Republic Day - KIMEP is closed	October 25
Classes End	December 11
Examination Period	December 12-22 (including holidays 16, 17)
Independence Day (KIMEP is closed except for final examination)	December 16, 17
Semester Ends	December 22
Final Grades due from Instructors	Within 72 hours after exam
<sup>2</sup> I <sup>2</sup> grades from previous semester convert into <sup>2</sup> F <sup>2</sup> 's	December 25

### Spring Semester 2008

Advising starts	October 8, 2007
First payment period begins (at least 1/3 of total tuition) for Spring 2008	November 15, 2007
Registration for 4 <sup>th</sup> year undergraduate students and all Master students begins (1/3 payment is required prior to registration)	November 15, 2007
Registration for all students begins (1/3 payment is required prior to registration)	November 22, 2007
Registration for non-degree, including Academically Disqualified students begins (100% payment for all courses is required)	December 24, 2007
New Year's Day - KIMEP is Closed	January 1, 2, 2008
First Payment Deadline (at least 1/3 of total tuition is due) Registration for all debtors of 1/3 will be cancelled after this date	January 8
Last Day to Transfer Between Undergraduate Programs (first year students are not eligible)	January 11
Registration Ends	January 11
Classes Start (for graduate students)	January 12
Classes Start (for all students)	January 14
Drop/Add Period Begins	January 14
Last Day to Add a Course	January 21
Last Day to Select Audit option	January 21

Last Day to Select Pass/Fail Option	January 21
Last Day to Drop a Course with 100% Tuition Refund	January 21
Last Day to Withdraw from a course with 80% Tuition Refund	January 28
Last Day to Withdraw from a course with 60% Tuition Refund	February 4
Last Day to Withdraw from a course with 40% Tuition Refund	February 11
Second Payment Deadline (second 1/3 of total tuition is due)	February 15
Last Day to Withdraw from a course with 20% Tuition Refund (after this date there are no refunds for withdrawals from courses)	February 18
Women's Day - KIMEP Closed	March 8
Mid-Term Break	March 10 -14
Third payment deadline (final 1/3 of total tuition is due for Spring 2007)	March 15
Last Day to Withdraw from a Course with grade of "W"	March 18
Nauryz Day - KIMEP Closed	March 22
International Labor Day - KIMEP Closed	May 1
Classes End	May 6
Examination Period	May 7 - May 18 (including holiday May 9)
Victory Day (KIMEP closed, except final examination)	May 9
Semester Ends	May 18
Final Grades due from Instructors	Within 72 hours after exam
<sup>2</sup> I" grades from previous semester convert into <sup>2</sup> F"s	May 21
Graduation	June 7

### Summer-1 semester, 2008

Advising starts	March 3
Payment period for Summer -1 begins (100% of total summer tuition fee should be paid before registration)	April 15
Registration for 4 <sup>th</sup> year undergraduate students and all Master students begins	April 15
Registration for all students begins	April 22
Registration for non-degree, including Academically Disqualified students begins	May 19
Registration for Summer-1 ends	May 25
Classes Start	May 26
Last Day to Drop/Add a course	May 28
Last Day to Select Pass-Fail Option	May 28

Last Day to Select Audit option	May 28
Last Day to drop a course with 100% tuition refund (after this period there is no refund)	May 28
Last Day to Withdraw from a Course with grade of “W”	June 13
Classes End	July 4
Final Examinations (Final Exams will be held on the day of the last class)	July 4
Final Grades due from Instructors	July 7

### Summer-2 semester, 2008

Advising starts	March 3
Payment period for Summer -1 begins for all students (100% of total summer tuition fee should be paid before registration)	May 15
Registration for Summer-2 begins for all students	May 15
Registration for non-degree, including Academically Disqualified students begins	June 30
Registration ends	July 6
Classes Start	July 7
Last Day to Drop/Add a Course	July 9
Last Day to Select Pass-Fail Option	July 9
Last Day to Select Audit Option	July 9
Last Day to drop a course with a 100% tuition refund (after this period there is no refund)	July 9
Last Day to Withdraw from a Course with grade of “W”	July 18
Classes End	August 15
Final Examinations (Final Exams will be held on the day of the last class)	August 15
Final Grades due from Instructors	August 18

### Fall Semester 2008

Advising starts	March 3
First payment period begins (at least 1/3 of total tuition) for Fall 2008 (1/3 payment is required prior to registration)	June 15
Registration begins for 4 <sup>th</sup> year Undergraduate students and all Master students	June 15
Registration begins for all students	June 23
Registration for non-degree, including Academically Disqualified students begins (100% payment for all courses is required)	August 5

First payment deadline (at least 1/3 of total tuition is due)	August 15
Registration for all debtors of 1/3 will be cancelled after this date	
Registration ends	August 18
Classes start	August 19

## **HISTORY AND ACHIEVEMENTS OF KIMEP**

### **History**

The Kazakhstan Institute of Management, Economics, and Strategic Research was formally established on January 1, 1992, by resolution of the President of the Republic of Kazakhstan, Nursultan Nazarbaev. President Nazarbayev, acutely aware of the Republic's need for trained personnel to support a market economy, asked US scholar, Dr. Chan Young Bang, to create a new educational institution in Almaty. This new institution was to be staffed by a mix of foreign and national instructors and was to operate according to the high academic standards of North American and European academic institutions. Dr. Bang was appointed as the first Executive Director.

The purpose of the Institute is to confer upon the people of Kazakhstan the skills and knowledge to pursue prosperity for the nation through leadership in business and government. Since its establishment, KIMEP has contributed enormously to the growth and development of the Republic of Kazakhstan and its people, by challenging men and women to draw upon standards of excellence and to contribute to society after graduation.

In August 1992, the first class of Masters of Business Administration (MBA) and Masters of Arts (MA) in Economics programs commenced with their studies. Despite the scope and complexity of administering the MBA and MA programs, KIMEP continued to take the initiative and expanded into other areas, which were also vitally important for the development of the Republic. In August 1993, KIMEP created the Master of Public Administration (MPA) program. The mission of the program was to provide Kazakhstan with civil servants equipped with the skills, knowledge and values necessary to render competent and ethical leadership. The program also aimed to address governmental problems during the economic and social transition.

In August 1994, the European Union nominated Dr. Hartmut Fischer of the University of San Francisco, USA, as the second Executive Director of KIMEP. The European Union, the United States Agency for International Development (USAID), the Soros Foundation, the Eurasia Foundation, the British Overseas Development Agency, and the British Know How Fund provided support critical to KIMEP's survival. In addition, local businesses began to contribute valuable assistance to the Institution. Because of this support, KIMEP was able to enhance its academic resources, and substantially improve its English language program. Moreover, KIMEP renovated the Library by expanding book holdings and upgraded the Computer and Information Services. These services are now among the best in all of Kazakhstan.

KIMEP has continued its policy of expansion. During the 1999-2000 academic year, KIMEP introduced four-year bachelor programs in the fields of Business Administration & Accounting, and in Social Sciences (International Relations, Public Administration and Political Science). The following year KIMEP opened a world-class bachelor program in Economics. Due to high standard and popularity of these new programs, the number of students enrolled in KIMEP has risen by around six times since 1992. Currently more than 4,500 students are enrolled in KIMEP's bachelors and masters programs. Other vocational programs provide short-term and seminar training to executives in the areas of management, accounting, finance, banking, computer skills and English language. Hundreds of corporate executives continue to participate in these programs through an established and ever-expanding corporate clientele, which cooperates with KIMEP to enhance business operations.

The 1999-2000 academic year witnessed major and rapid changes in the Institution's academic and administrative structures. The Government of Kazakhstan transferred the Institution to the trusted management of Dr. Chan Young Bang for a period of three years. Dr. Bang was appointed as the first President. Under his leadership, KIMEP introduced control and management structures that are practiced at higher educational institutions around the world. Under his leadership, the Institution grouped academic programs under distinct departments and devised a Faculty Code of Practice. These measures have ensured the full participation of faculty members and administrators in day-to-day affairs.

At the present time, KIMEP continues to grow and develop in order to meet the educational needs of the growing student population. In 2002-2003, KIMEP launched new Masters Programs: Master of Arts in International Relations (MIR) and Master of Arts in International Journalism and Mass Communication (MIJMC). In 2003-2004, the undergraduate program in Journalism was launched.

Under the Entrusted Management of the President, KIMEP developed a five-year plan (2001-2005), which has been completed in stages. The first phase (2001-2002) called for the rapid expansion of classroom facilities, computer laboratories, library facilities, on-line services, office space, and seminar and conference rooms. Due to heavy investment from the Entrusted Manager, the administration of KIMEP completed these projects in a timely manner. The former United Nations building located within the campus has been renovated. Construction and renovation began in the Fall of 2000 and was completed by the Fall of 2001. The second phase (2002-2003) was mostly devoted to faculty and staff development and the recruitment of high quality faculty from Kazakhstan and overseas. The third phase (2003-2004) was devoted to the renovation of the academic and administrative buildings. The fourth phase (2004-2005) continued with the faculty and library buildup, and renovation of the student center, Center For Executive Education and sports complex. The State of the art Center For Executive Education has been completed at a cost of one million dollars. This Center hosts such programs as Advanced Management Program, American Management Association (AMA) certificate programs and Executive MBA program.

In July 7 2004, KIMEP was transformed into a Joint-Stock Company (JSC) in accordance with the Decree of the President of the Republic of Kazakhstan and the Resolution of the Government of the Republic of Kazakhstan.

In 2006, KIMEP opened its state of the art library facility, constructed at a cost of over \$3m. This facility is one of the best modern library facilities in the CIS. KIMEP's first doctoral degree program, the Doctor of Business Administration was launched in 2006.

KIMEP has launched another “Strategic Plan” of development for the period 2005-2010. The Strategy sets a development framework within which KIMEP will build on the foundation achieved to date, developing a sustainable financial base and continuing to invest in quality to achieve world class status in facilities and programs which will allow it to achieve international accreditation from as US regional accreditation agency.

## **Milestones**

**August 1992:** KIMEP Charter enacted. Dr. Chan Young Bang appointed as the first Executive Director.

Masters of Business Administration (MBA) and Masters of Arts in Economics (MA) programs were launched. Licenses were granted by the Ministry of Education, Kazakhstan

**August 1993:** Masters of Public Administration (MPA) program was launched. License was granted by the Ministry of Education, Kazakhstan

**1993:** European Union through TACIS began to support KIMEP. It appointed Dr. Hartmut Fisher of the University of San Francisco as the second Executive Director of KIMEP. The United States Agency for International Development (AID), the EU, the Soros Foundation, the Euroasia Foundation, the British Overseas Development Agencies and local business community began to provide financial support critical to academic and institutional development of KIMEP

**1998:** Dr Chan Young Bang is appointed as the Chairman of the Board of Trustees

**1998:** International Executive Center at KIMEP is created with help from McGill University, Montreal to provide executive education and training in management, marketing, accounting, finance, sales and strategic management etc.

**1999:** Alumni Association founded. Basic objectives were to develop a network where both graduates and the students keep in contact with each other

**1999–2000:** Undergraduate programs in Business Administration & Accounting (B.Sc) and in Social Sciences (BSS) were launched. Ministry of Education granted the licenses

**2000:** In the month of January 2002, the Ministry of Education and Science of the Republic of Kazakhstan granted KIMEP a permanent State License # 0000055(AA) to conduct educational activity in the field of higher and post graduate education

**2000:** In the month of February 2000, the institution was transmitted to Dr. Chang Young Bang as the entrusted manager for a period of three years. Dr. Bang began to invest heavily that would turn KIMEP into a leading modern academic institution in the entire region

**2000–2001:** Undergraduate program in Economics (B.A) launched, license obtained

**2000–2001:** During this period, KIMEP underwent a series of major academic and institutional reorganizations. Dr Chan Young Bang appointed as the first President of KIMEP. Vice Presidents, Deans and Chairs appointed

KIMEP Charter revised.



Faculty Code of Practice established.

KIMEP Council, the highest collective decision making body created.

Academic Council recomposed.

Collaboration with Maastricht School of Management, Netherlands, through TACIS funded project established. Professors and consultants from European Union and the United States began to arrive, and devise strategies for MBA program.

Renovation for classrooms, laboratories and offices started with the investment from the Entrusted Manager.

**2001–2002:** Renovation of the academic buildings completed that created a state of the art campus unrivalled in this region

Full-fledged North American Style Credit System adopted for all academic programs

Exchange and collaboration programs with leading American, European and Korean Universities established

On-line registration system introduced. Distance Learning through the Department of Continuing Education launched

**2002–2003:** Academic programs are attested by the Ministry of Education and Science of the Republic of Kazakhstan

Masters programs in International Relations and in International Journalism and Mass Communication launched. Licenses obtained

“KIMEP Grill “, the new western style dining facilities for students, faculty and staff opened

“Book Store” facility completed

**2003–2004:** The Bachelor Program in Journalism launched. License obtained

Academic departments are grouped under three different Colleges (Facultet): Bang College of Business, College of Social Sciences and Continuing Education

KIMEP reorganized into a “Joint-Stock Company”

**2004-2005:**

KIMEP became the only institution of higher education in Kazakhstan to be awarded with the prestigious “Platinum Tarlan” which is the highest level of the independent national prize “Tarlan” in the category “Enlightenment” for the year 2004. The “Platinum Tarlan” prize was established by the Club of Philanthropists of Kazakhstan and is given for achievements embodying the cultural and intellectual revival in Kazakhstan

Joint MA Program in Economics with University of San Francisco, USA launched

American Management Association (AMA) Certificate Program launched  
Initial stages in applying for US regional accreditation launched  
State of the art Executive Education Center opened in May 2005

**2005-2006**

Self study process launched in pursuit of US accreditation  
Doctor of Business Administration (DBA), the first Western style doctoral program in Central Asia, was launched in Fall 2005.  
Advanced Management Program (AMP) launched January 2005  
New \$3m custom-built library facility completed  
Construction and renovation begins on new academic building that would hold 28 state-of-the-art classrooms.

Central administration strengthened with recruitment of Vice President for Administration and Finance, Associate Vice President of Academic Affairs and Executive Director of the President's Office.

**2006-2007**

MA in TESOL to be launched in the summer of 2007  
ExMBA launched in the spring of 2007  
Teaching-Learning forum launched in 2007  
A Law department is in the planning stage. A graduate program in International Law to be launched in Fall 2008

# KIMEP PROFILE

## Accreditation and Institutional Membership

KIMEP academic programs are fully attested by the Ministry of Education and Science of the Republic of Kazakhstan.

The Institution currently holds membership in the following organizations:

- Higher Education Support Program (HESP) of the Soros Foundation, Hungary, Budapest
- Kazakhstani Association of the IT market developers, Co-founder
- Resource network for Economics and Business Education (Under umbrella of USAID and CARANA corporation)
- American Chamber of Commerce
- London Chamber of Commerce and Industry
- Informational Consortium of Kazakhstani Libraries

## International Accreditation

KIMEP has been found to be eligible to apply for Candidacy status with a prominent American Accreditation Commission. A self-study and a strategy plan have been prepared for Candidacy application. If and when granted Candidacy status, it would mean that KIMEP would be working towards Accreditation.

## Specialized Membership

Bang College of Business: Member of AACSB - The Association to Advance Collegiate Schools of Business

Department of Public Administration: Member of NASPA -The National Association of Schools of Public Affairs and Administration

Department of political science: Member of APSA - American Political Science Association.  
College of Continuing Education: Member of AMA - American Management Association

## International Connections

KIMEP is proud of maintaining academic links, collaboration, and exchange programs with a number of universities around the world. These programs have allowed the Institute to broaden and establish its academic programs to international norms and standards. KIMEP has signed memorandums on academic cooperation with 35 international universities worldwide.

## Donor and Corporate Connections

KIMEP has a firm and a well-defined policy for maintaining partnership programs with national and international business organizations and donor agencies. The European Union's TACIS, the United

States Agency for International Development (USAID) and the Soros Foundation, and many other corporations through their extensive and continuous support have laid the foundation for KIMEP to become the only institute of its kind in the whole of CIS. Other sponsors include:

ExxonMobil Kazakhstan  
Procter & Gamble  
Samsung Corp.  
Eurasia Foundation  
KPO  
Karazhanbas Munai  
Petro Kazakhstan  
Group 4 Securitas  
Bank Turan Alem Ipoteka  
British Petroleum  
Buran Boiler  
CITI Group  
USKO International  
LG Electronics Kazakhstan  
Agip KCO  
PriceWaterhouseCoopers  
Deloittee & Touche  
Tengiz Chevroil  
Capital Partners  
EximBank Kazakhstan  
KCell  
Ts Engineering  
Gold Product  
Auto Center Bavaria Kazakhstan  
Ernst & Young  
Woo-Lim Kazakhstan

## **Organization and Management**

Between 2000-2007, KIMEP underwent a series of changes to its academic and administrative structures. During this period, academic departments were created and grouped under three different colleges. The Bang College of Business consisting of four academic departments, the College of Social Sciences consisting of four academic departments, the College of Continuing Education consisting of five divisions, and service units such as the Research Center, Language Center, Library, and Computer Information Systems Center form the basis of the education process at KIMEP, with authority and responsibility vested legally in the Board of Trustees and the President of the Institute.

In order to control and manage academic and administrative affairs, KIMEP has created a number of administrative units, policy-making councils, Policies, Code of Practice, and has appointed Executive Vice President, Vice Presidents, Deans, Chairs and Directors. Students and faculty are guided by regulations at the KIMEP level, at the College level, and at the level of their academic departments. Academic matters and study policies etc are discussed, debated and approved at three different levels: department, college and at the KIMEP level.

KIMEP is managed through participation of faculty members, students, support staff and administrators at various policy-making bodies such as the departmental councils, the College Councils, KIMEP Council, the Executive Committee and the Board of Trustees. The President is assisted by an Executive Vice President who is responsible for day to day affairs and who assumes the full authority in the absence of the President or when delegated by the President. The department of Quality Assurance and Institutional Research, Accreditation issues, Legal Affairs, Government Relations, and Strategic Planning are directly subordinated to President's Office. The Executive Vice President is assisted by three Vice Presidents and one Dean, respectively of Academic Affairs, Advancement, Administration and Finance, and the Dean of Student Affairs. The Vice President of Academic Affairs is the chief academic officer of the Institute. He is assisted by an Associate Vice President of academic Affairs, Deans of Academic Colleges, the Director of the Language Center, Registrar and the Director of Library. The Language Center, Computer Center (academic division), the Library and the Research Center are subordinated to the office of the Academic Affairs. Under the Administration and Finance, there are eight units/departments: Finance and Accounting, Human Resource Department, Computer Information System Center, Communication and Technical Device department, Security Department, Publishing Department, Plant Department, Faculty Housing and Dining Services. The Vice President of Administration and Finance is assisted by an Associate Vice President of Administration and Finance, Chief Financial Officer, Director of Administration and the Human Resource Manager. There are four different departments/units, which are subordinated under the Vice President of Advancement such as: Corporate Development, Marketing and Public Relations, Career and Employment Center, and the Alumni Association.

The Dean of Student Affairs deals with student welfare, student life and issues in general. Five units are subordinated under this Dean, such as: Student Affairs, Medical Services, Student Center, Student Dormitory and Sport Complex.

### **Academic Colleges, Departments and Programs at a glance**

Academic programs are planned, administered and delivered by departments within the structure of three different colleges: Bang College of Business, College of Social Sciences and College of Continuing Education. The Language Center, Computer Center and the Library are the service units common to all colleges.

#### **BANG COLLEGE OF BUSINESS**

Department of Accounting  
Department of Finance  
Department of Management and Marketing  
Department of Operations and Information Systems

#### **Programs offered:**

Bachelor of Science in Business Administration and Accounting (B.Sc.)

#### **Majors:**

Accounting  
Finance

Marketing  
Management  
Operations Management  
Information Systems

*Dual Majors within or outside the department are also possible, and must be approved by the Chairs of the departments involved. Minors are also allowed at the approval of the department.*

### **Master of Business Administration (MBA)**

The Masters of Business Administration offers six functional concentration areas in which students can focus their MBA:

Accounting  
Finance  
Marketing  
Management  
Operations Management  
Information Systems

### **Doctor of Business Administration (DBA)**

Majors:

Accounting  
Finance  
Management  
Marketing  
Operation Management and Information Systems

### **Executive Master of Business Administration (ExMBA)**

## **COLLEGE OF SOCIAL SCIENCES**

Department of Political Science  
Department of Economics  
Department of Public Administration  
Department of Journalism and Mass Communication

**Programs offered:**

**DEPARTMENT OF POLITICAL SCIENCES**

**Bachelor of Social Science (BSS)**

Majors in:

- International Relations
- Political Science
- Central Asian Politics

Minors in:

- International Relations
- Political Science
- History
- Law

**Master in International Relations (MIR)**

**DEPARTMENT OF ECONOMICS**

**Bachelor of Arts in Economics (BAE)**

Specializations in:

- Public Policy Economics
- Business Economics

**Masters of Arts in Economics (MA)**

Specializations in:

- International Economics
- Public Policy Economics
- Financial Analysis

**DEPARTMENT OF PUBLIC ADMINISTRATION**

**Bachelor of Social Science (BSS)**

Majors in:

- Public Policy and Administration
- Public Management
- Natural Resource Management
- Financial Management

Minors in:

- Public Policy and Administration
- Public Management
- Natural Resource Management
- Financial Management
- Health Policy and Administration

### **Master of Public Administration (MPA)**

Concentrations in:

- Public Policy
- Public Management
- Public Finance

## **DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION**

### **Bachelor of Arts in International Journalism (BAIJ)**

Specializations in:

- Print, Broadcast and Online Journalism
- Media Management
- Public Relations

### **Master of Arts in International Journalism and Mass Communication (MIJMC)**

Specializations in:

- Public Relations
- Media Management
- Print and Broadcast Journalism

## **COLLEGE OF CONTINUING EDUCATION**

### **Executive Education Programs**

- Advanced Management Program

### **Professional Development Program**

- Short-term seminars
- American Management Association @ KIMEP



### **Open Enrollment and Certificate Programs**

Open Enrollment courses in business and management  
Certificates of specialization in business and management disciplines

### **Distance Learning Program**

Selected courses from all three of KIMEP's colleges are offered online via this program

### **Pre-Degree Programs**

Preparatory Program  
Provisional Program

## **ACADEMIC SUPPORT UNITS**

### **Language Center**

#### **Programs offered:**

Summer/Fall Intensive English Preparation courses  
General Education English and other Undergraduate Program English courses  
Graduate Program English courses  
MA in TESOL Program  
Kazakh language courses  
Korean language courses  
World Languages Program

### **Computer and Information System Center**

The KIMEP Computer and Information Systems Center provides students with the ability to obtain the most advanced knowledge of computers and information systems. Its information and computing facilities are unique not only in Kazakhstan but also in all Central Asia. The Center provides students with full online Internet access, which expands their ability to communicate internationally and to access information for research. Students have their own e-mail accounts and access to the KIMEP file server, where they save their projects, papers, and presentations.

### **Department of Quality Assurance and Institutional Research**

The Department of Quality Assurance and Institutional Research is a corporate unit responsible for quality assurance, academic integrity and institutional effectiveness. The Director manages a well-qualified and experienced team of researchers and support staff, led by the Deputy Director, who ensures that the analytical and investigative work is implemented following high professional standards. The department's team carries out audits and reviews of KIMEP activities, as well as student surveys, staff evaluations and factual evaluations. It provides summaries and detailed analyses for senior management, individual departments and others. It also manages institutional conferences and symposia, attracting high-grade contributors from the national and international community, offering insight, support and information to KIMEP and the local community.

## **International Office**

With the overall aim to expand KIMEP's international activity, to enhance our image as the leading academic institution in the Central Asian region and CIS, and to create awareness of KIMEP in the international arena, the institution established the International Office under the supervision of the Academic Affairs. KIMEP has successfully started international partnership programs with academic institutions abroad and is implementing a number of projects, which contribute to student and faculty mobility. This office is responsible for the initiation, coordination and implementation of international exchange and joint programs with academic institutions worldwide in such areas as faculty and student exchange, and joint academic and research programs. The office advises international students, provides student orientation and visa support, and sponsors a variety of academic and social events.

## **International Support and Exchange Programs**

Because KIMEP is recognized for its uniqueness in Central Asia as a Western style academic institution, international agencies such as USAID, the SOROS Foundation, the European Union-TACIS, the British International Development Department, the Canadian International Development Agency, Eurasia Foundation and ExxonMobil has been provided significant long-term and short term support and sponsorship to all our academic programs. The Yale-based Civic Education Project (CEP), German Academic Exchange (DAAD), Fulbright and the Princeton-in-Asia Programs also extend support to various academic programs at KIMEP.

The institute has signed partnership and cooperation agreements with a number of universities and organizations across the globe mainly in the areas of student and faculty exchange, and joint research & academic programs.

## **International Students**

In view of KIMEP's world wide reputation, more and more international students are seeking admission into our academic programs. We regularly receive applications from Asian, CIS, European and American students. The International Office deals with foreign student welfare at KIMEP.

## **Outstanding Faculty**

The greatest resource of KIMEP is its highly qualified faculty. As an English Language institution designed to offer a western style education, KIMEP puts great emphasis on quality instruction. To further this end, faculty members are selected from those who have extensive experience in teaching and research. KIMEP goes to great lengths to secure and retain the most qualified and promising professors from Kazakhstan and abroad. A significant number of the faculty come from such countries as United States, Canada, Europe, Korea and Australia. This not only exposes our students and Kazakhstani faculty to a multicultural environment but further provides them with a multicultural way of life. The international aspect of our faculty is our greatest resource and the origin of our strengths and pride.

## **Student Advising**

Because proper guidance is central to a fine education, KIMEP stresses, next to teaching, the academic advisement of students. All students are first advised by College Advising Center and faculty members at the College level and then by the Offices of the Registrar at the management level.

The Registrar's Office has one of the most sophisticated on-line advising systems in the entire CIS region. Students have full access to registration information, schedules, courses offered, graduation requirements, transcripts and so on that enable them to track their progress of their studies any time.

## **Student Government**

The students of KIMEP have a government that deals with students interests and activities. The purpose of this organization is to furnish every student with the opportunity to interact with other students, to represent their concerns and interests to the management in a collective manner, and to cultivate a collegiate environment. The student government is represented on the Academic Councils, KIMEP Councils, and Standing Committees, providing students with a voice in the affairs of KIMEP.

## **Financial Aid, Work Study and Scholarships**

Financial aid is designed to meet the needs of our students. There are six types of financial aid: scholarships, tuition waivers, work study discounts, orientation work study, teaching assistantships, and on-campus employment. To be eligible for any of the above type, a student must meet two criteria: 1) to be in good academic standing and 2) demonstrate financial need. The amount and type of aid will vary considering need and academic performance, and may take different forms on a case-by-case basis. Financial aid is provided once each year and is subject to the decision of the Admissions and Scholarship Committee, which accepts and reviews all financial aid and work study discount applications. However, during the academic year, the Admissions and Scholarship Committee may consider all emergent applications from KIMEP students. Some students find financial support from outside of KIMEP. In some cases, financial aid is provided by current and future employers in the form of scholarships or loans. Every student is encouraged to seek such sponsors.

## **Career and Employment Center**

The Career and Employment Center provides current students, alumni and non-KIMEP job seekers with career skills and employment services. Its main service areas are career counseling, internships and employment assistance. Other activities include the organization of annual Job Fair and workshops, the organization of guest lectures, presentations on resume writing, interview skills and job search strategies.

## **Corporate Development**

The Corporate Development Department maintains firm connections with business, corporations and the academic community in Kazakhstan and abroad. The mission of the Department is to make contributions to the development of KIMEP by means of fund raising, attracting grants, and by developing partnership programs with the business and the corporate community. In addition, the Department fosters collaboration and academic exchange programs with national and international

academic and non-academic organizations. In return for sponsorship and partnership, companies, organizations, and individuals receive from KIMEP priority access to our educational and human resource services and positive public announcement.

### **Alumni Association**

KIMEP created the Alumni Association in 1996 with the aim to foster relationships between KIMEP and its former students. The primary objective is to develop a network where both graduates and students become involved to keep in contact with fellow alumni after finishing their studies. The Association preserves and promotes the Institute's traditions, purposes, growth and development, and keeps alive the spirit of affection and cooperation with KIMEP. The Association works in concert with the KIMEP Career Center to consolidate activities that boost increased participation of alumni in KIMEP's affairs, and students' job employment opportunities.

# **PART II**

## **STUDY RULES AND REGULATIONS**

### **ADMINISTRATION**

B. Taylor, Ph.D., Vice-President of Academic Affairs  
(Vacant), Associate Vice-President of Academic Affairs  
Larissa Savitskaya, M.Ed., MPA, Registrar  
Tanekenova Uvassilya, MBA, Deputy Registrar  
Khalilova Karina, BSS, Assistant to the Registrar

### **OFFICE OF THE REGISTRAR**

**Graduate and Undergraduate Admission Policy Statement**  
**Credit System**  
**Student status at KIMEP**  
**Grading System**  
**Grade Point Average (GPA)**  
**Transcripts**  
**Registration for classes**  
**Transfer between Programs**  
**Transfer of credits and exemption policies**  
**Academic Advising Policy**  
**Policy for Academic Probation and Suspension**  
**Policies on Student Research Management and Thesis**  
**Academic Awards and Honors**  
**Academic Code of Behavior**  
**Identification Policy**  
**Graduation Requirements**  
**Code of Confidentiality**  
**On-Line resources for students, faculty, administration and public**

## **GRADUATE AND UNDERGRADUATE ADMISSION POLICY STATEMENT**

KIMEP seeks to enroll students who have demonstrated the potential to succeed and have shown evidence of their capability to contribute to the community. The criteria for admission to both undergraduate and graduate programs include such qualities as academic standing, knowledge of English, work experience, and achievements combined with leadership, creativity and extracurricular activities.

KIMEP is committed to a policy of equal opportunity for admission to all qualified individuals. KIMEP and the Admission Committee do not discriminate against any individual or group on the basis of race, ethnicity, nationality, religion, gender, social or sexual orientation, creed, marital status, physical disabilities, remote area location, age or any other subjective criteria.

Admission to all programs is considered by the Admission Committee upon recommendation of the colleges/departments.

The Institute has created clear and transparent procedures of applying for individuals with different academic history and needs: Kazakhstan and international applicants, transfer students and non-degree students. For specific requirements for admission as well as admission rules, regulations and guidelines and entrance examinations applicants should refer to brochures on “Admission Policies and Procedures” and “KIMEP Entrance Exams”. These brochures are updated annually.

KIMEP usually has two admission intakes before the academic year begins. Entrance examinations are held in Almaty and several other major cities of Kazakhstan. All admission decisions are finalized by summer so that newly admitted students could attend obligatory Intensive Courses in English, and other subjects in July – August. Fall classes usually begin in late August.

# OFFICE OF THE REGISTRAR

The Office of the Registrar is composed of the following sectors:

- Database Sector
- Registration and Scheduling Sector
- Student Advising Services

## **Database Sector**

The mission of the Database sector is to maintain student's data related to academic performance. This sector is responsible for processing academic data for various types of students at KIMEP and for providing reports and analysis on these data.

## **Registration and Scheduling Sector**

The Registration and Scheduling Sector is responsible for collecting all academic and administrative information for developing KIMEP schedules for all academic semesters. The sector also does planning, preparation and provision of student registration process every semester through the unique on-line registration system.

## **Student Advising Services**

The mission of the Student Advising Services is to provide all freshmen students during their first semester with reliable information regarding degree requirements, curricular options, and academic policies and procedures implemented at KIMEP. Student Advising Services staff consists of the Director of Student Advising Services and outstanding peer advisors (current KIMEP students).

## **Credit System**

1. KIMEP has adopted the American credit system as its educational foundation: for each course a student successfully completes, a certain numbers of credits is designated. The usual number for a full semester course is 3 (three).
2. Once a student has achieved a total number of credits (as needed by their degree requirements) the student is eligible for graduation.
3. Courses that are assigned different values of credits are automatically weighed differently in regards to a student's GPA. Courses that are assigned as a higher credit value influence a student's GPA more than those with a lower value.
4. The credit system allows a unified application to all programs. A student who takes a course in the Bang College of Business, for example, may apply those credits to another program electives.
5. The credit system allows for flexible planning of the courses.

## **Credit System and Year of Study**

Under the credit system the number of credits a student has completed determines the student's year of study.

0-30 credits	=	First Year Student (Freshmen)
31-60 credits	=	Second Year Student (Sophomore)
61-90 credits	=	Third Year Student (Junior)
91 credits or above	=	Fourth Year Student (Senior)

## Student status at KIMEP

*Students at KIMEP may be enrolled in a degree program or take individual courses as non-degree students.*

**Regular Degree Student** – any student who successfully passed KIMEP entrance examinations and was admitted as a regular student of KIMEP with full or part-time academic load at any academic department.

**Non-degree Student** – any interested individual taking any classes they desire on a contractual basis without receiving bachelor’s or master’s degree. Non-degree students are eligible to take the same number of courses as degree student per academic semester, but only the courses for which they meet prerequisites. Registration for non-degree students will be opened two weeks before classes start.

There are also, exchange degree and exchange non-degree students.

**Full Time Student** - any undergraduate student who takes 12 or more credit hours per semester and any graduate student who takes 9 or more credit hours per semester.

**Part Time Student** - any undergraduate student who takes less than 12 credit hours per semester and any graduate student who takes less than 9 credit hours per semester.

The only distinction made between full-time and part-time students is that part-time students may not receive any scholarships, grants, or tuition waivers, and will take a longer time to graduate.

*Academic performance of student affects the status: provisional, academic probation and academic disqualification.*

**Provisional Student** - students who scored below the required minimum score for entering KIMEP, but demonstrated overall potential to be a successful student in the future. KIMEP identifies such students and invites them to one semester intensive study in area in which they did not meet KIMEP’s admission requirements. On the condition that the student successfully completes the Provisional Program he/she may then enter a KIMEP degree program as a regular student.

**Student on Academic Probation (AP)** – regular student who has performed poor academically.

**Student on Academic Suspension (AS)** – regular student who was on academic probation status previously and who did not improve his/her GPA while being on probation. A student is denied all privileges of student status. Registration for AS student will be opened two weeks before classes start.

### Number of credits per semester and types of students

<b>Degree Student Status</b>	<b>Credits allowed per semester</b>
<i>Regular Undergraduate</i>	12 credits and more
<i>Regular Graduate</i>	9 credits and more
<i>Academic Probation</i>	Limited to 9 credits per semester for graduate AP students Limited to 12 credits per semester for undergraduate AP students
<i>Provisional</i>	English/Math module only
<b>NON-degree Student Status</b>	<b>Credits allowed per semester</b>
<i>Academic Disqualification</i>	Limited to 6 credits
<i>Academic Suspension</i>	Non-degree language courses only
<i>Non-degree</i>	Same number of credits as degree students



<i>Provisional non-degree</i>	English/Math module only
<i>Pre-KIMEP</i>	English module only

Office of the Registrar offers registration services for all above-mentioned types of students.

## Grading System

KIMEP has adopted a letter grading system A, B, C, D, F, etc. For transcript purposes only, a Grade Point Average will be calculated and displayed on the transcript in accordance with the point system detailed below.

### KIMEP Grading Policy

While KIMEP strives to ensure the fairness and accuracy of all grades awarded to students, the individual instructor has the final determination of a student's grade unless the student audits the course or is withdrawn from the course.

### Undergraduate Grading System

Quality Grade Comments Points

A+	Highest grade	4.33
A	Excellent	4.00
A-	Very good	3.67
B+	Good	3.33
B	Good	3.00
B-	Good	2.67
C +	Satisfactory	2.33
C	Satisfactory	2.00
C-	Satisfactory	1.67
D +	Passing grade	1.33
D	Passing grade	1.00
D-	Lowest Passing grade	0.67
F	Failing	0.00
I	Incomplete	N/A
IR	Incomplete to Retake	N/A
W	Withdrawn	N/A
AW	Administrative Withdrawal	N/A
AU	Audit	N/A
P	Pass	N/A
NA*	Not applicable	

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\* For transferred courses from outside

### Graduate Grading System

Quality Grade Comments Points

A+	Highest grade	4.33
A	Excellent	4.00
A-	Very good	3.67
B+	Good	3.33
B	Satisfactory	3.00

B-	Passing	2.67
C +	Failing or Passing**	2.33
C	Failing or Passing**	2.00
C-	Failing or Passing**	1.67
D +	Failing	1.33
D	Failing	1.00
D-	Failing	0.67
F	Failing	0.00
I	Incomplete	N/A
IR	Incomplete to retake	N/A
W	Withdrawn	N/A
AW	Administrative Withdraw	N/A
AU	Audit	N/A
P	Pass	N/A
NA*	Not applicable	

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\* For transferred courses from outside

A suggested equation between the A-F grading scale and a numerical scale for classroom purposes only is as follows.

#### Quality Grade Numerical Scale

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

#### Grade of Audit

1. Graduate or undergraduate students or non-degree students may audit any courses whether they are full-time and part-time students, for which they meet the prerequisites.
2. The student will automatically receive a grade of "AU" for each course. This grade denotes that the student has audited the course.
3. All audited courses must be noted on a student's transcript.
4. Audited courses will be assigned 0 (zero) credits.
5. Audited courses do not count towards graduation requirements.
6. Any student who audits a course must register and pay for the course as they would for any other course.
7. Students who have audited courses will be placed on class lists with the designated grade of "AU". Instructors cannot assign any grade for those students.

8. Individuals who are not degree students may audit courses on a contractual basis. The maximum number of credits a non-degree student may audit per semester is 6 (six).
9. Any academically disqualified student may audit courses on a contractual basis.
10. Non-degree or academically disqualified students are responsible for paying the fees of the incoming academic year.
11. Any contract student who audits a course must receive a student identification number.

### **Pass - Fail Option**

The following rules apply to the Pass-Fail option:

1. Full-time 3rd and 4th year undergraduate students who are not on academic probation and not academically disqualified may elect to take 1 (one) 3 (three) credit course per semester pass-fail during registration period.
2. Graduate students are not allowed to take this option.
3. If the student receives a grade of "C" or higher, the Office of the Registrar will assign the student a grade of "P" or pass.
4. If the student receives a C- or lower for the course, the Office of the Registrar will enter the grade of F.
5. The grade of P has no numerical value and is not calculated in the student's GPA.
6. The grade of P is assigned credit.
7. The grade of F has numerical value of zero and is reflected in the GPA.
8. No undergraduate students may complete more than 12 (twelve) credits under the pass-fail option.
9. In order to be eligible for the pass-fail option the student must receive written permission from the Chair of the Department of the course taken.

### **Grade of Incomplete**

Any instructor may assign a grade of "I" (Incomplete) to any graduate or undergraduate student who has failed to fulfill any course requirements.

1. The grade "I" must be changed by the instructor to a letter grade (A, B, C, etc...) by the end of next full semester (i.e. the Summer Semester is not considered a full semester) after the "I" has been awarded. Therefore, student is not obligatory to register for the course and pay tuition.
2. If a student fails to complete all requirements as assigned by the instructor one full semester (fall and spring) after "I" grade has been received, it will automatically convert in to an F.
3. It is the responsibility of the student to contact the instructor and determine what work needs to be completed to convert the "I" into a standard grade. The instructor has the full prerogative to assign any work that the course requires. However, an instructor need not wait until the course is offered again to change the grade.
4. The student may retake the course awarded an "I". However, if the student selects this option the student is responsible for paying tuition for the course.
5. If an instructor who has assigned a grade of "I" to a student has left the Institution before the one semester time limit then the Chair of the Department is responsible for assigning a faculty member to convert the grade of "I" to a letter grade.
6. If graduation requirements fulfilled, but a student is graduating before the one semester time limit then "I" will stay in the graduation transcript without any further change
7. The grade of "I" is assigned 0 credits.

### **Grade of Incomplete to Retake**

The lecturer decides that even if a student will complete some work, the student's performance was so poor that it will not be enough to pass the course, so the student is REQUIRED to retake the class when it is offered next.

1. An IR is not automatically converted to an F at the end of the following semester and remains on the student's transcript permanently.
2. The grade of IR is assigned 0 (zero) credits.
3. Any course that a student has received an IR for, will not count towards graduation requirements.
4. A student must retake any required courses he/she has received a grade of IR and pay all fees for the course.
5. It is the student's responsibility to determine when to retake the course, but the academic advisor should work with the student to take it at the earliest opportunity.
6. The student is responsible to pay all tuition fees for the retake.

### **Grade of Withdrawal**

1. The grade of W denotes that the graduate or undergraduate student has withdrawn from the course and has not completed the course requirements.
2. The grade of W has no numerical designation and will not be calculated as part of GPA.
3. The grade of W has a credit value of 0 (zero).
4. Any course that a student has received a W for, will not count towards graduation requirements.
5. A student must retake any required courses he/she has received a grade of W and pay all fees for the course.
6. A student is not required to retake any non-required course he/she has received a grade of W.
7. A student may graduate with an unlimited number of W' as long as the student has completed all graduation requirements.

### **Grade of Administrative Withdrawal**

There are two types of administrative withdrawal. The first type is if a student fails to attend class or is in serious danger of failing before the end of the withdrawal period, the instructor has the right to immediately assign the grade of AW or administrative withdrawal.

The second type of administrative withdrawal is non-academic affairs and can be initiated by the Student Affairs in collaboration with the instructor for emergency situations that do not allow the student to continue their studies in a course or at the university. An emergency situation may include medical reasons, family issues affecting the studies of a student, 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 in this matter.

The grade AW is equivalent to the grade of W in all respects except that the instructor or the Dean of Student Affairs initiates it.

### **Guidelines for Withdrawal from Courses for Graduate and Undergraduate Students**

1. Any student who withdraws from one or more courses no later than 60 (sixty) days after the end of the registration period of Fall and Spring semesters will receive a grade of W for the course(s). The time allowed to withdrawal from Summer Semesters is indicated in the academic calendar.

2. The grade of W will automatically assigned by the end of semester and no instructor could change it.
3. No student may withdraw from the courses after the 60 (sixty) day limit after the classes started. After this limit has expired, the instructor must assign a grade for the course.
4. After the registration period, there is a 20% reduction in the student's refund per week (from full tuition based on registration results for a particular semester). Thus, in the first week after the end of the registration period, a student will receive an 80% refund. In the second week, a student will receive a 60% refund, and so on. Even if a student has not paid for the course the student is still responsible to make the payment.
5. These rules do not apply to summer semesters.
6. Due to a shortened period of study in the programs under College of Continuing Education, separate schedule for tuition payment and refunds is applied.

### **Grade Appeal and Grade Changes**

It is the responsibility of each faculty member to submit student's grades at the completion of the course. On-line Input Final Grade system is provided by the Registrar's Office through the web. Course grades must be inputted, printed out, signed by instructor, and submitted to Chair of the department within 72 hours after the final exam. The Chair and the Dean will sign the final grades and forward it to the Registrar within the next 24 hours. Instructors are not to publish any final grades for students.

In the event of a difference of opinion the Chair will review the grade with the instructor. The Instructor's decision is final. No grades are to be changed without the formal approval of the instructor.

If a student is not satisfied with his/her grade and wishes to have the grade reviewed, she/he must apply to the instructor or the Chair of the relevant department within 48 hours after the Office of the Registrar officially publishes the results through the web.

Registrar will not publish the grades for students with any debts for given semester.

Faculty members are allowed to change grades only if they have erred in compiling the final grade and the original grade submitted was incorrect. The change of grade can be issued within 2 weeks of the date the original grade was submitted to the Registrar. "Grade Change" form shall be used for this purpose. Appropriate reasons must be given for the change with any supporting documentation, when applicable. Instructors and the Chair must sign the Change of Grade form. The form will be then sent to the Dean for final approval and then to the Registrar.

### **Grade Point Average (GPA)**

1. The Office of the Registrar calculates a student's GPA based on a credit-hour system.
2. The numerical designation of a grade is multiplied by the number of credits the course is assigned.
3. The total value is referred to as a "Credit-Hour Value" (CHV).
4. The Credit-Hour Value is divided by the total number of credits a student has completed to determine an overall GPA.
5. All Credit-Hour Values are added on a student's transcript.
6. GPA is not calculated for exchange and non-degree students.

*Please note the following example:*

History of Civilizations	A 4.00 X 3.00 (credits)	= 12.00
Kazakh Language	B 3.00 X 1.00 (credit)	= 3.00
Credit-Hour Value		= 15.00
Total number of credits		= 4.00
15.00 (Total CHV) / 4.00 (Total credits)		= 3.75

The Registrar provides three measurements of GPA: semester-based GPA, cumulative GPA and graduation GPA.

### **Semester-based GPA, cumulative GPA**

Semester GPA is calculated based on grades and CHV for all courses taken in a particular semester. Cumulative GPA is calculated based on grades and CHV for all courses taken from the beginning of study.

All credit courses taken are included into GPA calculation for regular graduate and undergraduate students.

Summer Intensive courses are required for graduation and included on the transcript, but not counted towards credit requirements of the degree or GPA.

### **Graduation GPA**

Graduation GPA is calculated upon successful completion of the degree requirements. All credit courses that are taken by undergraduate students are included into GPA calculation.

All credit courses that are taken by graduate students, except English Language, are included into GPA calculation.

## **Transcripts**

Once all the grades have been received from the instructors, the Registrar's Office may issue transcripts to those students who have paid their tuition in full.

### **Unofficial Transcript**

An unofficial transcript can be found and printed from the KIMEP web site by any student ([www.kimep.kz](http://www.kimep.kz) -> registrar). It has student's name, student ID, academic department, degree to be awarded, courses taken with course codes and grades received, number of credits, academic hours, GPA (Grade Point Average) cumulative and by semesters.

### **Official Transcript**

An official transcript containing KIMEP's logo, address and communication details, student's name, student ID, academic department, degree awarded, specialization, courses taken with course codes and grades received, number of credits, academic hours, GPA (Grade Point Average) cumulative and by semesters, the scale for it, and the date of issue. The Dean of a particular college and the Registrar sign official transcripts and certify with the KIMEP official seal. A student may request a copy of the transcript for any purposes upon the payment of the transcript fee.

## **Registration for classes**

All students are to register for classes according to KIMEP registration rules and procedures.

KIMEP has Fall, Spring, and 2 Summer semesters. Each semester, a student is to register for all courses and retakes through the on-line registration system within the registration period indicated in the academic calendar (Part I). Upon being accepted to the Institution as a degree-seeking student, both graduate and undergraduate students have one calendar year to register for a class upon the date of admission.

### **Maximum Number of Credits Per Semester**

#### *Fall and Spring academic semesters*

The maximum number of credits regular graduate and undergraduate students may take per semester is 18 (eighteen) but not more than 6 courses in Fall and Spring semesters. This number includes retakes.

Non-degree students are eligible to register for the same amount of credits as degree students, but only for courses they meet the prerequisites for.

Any undergraduate student on academic probation may register for up to 12 credits, but no more than 4 courses and any graduate student on academic probation may register for up to 9 credits, but no more than 3 courses. This includes retakes.

Registration for students on academic suspension is determined by the “Policy for academic probation and suspension” (see below).

#### *Summer semester*

The maximum number of credits students may take in every summer semesters is 6 credits, but not more than 2 courses. This number includes retakes.

### **Late Registration**

On-line registration system will not be accessible by students after the registration and add/drop periods are over. The office of Academic Affairs considers late registration cases. Late registration is a privilege and not a right. A student should not assume that a request for late registration made without adequate justification will be approved. Documented illness of a student, or unavoidable absence of a student from Almaty during the drop-add period (first week of classes), are valid reasons for late registration. In case if all prerequisites are meet, student shall fill out Late Registration Form downloadable on the Web page of the Office of the Registrar (Click on “For Students” or “For Faculty”, then on “Forms”). One form should be used for each course a student wishes to register. A student wishing to register late for a course must obtain a signature from the instructor of the course on the “Form for Late Registration” giving permission to register. If a student is registering late for more than one course, he/she must obtain the permission of each instructor. No applications for late registration will be considered without the instructor’s approval. Once instructors’ approval is received, applications for late registration must receive approval from the Office of Academic Affairs. Normally the Associate Vice President of Academic Affairs reviews applications and gives approval. The Registrar will not process any applications received without approval from the Office of Academic Affairs. An application made to the Office of

Academic Affairs must state explicitly the course codes, course titles, section numbers (if any), and instructors of the courses for which late registration is sought. A late registration that will result in an overload (more than 18 hours/six courses) for a student will not be processed. In such a case a student must drop one of his/her other courses to reduce the total credits taken to no more than 18. A late registration fee will be charged for each course added during the late registration period. This fee is in addition to the tuition paid by the student at the time of registration.

### **Registration for classes that already full – requesting extra-place**

During registration period the departmental assistants would collect all requests from students to add them to classes that already full. It means that students apply for extra-places to the Departments, not to the Registrar. During the period of registration and before classes start the departmental Chair will consult with the concerned instructor(s) if such additions are possible. In some cases, the Chair shall decide with the Dean, if an extra section can be created to accommodate the requests. If agreed, the Registrar will have written request from the department to open this section during add/drop period and concerned students could register on-line, so the system will monitor all other registration conditions.

### **Cancellation of classes**

Cancellation of classes shall be done by the end of registration period e.g. before first day of classes. Minimum class size limit at KIMEP for undergraduate course is 15 students for courses with a single section and 20 for courses with multiple sections. The minimum class size for graduate courses is 10 students for courses with a single section and 15 for courses with multiple sections. Permission to waive these limits (for instance, because a course must be offered for students to graduate) must be given by the Department Chair and the Dean of the College. Classes with less than allowed number of students registered are subject to cancellation.

Minimum class size limit for Kazakh language courses is the following:

Course:	Number of Students
Elementary	15
Beginning – 1, 2	17
Intermediate Kazakh – 1, 2	19
Business Kazakh – 1, 2	21
Business Correspondence	21
Public Speaking	21
Kazakh Language and Culture	21

### **Transfer between Programs**

Transfer between KIMEP programs can be made during any registration period. No transfer is allowed after the end of registration period.

It is responsibility of the student to meet graduation requirements of the receiving program. It may mean requirement for additional courses/ credits.



### **Transfer between programs for undergraduate students**

No transfer will be allowed in the first year of study, i.e. for students with less than 31 credits earned. After successful completion 31 credits and more, a student can transfer from one program to another provided that written permission is obtained from the Chair and Dean of parent and receiving departments and colleges. The Program Director shall consider the transfer cases for students who did not choose specialization yet. At the option of the Chair of the receiving department, the student may be required to meet all or any admission requirements including entrance examinations etc. to that program. All credits and grades earned within parental program are kept with student' records.

### **Transfer between programs for graduate students**

Transfer between graduate programs is possible provided that written permission is obtained from the Chair and Dean of parent and receiving departments and colleges. The Program Director shall consider the transfer cases for students who did not choose specialization yet. At the option of the Chair of the receiving department, the student may be required to meet all or any admission requirements including entrance examinations etc. to that program.

If any of the Deans refuses such permission, transfer shall not be granted.

## **Transfer of credits and exemption policies**

1. Students are not allowed to transfer more than 50 percent of their degree requirements to any KIMEP program.
2. It is up to the Department to which the student is applying to determine the exact number of credits and courses, if any, that can be transferred or waived towards KIMEP programs. Also transfer of credits shall require the final approval of the Dean of the College.
3. No grade will be assigned to transfer courses.
4. No tuition payment is required for transferred courses from outside that are taken prior to study at KIMEP. Only exchange students may be required to pay for transferred courses according to the regulations on exchange study.

### **Transfer or waiver of credits from Bachelor to Master Degree Programs (Fast-track students)**

KIMEP Bachelor students who enter graduate program at KIMEP are considered as fast track students. They may be allowed to transfer or have waived up to thirty credits from their undergraduate courses taken at KIMEP, but not more that 50 percent of their degree program credits. Any undergraduate student seeking transfer of courses for his/her graduate records, as fast track, shall apply for a concerned Graduate Program Director. The Program Director will review undergraduate records and will propose equivalent course transfer on individual basis for the consideration of Departmental Curriculum Committee. The decision of the Committee is final.

### **Transfer of courses taken as non-degree**

Any non-degree student, who successfully passes the entrance examination and becomes a KIMEP student on a regular basis, may have their previously taken courses counted towards their degree requirements. In such cases, once admitted, students have to submit properly filled application to the department together with his/her checklist or unofficial KIMEP transcript. The Departmental Curriculum/Academic Standards Committee will consider such request. Courses taken during study

as non-degree and approved for transfer by the department and college will bear original grades, i.e. both courses and grades will be transferred to the degree program.

### **Transfer of Credits from outside of KIMEP**

Any candidate seeking the permission for transfer of courses/credits from outside of KIMEP has to submit properly filled application to the department together with his/her official transcript, course syllabus/description and any other supporting documents to be able to justify course transfer. Such request must be considered by the Departmental Curriculum/Academic Standards Committee and not by one individual.

Credits for courses will only be given for courses that are similar to those offered by KIMEP based upon a comparison of course descriptions. So, it is an applicant's best interest to provide complete and clear information to the college about courses taken and its full description, conferred by institution he/she has attended previously. Credits for courses not similar to those offered at KIMEP may not be transferred. Credits for courses taken at institutions of higher education that do not have a credit-style system may be transferred. The amount of transferred credits is to be decided by the college to which the student desires to enter based on actual contact hours and course specifics and requirements. Credits for courses taken at other institutions of higher education will only be transferred toward KIMEP undergraduate program if the student has earned a "C" or better grade in the course. In case of Kazakhstan/CIS institutions, credits will be transferred if student has earned a "satisfactory" grade and above.

If the Departmental Curriculum/Academic Standards Committee refuses such permission, transfer shall not be granted.

### **Course Exemptions**

Newly admitted students may be exempted from some KIMEP and Program required Intensive courses. Concerned department will consider respective student requests: Language Center will consider course exemptions for Intensive English courses, etc. The following rules govern course exemptions for students:

1. If the student is deemed by the academic department to have sufficient knowledge of the subject in question, the department must send a written request to the Office of the Registrar to enter the course equivalent (Course Code and Course Title) with all supporting documents.
2. The Dean of the particular College must approve the request.
3. The Office of the Registrar will enter the grade of "Pass" for the course. The "Pass" will not count towards the 12 (twelve) credit-limit under the Pass-Fail option.
4. No tuition payment is required for exempted courses.

### **Pre-requisite Waiver Policy**

Any student seeking the permission for pre-requisite waiver has to submit his/her transcript together with properly filled Application to Waive Prerequisite to the Department. The Departmental Curriculum/Academic Standards Committee must consider the request. The Instructor may be invited to present his/her views. The reason for waiving pre-requisite shall be given in the Waive Pre-requisite Form. Final approval of the Dean is needed. If the Departmental Curriculum/Academic Standards Committee refuses such permission, waiver shall not be granted. All approved waivers of prerequisites shall be submitted to the registrar no later than 1 week before classes start. The departmental assistants will return requests to students that were rejected for waiving prerequisites.

### **Retake (Repeat) of a Course/Higher Grade**

Student can convert the grades F, IR, W and AW into passing grades by retaking the course for which such a grade has been given. Students may not retake a course that has been passed. Students may not do extra work to raise a grade that has been recorded (except for the grade of Incomplete).

A retake must be taken when the relevant course is offered next. In general, students must attend the lecture program in full, attend all relevant tutorials, and complete all assignments in order to convert an F, IR, W and AW into a passing grade.

1. To retake a course, a student should register for the course during the registration period. Tuition payment is applied as for any other course.
2. Retaking one course is permitted only twice.
3. A third retake is permitted only for classes required by the General Education Requirement or for compulsory courses, and with the approval of the Dean of the College.
4. All grades received for all retakes will be shown on the official transcript.
5. The most recent grade will be counted in the calculation of the GPA.

### **Withdrawal Policy**

If a student wishes to withdraw from KIMEP, she/he must:

1. Fill in the relevant form obtainable from the Office of the Registrar
2. Clear up all debts and obligations.
3. A KZT 3,300 administrative fee is payable upon withdrawal.
4. If a student withdraws from KIMEP, it terminates the relationship between the student and the Institution. The student must reapply for admission to KIMEP if he/she desires to return.

Upon being accepted to the Institution as a degree-seeking student, both graduate and undergraduate students have one calendar year to register for a class upon the date of admission. After the expiration of one-calendar year, students who failed to register will be administratively withdrawn; it terminates the relationship between the student and the Institution. The student must reapply for admission to KIMEP if he/she desires to return.

### **Academic Advising Policy**

To assist students with their studies in a credit-based system, KIMEP has implemented a system of "Academic Advising". Academic Advising is an ongoing process throughout the entire period that a student is enrolled in any KIMEP program.

Following are the essential steps that will be followed to implement the system:

Each department (Chair) appoints a faculty member as an advisor to a group of students. All faculty members must serve as academic advisors. An assigned faculty member remains with a group of students throughout the student's education until graduation

Advising is a combination of specific individual sessions with the students and on-line advising

There will be a two-step process for registration: (1) selection of proposed courses by students, (2) advisor's approval of the selection, followed by electronic release of the students to registration

Each advisor will be required to make her/himself familiar with the curriculum and other requirement of a program

Advisors will be given appropriate information sessions on advising

New students will be informed of the advising in advance in the month of July through “University Life” course, and then in the month of August through the orientation program. A list of the advisors will be sent to the Registrar by each department. These names will be posted in the web with their e-mail address.

### **Academic advising for freshmen students**

All students at KIMEP are entitled for academic advising at KIMEP regardless of their status.

Student Advising Services (Office of the Registrar) will provide with academic advising for all freshmen in their first semester of study (in addition to Summer advising and registration). KIMEP's Director of Advising Services will manage this advising process.

Starting from the second semester of study, individual academic advisors will be assigned by the departments to each student. Faculty will have guidelines for course selection issued by the academic departments.

Each college has created Advising Center. Both centers are managed by Advising Coordinators and filled with necessary advising materials and staff.

Non-degree students will not be assigned a faculty member as an advisor. These students will benefit from resources and services by College Advising Centers and Student Advising Services (Registrar office).

### **Subjects covered by advising:**

Academic advising by faculty advisors may include guidance and recommendations on any of the following:

- A general discussion with the student about his/her career plan: career-path counseling,
- Registration procedures,
- Academic rules & regulations of KIMEP,
- Semester by semester course requirements and academic progress,
- Appropriate study-load depending on student's academic standing and other circumstances
- Graduation requirements,
- Examination rules and regulations,
- Academic and non-academic disciplinary measures of KIMEP,
- Extracurricular activities,
- Personal problems: counseling and guidance,
- Any other matter related to the student's life at KIMEP.

### **Guidelines for Chairs of Departments:**

Departmental Chairs hold responsibility for the implementation of individual departmental programs for Academic Advising.

All full-time faculty members must serve as academic advisors. Departments assign a list of students to their faculty advisors. Chairs must promptly give this list of student-advisor assignments to the

registrar for inclusion into the registrar's database. Assigned faculty remains with a student throughout the student's education until graduation. Even if the faculty takes on additional responsibilities, he is not relieved of his obligation to advise his students to the conclusion of the student's education.

The number of students per faculty advisor varies depending on department, the ratio to be determined by individual departments.

### **Guidelines for Faculty Advisors:**

Faculty advisors are themselves responsible to know graduation course requirements for the degree programs, which they are advising. Similarly, faculty advisors are themselves responsible to know course descriptions, course prerequisite requirements, and similar such information.

Advisors must be available in their offices during the *entire* open registration period. The faculty advisor must have a posted schedule, which clearly indicates his availability, and the faculty advisor must strictly adhere to the schedule, which is posted on advisor's office door. Academic advising is an ongoing process that requires advisor-student interaction throughout the student's education and not only for purposes of registration.

The main component of Academic Advising is guidance of the student through the study process to ensure that the student meets the degree requirements for graduation from his degree program. However, advisors should give guidance on a variety of academic and non-academic affairs. Further, the advisor must be certain to offer advice concerning course choices to fulfill degree requirements which is distinct advice for the particular student depending on the individual student's performance. For example, a student with recent poor academic performance might be recommended to register for a smaller course load, etc.

## **Policy for Academic Probation and Suspension**

Undergraduate students (entered in Fall 2007-Spring 2008)

- 1) After a student has completed 24 credits or two active regular semesters of full-time study at KIMEP (Fall and Spring semesters only), whichever comes first, a student whose cumulative grade-point average is below 1.80 will be placed on academic probation (AP).
- 2) A student on AP will not be allowed to register for more than 12 credits. A student on AP may not receive scholarships or work-study assistance nor participate in officially registered KIMEP student groups.
- 3) A student on AP should maintain a grade-point average of 2.00 or above for each semester he/she is on AP (including Summer if taken). A student will be removed from AP once his/her cumulative grade-point average is at least 2.00.
- 4) A student on AP who does not maintain a grade-point average of 2.00 or above in a semester where he/she is on AP will be placed on academic suspension (AS) for the following academic year (including Summer). A student on AS is not eligible to enroll for any courses at KIMEP and is not entitled to any of the privileges of student status during the period of suspension. However, he/she may take non-degree language programs with the Language Center and/or College of Continuing Education.
- 5) A student who has completed a period of AS is eligible to apply for reinstatement as a KIMEP student. This does not require readmission or the retaking of admissions exams. The academic department to which the student applies will determine whether the student is to be reinstated.

Reinstatement is not automatic. If a student is reinstated, all courses he/she has successfully completed will count towards the fulfillment of degree requirements.

6) A student who is reinstated after a period of AS will be placed on AP, and hence is expected to maintain a grade-point average of 2.00 or above for each semester he/she is enrolled. AP will be lifted once his/her cumulative grade-point average is at least 2.00.

7) A student who fails to maintain a grade-point average of 2.00 or above while on AP after a period of AS will normally be terminated from his/her degree program. If such a student wishes to study again at KIMEP, he/she must reapply for admission through KIMEP's normal channels.

8) A student may appeal an academic department's decision not to reinstate him/her as a student under the provisions of paragraph 5), or termination from his/her degree program under the provisions of paragraph 7), to the Dean of his/her College. The decision of the Dean on any such appeal is final.

#### Graduate students (entered in Fall 2007-Spring 2008)

1) After a student has completed 15 credits or one semester of study at KIMEP, whichever comes first, a student whose cumulative grade-point average is below 2.67 will be placed on academic probation (AP).

2) A student on AP will not be allowed to register for more than 9 credits. A student on AP may not receive scholarships or work-study assistance nor participate in officially registered KIMEP student groups.

3) A student on AP should maintain a grade-point average of 3.00 or above for each semester he/she is on AP (including Summer if taken). A student will be removed from AP once his/her cumulative grade-point average is at least 3.00.

4) A student on AP who does not maintain a grade-point average of 3.00 or above in a semester where he/she is on AP will be placed on academic suspension (AS) for the following Fall/Spring semester (Summer is included if the period of suspension begins in Fall). A student on AS is not eligible to enroll for any courses at KIMEP and is not entitled to any of the privileges of student status during the period of suspension. However, he/she may take non-degree language programs with the Language Center and/or College of Continuing Education.

5) A student who has completed a period of AS is eligible to apply for reinstatement as a KIMEP student. This does not require readmission. The academic department to which the student applies will determine whether the student is to be reinstated. Reinstatement is not automatic. If a student is reinstated, all courses he/she has successfully completed will count towards the fulfillment of degree requirements.

6) A student who is reinstated after a period of AS will be placed on AP, and hence is expected to maintain a grade-point average of 3.00 or above for each semester he/she is enrolled. AP will be lifted once his/her cumulative grade-point average is at least 3.00.

7) A student who fails to maintain a grade-point average of 3.00 or above while on AP after a period of AS will normally be terminated from his/her degree program. If such a student wishes to study again at KIMEP, he/she must reapply for admission through KIMEP's normal channels.

8) A student may appeal an academic department's decision not to reinstate him/her as a student under the provisions of paragraph 5), or termination from his/her degree program under the provisions of paragraph 7), to the Dean of his/her College. The decision of the Dean on any such appeal is final.

## **Policies on student research management and thesis**

KIMEP's research training program is based on four main foundations:

- Research work leading to a thesis/dissertation aligned with a concentration/specialization
- Controlled growth in research student numbers
- Student-centered research programs, management and support systems
- Quality assurance mechanism to maintain a high quality research training environment

### **Alignment with Research Concentration**

KIMEP aims to ensure that research students are encouraged (but not restricted) to enroll in research groups. These provide research-rich environment in which student benefit from:

- Vibrant research atmosphere
- A number of peers to provide discussion and mutual support
- Regular seminar series by students (as well as by faculty)
- A collection of expertise on closely related research topics and research methodologies

### **Thesis/Dissertation**

Master Programs at KIMEP have two options:

Option-1: A master degree by course work only

In this case, students are required to complete a spectrum of courses and complete a credit bearing course on short research project or an extended essay under the instruction of a faculty member.

Option-11: A master degree by a combination of course and research work (thesis)

In this case a student is required to complete a certain number of course work before undertaking a credit bearing formal research project leading to a written thesis/dissertation supervised by a faculty member.

Doctoral programs are offered through a combination of course work and mandatory original research work leading to a dissertation.

### **Thesis/Dissertation supervision and management guidelines**

A research proposal is forwarded by a student to the department. The department ensure that an appropriate principal supervisor is available and is willing to supervise. The supervisor must have a Ph.D. with extensive teaching and research experience. The department further ensures that the proposed research program is appropriate for the academic program the student is enrolled for and that appropriate physical resources are available to support the research.

#### **(a) Supervision**

The supervisor plays an important role in overseeing, mentoring and guiding student research work. The supervisors meets with the student on regular basis, reviews the work in progress, and assists in keeping the student on track towards timely completion of the thesis.

An associate supervisor can be appointed from other organizations such as experts from industry and businesses in the area of thesis if and when such needs arises. An industry/business expert may not need to have a terminal degree but must have at least five years or more of industrial research experience. An associate supervisor renders supervisory services under the overall guidance and supervision of the Principal supervisor.

#### **(b) Thesis/ Dissertation Committees**

There shall be two such committees: one at departmental level and one at college level.

The departmental committee shall be chaired by the Principal supervisor and shall consist of additional two senior members: one from candidate's department and one external member derived from an allied department. All members must have doctoral qualification. The Principal supervisor shall forward copies of the thesis to each member of the committee at least four weeks before the formal defense by a student. The date of the defense shall be determined by the Principal supervisor in the consultation with the student. The thesis shall be graded by a letter of grade (representing average of the score granted by each member) and such grade shall be counted towards the overall GPA. If not satisfied with the quality of work, this committee might recommend revision and/or additional work before making final recommendation to the college committee.

The departmental committee forwards the thesis to the college dissertational committee. This committee shall be appointed by the College Council and reports to this Council. This committee shall include the Principal supervisor and three additional senior faculty recommended by the College Council. At least one member of these three should be from student department who is not a member of the original departmental committee, and two members must be external to the department. This committee ensures that standards, quality, integrity and transparency required by the college have been maintained. This committee makes final recommendation for the acceptance of the thesis in partial fulfillment of the degree. If not satisfied with the quality of work, this committee might recommend revision and/or additional work before making final recommendation to the College Council.

Both committees ensure that key elements of the work are the work of the student.

#### (c) Writing guidelines

There should be a modular approach to writing a thesis. This includes a need for a 3 to 6 pages thesis proposal that is given to the prospective supervisor and meet with the approval of the supervisor.

Student presents his/her proposal in a departmental seminar talk.

Proper referencing and citation should be given within the thesis including references to internal or external projects if such work forms part of the thesis. References must also be given at the end of the thesis in a section clearly marked "References". All references, both within and at the end of the thesis must be cited in numerical sequence e.g. (1), (2) etc.

Thesis should be A-4 format and lines should be typed with 1.5 spacing.

There must be a title page (cover page) clearly indicating the name of the student (author), title of the research project, date, and a clear statement "A thesis submitted to the department of \_\_\_\_\_ at the College of \_\_\_\_\_ in partial fulfillment of the requirements of \_\_\_\_\_ (name the degree e.g. Master of Arts in Economics.)"

## **Academic Awards and Honors**

1. All undergraduate students with a GPA of 3.50 or higher per semester will be placed on the "Dean's List".
2. All undergraduate students with a GPA of 4.00 or higher per semester will be placed on the "President's List".
3. The determining factor for these awards will be the student's semester GPA and not the student's overall GPA. Thus, these awards theoretically may be granted to a student every semester.
4. Only undergraduate students who are enrolled in 12 or more hours during a semester may be considered for the "Dean's List" or the "President's List".



5. Undergraduate students whose overall GPA is above 3.50 after the completion of all degree requirements will graduate with the distinction of Cum laude (With Honors).
6. Undergraduate students whose overall GPA is above 3.75 after the completion of all degree requirements will graduate with the distinction of Magna cum laude (With High Honors).
7. Undergraduate students whose overall GPA is above 4.00 after the completion of all degree requirements will graduate with the distinction of Summa cum laude (With Highest Honors).
8. All of the above mentioned awards would be noted on the student's transcript by the Office of the Registrar.
9. Graduation awards will be noted on the student's diploma by the Office of the Registrar.
10. Awards for graduate students will be determined by the Department conferring the degree.

## **ACADEMIC CODE OF BEHAVIOR**

### **Student Classroom Behavior Policy**

KIMEP supports the principle of freedom of expression for both instructors and students. The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise. Student classroom behavior that seriously interferes with either (1) the instructor's ability to conduct the class or (2) the ability of other students to profit from the instructional program will not be tolerated. An individual engaging in disruptive classroom behavior will be subject to:

1. First offense: warning from instructor
2. Second offense: removal from class
3. 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 judges as contrary to normal academic functions. Examples include, but are not limited to, speaking persistently without being recognized, persistently interrupting other speakers, verbal and other behavior that distracts the class from the subject, intimidation, physical threats, harassing behavior, use of mobile telephones, personal insults, physical contact, and refusal to comply with faculty direction. The institution reserves the right to move directly to removal from class or sanction by the College Disciplinary Committee depending on the nature and severity of the misconduct.

While the above is designed to cover nearly all disruptive situations, a few specific examples deserve mention.

1. Students are required to be on time for all classes. In the case of students arriving after the first 10 minutes of class, instructors have the right to refuse entry.
2. Students leaving the classroom before the end of class must get instructor's permission in order to leave.
3. Mobile phones and other electronic devices that could disrupt class must be turned off upon entering the classroom. Instructors have the right to confiscate mobile phones (that have not been turned off) for the remainder of the class period.

4. Unauthorized talking by students during class is not permitted. If such talking occurs, it is recommended that instructors give one verbal warning to the offending student or students. If a second instance occurs, instructors have the right to direct offending students to leave the classroom.
5. Shouting or talking loudly during a teaching session without the permission of the lecturer in charge.
6. Continuing to talk to classmates after having been told to stop by the lecturer.
7. Making disruptive noises in a class session after having been told to stop by the lecturer. This may include slamming books closed or on some other surface, stamping or closing doors or windows loudly.
8. Talking by phone or any other device during the class.
9. Disrespectful behavior or attitudes to a member of the teaching staff. This may include any verbal, written, posturing or attitudinal action.
10. Any act or behavior, which occasions disruption during a class session. Disruption is here defined as any behavior that prevents other students and/or staff members from concentrating on, or inhibits the achievement of concentrating on the subject matter of the class session.

KIMEP respects and supports the notion of academic freedom for instructors in the classroom. As a class management aid, the above set of guidelines is designed as a suggestion for instructors in formulating their own classroom behavior policy. This policy should be included in the course syllabus and reviewed with students during the first class period.

Any student violating the above guidelines in a lecture, seminar or tutorial session will be referred to the College Disciplinary Committee for adjudication.

#### **Class Attendance Policy**

Students are expected to attend all classes. Each instructor is responsible for his/her attendance policy. Each instructor determines the relationship between class attendance, the objectives of the class and the student's grade. The instructor is responsible for informing students of attendance policies and the effect of attendance on their grade during first two classes. The student is responsible for knowing the policy for each course. Only the instructor can approve a student's request to be absent from class. Violation of the instructor's attendance policy may result in lowered grades or in an instructor-initiated withdrawal. In the event of a dispute, the matter may be reported to the College Disciplinary Committee.

#### **Examination Rules**

1. Proctors have the right to demand ID cards to enter the examination room or at any time during the exam.
2. All coats, bags, brief cases and other materials must be placed in the designated area, usually adjacent to the senior proctor's table.

3. All reference books, materials, papers, magazines and journals must be deposited at the senior proctor's table. Unless otherwise stated in the examination paper, they must not be within the sight or reach of candidates.
4. Candidates may not borrow anything from other candidates. Contact a proctor if in doubt.
5. You may use any material if the proctor grants permission. However, any notes written in the material present, may be taken as proof of cheating regardless of their nature. If anything is written in the material, deposit it on the proctor's desk and take it back after the exam.
6. Candidates may not leave the room once the examination has started for any reason, inclusive of going to the toilet during the exam without the proctor's permission. Candidates leaving the examination room will not be allowed to come back into the examination room. You are advised to go to the toilet immediately before the examination.
7. Talking to anyone other than the proctor in the examination room is regarded as cheating. If you need assistance, please raise your hand to get attention of the proctor. Do not call out or make another sound to attract attention.
8. The examination will be conducted in strict silence. Mobile phones, pagers, Walkman, clock/watch alarms or any other electronic devices must be turned off.
9. Any candidate continuing to work after the proctor announces that time is up or after the "pens down" announcement will be considered to have breached the rules and committed an act of cheating.

### **Academic Integrity Policy**

Academic dishonesty is considered a serious offense and is forbidden. This policy includes all course assessment, related assignments and all standardized tests (e.g. midterm and final exams, entrance and language exams, term papers, projects and degree theses or dissertations).

These rules apply to the faculty in the conduct of their research as well as to students in the preparation of all materials submitted to gain academic credit.

The Disciplinary Committee has published "Examinations Rules" which govern behavior during formal examinations and are considered binding upon students in the present code. Such dishonesty additionally includes:

- a) Falsifying attendance records by signing in on attendance lists for a student who is in fact absent from the class, or by any other means.
- b) Falsifying or altering any university document. This particularly applies to documents relating to the student's performance or achievement at KIMEP such as transcripts or diplomas.
- c) Any other form of inappropriate behavior which may include but is not limited to falsifying records or data, lying, unauthorized copying, tampering, abusing or otherwise unethically using computer or other stored information, and any other act or misconduct which may reasonably be deemed as constituting this.

### **Plagiarism**

Plagiarism is defined as the passing off of anyone else's work as one's own. The Academic Council of KIMEP has enacted that plagiarism has occurred when a student:

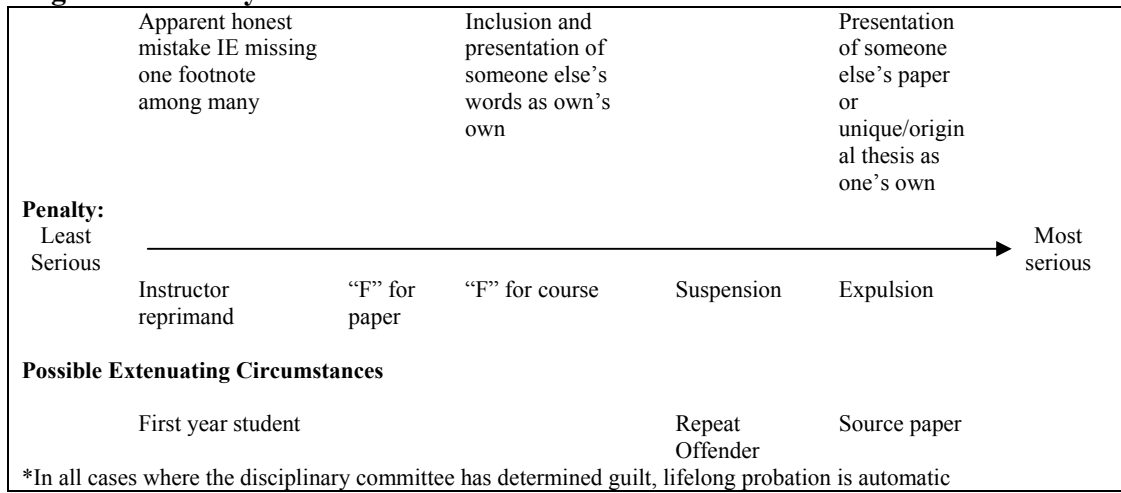
1. Directly copies one sentence of another's written work without acknowledgment.
2. Closely paraphrases the equivalent of a short paragraph or more without acknowledgment.

- Borrows, without acknowledgment, any ideas in a clear and recognizable form in such a way as to present them as the student's own thought, where such ideas, if they were the student's own, would contribute to the merit of his or her own work.

**Penalty Guideline**

The figure below attempts to illustrate perceived levels of plagiarism from minor offences (left) to the most serious (right). Recommended levels of penalty are applied to each.

**Plagiarism Penalty Guidelines**



**Extenuating Circumstances**

The figure above intentionally allows for a range of possible penalties. This is meant to accommodate both the range of plagiarism cases experienced on campus, and also the presence of circumstances related to the case that may influence the penalty decided upon.

**Disciplinary Procedures for Plagiarism**

The procedures for plagiarism are:

- Identifying acts of plagiarism is the responsibility of the instructor and they may apply any penalty up to an "F" for the course without referral to the disciplinary committee of their college.
- If the instructor feels that the incident is serious enough to warrant referral to the disciplinary committee, the instructor must write his/her opinion of the seriousness of the plagiarism based on the table above.
- Students also have the right to appeal to the College Disciplinary Committee if they feel that an instructor has unfairly accused them of academic dishonesty or misconduct.
- The CDC's findings will be reported to the instructor, the student and the Registrar within 5 days of the decision.
- The primary responsibility of the college disciplinary committees is to determine the penalty for acts of plagiarism. However, it is within the scope of the committee's duties to consider if plagiarism has occurred in some cases.

6. Penalties deemed appropriate may be influenced by extenuating circumstances.
7. Either the student or instructor has the right to appeal in writing within 5 working days after they have been informed of the final decision. The appeal must be addressed to the Chair of the College Disciplinary Committee. The College Disciplinary Committee (CDC) adjudicates the matter.
8. All decisions from the CDC are final.

## Cheating

### Overview

Cheating is defined as the giving or taking of any information or material with the intent of wrongfully aiding oneself or another in academic work considered in the determination of a course grade or the outcome of a standardized assessment. KIMEP recognizes three levels of cheating. These are, in order of severity, identified as:

1. Spontaneous
2. Premeditated
3. Conspiratorial

The following table illustrates the levels of cheating, their defining characteristics and the penalty proposed for each.

Cheating and Penalty Guide			
*Level of cheating and penalty is listed in perceived order of severity from lowest to highest			
Type	‘Spontaneous’	‘Premeditated’	‘Conspiratorial’
Characteristics	<ul style="list-style-type: none"> <li>• Unplanned cheating</li> <li>○ Looking over</li> <li>○ Talking</li> </ul>	<ul style="list-style-type: none"> <li>• Planned in advance</li> <li>• With prepared aid(s)</li> <li>• Individual in scope</li> </ul>	<ul style="list-style-type: none"> <li>• Involving (stolen) key</li> <li>• Not individual in scope</li> </ul>
Penalty	<p>Student is awarded an F for the specific piece of work, examination, term paper or other relevant evaluation mechanism</p> <p>Student put under lifelong academic probation</p>	<p>Student is awarded an F for the specific course</p> <p>Student put under lifelong academic probation</p>	<p>Expulsion (With possibility of leniency for cooperation)</p> <p>*Suspension</p>

\*The placement of ‘Suspension’ illustrates that some instances of cheating and the penalties attributed to them may overlap these general types.

### Procedures

The procedures for cheating are:

1. Proctors or instructors must report any breach of the academic code of discipline to the Chair of the College Disciplinary Committee immediately after the examination session in which the breach occurred if they wish to receive official justice.

2. Instructors have the right to deal with breaches of spontaneous cheating without consulting the College Disciplinary Committee.
3. Students also have the right to appeal to the College Disciplinary Committee if they feel that an instructor has unfairly accused them of academic dishonesty or misconduct.
4. If the instructor feels that the act of cheating is more than spontaneous, he/she must refer the matter to the Chair of the College Disciplinary Committee (CDC) who will convene a meeting to carry out an investigation and to give adjudication.
5. The CDC's findings will be reported to the instructor, the student and the Registrar within 5 days of the decision.
6. Candidates have the right to appeal in writing within 5 working days after they have been informed of the final decision. The appeal must be addressed to the Chair of the College Discipline Committee. The matter is adjudicated by the College Disciplinary Committee (CDC).
7. All decisions from the CDC are final.
8. Penalties deemed appropriate may be influenced by extenuating circumstances.

### **Penalties for Breaches of Other Academic Discipline Rules**

Each case will be dealt with individually and records maintained by the Registrar. The College Disciplinary Committee, upon the approval of the KIMEP Council has the full right to impose any sanction that will serve justice and has the full right to modify, alter or ignore these suggestions as they see fit. However, the guidelines mentioned above for plagiarism and cheating are recommended.

### **Identification Policy**

In order to provide a safe campus, the student must produce a KIMEP identification card or Kazakhstan identification card when requested by faculty, staff or security personnel. If the student refuses to provide identification information, they will be immediately escorted off-campus. A second failure to provide identification information may result in the arrest for trespassing of the student.

### **Library Policy**

KIMEP libraries are quiet zones. This is in order to preserve an environment where students can concentrate on their studies without noise or other distractions. Therefore it is forbidden to shout or conduct conversations at a normal level or use cell phones in KIMEP libraries. Communication should be as quiet as possible. The librarians and staff are exempt from this policy when necessary.

It is forbidden to deface or damage any KIMEP library materials. Books are difficult to replace, for this reason, students must take extra care in handling and preserving library materials. Food and drink are not permitted in library reading rooms and laboratories. Books returned in visibly shabbier condition than when they were checked out will result in fines. Damaged books will be charged on the following basis:

Mutilated book – current replacement cost of the book (current retail price plus taxes plus shipping plus import duties).

Badly marked or torn pages – proportional to the amount of damage based on current replacement cost.

Minor wear and tear - cost of repair.

A Library Card is required to check out books. Allowing another person to use one's library card will result in the loss of the privilege to hold a library card, and thus to use the library and library resources.

Books checked out by a student for any period of time are the responsibility of the student. Late return or non-return of books will lead to overdue fines ranging from 300 KZT per hour or day up to the current replacement cost of the book, which is typically 3 to 5 times the original cost of the book. In addition, failure to return a book in a reasonable time beyond the due date and past due notice will result in disciplinary actions including cancellation of registration and of library privileges, and withholding of grades, transcripts or degrees.

In case of violation of library rules, the student may be denied access to the library and library resources and referred to the Chair of College Disciplinary Committee.

### **Computer Lab Policy**

KIMEP relies on its computer laboratories and office computers for essential teaching and communications purposes. Computer equipment is expensive and difficult to replace. "Permission of the Computer Center" means verbal or written consent from the Director of the Computer Center. Permission is also implied where this is done as part of course work for a computer class where a teacher or lab attendant is present and has specifically asked the student to do this.

1. It is forbidden to knowingly introduce any computer virus into university computers.
2. It is forbidden to attempt to undermine or interfere with any computer network, including Internet and e-mail by unauthorized access ('hacking') or to conspire with other people to do this by providing sensitive information such as access codes and passwords.
3. It is forbidden to log on to other people's e-mail accounts.
4. It is forbidden to send threatening or insulting e-mails to people, even anonymously.
5. It is forbidden to cause other people's e-mail accounts to crash or fail to function by sending them large amounts of junk data (also known as an "e-mail bomb").
6. It is forbidden to reconfigure, add or remove any software to or from computers hard drives or other storage media without permission of the Computer Dept.
7. It is forbidden to write any software program on computers without permission from the Computer Department.
8. It is forbidden to install and run any software program on computers without permission of the Computer Department.
9. It is forbidden to interfere in any way with hardware without permission of the Computer Department.
10. Computers and printers in academic department offices, Library and Administrative Offices are also included in the terms of this computer and communications policy.
11. If there is a queue for computers, students must leave a computer after using it for two hours. It is a serious offense to refuse to yield a computer place to a student who has signed up for it in advance.

The Computer Department has the discretion to ban a student from the Lab for violations of the above guidelines for a period of up to one month without bringing the charges to the CDC. But the student may ask for a hearing or an interview with the CDC Chair for an appeal.

## **Graduation Requirements**

### **General Graduation Requirements**

In order to receive his/her degree (undergraduate and graduate) a student, in general, must fulfill

- All General Education Requirements
- All Program and College requirements
- All Faculty and Institutional regulations
- All financial obligations to the Institution.

### **Undergraduate Degree Requirements**

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

1. Earn the amount of credits required by the department during the limited number of years allowed for graduation.
2. Have a cumulative grade point average (GPA) of at least 2.00.
3. Have at least 48 credit hours in courses designated as General Education Requirements (GER). This program is described in Part-IV.
4. Meet all requirements for the degree in the student's major field of study
5. Grades A, B, C and D are passing grades for undergraduate students; below D- is a failing grade. In cases where students do not have all the necessary grades, they will not graduate until they have repeated the course and received the required grade.
6. Grades for required intensive courses are not counted towards the GPA but students must pass them in order to graduate.

### **Graduate Degree Requirements**

Graduation requirements for Master's degrees may vary from department to department. Full details are given in Part-V. However, in general, every student must meet the following:

1. Complete the amount of credits required by the department during the limited number of years allowed for graduation.
2. Have a cumulative grade point average (GPA) of 3.00 (2.67 for the College of Social Sciences).
3. Meet all requirements for the master's program in the student's major field of study as detailed in Part-V.
4. Grades A and B are passing grades for graduate students. Grade of C for graduate students can be considered as either passing or failing, depending on the specific program requirements as well as the number of grades of C a student has received. In cases where students do not have all the necessary grades, they will not graduate until they have repeated the course and received a passing grade.
5. Grades for required intensive courses and English courses are not counted for GPA but students must pass them in order to graduate.
6. 2 C's in Elective Policy. KIMEP master students require a minimum "B-" in each individual course to graduate. For the Bang College of Business and College of Continuing Education two grades of "C" are allowed for graduation. For the College of Social Science two grades of "C" for elective courses are allowed for graduation.



### **Time Allowed for Graduation**

Undergraduate students are allowed a 10 (ten) years limit for graduation. Any period of withdrawal from the Institution is included in these time limits.

Graduate students are allowed a 5 (five) years limit for graduation. Any period of withdrawal from the Institution is included in these time limits.

### **Graduation Approval**

1. Under the credit system, students may graduate any semester once all graduate requirements are completed.
2. Students are responsible for study track and academic progress through whole career.
3. Intent Graduation Checklist is available for all students on their last year of study (91 credits and more for undergraduate students; 31 credits and more for graduate students). Extended advising services by General Education program, Language program and academic advisor are included in the Checklist.
4. Once graduation requirements are completed, students are to print out from the website, check, sign, and submit the Graduation Request to the Office of the Registrar. This document will indicate readiness for graduation by student.
5. Upon receiving Graduation Request from student, Registrar submits Official Graduation Check List to the concerned departments, including Language Center, and GER Program. Majors, specialization, concentration, minors should be approved by Chairs of corresponding departments.
6. Upon approvals by departments, College Council meets to approve graduation eligibility.
7. KIMEP Council meets to approve diplomas based on departments and College Councils decisions.
8. Graduation Checkout List shall be submitted by the end of last semester to the Registrar to ensure fulfilling of all administrative and financial obligations (library, dormitory, sport center, commandant, etc.).
9. Diplomas and graduation transcripts are available in 10 weeks after the last semester.
10. If by any reason a student cannot physically receive the diploma and/or transcript, he/she can delegate the receipt to any person with necessary notary supported documentation.  
For detailed information, please refer to Registrar's web site: Graduation

### **Graduation Ceremony Eligibility**

1. KIMEP holds annual graduation ceremony once in a year (after the end of Spring semester). All students who have completed their graduation requirements are eligible for participation.
2. All students who have completed their graduation requirements and have been approved for graduation by the College Council are able to attend the graduation ceremony.
3. All students who are short 12 credits are able to attend the graduation ceremony. However, they will not be given any diploma, nor will the Office of the Registrar print their diplomas until they have completed all academic requirements for graduation and have been approved for graduation by the College Council.
4. Any students who have debt are not eligible to attend the graduation ceremony or receive their diplomas.

5. All students who wish to attend the graduation ceremony must attend all rehearsals. Failure to attend all rehearsals will result in the immediate cancellation of their eligibility to participate in the graduation ceremony.
6. All students who wish to attend the graduation ceremony must inform the Office of the Registrar.

## **Code of confidentiality**

According to the Law of Republic of Kazakhstan “On education” from June 7, 1999 N389-I and KIMEP rules, any full age student reserve a right of non-disclose of confidential information (number of registered courses per semester, schedule, tuition, payment, debts, grades, etc.) This information is available at student’s presence or submission of letter of attorney verified by the notary.

### **Confirmation about status of the student**

Office of the Registrar prepares certificate (spravka) for regular, non-degree, and provisional students about their status, year of study, number of credits she/he earned, major, total years to graduate, etc. Students that have AD/AS status will be provided with certificate indicating their academically disqualified status. Also, confirmation documents are provided for KIMEP graduates. Students will have to pay administrative fee to obtain such document.

## **On-line resources for students, faculty, administration and public**

Office of the Registrar provides with variety of on-line resources for students, faculty, administration and public on the KIMEP web site. Students, faculty and administration will have access through the personalized password system

**Students** can check his/her personal registration schedule, transcript, checklist, final examination schedule, grades or payment report, degree requirements, advising materials, etc. on the [www.kimep.kz](http://www.kimep.kz) ->registrar->for students.

**Faculty** can find individual schedules, information on their advisees and advising on-line resources, grades entry pages, attendance sheets, etc. on the registrar website: [www.kimep.kz](http://www.kimep.kz) ->registrar->for faculty.

**Administration** has access to necessary information on student enrollment at: [www.kimep.kz](http://www.kimep.kz) -> registrar -> for management and staff

**Public** has the following information available: academic calendar, tuition and fees, schedule, student statistics, graduation statistics, etc: [www.kimep.kz](http://www.kimep.kz) ->registrar-> for public.

# **PART III**

# **STUDENT AFFAIRS**

## **ADMINISTRATION**

Jonathan Pixler, MA, Dean of Student Affairs

Janel Bayastanova, Diploma, Senior Director of Student Affairs

Shegay Oxana, MBA, Director of Student Financial Services Sector

Meruert Duisengaliyeva, MBA, Senior Director, Office of Recruitment and Admissions

Maya Davletova, BA, Executive Assistant to the Dean of Student Affairs

Altynai Tursun, Diploma, Executive Assistant to the Dean of Student Affairs

## **STUDENT LIFE**

**STUDENT HOUSING: KIMEP DORMITORY AND HOUSING PROGRAM**

**RESIDENTIAL ASSISTANT PROGRAM**

**CODE OF BEHAVIOR AND STUDENT DISCIPLINARY PROCEDURES**

## **STUDENT LIFE**

The support of students towards achieving their educational goals is the focus of the Office of Student Affairs. The office provides an environment that fosters the intellectual and personal development of students consistent with the KIMEP mission. The Office of Student Affairs reinforces and extends KIMEP's influence beyond the classroom. Our services include student support services such as Recreation and Sports, Student Housing, Student Health, and Student Life.

### **Student Organizations**

Student Organizations play a vital role at any academic institution. Personal development that occurs outside the classroom is as important as what is learned inside the classroom. Currently, there are over 22 registered Student Organizations that bring unlimited excitement and energy to the campus. In addition, their work contributes greatly to the intellectual and personal development of our students. When possible, we always encourage our student leaders to participate in the development of KIMEP policies and procedures and often invite them to serve on Standing Committees to represent the interest of students. Some of the more active organizations include:

#### STUDENT GOVERNMENT

SIFE—(Students In Free Enterprise).

KIMEP FILM SOCIETY

DIPLOMATIC BRIEFING CLUB

KIMEP TIMES

ECONOMIC CLUB

AIESEC

MUSIC CLUB

DEBATE CLUB

CHEERLEADER CLUB

KIMEP KELT Theatre (Kazakhstan English Language Theatre)

### **The Dormitory**

Student housing is conveniently located on the KIMEP campus. The capacity of the Dormitory is 428 students. There are comfortable and clean rooms on four living floors served by a polite and friendly staff. Laundry services, study lounges, a billiard room, DVD and television rooms, a hairdresser salon, and kitchens are available for student use twenty four hours a day. On the first floor, dining services are available for fresh, hot, homemade dishes operating for breakfast, lunch and dinner. A computer laboratory is also located on the first floor with 24 computers. Utilities such as cable television, telephones, electricity and water are provided at no charge. All rooms are equipped with a telephone. Off-campus housing services are available through the Director of Faculty Housing and Campus Housing Liaison, located within the Dormitory complex. The entire Dormitory as well as the entire KIMEP campus are guarded by security on a 24-hour a day basis. KIMEP has begun a multi-year renovation of the dormitory.

### **Student Center**

The Student Center provides, cultural, social, leisure, and extra-curricular activities for the KIMEP community and guests, and is home for student activities, campus clubs, disco nights, Job and Student Organizational Fairs, art exhibitions and a host of other events. On the third floor of the Student Center is a Dance Floor that offers a wide range of modern dancing styles such as: Latino, Belly, Hip Hop, and Break dancing. Some students and faculty members also enjoy Tai Chi. The

“Black and Brown” coffee house is on the ground floor and serves as a student lounge with games, drinks and light snacks.

### **Sports Complex**

The Sports Complex is conveniently located on campus and has almost everything to meet the requirements of the sports activities of students, faculty, and guests. Regularly weekly activities include volleyball, indoor football, basketball, table tennis and aerobics. The Director of the Sports Complex regularly schedules competitions between the students and faculty. Already, the Sports Complex is equipped with a wide variety of facilities including training machines, a full-length basketball court, a weight lifting room, and special aerobics and fitness room. A number of showers and lockers are available and entry to the Sports Complex is free for KIMEP faculty, staff and students.

Plans are underway to renovate the Sports Complex with Sports Facilities found in western universities. Health and cultural classes are offered weekly that include aerobics, gymnastics and sports dance and table tennis. Recently introduced outdoor sports field opens a variety of outdoor sports activities for KIMEP faculty, staff and students.

### **Student Dining**

Currently, students have four full-time locations where they can choose to eat, ranging from cafeteria-style breakfasts and lunches in the KIMEP Grill and Student Center, as well as home-cooked local dishes in the Dormitory Canteen. All locations offer friendly service, not to mention delicious and affordable meals. In most locations all three meals of the day are served. These locations are popular among students in order eat, drink, or just simply talk between classes.

### **Medical Services**

The mission of KIMEP Medical Center includes the provision of quality medical care to KIMEP students of all ages and backgrounds including disabled and international students.

The Medical office is located inside the Dormitory on the ground floor and provides basic medical and emergency services to students, faculty and staff. There are four rooms in the medical center: the first serves as a waiting room, the second as an examination room, divided into two sections. The third room is for injections and physical examinations and the fourth one is an isolation room. Medical center also stresses the cooperative interaction of student health services with the KIMEP community to disseminate information about healthy lifestyles and preventive health issues, and react as necessary to public health problems.

### **Great Hall**

The Great Hall hosts many activities, including a bi-weekly screening of the latest hit movies on a large-scale movie screen by the student run KIMEP Film Society with a theatre-quality sound system. In addition, the KIMEP English Language Theatre (KELT), the only English-based theatre production in Kazakhstan, hosts a full theatrical production twice a year. The Great Hall is host to a variety of conferences, guest speakers, and seminars, including the KIMEP Speaker’s Forum. Well-known persons in the areas of culture, education, business, and international relations visit and give talks in the Great Hall. The theatre seats 500.

### **Book Store**

The bookstore resides adjacent to “KIMEP Grill” on the ground floor of the main academic building located on Abai Street. The store provides textbooks, stationary, and gifts.

## **STUDENT HOUSING: KIMEP DORMITORY AND HOUSING PROGRAM**

Currently, the number of student requests to live in the Dormitory far exceeds the number of spaces available. Therefore, the Executive Committee decided that in order to accommodate those students with the greatest need that accommodation will be allocated on a priority basis. Beginning in the Fall 2004 Academic Year, the following policy took effect. KIMEP no longer guarantees accommodation. KIMEP reserves the right change this policy at anytime.

### **Priority Policy for accommodation in the Dormitory**

Priority in the Dormitory is given to newly entering 1<sup>st</sup> year Bachelor students who are non-residents of the city of Almaty. These students are placed in the Dormitory in the order of their demonstrated financial need.

The first-year bachelor status of a student is based on the year of study. The 1<sup>st</sup> year status will end once the first two consecutive long semesters (fall/spring) the student first registers for classes concludes. The 2<sup>nd</sup> year status of a bachelor student will end once the 2<sup>nd</sup> two consecutive long semesters in the 2<sup>nd</sup> academic year the student registers for classes is completed and so on. Once the 1<sup>st</sup> year bachelor students have been placed in a room and space is still available in the Dormitory, 2<sup>nd</sup> Year Students, who are non-Almaty residents, are placed in the Dormitory in the order of their demonstrated financial need. This criteria and process is repeated for 3<sup>rd</sup> then 4<sup>th</sup> Year bachelor students, followed by Masters 1<sup>st</sup> Year, then 2<sup>nd</sup> Year.

International Students and those students under contractual agreements with KIMEP are allowed to stay in the Dormitory. The Residential Assistant Program that places highly motivated upper-class students will remain.

### **Procedures for Applying for Accommodation in the Dormitory**

Only students that submit an application for financial aid will be considered for a place in the Dormitory. Students who wish to live in the Dormitory must apply and submit a completed financial application to the Student Financial Services Sector on or before the application deadline. On the financial aid application, students will be asked to indicate whether or not they wish to be considered for a room in the Dormitory and their housing preference.

The Student Financial Services Sector will review each application and determine its completeness. Only then will completed applications be ranked in order of demonstrated financial need. The Student Financial Services Sector will send the ranked list to the Admissions and Scholarship Committee who will certify the list and/or make modifications based on the Student Financial Services recommendations.

The certified Admissions and Scholarship Committee list is the final decision on placement in the Dormitory. Depending on the number of spaces available in the Dormitory, students are selected for a place in the Dormitory from the certified list in the order of their demonstrated financial need.

Students selected under the priority policy are allowed to live in the Dormitory until their status changes and as long as they remain in good standing.

Upon arrival to KIMEP, students may claim their room only after all necessary documentation has been filed with the Student Financial Services Sector and the student has completed the Contract for Living in Dormitory Form. Students who do not claim their room by the end of the registration period risk losing their priority placement.

### **Off-Campus Housing Program**

Those students who were not accommodated in the Dormitory automatically become eligible for the Off-Campus Housing Program. Priority will continue according to the certified ranked list. In other words, the first student on the dormitory waiting list, who was not placed in the Dormitory, will be the first student eligible for the off-campus Housing Program.

The off-campus Housing Program consists of off-campus Dormitory and off-campus apartment space. Spaces in any off-campus Dormitory space will be filled according to the priority list first, followed by places in any off-campus apartments regardless of the preference chosen on the financial aid application.

### **Residential Assistant Program**

The Dormitory operates a Residential Assistant Program to support the mission of the Institution. The purpose of the program is to facilitate the daily operations of the Dormitory and to ensure that with an increased number of students there will be an increased amount of safety. The Residential Assistants are responsible for all aspects of on-campus living. They have to help other students with their questions about on-campus living, payment arrangements, housing policies, employment in housing, or other topics. Every student should feel free to discuss any of his/her concerns with their Residential Assistant.

The Residential Assistants (RA) are selected from a group of highly motivated students living in KIMEP dormitory based upon their academic merit and leadership abilities. The structure of the program is one Senior Residential Assistant (SRA) and 7 subordinates RA's and two Fire Safety Assistants (FSA) selected from 2<sup>nd</sup> year students. The role of the RA is to assist the management and offer advice to younger students and play an important role in developing a spirit of cooperation and a sense of community in dormitory.

Any 3<sup>rd</sup> or 4<sup>th</sup> year student, or Masters level student can be appointed to the position of Residential Assistant if he/she complies with the requirements to this position. 2<sup>nd</sup> year students are considered for Fire Safety Assistants. RAs and FSAs report directly to the Director of the Dormitory and the Office of Student Affairs.

Policy for the RA program is subject to change at the discretion of the Dean of Student Affairs and the Director of the Dormitory.

Each RA is assigned an area of responsibility within the dormitory and has a certain number of duties contained in RA's job description.

The compensation for RAs includes the following:

- Free room in the dormitory for the length of their term of service;
- Tuition waiver of \$25.00 per month for the length of their term of service (FSAs do not receive the tuition waiver).

## **I. Job Description and Responsibilities**

1. Leadership
2. Supporting the Academic Mission
3. Building Community
4. Promoting Intellectual Life
5. Personal Counseling and Advising
6. Administrative Responsibilities
7. Personal Conduct
8. Team Skills

RAs are expected to create residential environments that enhance student academic progress and success; to promote the intellectual life of the residence; to create opportunities for students to explore and clarify their interests, values and attitudes; to build inclusive and reflective environments in which differences of background and belief are explored; to provide personal and academic counseling and referral; to participate in house activities; to know and explain KIMEP policies; to be available to students, and to encourage student responsibility and accountability.

The following describes the job responsibilities and conditions of employment for RA positions.

Specific job objectives will be described by the Director of the KIMEP Dormitory in conjunction with the Office of Student Affairs at the weekly information meetings and will be further explained through the interview process.

## **Qualifications for RA position**

KIMEP students, undergraduate and graduate students, are welcome to apply for residence staff positions.

1. RAs must be a 3<sup>rd</sup> or 4<sup>th</sup> year student, or a graduate student. FSAs are to be 2<sup>nd</sup> year students. All candidates must be able to demonstrate through an interview process the personal maturity, responsibility, patience, aptitude for conflict resolution, creative thinking, enthusiasm and degree of caring need to be a Resident Assistant.
2. RAs and FSAs are expected to remain in good academic standing. Candidates who have a Provisional Status, Academic Probation, Nonacademic Probation, Academic Disqualification, and Nonacademic Disqualification are not eligible for an RA position. Incomplete grades must be completed before the start of the employment in September. If a student is placed on probation or is suspended during his/her service as a Resident Assistant, this will be ground for termination.
3. RAs and FSAs must be a full-time student and maintain a GPA of 3.0 or better on an ongoing basis.
4. RAs and FSAs are required to live in the residence to which they are assigned.



5. RAs and FSAs, in order to be accessible and provide a consistent level of response to residents, must have in their name a local phone number and must post and adhere to, a schedule of availability for students.
6. RAs and FSAs are required to attend and participate in all of RA training and staff meetings starting in the fall semester (and participate in other training sessions during the year). Specific dates for training will be explained.
7. RAs and FSAs are expected to abide by all Institution policies and may not break the law. Violating Institutional policies or breaking the law is grounds for termination.

### **Dormitory Costs**

Double room per month	7,150-11,040
Renovated room per month	9,750

(Prices are expected to increase for the 2007-2008 academic year)

\*Fees for preparatory and intensive courses are not included in the tuition for the regular academic year.

\*\*Refunds will normally be made if the amount of payment exceeds the payment for a full study. Normally refunds may be received only during the following periods: September 1 – 30 and January 15 – February 15. For current students, after these dates the remaining money will be considered as an advance payment for the next semester.

## **CODE OF BEHAVIOR AND STUDENT DISCIPLINARY PROCEDURES**

It is KIMEP policy to take all steps necessary to avoid disciplinary action. KIMEP takes proactive steps to reduce the need for disciplinary action. Given the complexity of our university, however, the need for such actions occasionally do arise. It is the general policy of practice at KIMEP to measure taking 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 regarding academic and personal code of behavior for all students, faculty, and staff.

### **PERSONAL CODE OF BEHAVIOR**

#### **Preamble**

As citizens of and residents of the Republic of Kazakhstan, members of this academic community, enjoy the same basic freedoms, rights and responsibilities as all other citizens of and residents of this Republic. In particular, students and faculty at KIMEP 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 to 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, attendance at KIMEP is a privilege. In order to maintain the ideals of scholarship, character and commitment to excellence, KIMEP 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 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, no matter who they or their parents may be. All members of the university community are responsible for their enforcement. Any KIMEP 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.

## **II. DISCIPLINE AND CONDUCT POLICIES**

### **General Conduct Policy**

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 requires adult and professional behavior and conduct from everyone on campus. Examples of behavior which contravene this policy include:

- a) Physical assault (fighting) or the threat of physical assault
- b) Verbal or mental abuse
- c) Theft of property
- d) Vandalism or deliberate damage to KIMEP property or the property of individuals.
- e) Offensive behavior (spitting, shouting, discourteous conduct toward colleagues, ethnic, religious or racial slurs, etc.)
- f) Misusing KIMEP facilities

### **Policy on Sexual, Religious and Ethnic Harassment**

It is the policy of KIMEP to provide a safe and positive learning environment for all faculty, staff and students. To ensure such an environment, KIMEP 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 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.

There are many definitions of sexual harassment. Sexual harassment consists of interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances,

requests for sexual favors, and other verbal or physical conduct of a sexual nature under the following conditions:

submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, living conditions and/or educational evaluation;  
submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or  
the conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

A hostile environment concerning sexual harassment is defined as unwelcomed 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 implicitly or explicitly threatens termination if a subordinate refuses the supervisor's sexual advances, a student repeatedly follows an instructor around campus and sends sexually explicit messages to the instructor's voicemail or email, demands for sexual favors, accompanied by implied or overt threats concerning one's job or letter of recommendation, subtle pressure for sexual activity, unwelcome physical contact, sexual comments and innuendos, visual displays of degrading sexual images, and physical assault and rape. These are only examples whereas the actual definition of sexual harassment may include a variety of other interactions.

It is a violation of KIMEP 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, assist 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 Discipline 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. Therefore it is forbidden to pressure students any member of the KIMEP community for sexual favors. Insult, harass, threaten or assault any person for reason of their religion, ethnicity, gender or sexual orientation.

## **Drug and Alcohol Policy**

The consumption or possession of narcotic drugs, psychotropic or other non-prescription controlled substances, (e.g. cannabis, coca derivatives, opiates, etc.) is strictly forbidden on the campus. Cases

where evidence of possession or use of these substances is discovered will automatically be handed to the legal authorities.

The consumption of alcoholic substances on the campus is forbidden during working hours. There is only one exception to this rule and that is that official entertainment, celebrations, parties, lunches dances, and dinners hosted or held or sponsored by, or approved of, by KIMEP. The President's Office or the Chair of KIMEP Disciplinary Committee decides approval.

## **Gambling Policy**

Gambling is prohibited on KIMEP premises. Violators will be subject to sanctions.

## **Smoking and Chewing Gum Policy**

a) Tobacco smoking is prohibited on all KIMEP property except in designated smoking areas. Smoking is prohibited in toilet facilities. However, faculty and students are allowed to smoke in areas outside of the entrances to buildings, provided that they dispose of cigarette butts/ends, ash, and other rubbish neatly in the containers provided.

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 seeks to keep our campus as clean as possible. The students have a responsibility with regards to their personal conduct. Students must use proper disposal places for their cigarette butts, chewing gum, and other trash. To encourage students to use proper disposal places, KIMEP has implemented a disciplinary procedure for those who do not comply.

After one written warning by the security staff or other KIMEP personnel, the student will be referred to the KIMEP 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.

First Disciplinary Action – The student will be required to complete up to 4 hours of community service which will include cleaning the campus under the supervision of the Administration Office.

Second Disciplinary Action – The student will be required to complete up to 10 hours of community service which will include cleaning the campus under the supervision of the Administration Office.

Third Disciplinary Action – The student may be placed on Disciplinary Probation.

Fourth Disciplinary Action - The student may be suspended for one semester from KIMEP. He/she will lose all tuition and other fees paid to KIMEP for the time of suspension.

Fifth Disciplinary Action – The student may be suspended from KIMEP within the parameters of the prior offense

## **Cafeteria/Buffer Policy**

1. Queue jumping or barging into the queue for food and beverages is forbidden. The single exception applies to faculty, who given pressures of time, may join a separate faculty queue to the left of the main queue.
2. Used napkins, tissues, and food wrappers must be neatly disposed of in trash cans. The customer must return glasses, plates and other utensils to the cafeteria in a timely manner.

## **Campus Norms Policy**

In any large community with many young people, it is natural that feelings of romance and affection will occur. Under most circumstances, where the behavior is between consenting persons of equal status, there is no problem, but there are some situations that do create difficulties, both for the individuals involved and for KIMEP as well.

These problematic situations are generally considered to be sexual harassment, which is illegal in most western countries and will not be tolerated. A typical college catalogue in the US, in this case, the University of Denver, defines it as follows: "... any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when (1) submission to such conduct is either explicitly or implicitly a term or condition of employment or status in a course, program or activity, or (2) submission to or rejection of such conduct is used as a basis for employment or educational decisions, or (3) such conduct has the purpose or effect of unreasonably interfering with work performance or educational experience or performance, or creates an intimidating, hostile, or offensive environment for working or learning."

What this means is that teachers should not make sexual advances to students, ask them for dates or invite them alone to their apartments. Likewise, supervisors should be very careful about how they treat their subordinates, or anyone at a lower level in the bureaucratic structure. The same rules apply to treatment of subordinates as apply to treatment of students. The essence of the problem is that people in less powerful positions (students, employees) may feel intimidated by the ability of a more powerful person to damage their careers or their studies. Thus they may submit to sexual advances when in fact they do not want to. Under no circumstances should anyone attempt to pursue a romantic involvement when the other party has said 'no'.

The University of Denver definition stated above will be enforced here, and violators will be subject to administrative sanctions, which could include termination of employment. Even in cases where KIMEP can take no formal action, people who behave improperly will be tried in the court of public opinion, and even in the absence of formal sanctions, careers can be damaged and individuals subjected to humiliation.

## **Use of KIMEP Facilities for Activities**

The use of KIMEP facilities for activities and events is considered 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. There are several examples of unacceptable behavior, which include 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 of any kind. Students, faculty, staff (hereafter 'member') and their guests may come and go as they please. The policy outlined in this Code of Conduct is not to restrict such freedom but only to protect KIMEP 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 chose. The administration, namely the Director of Administration and the Office of Student Affairs must be notified well in advanced of any plans to conduct an event on the campus. The administration reserves the right to refuse usage of facilities to any entity for any event.

The Director of the particular facility is the official point of contact for the particular event and remains so up until the time of the event. It is the responsibility of the Director of the particular facility to ensure that all procedures have been correctly followed. From the start of the event until the end of the event the entity hosting (hereafter 'Event Host') the event is legally responsible for anything that happens. At the time of the request of use of facilities the Event Host must sign a Responsibility Waiver Form and the Code of Conduct Form. These forms will identify the person or persons in charge of the event and who will be legally responsible should anything wrong that may happen. Ultimately, it is the responsibility of the Event Host to make sure that all participants are obeying KIMEP rules and regulations.

The administration encourages events on the campus to target KIMEP students. Any student, staff or faculty in good standing with the university is allowed to participate in campus events. Security shall be provided for any event that occurs after normal business hours and the Head of Security will determine the appropriate security measures. Upon entrance to any event on the campus, KIMEP security reserves the right to ask for official Identification of any participant, including members and their guests. In the event, that such request is made and the participant does not have such identification, security has the right to refuse entrance of the person. Non-KIMEP participants must be invited by an acknowledged member in order to be admitted to KIMEP events and the member and his/her guest must seek admittance into the event at the same time. A guest will not be admitted separately from their acknowledged KIMEP host. The particular member will be held responsible for the behavior and conduct of invited guests. In other words, the member will be held responsible for any unacceptable or unethical behavior of their guests as if the member misbehaved him/herself. This rule will be strictly enforced. The Event Host must provide a registration list for all guests that will be used only to identify member and their accompanying guest. Only members that bring quest(s) will be required to sign this list jointly with their accompanying guest. All other members are free to enter the event after they have been identified as a member. Prior to admittance to the event Security must verify the identity of both the member and the guest(s) and record this information on the registration list. If there are no gross violations at the event then the list will be returned to the Event Host following the conclusion of the event. When Security is satisfied and sees no obvious grounds for refusal of admittance only then will the guest be admitted. KIMEP Security discretion and judgments in these regards are final.

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

KIMEP does not prohibit the consumption of alcohol at KIMEP events or in designated KIMEP facilities. Alcoholic consumption is prohibited on the campus during working hours unless otherwise approved by the President's Office or the Chair of KIMEP Discipline Committee. KIMEP

encourages responsible alcoholic consumption. Drunkenness, erratic and otherwise haggardly behavior as a result of excessive alcoholic consumption will not be tolerated. KIMEP security has the right to refuse entrance to any person deemed to be under the excessive influence of alcohol or any other drug. This rule will be strictly enforced. Any person caught with prohibited items will have the item confiscated and the person will be asked to leave. Any person caught with an otherwise illegal item or substance will have the prohibited item or substance confiscated, the person will be asked to leave and will be reported to the proper law enforcement authorities.

In the event that any gross violation of these rules occurs and the on-duty Security is unable to manage the situation then the Head of Security and the Chair of KIMEP Discipline Committee shall be contacted immediately. The Head of Security and Chairman of KDC shall use all resources at their discretion to rectify the situation. In the event that such gross violations pose grave risks to students or KIMEP property and the Head of Security and the Chair of KIMEP Discipline Committee are convinced that the safety and security of students are in danger and in their capacity are unable to manage the situation then the proper law enforcement authorities shall be contacted immediately. In the event that such gross violations are illegal by Kazakhstan law, the Head of Security and the Chair of KIMEP Discipline Committee have the right to contact the appropriate law enforcement authorities.

In the event of such gross violations, the Chair of KDC shall convene a meeting as soon as possible during normal business hours to brief the administration and shall make a formal report informing all relevant administration officials of the details of the event. Following this meeting the Chair of Discipline Committee will make recommendations to the President of KIMEP for appropriate action.

### **III. PROCEDURES FOLLOWED FOR BREACHES OF PERSONAL CONDUCT**

All members of the KIMEP community are required to give true and accurate testimony during any of the procedures listed below. Giving false or misleading testimony to an officer of KIMEP who is investigating a complaint, or to any official body that is judging a complaint may result in disciplinary action. The College Disciplinary Committee members shall be the Dean of the College, one elected faculty representative (non-chair) from each department, and one position of rotating department chair. The rotating department chair position will change each semester. A student member is selected by Student Government. 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 Dean in the case of faculty or by Student Government in case of the student representative. This committee will also serve as the College Disciplinary Committee for faculty.

**The KIMEP Disciplinary Committee (KDC)** serves as the appeals committee. The composition of this committee includes one elected representative from each college, the Chair of KIMEP Discipline Committee, the VP of External Affairs, the Associate VP of Academic Affairs, a student representative selected by Student Government and a representative of the legal department to serve as advisor to the committee. The former are necessary to ensure faculty representation into the decision-making process regarding faculty disciplinary issues. The latter are necessary to ensure that the administration is represented in an action.

1. The KIMEP Disciplinary Committee has the jurisdiction to investigate any violations of rules and regulations of the institution. Moreover, the KDC serves as the appeals body for cases that have been resolved by College Disciplinary Committees.
2. Violations of published laws, policies or rules and regulations may subject violators to appropriate disciplinary action by KIMEP authorities. In non-academic personal behavior cases, the Chairperson of the KDC will consider the original complaint and decide if the complaint merits a hearing. If it is decided that a hearing is warranted, the Chairperson will assign the case to the most appropriate College Disciplinary Committee. The Chairperson may also decide that the charges are without merit, or that the issue can be equitably resolved otherwise.
3. The student(s) or faculty member(s) named in the complaint will be told to attend a meeting of the KDC in most cases three days in advance. Exceptions to this policy may occur if it is deemed by the Chairperson in consultation with the President of KIMEP that an emergency situation exists.
4. The student(s) or faculty member(s) MUST appear at this meeting. Failure to do so without giving advance notice of extenuating circumstances is taken as an admission of guilt.
5. The KDC 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 KDC makes a decision.
6. A simple majority constitutes a decision. The Chairperson has the casting vote in the event of a tie.
7. The person(s) about whom the complaint was lodged is then notified in writing within three days of the Committee decision.
8. Upon the publication of the order, the order must be immediately obeyed. Failure to do this will open the person penalized to further disciplinary action.
9. All appeals must be submitted to the Office of the Chairperson within one week of the decision of the KDC. The Chair of Disciplinary Committee of the Executive Committee will hear the case. The decision of this committee is final.
10. Students and faculty are free to appeal to bodies outside of KIMEP. Before doing so however, it is only fair to advise that the following circumstances may apply:
  - a) It will cease to be an internal private matter, and become a matter of public record and knowledge.
  - b) It may involve legal action in criminal or civil courts.

## **IV. ACTIONS OF THE COMMITTEE**

The KDC may recommend one of, or a combination of, the following:

### **Disciplinary Probation**

Disciplinary probation is a formal warning to a student that their conduct is unsatisfactory. A record of the probation is placed in the student's academic file. Any further violations of the discipline code will result in automatic suspension or dismissal from KIMEP.

### **Suspension**

The student is told to leave KIMEP for a period deemed appropriate for the offense. During this time the student is forbidden to enter KIMEP buildings and premises unless they have the written express consent of the Chair of KIMEP Discipline Committee.



**Exclusion**

The student is told to leave campus and not allowed to return to KIMEP. Any degree candidacy or academic standing is automatically nullified. The student is forbidden to enter KIMEP buildings and premises unless they have the written consent of the Chair of KIMEP Discipline Committee.

**Community Service/Work Experience**

The student is asked to perform a specified number of hours of volunteer work, either at KIMEP or in the wider community. In certain circumstances, the Committee may require that the student find regular paid employment and demonstrate a period of time working in that job.

**Monetary Compensation For Damages From The Student**

In cases where property has been damaged

(E.g. computers, software, fixtures etc.), the Committee may offer the student an opportunity to compensate KIMEP for the damage caused.

If the value of the damages exceeds this 20%, the Committee may not levy damages. The Committee may impose either suspension or expulsion, or recommend that KIMEP sue the student in a civil court action to recover the cost of the damages.

**Course Of Consultation With a Psychologist Or Psychiatrist**

There are circumstances where the Committee may feel that the student should have consultation(s) with a mental-healthcare professional before the student can be reintegrated into the KIMEP academic community. Records of such consultations are entirely confidential.

**Enrollment In Specific Classes**

The Committee may decide that the best solution to a problem may be knowledge itself: that a student may be directed in certain circumstances to take an academic course offered by KIMEP.

**Ban from Computer Facilities and Laboratories**

Violations of the Computer and Communications Code ('Computer Lab Rules') may result in the student being banned temporarily or permanently from computer facilities and laboratories. The Director of Computing has discretion in cases of suspension of up to one month. Longer suspensions require action by the KDC.

# **PART IV. TUITION FEES AND FINANCIAL SERVICES**

**TUITION AND FEES FOR STUDENTS: 2007 – 2008 ACADEMIC YEAR  
STUDENT FINANCIAL SERVICES**

**Types of Financial Aid**

**WORK STUDY TUITION DISCOUNTS**

## Tuition And Fees for Students: 2007 - 2008 Academic Year

<b>Undergraduate Programs</b>		
	<b><u>For Citizens of Kazakhstan and CIS countries (KZT)</u></b>	<b><u>For Citizens of Other Countries (KZT)</u></b>
<b>Tuition fee for BAE and BSS (all years)</b>		
Per credit	17,760	26,900
Per 3 credit course	53,280	80,710
5 courses/15 credits per semester	266,400	403,500
10 courses/30credits per year	532,800	807,120
<b>Tuition fee for BSc (all years)</b>		
Per credit	19,200	28,980
Per 3 credit course	57,600	86,940
5 courses/15 credits per semester	288,000	434,700
10 courses/30 credits per year	576,000	869,400
<b>Tuition fee for BAIJ program:</b>		
Per credit	14,070	21,100
Per 3 credit course	42,220	63,320
5 courses/15 credits per semester	211,140	316,620
10 courses/30 credits per year	422,280	633,240
<b>Master Programs</b>		
	<b><u>For Citizens of Kazakhstan and CIS countries (KZT)</u></b>	<b><u>For Citizens of Other Countries (KZT)</u></b>
<b>Tuition fees for MBA</b>		
Per credit	27,800	41,800
1 course/3 credits	83,410	125,420
5 courses/15 credits per semester	417,060	627,120
10 courses/30credits per year	834,120	1254,240
<b>Tuition fees for MA program</b>		
Per credit	26,550	39,740
1 course/3 credits	79,660	119,230
5 courses/15 credits per semester	398,340	596,160
10 courses/30credits per year	796,680	1192,320
<b>Tuition fees for MPA, MIR programs</b>		
Per credit	20,620	31,040
1 course/3 credits	61,880	93,130
5 courses/15 credits per semester	309,420	465,660
10 courses/30credits per year	618,840	931,320
<b>Tuition fees for MIJMC and MA in TESOL program (each)</b>		
Per credit	19,500	29,380
1 course/3 credits	58,500	88,160
5 courses/15 credits per semester	292,500	440,820
10 courses /30credits per year	585,000	881,640

<b>DBA Program</b>		
Per credit	109,540	109,540
1 course/3 credits	328,630	328,630
5 courses/15 credits per semester	1643,170	1643,170
10 courses /30credits per year	3286,350	3286,350

## **College of Continuing Education**

### **Tuition Fees**

#### **PRE DEGREE PROGRAMS**

Offering	KZT
Provisional Bachelors	141 500
Provisional Masters English	125 000
Provisional Masters Math	93 600
Preparatory English	141 500
Preparatory (Bachelor) 'Complex'	14 000
Preparatory Masters GMAT	17 600
Preparatory Masters GRE	10 500

#### **OPEN ENROLLMENT AND CERTIFICATE PROGRAM**

Offering	KZT
Business Courses	45 000

#### **PROFESSIONAL DEVELOPMENT PROGRAMS**

Offering per day per seat	KZT
Standard rate	20 800
Long Term Partner	19 760
Corporate (custom) Training	247 500
Quantative Discount (2)	18 720
Quantative Discount (3)	16 640

#### **EXECUTIVE MBA PROGRAM**

**Tuition:** 1,950,000 KZT (approximately USD \$15,000 for the program)

<b>Other Courses and Fees (KZT):</b>	<b>During Summer 2007(KZT)</b>	<b>2007-2008 AY (KZT)</b>
Kazakh and Korean Language per credit (all programs)	7,480	8,970
Intensive English Preparatory Course Fee for 1st year students (undergraduate programs) (excl. cost of books)	59,800	71,760
English Courses Tuition Fees for Graduate Programs (for citizens of all countries)	9,970	11,960
Introduction to computers for graduate programs:		
<i>Test</i>	1,500	1,800
<i>Course</i>	14,950	17,940
Pre-MA, Pre-MBA courses (each)	29,900	35,880
German, French or Spanish language courses fees		
<i>All degree students</i>	8,970	10,760
<i>Non-degree students</i>	11,960	14,350
University life course (for those who entered in AY 2005-2006 and later)	10,200	12,240

<b>Services Fees (KZT):</b>	<b>During Summer 2007 (KZT)</b>	<b>2007-2008 AY (KZT)</b>
Student activities fee (per year)	4,000	4,800
Late payment fee	6,500	7,800
Late registration fee (per course)	3,300	3,960
Official transcript (3 copies)	1,300	1,560
Withdrawal administrative fee	3,300	3,960
Library materials overdue fines:		
Reserve items	300 per hour	360 per hour
Circulating items	300 per day	360 per day
Textbook security deposit (fixed)	15,000	18,000
Textbook rental fee (collected from security deposit)	25% of textbook replacement cost	25% of textbook replacement cost
Student Club entrance to DISCO	free of charge	free of Charge
Duplicate and replacement of Diploma	1,300	1,560
Graduation ceremony fee (fixed) – gown rent	1,500	1,800
<b>Living Costs (KZT)</b>		
Double room per month	7,150-11,040	8,580-13,240
Renovated room per month	9,750	11,700

# **STUDENT FINANCIAL SERVICES**

## **Student Financial Services Sector**

The mission of the Student Financial Services Sector is to provide students with a maximum amount of financial aid (scholarships and tuition discounts), and work study opportunities, and to compile the priority list for places in the KIMEP Dormitory. The sector is responsible for collecting data concerning students' financial and academic status as well as distributing financial aid, work study, and places in the KIMEP Dormitory at the beginning of the academic year. Moreover, the Sector advises students on potential financial aid, work study options, tuition payment policy and the means to allocate funds for their study.

The high quality of KIMEP's academic programs has gained acknowledgement and recognition in the Republic of Kazakhstan and abroad. Unfortunately, these programs are expensive to produce. Thus, the cost of attending KIMEP is too high for many excellent and otherwise qualified students. The principle reason why our programs are costly is because our instructors, faculty, and administrations receive salaries on par with those in the west. This means that our Institution is open and transparent. However, it also means supporting this system of education is expensive.

We firmly believe that our mission is to serve the people of the Republic of Kazakhstan. Therefore, we have implemented a system of financial aid and support for our students. Moreover, we are dedicated to the principle that any qualified student that desires to study with us should be allowed the opportunity to seek out those resources required to do so. The Student Financial Services Sector is committed to the goal of providing the economically disadvantaged who have the highest test scores/GPAs with the maximum amount of funding as possible.

The means of the distribution of aid is through the Admission and Scholarship Committee. The Committee is responsible for the accurate and fair distribution of all money that is received by KIMEP, as well as other non-traditional forms of scholarships that are detailed below. While every effort is made by the Committee to disburse all money in a fair and equitable manner, it is the responsibility of the student to ensure that the Student Financial Services Sector has all the necessary documents to correctly process their applications. The decision of the Admission and Scholarship Committee is final. KIMEP reserves the right to distribute non-designated scholarship money, the work study tuition discounts, and tuition waivers in any way it sees fit. KIMEP makes no connection between the distribution of scholarships, grants, tuition waivers, work study tuition discounts and any other forms of financial aid with payment deadlines.

While the Institution attempts to distribute money, waivers and discounts before tuition deadlines, this is not always technically possible. Thus, students and prospective students need to be prepared to pay all tuition and fees according to established KIMEP regulations and tuition deadlines, even if they apply or intend to apply for financial aid or work study tuition discounts.

KIMEP makes no promise of financial aid, work study tuition discounts, or dormitory space to any student or individual.

KIMEP reserves the right to modify, amend or take away any amount of scholarship money, grants, tuition waivers, and work study discounts from any student. Students who fail to achieve high grades, students who are placed on academic or non-academic probation, for example, are at

risk of losing any or all of their scholarships, tuition waivers or discounts. Moreover, all tuition waivers are subject to the university financial situation. Even if a student qualifies for a tuition waiver, it does not mean it is automatic if the Institution believes it is contrary to its financial interest. No scholarship, work study tuition discount, tuition waiver or award is automatic and may be changed due to financial considerations without notice by the administration, even after it has been awarded by the Scholarship and Admissions Committee. This point does not include designated scholarships provided by companies, organizations or individuals.

## **Types of Financial Aid**

### **Scholarships**

Scholarships are a traditional form of financial aid. Donors, corporations, individuals, and other sponsors give money to KIMEP that is specifically designated to be distributed to either graduate or undergraduate students in the form of tuition subsidy. Unfortunately, because the amount of funds that our sponsors provide varies from year to year, the Student Financial Services Sector is unable to offer interested students an exact figure marked for distribution. Awards of scholarships are based upon the verifiable financial need of an applicant as well as academic standing. The criteria for the establishment of financial need may be found further in this document under the heading of "Qualifications for Financial Aid".

## **Tuition Waivers and Tuition Discounts**

Other forms of aid include tuition waivers and work-study tuition discounts.

Non-Work Study tuition waivers:

- The Nursultan Nazarbaev Scholarship
- The KIMEP Presidential Tuition Waiver
- The KIMEP Dean's Tuition Waiver
- “Altyn Belgi” Golden Medal
- Scholarship for Citizens of Central Asian Countries
- The KIMEP Employee Tuition Waiver
- Discount for Children of KIMEP Employees

Work Study tuition discounts:

- Discounts for Children of Pensioners
- Discounts for Children with a Single Parent
- Discounts for Orphans
- The Ethnic Minority Tuition Discount
- The KIMEP Family Tuition Discounts

The distribution of these discounts and waivers are not automatic and varies from year to year. The Scholarship and Admissions Committee reserves the right not to grant these discounts and waivers due to financial constraints of the Institution.

## **Nursultan Nazarbayev Scholarship**

In honor of the President of the Republic of Kazakhstan, KIMEP has adopted the Nursultan Nazarbayev Scholarship. The Scholarship provides four newly admitted undergraduate students with a 100 (one-hundred) percent tuition discount for four years of undergraduate study. There is no work study commitment. Criteria for selection are:

1. KIMEP Entrance Exam scores
2. An inability to pay tuition costs

The following rules govern the distribution of the Scholarship:

1. The Nursultan Nazarbayev Scholarship will be distributed as a tuition waiver.
2. Only newly admitted undergraduate students will be considered.
3. Only full-time students who apply for Financial Aid with a complete set of documents will be considered.
4. The waiver provides 100 (one-hundred) percent free tuition for a maximum of 130 credits for undergraduates.
5. Any student whose GPA falls below 4.0 will have this scholarship automatically revoked.
6. If a student takes more than 130 (one hundred and thirty) credits he/she is responsible for payment of those extra credits.
7. After the expiration of the 4 (four) year time limit, the student is responsible for full tuition payments regardless of how many credits taken.
8. In the event that a student takes a course that is not assigned credit, the student is responsible for tuition costs.
9. All credits taken, regardless of the grade are counted towards the 130 credit limit.
10. The Scholarship is not automatic; a student must display proof that he/she is unable to pay the full tuition costs.
11. The Scholarship is not transferable.
12. The Scholarship has no cash value.
13. The Nursultan Nazarbayev Scholarship does not cover fees.
14. Any student who receives the Scholarship is not eligible for any other forms of scholarships, tuition waivers or discounts.
15. Any student who is not in good academic standing due to grades or disciplinary problems is not eligible for the Scholarship.
16. The Scholarship Committee reserves the right to remove the waiver at any time for academic, disciplinary, attendance problems or financial constraints of the Institution.

## **Presidential Tuition Waiver**

In recognition of the fact that KIMEP has an obligation to the Republic of Kazakhstan as a whole, the Institution has implemented the Presidential Tuition Waiver that provides the most economically disadvantaged students who have the highest GPAs with a 100% tuition discount for 1 (one) academic year. There is no work study commitment. Criteria for selection are:

1. GPA / Demonstrated Academic Achievement
2. An complete inability to pay tuition costs



The following rules govern the distribution of the waiver:

1. Only admitted undergraduate students of second-, third- and fourth-years will be considered for the Presidential Tuition Waiver.
2. Only full-time students who apply for Financial Aid with a complete set of documents will be considered.
3. The waiver provides 100 (one-hundred) percent free tuition for up to 130 credit hours for undergraduate and for the credit hours required for a graduate program.
4. In the event that a student takes a course that is not assigned credit, the student is responsible for tuition costs.
5. The Presidential Tuition Waiver does not cover fees.
6. If a student's GPA falls below 4.0 the Scholarship Committee will automatically remove the waiver.
7. The tuition waiver is not automatic; a student must display proof that he/she is unable to pay the full tuition costs.
8. The waiver is not transferable.
9. The waiver has no cash value.
10. Any student who receives the waiver is not eligible for any other forms of scholarships, other tuition waivers or discounts during the year that the waiver is received.
11. Any student who is not in good academic standing due to grades or disciplinary problems is not eligible for the waiver.
12. The Scholarship and Admissions Committee reserves the right to remove the waiver at any time for academic, disciplinary, attendance problems or financial constraints of the Institution.

## **Dean's Tuition Waiver**

In recognition of the fact that KIMEP has an obligation to the Republic of Kazakhstan as a whole, the Institution has implemented the Dean's Tuition Waiver. The Waiver provides the most economically disadvantaged students who have the highest GPAs with a 50% tuition discount for 1 (one) academic year. There is no work study commitment. Criteria for selection are:

1. GPA / Demonstrated Academic Achievement
2. Poor financial situation

The following rules govern the distribution of the waivers:

1. Only admitted undergraduate students of second-, third- and fourth-years will be considered for the KIMEP Dean's Tuition Waiver.
2. Only full-time students who apply for Financial Aid with a complete set of documents will be considered.
3. The waiver provides 50% tuition discount for a maximum of 15 (fifteen) credits per semester, with the maximum of 30 (thirty) credits over Fall and Spring semesters.
4. The waiver provides 100 (one-hundred) percent free tuition for a maximum of 130 credits for undergraduates.
5. In the event that a student takes a course that is not assigned credit, the student is responsible for tuition costs.
6. Any course failed by the student is considered to count towards the credit limit.

7. If a student's GPA falls below 4.0 the Scholarship Committee will automatically remove the waiver.
8. The Dean's Tuition Waiver does not cover fees.
9. The tuition waiver is not automatic; a student must display proof that he/she is unable to pay the full tuition costs.
10. The waiver is not transferable.
11. The waiver has no cash value.
12. Any student who receives the waiver is not eligible to receive other forms of scholarships, tuition waivers or discounts during the semester the waiver is received.
13. Any student who is not in good academic standing due to grades or disciplinary problems is not eligible for the waiver.
14. The waiver is offered in Fall and Spring semesters only.
15. The Scholarship and Admissions Committee reserves the right to remove the waiver at any time for academic, disciplinary, attendance problems or financial constraints of the Institution.

## **Altyn Belgi scholarship**

In recognition of the fact that KIMEP has an obligation to the Republic of Kazakhstan as whole, the Institution has created the Altyn Belgi Scholarship that provides eight newly admitted undergraduate students with a 100% tuition discount for four years of undergraduate study. There is no work-study commitment. Criteria for selection are:

Criteria for selection:

1. "Altyn Belgi" Certificate
2. KIMEP Entrance Exam scores
3. Complete inability to pay tuition costs

The following rule governs the distribution of the Scholarship:

1. The Altyn Belgi Scholarship will be distributed as a KIMEP tuition waiver.
2. Only newly admitted undergraduate students are considered.
3. Only full-time students who apply for Financial Aid with a complete set of documents are considered.
4. The waiver provides 100% free tuition with a total of 130 credits over a four years period.
5. Any students whose GPA falls below 4.0 in any semester will have this scholarship automatically revoked.
6. If a student takes more that 130 credits he/she is responsible for payment of those extra credits.
7. After the expiration of the four year time limit, the student is responsible for full tuition payment regardless of how many credits taken,
8. In the event that a student takes a course that is not assigned credits, the student is responsible for tuition costs.
9. The scholarship does not cover retake courses.
10. All credits taken, regardless of the grade are counted towards the 130 credit limits.
11. The Scholarship in not automatic; a student must display proof that he/she is unable to apply the full tuition costs.
12. The Scholarship is not transferable.
13. The Scholarship has no cash value.
14. The Altyn Belgi Scholarship does not cover other fees.

15. Any student who receives the Scholarship is not eligible for any other form of scholarship, tuition waivers or discounts.
16. Any student who is not in good academic standing due to grades or disciplinary problems is not eligible for the Scholarship.
17. The Scholarship Committee reserves the right to remove the waiver at any time for academic, disciplinary, attendance or financial constraints of the Institution.
18. The scholarship goes into effect as of the Fall Semester 2005, and is not retroactive.

## **Central Asian Scholarship**

In recognition of the fact that KIMEP has an obligation to the Republic of Kazakhstan as a whole, the Institution implemented the Central Asian Scholarship that provides four newly admitted undergraduate students and four newly admitted graduate students with a 100% tuition discount and room for the duration of their studies at KIMEP (four years for undergraduate and two years for graduate students). There is no work-study commitment. The criteria for selection are:

1. KIMEP Entrance Exams Scores
2. Citizenship in a Central Asian Country (CAC): Kyrgyzstan, Tajikistan, Turkmenistan or Uzbekistan

The following rules govern the distribution of the Scholarship:

1. The CAC Scholarship will be distributed as a KIMEP tuition waiver.
2. Only newly admitted students will be considered.
3. Only students who pass the KIMEP Entrance Exams will be considered.
4. A minimum entrance score will be established by KIMEP for students applying for CAC scholarship. Above this score the highest entrance exam score would be awarded.
5. Only full-time students who apply for CAC Scholarship will be considered.
6. Each of the 4 CA Republics (Uzbekistan, Turkmenistan, Kyrgyzstan, and Tajikistan) may place 2 students each: 1 Master and 1 Bachelor for a total of 8 awards per year.
7. The CAC Scholarship covers all tuition (including intensive courses), fees and room for the period the student is eligible for the grant or until the end of the program (over a four year period for bachelors and two years for masters).
8. The scholarship covers 100% tuition (including intensive course) for a maximum of 130 credits for undergraduates.
9. The Scholarship is not automatic. Awardees would be reviewed on an annual basis. In order to have the CAC scholarship renewed Bachelor Awardees must maintain a 3.0 GPA in the first-year of study and a 3.5 for subsequent years, Masters Awardees must maintain a 3.25 in the first-year of study and a 3.5 for subsequent years.
10. The scholarship does not cover retake courses.
11. If a student takes more credits than required for a program he/she is responsible for payment those extra credits.
12. After the expiration of the four-year time limit for a Bachelor degree and two years for a Masters degree, the student is responsible for full tuition payments regardless of how many credits taken.
13. In the event that a student takes a course that is not assigned credit, the student is responsible for tuition costs, except for intensive courses.
14. All credits taken, regardless of the grade are counted towards the program's credit limit.
15. The Scholarship is not transferable.

16. The scholarship has no cash value.
17. Any student who receives the Scholarship is not eligible for any other forms of scholarships, tuition waivers, or discounts.
18. Any student who is not in good academic standing due to grades or disciplinary problems is not eligible for the Scholarship.
19. The Scholarship Committee reserves the right to remove the waiver at any time for academic, disciplinary, attendance problems or financial constraints of the Institution.
20. The scholarship goes into effect as of the Fall Semester 2005, and is not retroactive.

## **Employee Tuition Waiver**

In recognition of the fact that it is vitally important for KIMEP's employees to continually increase their academic skills and technical abilities, KIMEP has created the Employee Tuition Waiver. This waiver is applicable after the employee's probation period has been passed. There is no work study commitment. The following rules govern the waiver.

1. Only English classes will be offered to employees at a 100% discount. Employees must first successfully complete their probation period to be eligible.
2. All other courses will be offered to employees only at a 50% discount. Employees must first successfully complete one full year of service to be eligible.

## **Rules for Employee Tuition Waivers**

1. Any full-time employee of KIMEP may take 1 to 6 credits or 90 academic hours per academic semester. In the case of a mini semester of approximately seven weeks, only one course, or six academic hours a week will be allowed. Students may only take courses that are offered in the evening.
2. Any full-time employee of KIMEP may take 1 to 18 credits per academic year, evening courses only.
3. The waiver applies only to full-time employees.
4. The waiver is not transferable.
5. The waiver has no cash value.
6. KIMEP employees who receive the Employee tuition waiver are not eligible for any other scholarships, grants, tuition waivers or discounts.
7. Any employee who is not in good academic standing due to grades or disciplinary problems is not eligible for a waiver.
8. Employees must obtain permission from their direct supervisors before they will be allowed to commence with their studies.
9. The Scholarship and Admissions Committee reserves the right to remove the waiver at any time for academic, disciplinary, attendance problems or financial constraints of the Institution.
10. Employees must sign a contract with the personnel department.

## **Responsibilities of KIMEP Employees**

Any full-time employee of KIMEP, who accepts a tuition waiver, after the completion of the courses, must renew their contract with KIMEP for one additional year beyond the normal contract period.

Only when an employee completes one full year of service, will the employee's portion of the tuition cost be waived.

If the employee fails to complete one year of additional service after the completion of the courses, tuition for all courses must be paid in full. Certificates, diplomas, and final clearance will be delayed until these conditions are met.

For purposes of clarity, an employee shall not be permitted to take courses during normal working hours.

These rules and regulations are effective Spring Semester 2003, and are not retroactive. They may be waved or modified with the approval of the Executive Committee.

## **Tuition Waiver for Children of KIMEP Employees**

Understanding the need to build a community, KIMEP offers the children of all full-time employees a limited number of tuition discounts. There is no work study commitment. Criteria for selection are:

1. Only unmarried children of full-time employees up to the age of 26, who are dependent on the employee, shall be entitled for the discount.
2. The discount is not automatic and must be approved on an individual basis by the Admission and Scholarship Committee.
3. To be eligible for the discount the student must apply for financial aid.
4. For every 1 (one) year a full-time employee has worked, his/her child/children will receive 10 (ten) credits of courses for free. This applies to any program the student desires, day or evening, part-time or full-time.
5. An employee may earn a total of 100 (one hundred) free credits towards each child. After this, the employee/student is responsible for all tuition payments.
6. If an employee and their spouse work at KIMEP, they may add their cumulative years of service together to determine the total number of credits of courses for free, but this number should not exceed 100 free credits towards each child.
7. In the event that a student takes a course that is not assigned credit, the student is responsible for tuition costs.
8. All credits taken, regardless of the grade are counted towards the credit limit.
9. Students under this program are responsible for all fees outside of tuition payments.
10. The amount of time an employee has worked will be retroactive to 1992. Thus employees who have already worked for more than 10 (ten) years are eligible to receive the 100 (one hundred) free credits only.
11. Any student of any full-time employee who is taking courses, or who has taken courses is not entitled to a reimbursement of tuition previously paid.
12. In the event that an employee's contract is terminated, either by KIMEP, the employee, or by mutual consensus, all earned credits that have not been used are automatically lost from the date of employee's service discontinuation.
13. In the event that an employee's contract is terminated, either by KIMEP, the employee, or by mutual consensus, the employee is not responsible for reimbursing free credits used by the child of the employee.
14. In the event that a full-time employee retires from KIMEP all earned credits may be used after the retiree's termination of full-time employment.
15. The discount is not transferable.
16. The discount has no cash value.

17. Any student who is not in good academic standing due to grades or disciplinary problems is not eligible for the discount.
18. Any student who receives the discount is not eligible to receive other forms of scholarships, tuition waivers or discounts during the year the waiver is received.
19. The Admissions and Scholarship Committee reserves the right to remove the waiver at any time for academic, disciplinary, attendance problems or financial constraints of the Institution.

## **WORK STUDY TUITION DISCOUNTS**

Students who do not win a scholarship or outside grant but have financial hardship due to the pensioner status of parents, single parent, orphan status, and a sibling studying at KIMEP may apply for the work study program. This program provides the student with a discount in tuition in return for part time work at KIMEP. The number of hours required to work depends on the amount of the discount. However, no student is required to work more than 150 hours per semester and in most cases this requirement is much less.

Not only does the work study program provide the student with a tuition discount, it also provides the student with valuable work experience in an academic environment. This advantage of having work experience will assist the student when he/she enters the workforce. The following sections are the socio-economic categories that work study are given.

### **Work Study Tuition Discount for Children of Pensioners**

In recognition of the fact that KIMEP has an obligation to the Republic of Kazakhstan as a whole, and in recognition that pensioners have contributed much to the development of society, KIMEP offers the children of Pensioners limited discounts during their study at KIMEP. The following rules govern the distribution of the discounts:

1. The discounts are available to both admitted graduate and undergraduate students.
2. Only full-time students who apply for Financial Aid with a complete set of documents will be considered.
3. The student is responsible for paying all fees.
4. The discount is not automatic; a student must display proof that because his/her parent(s) are pensioners (retirement pensioners or pensioners because of disability) he/she is unable to pay the full tuition costs.
5. If 1 (one) parent of a student is a pensioner the student will receive a 10% discount for up to 130 credit hours for undergraduate and for up to the credit hours required for the graduate program.
6. If 2 (two) parents of a student are pensioners the student will receive a 25 (twenty five) percent discount for up to 130 credit hours for undergraduate and for up to the credit hours required for the graduate program.
7. In the event that a student takes a course that is not assigned credit, the student is responsible for tuition costs.
8. The discount is not transferable.
9. The discount has no cash value.
10. The discount goes into effect as of the Spring Semester 2002, and is not retroactive.
11. Any student who receives the discount is not eligible to receive other forms of scholarships, tuition waivers or discounts during the semester the waiver is received.

12. The waiver is offered in Fall and Spring semesters only.
13. The discount is valid during 1 (one) academic year. To renew the discount after the completion of 1 (one) academic year the student must reapply for financial aid.
14. The Admissions and Scholarship Committee reserves the right to remove the waiver at any time for academic, disciplinary, attendance problems or financial constraints of the Institution.
15. The student is required to perform work for the university for a set number of hours.

#### **Work Study Tuition Discount for Children with a Single Parent**

In recognition of the fact that KIMEP has an obligation to the Republic of Kazakhstan as a whole, the Institution has implemented discounts for children of single parents. The following rules govern the distribution of the discount:

1. The discount is available to both admitted graduate and undergraduate students.
2. Only full-time students who apply for Financial Aid with a complete set of documents will be considered.
3. A child with only 1 (one) parent will receive a 25% percent discount for up to 130 credit hours for undergraduate and for up to the credit hours required for the graduate program.
4. All credits taken, regardless of the grade are counted towards the credit limit.
5. In the event that a student takes a course that is not assigned credit, the student is responsible for tuition costs.
6. The discount is not automatic; a student must display proof that because he/she only has one parent he/she is unable to pay the full tuition costs.
7. The waiver is offered in Fall and Spring semesters only.
8. The discount is valid during 1 (one) academic year. To renew the discount after the completion of 1 (one) academic year the student must reapply for financial aid.
9. The student is responsible for paying all fees.
10. The discount is not transferable.
11. The discount has no cash value.
12. Any student who is not in good academic standing due to grades or disciplinary problems is not eligible for the discount.
13. Any student who receives the discount is not eligible to receive other forms of scholarships, tuition waivers or discounts during the semester the waiver is received.
14. The discount goes into effect as of the Spring Semester 2002, and is not retroactive.
15. The Admission and Scholarship Committee reserves the right to remove the waiver at any time for academic, disciplinary, attendance problems or financial constraints of the Institution.
16. The student is required to perform work for the university for a set number of hours.

#### **Work Study Tuition Discount for Orphans**

In recognition of the fact that KIMEP has an obligation to the Republic of Kazakhstan as a whole, the Institution has implemented discounts for orphaned children. The following rules govern the discount for Orphans:

1. The discount is available to both admitted graduate and undergraduate students.
2. Only full-time students who apply for Financial Aid with complete set of documents will be considered.
3. Any student above the age of 25 (twenty five) or older upon entrance is not eligible for the discount.

4. Any student who enters KIMEP as a full-time student before the age of 25 (twenty five) is eligible for the discount even if they surpass the 25 (twenty-five) year limit during their time of study.
5. Any full-time admitted student regardless of program who is an orphan is entitled to a 100% discount on a maximum of 15 credits hours of tuition costs per semester.
6. For undergraduate students, the discount covers a maximum of 130 (one-hundred and thirty) credits free of charge. After the maximum number of credits has been reached, the student is responsible for all subsequent tuition costs.
7. For graduate students, the discount covers a maximum of 60 (sixty) credits free of charge. After the maximum number of credits has been reached, the student is responsible for all subsequent tuition costs.
8. In the event that a student takes a course that is not assigned credit, the student is responsible for tuition costs.
9. All credits taken, regardless of the grade are counted towards the credit limit.
10. Any orphan who receives a degree from KIMEP under the discount is not eligible to pursue another degree at KIMEP under the discount. The student is eligible only for other forms of scholarships, tuition waivers and discounts.
11. The discount is not automatic; a student must display proof that because he/she is an orphan he/she is unable to pay the full tuition costs.
12. Any student whose GPA falls below 3.0 will have the discount automatically removed by the Admission and Scholarship Committee.
13. The student is responsible for paying all fees.
14. The discount is not transferable.
15. The discount has no cash value.
16. The discount is valid for 1 (one) year. To renew the discount after the completion of 1 (one) year the student must reapply for financial aid.
17. Any student who is not in good academic standing due to grades or disciplinary problems is not eligible for the discount.
18. Any student who receives the discount is not eligible to receive other forms of scholarships, tuition waivers or discounts during the semester the waiver is received.
19. The discount goes into effect as of the Spring Semester 2002, and is not retroactive.
20. The Scholarship Committee reserves the right to remove the waiver at any time for academic, disciplinary, attendance problems or financial constraints of the Institution.
21. The student is required to perform work for the university for a set number of hours.

### **Work Study Tuition Discount for Family**

Understanding the need to build a community, KIMEP offers families with more than 1 (one) child attending KIMEP tuition discounts for both students.

The following govern the distribution of the discounts:

1. The discounts are only given to families with more than 1 (one) child attending KIMEP.
2. All children from one family must be admitted to KIMEP.
3. Each child of a family must submit an application form to the Student Financial Services Sector, but with one complete set of documents for the same family.
4. To be eligible for the discount both children must be full-time students.



5. The tuition waiver is not automatic; a student must display proof that he/she is unable to pay the full tuition costs.
6. Both children must have one parent in common to be eligible for the discount.
7. If 2 (two) children from the same family are attending KIMEP, both students will receive a 25% discount.
8. If 3 (three) children from the same family are attending KIMEP, each child will receive a 25% discount.
9. If 4 (four) children from the same family are attending KIMEP, then each child will receive a 25% discount and so on for five, six, or more children.
10. The Family Tuition Discount is provided based on a maximum of 130 credit hours for undergraduate and up to the program requirement for graduate students.
11. All credits taken, regardless of the grade are counted towards the credit limit.
12. In the event that a student takes a course that is not assigned credit, the student is responsible for tuition costs.
13. All students are responsible for paying fees.
14. The discount is not transferable.
15. The discount has no cash value.
16. The waiver is offered in Fall and Spring semesters only.
17. The discount is valid during 1 (one) academic year. To renew the discount after the completion of 1 (one) academic year the student must reapply for financial aid.
18. Any student who is not in good academic standing due to grades or disciplinary problems is not eligible for the discount.
19. Any family that receives the discount is not eligible to receive other forms of scholarships, tuition waivers or discounts during the academic year the waiver is received.
20. The Admission and Scholarship Committee reserves the right to remove the waiver at any time for academic, disciplinary, attendance problems or financial constraints of the Institution.
21. The student is required to perform work for the university for a set number of hours.

### **Orientation Work Study Program**

The Office of the Registrar solicits the help and support of students every year to give tours of the Institution, talk to parents and prospective students, and to run the yearly orientation program. Students who are selected by the Office of the Registrar (approximately 20 every academic year) are provided with a tuition waiver during the year. Please note the following rules concerning the Orientation Work Study Program:

1. Students who are interested in this program must apply to the Registrar before the start of the academic year in the fall semester.
2. The Registrar will determine which students are eligible to participate in the program.
3. After students have been selected they will immediately have the tuition waiver credited to their accounts. This is a one-semester waiver.
4. The student is responsible to perform all reasonable duties and services prescribed by the Information Sector during the course of the entire academic year (from the beginning of the fall semester through and including the summer semesters).
5. The Office of the Registrar reserves the right to recommend removing any student considered unfit to serve in the Orientation Work Study Program. If a student is removed, then the student will be responsible for refunding the tuition waiver.

### **Assistantships**

A faculty member often employs graduate and senior undergraduate students to perform research or tutorial assistant tasks, as well as to help the faculty or the department. These tasks help to develop their academic skills and interest in teaching and research. Generally, students are selected on the basis of high academic standing and spoken English language ability. Individual academic departments determine the number of assistants needed as well as the eligibility criteria.

### **Other Work Study Opportunities**

In addition to tuition discount work study opportunities based on socio-economic categories, students are eligible to work on-campus, performing different duties in the library, print shop, dormitory, Student Club, auxiliary services and various department and faculty offices. Students should contact these units directly to find out if they have employment opportunities or not. Compensation for student assistants is in the form of a tuition waiver. There is no cash payment of any kind. You may contact the Associate Vice President of academic Affairs for further information.

### **Qualification for Financial Aid, Work Study Program and Dormitory**

To run a system of need-based aid, a work study program and places in the dormitory, need (that portion of the cost of education that the student or his/her family is unable to pay) must be determined. To assess these needs, KIMEP requires from all first year students seeking financial aid, work study tuition discounts, or placement in the dormitory detailed and accurate information about the student's and family's incomes, assets, liabilities, retirement income and other pertinent facts, such as the number of children that the family needs to educate. This provision also applies to students who wish to apply for financial aid and work study tuition discounts for the first time and have never declared their financial situation to KIMEP before. These documents are retained for the duration of the student's academic career at KIMEP and used to make financial aid and work study decisions for all years of study. However, when a student's and family's financial situation changes or by request from Student Financial Services Sector, KIMEP may require an update of documentation on a student's financial situation.

The Admissions and Scholarship Committee makes the final decision of scholarship distribution.

### **Primary Criteria for Financial Aid And Work Study:**

1. Demonstrated and verifiable financial need of a student. Within this criterion there are several sub-criteria applied:
  - Level of family income (correlated to cost of living/expenses)
  - Total of all other assets (Car/vehicle/apartment/home)
  - Number of family members
  - Number of disabled family members
  - Student home region
  - Current employment status of family members
2. Excellent academic performance of a student/excellent GPA.
3. Criteria established by KIMEP donors.

## **Other Guidelines for Financial Aid, Work Study Program and Dormitory**

1. Scholarships, work study tuition discounts, and dormitory spaces are distributed each academic year in accordance with a student's overall GPA and financial situation, but are subject to the availability of funds and the financial constraints of the institution. No award is automatic and may be revoked by the Admission and Scholarship Committee and the administration at any time.
2. A student's overall GPA is considered for scholarship and work study tuition waivers each semester. For entering students scholarship distribution for the fall semester during the first year is based on their entrance tests scores.
3. The scholarships, work study tuition discounts and dormitory space of students who transfer from the daytime program to the continuing education program will be withdrawn.
4. If a student who was awarded a grant, scholarship, or work study withdraws from the institution the grant or scholarship will be withdrawn.
5. If the student does not occupy his/her dormitory space on the first day of the semester, then they may lose their dormitory space.

## **Eligibility Criteria**

Submit a completed application form before the deadline.

Demonstrate verifiable financial need.

Meet the profile and/or criteria specified by donors/KIMEP.

Maintain the minimum GPA required for each individual form of financial aid.

Be in good academic standing (3.0 GPA for graduate students and 2.33 GPA for undergraduate students).

Be a full-time student (9 credits per semester for graduate students and 12 credits per semester for undergraduate students).

## **Disqualification from Financial Aid and Work Study Tuition Discounts**

The following conditions will automatically disqualify any student for any form of financial aid or support:

Provisional Status

Academic Probation

Non-Academic Probation (dependent on the Disciplinary Decision)

Academic Disqualification

Non-Academic Disqualification (dependent on the Disciplinary Decision)

Falsification of Official Documents

## **How to Obtain Financial Aid, Work Study Tuition Discounts and Dormitory Space**

Only KIMEP students are eligible to apply for any type of financial aid, work study tuition discounts or dormitory space, however, non-KIMEP students may apply for financial aid, work study tuition discounts, and dormitory space, but will only be considered if they have become full-time KIMEP students before the Admission and Scholarship Committee distributes funds and dormitory spaces. Students need to fill out the Application form for Financial Support before the

deadline, which is available on the web-site and in the Student Financial Services Sector and also attach all necessary documents, confirming financial need.

### **Documents Required**

1. Completed Application form for Financial Aid with 1 passport-size photo.
2. Copy of a state ID or birth certificate or passport for all family members.
3. Document identifying the list of family members (Form # 3 from Passport Bureau) or its equivalent (it is mandatory to have the same document for both student and his/her parents/guardians if a student lives separately).
4. CV or resume.
5. Document from a Real Estate Agency certifying availability/absence of any real estate for all adult family members/guardians.
6. Document with indication of the current market value of all real estate owned by any family member/guardians, if applicable.
7. Document from Traffic Authorities certifying the availability/absence of the transportation device owned by any adult family members/guardians.
8. Document with indication of the current market value of all transportation devices owned by any family member/guardians, if applicable.
9. Document from the accounting office of the parents' or spouse's or guardians' workplace certifying the amount of a monthly salary/ income for the period of one year.
10. If parent(s)/guardian/spouse have own business the following documents should be submitted: document certifying their registration in Tax Committee; Income Declaration; statement from Personal Pension Account certifying pension deductions for the period of one year.
11. If parents are pensioners, a document certifying their social status and a document certifying the amount of pension must be submitted.
12. If parents/guardians are unemployed, a document from Labor and Social Care Office certifying their social status must be submitted.
13. In case of divorce, single parenthood or death of one/both parents, a document certifying such facts must be submitted.
14. If there is a physically disabled family member, the medical document certifying this fact should be submitted.
15. When applying for a Family Tuition Discount birth certificates for all siblings who study at KIMEP must be submitted.

It is not necessary to present documents for siblings above the age of 21 (twenty one). Any student who submits false information to the Student Financial Services Sector may be subsequently expelled from KIMEP. All documents must be original or certified by a Notary Office. If submitting a copy of a document, the original document must be presented to the Financial Aid Officer for verification.

### **Tuition Payment Policy**

All KIMEP students are required to pay their tuition fees on time. If students are unable to pay the entire tuition fee for the whole year at one time, then a specified installment schedule can be followed: 6 installments in one academic year (3 installments per semester). The due dates for these installments are announced in advance through the academic calendar.

If a student is in default, the following rules and policies will be applicable.

1. Any student with a debt remaining after the payment deadline will be barred from attending classes.
2. Any student with debt remaining at the end of a semester will not receive his/her final grades or any other grades, nor will the student be allowed to register for the next semester.
3. Administrative and legal actions may be taken towards any student with any amount of debt, including administrative withdrawal from KIMEP. This action terminates the relationship between the student and KIMEP. However, the student is still legally responsible for paying all debt. A student who has been administratively withdrawn from KIMEP may reapply to the Institute once his/her debt has been settled. The Department to which the student is applying decides whether to accept or reject the student.
4. Any student who has been administratively withdrawn from KIMEP due to unpaid debt and has been re-accepted to KIMEP after settling the debt will have all previously taken courses counted towards graduation.
5. Any period of time during which a student is administratively withdrawn from KIMEP is counted towards graduation time limits.
6. KIMEP makes no connection between the distribution of scholarships, grants or tuition waivers and payment deadlines. Thus, students cannot count on receiving scholarships, grants or tuition waivers by the deadline date for tuition payment. All students must be prepared to pay 100% of their tuition and 100% of their fees on the stipulated payment dates.

# **PART V**

## **COLLEGES, ACADEMIC PROGRAMS AND SUPPORT UNITS**

### **ADMINISTRATION**

B. Taylor, Ph.D., Vice President of Academic Affairs  
Associate Vice President of Academic Affairs (Vacant)  
H. Gaggiotti, Ph.D., Dean of Bang College of Business  
M. Khawaja, Ph.D., Dean of College of Social Sciences  
A Lang, MBA, Dean of College of Continuing Education  
Sang Hoon Lee, Ph.D., Associate Dean and Director of DBA Program, BCB  
Ustina Markus, Director of General Education Program and Associate Professor of Political  
Science, CSS  
Maganat Shegebayev, MA in TESOL, Acting Director of Language Center  
Sergei Katsovich, MBA, Director of Computer Center and Information Systems  
Leslie Champeny, MLIS, Director of Library  
Dana Stevens, Ph.D., Director of International Office and Chair of Self-Study Committee

**UNDERGRADUATE GENERAL EDUCATION PROGRAM**  
**BANG COLLEGE OF BUSINESS**  
**COLLEGE OF SOCIAL SCIENCES**  
**COLLEGE OF CONTINUING EDUCATION**  
**LANGUAGE CENTER**  
**COMPUTER AND INFORMATION SYSTEMS (CISC)**  
**LIBRARY**

## UNDERGRADUATE GENERAL EDUCATION PROGRAM

KIMEP follows an American-style curriculum based on a two-prong approach to education. Students select a major field of study. At the same time, students are required to take courses in other fields outside of their major to ensure that they have a broad education beyond their field of specialization. The purpose is to give students knowledge in a wider range of areas so that ultimately they are not only narrowly trained, but have an understanding of other fields beyond their own primary focus.

The General Education curriculum is 48 credits and it is divided into three sections. The first part is classes that must be taken by all KIMEP students. These classes include English language courses that are to be taken in the students' first year at KIMEP to insure that the students are prepared to take on more challenging classes in English later and successfully complete them. That part also includes classes that are required by the Republic of Kazakhstan for all institutions of higher learning. Those classes include the History of Kazakhstan and one year of Kazakh language. International students may substitute Russian, or additional English courses for the Kazakh language. KIMEP also requires that all students take Introduction to Computers so that they will be able to use computers effectively in their studies.

The second section of the curriculum is made up from several disciplines that will provide students with a fuller general knowledge. Students are required to take classes from each category of the disciplines. In order to give students the flexibility to take a class that interests them or is most useful for them, students may select any class offered under a discipline to fulfill that requirement. For example, a student may take any math class or statistics course to complete the requirement for math, any computer course beyond Introduction to Computers to complete their computer discipline requirement, any science class to complete their science requirement, and so forth.

The last section is a General Education Elective (GEE). This includes courses such as languages, sports, arts, music, and other classes approved by the General Education Committee. Students do not have to take classes under the GEE heading, but may take additional English language courses or an additional class from the disciplines to make up their 48 credits.

### **KIMEP General Education Requirements**

#### **Categories of General Education courses**

Required courses	24 credits
General Education discipline specific electives	21 credits
General Education free electives	3 credits

**Total General Education requirement** **48 credits**

#### **Required courses**

ENS1111 Academic Speaking	3 credits
ELN1101 Academic Listening and Note Taking 1	3 credits
ELN1201 Academic Listening and Note Taking 2	3 credits
EWR1211 Academic Reading and Writing	3 credits

ORT1300 University Life	0 credits
HIST1501 History of Kazakhstan	3 credits
CIT1712 Introduction to Computers	3 credits
Kazakh language – semester 1	3 credits
Kazakh language course – semester 2	3 credits

Students are strongly recommended to study these courses in their first year at KIMEP. ORT1300 is normally taken in the summer before a student's enrollment at KIMEP, but may be taken in the student's first semester.

A student may be exempted from taking CIT1712 if he/she demonstrates proficiency in the use of computers. If a student is exempted, he/she may earn the 3 credits by enrolling in any General Education course outside his/her major field.

The four Academic English courses (ENS1111, ELN1101, ELN1201, EWR1211) form a sequence. ENS1111 and ELN1101 are normally taken in a student's first semester, and ELN1201 and EWP1211 taken 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.

Students (except international students) must study two semesters of Kazakh language. KIMEP's program in Kazakh includes suitable courses at different levels of difficulty for student who enter with different levels of Kazakh proficiency. For a student whose knowledge of Kazakh is limited, the appropriate entry-level course is KAZ1402 (Beginning Kazakh 1).

### **General Education discipline specific electives**

Students must take 21 credits of course work in six specified discipline areas.

#### 1) Science (3 credits)

Any one of the following courses:

SC1504 Introduction to Environmental Studies  
 SC1505 Energy and Environment  
 SC1506 Health and Lifestyles

Additional courses in other scientific fields will be added in later years.

#### 2) Ethics and Philosophy (3 credits)

Any one of the following courses:

PHIL1501 Introduction to Ethics and Philosophy  
 MG3202 Principles of Business Ethics  
 BAIJ2607 Ethics in Journalism

Other courses in ethics or philosophy may also be acceptable.



The course selected cannot be a required course in the student's major field.

3a) Economics and Business (3 credits) for students enrolled in majors other than Economics in the College of Social Sciences

Any one of the following courses:

ECON1101 Introduction to Economics  
ECON1102 Introduction to Macroeconomics  
ECON1103 Introduction to Microeconomics  
MK1201 Principles of Marketing  
MG1201 Introduction to Business  
AC1201 Accounting 1

The course selected cannot be a prerequisite for a required course in the student's major field. Other introductory business or economics courses may also be acceptable.

3b) Social Sciences (3 credits) for students enrolled in the Bang College of Business and Economics majors in the College of Social Sciences

Any one of the following courses; or other offerings from PS, PA and Journalism:

LAW1503 Law in Kazakhstan  
PS1511 Introduction to Political Science  
IR1512 Introduction to International Relations  
PS/IR2515 Political Geography  
PS/IR2516 Terrorism and Security  
GEOG1501 Introduction to Geography  
PA1514 Introduction to Sociology  
PA1513 Introduction to Public Administration  
BAIJ1601 Introduction to Journalism  
BAIJ3608 Journalism in Kazakhstan and the CIS  
BAIJ2608 Introduction to Public Relations  
BAIJ2605 Mass Media and Society  
BAIJ2609 Psychology in Journalism

The course selected cannot be a prerequisite for a required course in the student's major field.

4) Mathematics and Statistics (3 credits)

Any one of the following courses:

MATH1101	Mathematical Methods for Business and Social Science
MATH1102	Calculus
STAT2101	Introduction to Statistical Analysis
ECON1183	Introduction to Statistics
PA1504	Introduction to Statistics
OP2201	Business Statistical Analysis

Students should consult with their advisors to determine which course is most suitable for their major field.

5) History, Culture and Fine Arts (6 credits)

Any of the following courses totaling 6 credits:

HIST2501	History of Civilizations 1
HIST2502	History of Civilizations 2
ANTH1501	Russia and Eurasian Civilizations
ANTH1503	Introduction to Cultural Anthropology
ANTH1505	Western Civilization
ANTH1506	Great Traditions and Culture of Kazakhs
ANTH1512	Great Traditions of China, Korea and Japan
ART1301	Introduction to Films
ART1302	Introduction to Music
ART1303	Art History
ART1304	Theater
ART1305	Performing Arts

The courses selected cannot be required courses in the student's major field. Note that ART courses are 2 credits each. Other history or culture classes offered may also fulfill the requirement.

6) Information Technology (3 credits)

Any course with code CIT (except CIT1712) or IS. The course selected cannot be a required course in the student's major field.

General Education free electives

Students must take an additional 3 credits of course work qualifying as General Education. This requirement can be met in several ways:

- 1) Enrolling in additional courses in the "Discipline" areas listed above.
- 2) Enrolling in additional courses in English.
- 3) Enrolling in courses in a foreign language (Chinese, French, German, Japanese, Korean, Russian, Spanish, or Turkish). Note that these courses are 2 credits each.
- 4) Enrolling in courses in physical education. Note that these courses vary from 1-3 credits.
- 5) Enrolling in courses in applied art and musical performance (to be developed).
- 6) Enrolling in special purpose courses such as ELA1302 (Learner Autonomy: Development of Good Learning Skills)

## **COURSE DESCRIPTION**

### **Required courses**

#### **ENS1111 Academic Speaking**

This course helps you to speak with confidence while giving presentations and participating in academic class discussions as well as when answering your teachers' questions.

#### **ELN1101 Academic Listening and Note Taking 1**

At the end of this course you will have increased your ability to understand short academic lectures of around 15 minutes length, you will have learnt how to recognize lecture structure, to understand relationships in the lecture and within complex sentences. Also you will have learnt how to use your notes as the basis for writing short academic texts.

#### **ELN1201 Academic Listening and Note Taking 2**

In this course you will continue to work with the skills you have learnt in 'Academic Listening 1', and expand upon them. Also you will hear a variety of World Englishes. You will also have learnt to differentiate between what is stated explicitly and implicitly, recognize the speaker's attitude, and how to evaluate information.

Your note-taking skills while listening will have increased and improved. You will be able to write longer essays, reports, critical evaluations based upon them.

#### **EWR1211 Academic Reading and Writing**

This course combines learning how to 'read' academic texts with how to 'write' them. At the end of this course, you will be able to write summaries, various types of essays and reports based on academic materials you have read, in class as well as texts on the subject that you have found in the library or Internet.

#### **ORT1300 University Life**

This 15-hours course is designed to prepare students for the challenges of coping with independent living in a University atmosphere. A wide range of social issues will be explored, including the following: time management, budgeting, study habits, and relationships. This course should be taken in the summer preparatory session or in the first semester.

#### **HIST1501 History of Kazakhstan**

This course is a survey of the history of Kazakhstan from antiquity to the present. Students will also be instructed in the basic historical and historiographical issues surrounding the study of Kazakhstan's history after the fall of the Soviet Union.

#### **CIT1712 Introduction to Computers**

This course aims to provide the students with an understanding in the use of computers and the impact of technology on society. The students, through extensive hands-on experience with personal computer, will acquire the skill of using popular business software to manipulate data efficiently and accurately, to produce useful information. Eventually, the students are expected to develop the practical skills of using computer and handle business-related problems. The course includes discussion on the computer evaluation, operating system, spreadsheet programs, text editors, database management systems, and business graphics presentation packages. (The purpose of the course is to introduce the background of computer and information technology

principles to be ginnners and pre-intermediate level students. The course involves uses of modern software, such as Microsoft Windows, Word, Excel, PowerPoint, Internet and E-mail programs, which are necessary for studying at KIMEP.

### **KAZ1402 Beginning Kazakh 1**

*Prerequisites: None*

This course aims at developing basic skills in four main parts of language acquisition, such as reading, writing, speaking and listening.

### **KAZ1404 Intermediate Kazakh 1**

*Prerequisites: None*

This course aims at giving a deeper insight into grammar and vocabulary, as well as preparing students to be able to express themselves freely.

### **KAZ1406 Business Kazakh 1**

*Prerequisites: None*

This course is mainly intended for students who possess a high enough level to deal with a wide range of business aspects, authentic mass-media sources and original literature.

### **KAZ1403 Beginning Kazakh 2**

*Prerequisites: KAZ1402*

This course is designed for future development of the communication skills gained in the first course, but on a more complicated level. It also gives glimpses on Kazakh culture and traditions.

### **KAZ1405 Intermediate Kazakh 2**

*Prerequisites: KAZ1404*

This course trains students to understand and use more complex language in different settings. Those areas include decision-making and communication in different social and official situation.

### **KAZ1407 Business Kazakh 2**

*Prerequisites: KAZ1406*

This is a proficiency level course and is designed for students of native-speaking fluency. This course has a broad range of activities, designed to focus on the specifics of business communication and correspondence skills.

### **KAZ1408 Kazakh Language and Culture**

*Prerequisites: None*

This is proficiency level course and is designed for students of native-speaking fluency. This course has broad range of activities, designed to focus on the Kazakh language and Culture.

## **Electives**

### **SC1505 Energy and Environment**

This course provides an introductory study of the various energy resources that exist on the planet Earth. The concept of energy will be explored, as will the locations and distributions of renewable and non-renewable energy resources on the Earth's surface. Consequences of human exploration of energy resources will be discussed, including a treatment of fossil fuels and alternative energy resources.

### **SC1506 Health and Life Styles**

Health and Lifestyle is a beginning level, three credit course designed to help you gain a better understanding of the principles of health and wellness and the impact that lifestyle choices have on your health, quality of life, and risk for disease. This class will give you the opportunity to explore many facets of your personal health and wellness. It is designed to give you a chance to reflect on your current health habits in a variety of areas (nutrition, fitness, relationships, stress management, sexual health, HIV/AIDS, immunity and infectious disease, cancer & cardiovascular health, psychoactive drugs, tobacco and alcohol, unintentional and violent injuries, mental health, communication, contraception, environmental, aging/death and dying, and conventional and complimentary medicine), learn about the gold standard of health in each area and to think/explore and question how this information impacts your health. This course will provide learning opportunities through lecture and class discussion, textbook reading, in-class and out-of-class assignments.

### **PHIL1501 Introduction to Ethics and Philosophy**

This is an introductory course to ethics and philosophy. Special attention will be devoted to the historical development of philosophy as well as the current state of the discipline.

### **PA1504 Introduction to Statistics, 3 Credits**

*Prerequisites: None*

This is an introductory course aimed at acquainting students with a) issues relating to the statistical analysis of qualitative and quantitative data; b) practical applications and interpretations of results of statistical analysis using SPSS and Microsoft Excel.

### **MG1201 Introduction to Business, 3 Credits**

*Prerequisites: None*

This course is designed to provide an overview of the world of business. The basic principles and practices of contemporary business are reviewed as a foundation for further business education. Key business functions including management, marketing, accounting, finance, quality control systems, human resource practices, and management information systems are studied. In addition, the course covers such topics as small business, entrepreneurship, global business, and ethics.

### **ANTH1501 Russia and Eurasia Civilizations**

This is a course on the history of Russia from tsarist times to the late-20th Century. It concentrates on the political, social and economic history of Russia from the period of absolutism to the Revolutions of 1917, through Stalinism, the Second World War and Cold War, and the collapse of the Soviet Union in 1991.

### **ANTH1503 Introduction to Cultural Anthropology**

Cultural anthropology is concerned with comparative study of human societies, personalities, beliefs, values and behaviors. This course introduces participants to major concepts, theories, and research methods used by cultural anthropologists as they examine the range of human cultural meaning systems and societies. Initial discussions focus on anthropological ideas of culture, cultural relativism, and use of cross-cultural comparisons. Course discussions then examine how kinship, religion, language, psychology, and policies are embedded within or related to the wider

sociocultural context. Ethnographic data from societies around the world are used to demonstrate the pertinence of anthropological theory for understanding human sociocultural existence.

**ANTH1505 Western Civilization**

This course is a general history of Europe and the America from the Renaissance and Reformation to the end of the 20th Century. Topics covered include religious wars, colonialism and overseas expansion, nationalism, industrialization, fascism, communism, and the world wars and Cold War of the 20th Century.

**ANTH1506 Great Traditions and Culture of Kazakhs**

The course “Great Traditions and Culture of Kazakhs” is intended as an introduction to the history of traditions, customs and culture that appeared in connection with the ancient ways of life and the analysis of their place and meanings in everyday life of Kazakhs. These traditions and culture have continued to exist in all the spheres of current life.

**ANTH1512 Great Traditions of China, Korea and Japan**

Throughout the course we will consider material, natural-cosmic, moral, esthetics and traditional economic culture, the family and daily life. In essence, we consider the human relationships with each other, with outsiders, with nature and the supernature. We will examine a variety of the traditions and culture in order to give the students a solid base of knowledge in corporate culture and encourage them to effectively compare and contrast the experience of the past and present and cope with culture clashes while doing business.

# **BANG COLLEGE OF BUSINESS**

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www.kimep.kz/bcb

## **ADMINISTRATION**

Hugo Gaggiotti, Ph. D., Dean  
Sang Hoon Lee, Ph.D., Associate Dean and Director of DBA Program  
Shamsuddin Ahmed, Ph.D., Director of Research Services  
Mujibul Haque, Ph.D., MBA Program Director  
Mahiuddin Ahmed, Ph.D., BSc Program Director  
Azhar Bergeneva, MA, Director of Career Services Center  
Akmaral Tungatarova, BA, Coordinator of Career Services Center  
Tukibayeva Malika, M.Ed., Advising Coordinator  
Irina Kharitonova, BA, Assistant to Advising Coordinator  
Dmitriy Anchevskiy, MBA, College Manager  
Mariya Vaganova, BA, Executive Assistant to the Dean  
Afina Koldurmidi, Diploma, Assistant to the Dean  
Mariyam Minakova, BSc, Executive Assistant to the Associate Dean  
Venera Azhikaliyeva, MIR, DBA Program Assistant  
Nataliya Kuzenyatkina, Diploma, Office Clerk

### **Department of Accounting**

John Russell, Ph.D., CGA, CMA, KPMG Professor and Chair

### **Department of Finance**

Simon Tai, Ph.D., Chair  
M. Haque, Ph.D., Associate Chair

### **Department of Management and Marketing**

Mohammad Naghi Shahidi, Ph.D., Chair  
Dilbar Gimranova, MBA, M. Phil., Associate Chair

### **Department of Operations Management and Information Systems**

Swapan Kumar Majumdar, Ph.D., Chair  
Vassiliy Voinov, Ph.D., Associate Chair

## Mission Statement

The Bang College of Business will provide quality programs preparing students to contribute to and take leading positions in business and society. Teaching, scholarship, and service will link theory and practice to benefit the students and the community.

### THE BANG COLLEGE OF BUSINESS WILL

BE A LEARNING COMMUNITY...	To enable faculty, staff, and students to participate in an intellectually challenging, caring, and stimulating environment;  To respond to the changing needs of our stakeholders;  To promote leadership in business and society;  To prepare students for their role in business and the community.
WE VALUE...	Shared decision – making environment, teamwork, and collaboration among faculty, staff, and students;  The contributions of each individual and our relationships with each other;  Life-long learning;  The creation of knowledge and its dissemination to students, business and the community.

## College Council

The College Council is the collective academic policy-making body of the affiliated departments. All academic matters including program of studies, academic rules & regulations, admissions, scholarships, disciplinary measures, graduation requirements, faculty requirements, academic resources requirements are discussed and approved in this Council.

Development of courses, curriculum, syllabi and introduction of new academic programs are first the responsibility of the individual department. The department will then forward the matter to the Council, which will study individual proposals through working committees. Reports of the committees will be submitted to the Council for final approval. The Dean will decide which matters should be sent to the Vice President, Academic Affairs for further course of action.



**Composition:**

Hugo Gaggiotti, Ph. D., Dean  
Sang Hoon Lee, Ph.D., Associate Dean and Director of DBA Program

**Department of Accounting**

John Russell, Ph.D., CGA, CMA, KPMG Professor and Chair  
Michael Schemmann, Ph.D., CPA, CMA, Associate Professor, Faculty Representative

**Department of Finance**

Simon Tai, Ph.D., Chair  
Aidyn Bibolov, Ph.D., Assistant Professor, Faculty Representative

**Department of Management and Marketing**

Mohammad Naghi Shahidi, Ph.D., Chair  
John Wright, J.D., LL.M., Assistant Professor, Faculty Representative

**Department of Operations Management and Information Systems**

Swapan Kumar Majumdar, Ph.D., Chair  
Vassiliy Voinov, Ph.D., Associate Chair, Faculty Representative

**Executive Officials**

Shamsuddin Ahmed, Ph.D., Director of Research Services  
Mujibul Haque, Ph.D., MBA Program Director  
Mahiuddin Ahmed, Ph.D., BSc Program Director  
Azhar Bergeneva, MA, Director of Career Services Center

**Observers**

Larissa Savitskaya, M.Ed., Director, Office of the Registrar  
Sergey Katsovich, MBA, Director, Computer Center

**Students' body**

BSc Student Representative  
MBA Student Representative

**Secretary**

Mariya Vaganova, BA, Executive Assistant to the Dean

## **BANG COLLEGE OF BUSINESS (BCB): ACADEMIC PROGRAMS**

Bachelor of Science in Business Administration and Accounting (B.Sc.)

Masters of Business Administration (MBA)

Executive MBA (ExMBA)

Doctor of Business Administration (DBA)

### **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION AND ACCOUNTING (B.Sc.) PROGRAM**

#### **Mission and Objectives**

The B.Sc. program in Business Administration and Accounting provides participants with a highly focused education, with knowledge and skills in the areas of Accounting, Finance, Management, Marketing, Operations Management, or Information Systems. The mission is to impart necessary knowledge and skill in order to develop all round human resources for Kazakhstan and other CIS countries in economic transition to participate in the business activities with the modern globalized business world.

Our objective is that our students should be well prepared to succeed in a world of unprecedented changes. We are building and improving the abilities of our B.Sc. students to make significant contributions in the business community, as well as in other areas of the public and private sectors. Therefore, our goal is to prepare our students for challenging professions in all walks and areas of life. We provide our students with concentrations that reflect the diverse needs of their potential employers in Kazakhstan as well as the interests of students. In addition, the program enables our students to sit for professional examinations in the areas of accounting, finance, marketing, management, and information systems.

#### **B.Sc. Curriculum**

The Bachelor of Science program offers seven functional majors and minors: Accounting, Finance, Management, Human Resource Management, Marketing, Operations Management, and Information Systems. However, a BSc student can also graduate without any major. In this case, a student has to earn 27 credits (9 courses) from 3000 and 4000 level courses from any business area outside the college core subjects. The exit criteria for such students will be (i) a minimum GPA of 2.67 out of these 27 credits, and (ii) a minimum overall GPA of 2.00.

**129 credits are required for graduation as outlined below:**

<b>Specification</b>	<b>Credits</b>
General Education	48
Required: College-Core	51
Major	18
Minor/Elective	9
Internship (or appropriate substitute course)	3
<b>Total Credits</b>	<b>129</b>

### Minor in Business Administration in Accounting

A non-BSc student of KIMEP can earn a minor in Business Administration and Accounting upon successful completion of the following courses:

AC1201 Financial Accounting I  
AC2201 Management Accounting I  
MK1201 Principles of Marketing  
MG2201 Principles of Management  
FN2202 Principles of Finance  
OP2202 Introduction to Operation Management  
IS2203 Management Information Systems

The exit criterion for such students will be a minimum GPA of 2.67 out of these 7 courses (21 credits).

### General Education: 48 Credits

These are divided into following categories:

Required courses (21 credits)  
Discipline courses (24 credits)  
Elective Courses (3 credits)

All students must take required courses as early as possible. Electives can be chosen with the advice from the “Advisors or departments”. The advisor of the student needs to assist student in this respect. Advisors should recommend students to complete the entire GEP inside 3 to 4 semesters.

(For details refer to “General Education Program”)

### REQUIRED CORE COURSES FOR ALL B.Sc. MAJORS

College Required (51 credit hours)			
Discipline	Code	Title	Credits
Accounting	AC1201	Financial Accounting I	3
	AC2201	Management Accounting I	3
	AC1202	Financial Accounting II <i>Or</i>	3
	AC3203	Management Accounting II	3
Finance	FN2201	Financial Institutions and Markets	3
	FN2202	Principles of Finance	3

<b>Management</b>	MG2201	Principles of Management	3
	MG2202	Business Law	3
	MG3214	Strategy and Business Policy	3
<b>Marketing</b>	MK1201	Principles of Marketing	3
	MK2201	Intermediate Marketing	3
<b>Operations Management</b>	OP1201	Business Quantitative Methods	3
	OP2201	Business Statistical Analysis	3
	OP2202	Introduction to Operations Management	3
<b>Information Systems</b>	IS2203	Management Information Systems	3
<b>Others</b>	FN2105	Business Microeconomics	3
	FN2106	Business Macroeconomics	3
	MG2204	Business Communications	3
<b>Total College Core</b>		<b>17 courses</b>	<b>51</b>

### Sample B.Sc. Curriculum

Students may take courses in any order they wish as long as courses meet all prerequisites. The following schedule is suggested to ensure that prerequisites are met for all majors in the Business Administration and Accounting. A more convenient schedule may be chosen for each individual student.

<b>Semester 1 (Fall)</b>		<b>15</b>	<b>Semester 2 (Spring)</b>		<b>18</b>
GE0000	English Comprehension - I	3	GE0000	English Comprehension - II	3
GE0000	English Speaking	3	GE0000	Advanced English	3
GE-HIST1501	History of Kazakhstan	3	GE-	Introduction to Ethics and Philosophy	3
GE-KAZ130x	Kazakh Language- I	3	PHIL1501		
GE-CIT1712	Introduction to Computer Science & Information Systems	3	GE-	Kazakh Language- II	3
			KAZ130x		
			B-AC1201	Financial Accounting - I	3
			GE-	Mathematical methods: Business & Social Sciences	3
			MATH1101		
<b>Semester 3 (Fall)</b>		<b>18</b>	<b>Semester 4 (Spring)</b>		<b>18</b>
GE0000	History from list of GE - Cultures & Civilizations	3	GE0000	(Select one course from Social Science)	3
B-AC2201	Management Accounting- I	3	B-OP2201	Business Statistical Analysis	3
B-MG2204	Business Communications	3	B-MG2201	Principles of Management	3
GE0000	Culture & Fine Arts - Select one from GE List: Cultures & Civilizations	3	B-FN2106	Business Macroeconomics	3
B-FN2105	Business Microeconomics	3	GE0000	(General education Elective: Select one course: Recommended IS2201-CAB)	3
B-OP1201	Business Quantitative Methods	3	B-AC1202	Financial Accounting II or B-AC3203 Management Accounting-II	3
<b>Semester 5 (Fall)</b>		<b>15</b>	<b>Semester 6 (Spring)</b>		<b>15</b>
GE0000	GE Elective – Select one course from GE-Elective or from Discipline or English	3	B-MK2201	Intermediate Marketing	3
B-MK1201	Principles of Marketing	3	B-OP2202	Introduction to Operations	3

GE-Sc1504	Intro. Environment Studies or SC 1505 Energy & Environment	3	B-MG2202	Management Business Law	3
B-FN2201	Financial Institutions and Markets	3	B-FN2202	Principles of Finance	3
B-IS2203	Management Information Systems	3	C-Specialization Course as required by major or elective		3
<b>Summer</b>		<b>3</b>			
<b>Internship</b>		<b>3</b>			
<b>Semester 7 (Fall)</b>		<b>15</b>	<b>Semester 8 (Spring)</b>		<b>15</b>
B-MG3214	Strategy and Business Policy	3	C-Specialization Course as required by major or elective		3
	C-Specialization Course as required by major or elective	3	C-Specialization Course as required by major or elective		3
	C-Specialization Course as required by major or elective	3	C-Specialization Course as required by major or elective		3
	C-Specialization Course as required by major or elective	3	C-Specialization Course as required by major or elective		3
	C-Specialization Course as required by major or elective	3	C-Specialization Course as required by major or elective		3
<b>GE = General Education; B = Business Core; C = Concentration</b>					

## REQUIREMENTS FOR MAJORS AND MINORS

The requirements for all majors and minors are at the discretion of the department. Each department has its own list of courses and requirements to major/minor in the respective areas. Moreover, the department reserves the right to establish a set of criteria for admission to a particular specialization.

Students are eligible to major or minor in any area of specialization offered by the department. Students must declare their intention in “Application for a Major/Minor Form” which should be submitted to the respective departments. The Chair must approve the applications.

### B.Sc.: MAJOR IN ACCOUNTING

The Department of Accounting offers a major and a minor in accounting. The major provides rigorous conceptual and practical foundations in such areas as financial accounting, tax and auditing needed for entry level positions with international Accounting Firms. It requires completion of three Core Accounting Courses, five Required Courses and one Elective as shown in the table below. In addition, students must complete the College’s 3-credit internship requirements. The internship requirement may be satisfied by successfully completing one of the following experiential based courses, either (AC4211) Cases in Financial Accounting, or (AC4212) Cases in Management Accounting shown below.

Accounting students can choose to deepen their knowledge of the discipline by selecting 3 courses from the list of accounting electives shown below. Alternatively, students can choose to broaden their knowledge by adding a 3 course minor such as Finance. The student will then graduate with their degree designated a Major in Accounting and a Minor in Finance. Students

should check the catalog to find the courses required for a minor in their area of interest. Finally, students can choose to broaden their knowledge of outside the domain of accounting by selecting 3 courses from any of the departments throughout the College of Business. However, in this instance the student may not qualify for a minor.

## MINOR IN ACCOUNTING

The Department of Accounting offers a minor. The minor provides a conceptual and practical foundation in financial accounting useful for students proposing to enter business in such functional areas as, finance, management, and marketing or operations management and information systems. The minor requires completion of three Core Accounting Courses, two Required Courses and one Elective as shown in the table below.

<b><i>Required for Major</i></b>	<b>Required for Minor</b>
<p>The following core Accounting courses</p> <p>AC1201 Financial Accounting I  AC1202 Financial Accounting II  AC2201 Management Accounting I</p> <p><b><i>Plus 5 required courses</i></b></p> <p>AC3201 Intermediate Financial Accounting I  AC3202 Intermediate Financial Accounting II  AC3203 Management Accounting II  AC3205 Principles of Taxation  AC4203 Auditing</p> <p><b><i>Plus 1 elective from the list below</i></b></p>	<p>The following core Accounting courses</p> <p>AC1201 Financial Accounting I  AC1202 Financial Accounting II  AC2201 Management Accounting I</p> <p><b><i>Plus 2 required courses</i></b></p> <p>AC3201 Intermediate Financial Accounting I  AC3202 Intermediate Financial Accounting II</p> <p><b><i>Plus 1 elective from the list below</i></b></p>

### **Electives**

AC3203 Management Accounting II  
AC3204 International Financial Reporting Standards  
AC3210 Taxation in Kazakhstan  
AC3299 Selected Topics in Accounting  
AC4201 Advanced Financial Accounting I  
AC4202 Advanced Financial Accounting II  
AC4204 Advanced Auditing  
AC4205 Internal Auditing  
AC4208 Financial Accounting Statement Analysis  
AC4210 Strategic Management Accounting  
AC4213 Accounting Ethics and Professionalism  
AC4214 Oil and Gas Accounting and Taxation  
AC4211 Cases in Financial Accounting OR  
AC4212 Cases in Management Accounting

### **Entry and Exit Criteria for Accounting Major and Minor**

Entry Criteria for major and minor: To be admitted to the Accounting major and minor, a student will have to meet a minimum overall GPA requirement of 2.00 (to be set each semester), and have a minimum of a B- (minus) in each of the three college core courses in Accounting.

Exit Criteria for major: At the time of graduation, the student will be required to have (1) a minimum overall GPA of 2.00, and (2) an overall GPA in Accounting courses (GPA of the three college core courses in Accounting, the five required Accounting courses and one of the Accounting electives) of at least 3.00, subject to a minimum of B- (minus).

Exit Criteria for minor: At the time of graduation, the student will be required to have (1) a minimum overall GPA of 2.00, and (2) an overall GPA in Accounting courses (GPA of the three college core courses in Accounting, the two required Accounting courses and one of the Accounting electives) of at least 3.00, subject to a minimum of B- (minus).

### **DESCRIPTION OF COLLEGE CORE ACCOUNTING COURSES**

#### **AC1201 Financial Accounting I**

##### **3 Credits**

*Prerequisites: None*

This course introduces financial accounting and addresses such topics as; accounting principles and concepts, the accounting cycle including recording transactions; preparing financial statements, adjusting and closing accounts for proprietorships, partnerships, and corporations. It also addresses; accounting for merchandising, cash; temporary investments and receivables; inventories and cost of goods sold; plant and equipment, natural resources, and intangible assets.

### **AC1202 Financial Accounting II**

#### **3 Credits**

*Prerequisites: AC1201 with grade not less than C-*

This course continues the introduction of financial accounting and addresses the following topics; organization and operations of corporations; corporate transactions; reporting income and retained earnings; earnings per share; bonds as liabilities and investments; the cash flow statement, equity investments and international operations.

### **AC2201 Management Accounting I**

#### **3 Credits**

*Prerequisites: None*

This course introduces basic concepts in cost and management accounting. It addresses such topics as; cost concepts and classifications; cost accounting cycle; cost-volume-profit analysis; activity-based-costing; accounting for materials; inventory models; accounting for labor; productivity, absorption and variable costing; manufacturing overheads; allocation of overhead costs; job costing; process costing; joint and by-product costing; and hybrid costing.

### **AC3203 Management Accounting II**

#### **3 Credits**

*Prerequisites: AC2201 with grade not less than B-*

This course builds on the basic cost and management concepts to focus more intensively on their use by managers in organizations. Topics addressed include; absorption and variable costing; static and flexible budgets, variance analysis; organizational structure and performance measurement; incentive schemes and learning curves, and management accounting and the new environment. This course lays foundations for considering Accounting and Strategy in AC4210 Strategic Management Accounting.

## **DESCRIPTION OF COURSES REQUIRED FOR MAJOR IN ACCOUNTING**

### **AC3201 Intermediate Financial Accounting I**

#### **3 Credits**

*Prerequisites: AC1202 with grade not less than B-*

This course begins in depth analyses of accounting issues introduced in Accounting II and I. It addresses some of the following topics; 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 and departures from historical cost and estimating inventory cost.

### **AC3202 Intermediate Financial Accounting II**

#### **3 Credits**

*Prerequisites: AC3201*

This course continues the in depth analyses and development of issues in financial accounting. Among the topics addressed are accounting for capital assets, intangible assets and natural resources; investments; current liabilities and contingencies; bonds (investments and payables) and long term notes payable, leases; accounting for income taxes; shareholders' equity including contributed capital, retained earnings and dividends; and earnings per share.



### **AC3205 Principles of Taxation**

#### **3 Credits**

*Prerequisites: AC1202 with grade not less than B-*

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.

### **AC4203 Auditing**

#### **3 Credits**

*Prerequisites: AC3202*

The primary emphasis of this course is on the auditor's decision-making process in both, an audit of financial statements, and an audit of internal control over financial reporting. The course teaches the fundamental concepts and techniques including; determination of the nature and amount of evidence needed by the auditor given the unique circumstances of each engagement, the demands imposed by the need to comply with the U.S. Sarbanes-Oxley Act of 2002 and the internal-control related Section 404, technology, e-commerce, and fraud.

## **DESCRIPTION OF ELECTIVE ACCOUNTING COURSES**

### **AC3203 Management Accounting II**

#### **3 Credits**

*Prerequisites: AC2201 with grade not less than B-*

This course builds on the basic cost and management concepts to focus more intensively on their use by managers in organizations. Topics addressed include; absorption and variable costing; static and flexible budgets, variance analysis; organizational structure and performance measurement; incentive schemes and learning curves, and management accounting and the new environment. This course lays foundations for considering Accounting and Strategy in AC4210 Strategic Management Accounting.

### **AC3204 International Financial Reporting Standards**

#### **3 Credits**

*Prerequisites: AC3202*

Reporting practices vary significantly throughout the world. Kazakhstan now requires that International Accounting Standards be used in business transactions. This course bridges the gaps between the Chart of Accounts, GAAP methods and the methods used in International Financial Reporting Standards. Upon completion, the students will be prepared to conduct business in Kazakhstan using past records and current methods.

### **AC3210 Taxation in Kazakhstan**

#### **3 Credits**

*Prerequisites: AC3205*

This course is a survey of the tax structure including concepts and policies, which shape the law. Emphasis will be on general concepts applicable to all taxpayers and on taxation of individuals. It also covers the taxation of property transactions, accounting periods and methods, corporate formulation and income taxation, and the taxation of partnerships and corporations.

### **AC3299 Selected Topics in Accounting**

#### **3 Credits**

*Prerequisites: AC3202*

The course examines particular issues in accounting. Topics vary according to the interests of the students and instructors.

### **AC4201 Advanced Financial Accounting I**

#### **3 Credits**

*Prerequisites: AC3202*

This course builds on the intermediate accounting courses to develop the professional judgment, as well as the more technical skills, needed by students for careers in accounting, auditing or finance. Among the topics addressed are: pooling of interests, consolidated financial statements, 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.

### **AC4202 Advanced Financial Accounting II**

#### **3 Credits**

*Prerequisites: AC4201*

This course continues to develop professional judgment and technical skills needed for careers in accounting, auditing and finance by addressing the broad issues of financial reporting and inter-corporate investments. The following topics will be studied: financial reporting by business enterprises; impact of industry characteristics on financial reporting; financial reporting for non-business organizations; public sector financial reporting; fund accounting; introduction to inter-corporate investments; business combinations; and consolidation of subsidiaries.

### **AC4204 Advanced Auditing**

#### **3 Credits**

*Prerequisites: AC4203*

This course extends and upgrades the knowledge obtained in Auditing AC4203 to a professional level, preparing students for entry positions in the international Accounting Firms. In-class exam practice questions will be used to test and reinforce participants' knowledge of auditing procedures, auditing standards and other standards related to attest engagements and the skills needed to apply that knowledge to auditing and other attest engagements.

### **AC4205 Internal Auditing**

#### **3 Credits**

*Prerequisite: AC3202*

This course focuses on the establishment and operation of an internal audit function in an organization. Among the topics addressed are: staff selection and development; planning and controlling the audit; development of facts and supporting evidence; sampling plans and procedures; computer audits.

### **AC4208 Financial Accounting Statement Analysis**

#### **3 Credits**

*Prerequisites: AC3202*

This course prepares students to analyze, interpret and use financial statements effectively. It seeks to illustrate by performing analysis on actual companies how the statements may be used to identify value-creating opportunities. Topics include: tools and procedures for financial statement

analysis, the relationship among business transactions, environmental forces and reported financial information, and how financial statement information can help solve certain business problems.

### **AC4210 Strategic Management Accounting**

#### **3 Credits**

*Prerequisites: AC3203*

This course builds on foundations laid in AC3203 Management Accounting II to link accounting and management strategy. It focuses such practices as activity based management, the balanced scorecard, performance measurement systems and incentive schemes, to illustrate how they may be integrated into an organization's strategic decision-making processes. Students will develop analytical and decision-making skills and will come to understand management accountants as vital members of an organization's executive management team.

### **AC4213 Accounting Ethics and Professionalism**

#### **3 Credits**

*Prerequisites: AC3202*

This course reviews the research on moral development and ethical choices, their dilemmas and accepted solutions for accounting professionals. It reviews the psychological, social, and other theory used to predict human choice, and applies them to the current practice and environments of public and corporate accounting. Learning will be facilitated by case analysis.

### **AC4214 Oil and Gas Accounting and Taxation**

#### **3 Credits**

*Prerequisites: AC3202*

This course provides an overview of the Petroleum industry, and an introduction to the various aspects of accounting for the oil and gas industry including acquisition and non-drilling exploratory costs, drilling and development costs, accounting for production costs, depreciation, depletion and amortization costs (DD&A), use of full costs vs. successful efforts method, revenue recognition, basic tax accounting, and overview of Standard No. 20 in Kazakhstan.

## **DESCRIPTION OF COURSES SUBSTITUTING FOR THE INTERNSHIP IN ACCOUNTING**

### **AC4211 Cases in Financial Accounting**

#### **3 Credits**

*Prerequisites: AC3202*

This course provides students the opportunity to apply their knowledge and skills to address a series of real life issues that have arisen in organizations. The variety of cases, in terms of issues addressed and different organizational settings, provides the opportunity to accelerate learning in a manner not possible in real-life. Moreover, learning can occur without the adverse consequences of real-life mistakes. Students can expect to develop and apply not only their critical, analytical and decision-making skills but also those of written and oral communication.

### **AC4212 Cases in Management Accounting**

#### **3 Credits**

*Prerequisites: AC3203*

This course provides students the opportunity to apply their knowledge and skills to address a

series of real-life issues that have arisen in organizations. The variety of issues and the different organizational settings provide the chance to accelerate learning in a manner not possible in real-life. Moreover, learning can occur without the adverse consequences of real-life mistakes. Students will develop written and oral communication skills as well as critical, analytical and decision making skills.

### **B.Sc.: MAJOR AND MINOR IN FINANCE**

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:

1. Money and Capital Markets which deals with securities markets and financial institutions;
2. Investments which focuses on the decisions of both individual and institutional investors as they choose securities for their investment portfolios; and
3. Financial Management or “business finance” which involves the actual management of firms.

Students with a finance concentration 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.

A total of six courses (eighteen credits) are needed to receive a major in Finance. A minor in Finance needs a total of three courses (nine credits). These requirements are in addition to the two college-level core courses: Financial Institutions and Markets (FN2201) and Principles of Finance (FN2202). All courses are 3 credits. It is strongly recommended that a student complete all three required courses before taking 4000 level elective courses.

<i>Required for Major</i>	<b>Required for Minor</b>
<p style="text-align: center;">The following core Finance courses</p> <p>FN2201 Financial Markets and Institutions FN2202 Principles of Finance</p> <p style="text-align: center;"><b><i>Plus 3 required courses</i></b></p> <p>FN3210 Corporate Finance FN3220 Investments FN3230 Financial Institutions Management</p> <p style="text-align: center;"><b><i>Plus 3 electives from the list below</i></b></p>	<p style="text-align: center;">The following core Finance courses</p> <p>FN2201 Financial Markets and Institutions FN2202 Principles of Finance</p> <p style="text-align: center;"><b><i>Plus 2 or 3 required courses from the list below</i></b></p> <p>FN3210 Corporate Finance FN3220 Investments FN3230 Financial Institutions Management</p> <p style="text-align: center;"><b><i>Plus 1 elective from the list below (if taken 2 from above list of 3 courses)</i></b></p>
<b>Electives</b>	
<p>FN3201 Money and Banking FN3222 Personal Finance FN4211 Financial Modeling FN4212 Mergers and Acquisitions FN4214 Financial Statement Analysis FN4221 Investment Banking FN4220 Real Estate Finance FN4224 Introduction to Financial Derivatives FN4225 Fixed-Income Securities FN4231 Commercial Banking FN4232 Risk Management FN4235 International Financial Management FN4240 Security Analysis and Portfolio Management FN4241 Case Studies in Finance FN4242 Selected Topics in Finance FN4244 Research/Simulation in Finance</p>	

### **Entry and Exit Criteria for Finance Major and Minor**

Entry Criterion for major and minor: To be admitted to the Finance major and minor, a student will have to meet a minimum overall GPA requirement of 2.00, and will also be required to have (1) a minimum of a B- (minus) in each of the two core Finance courses, or (2) an average of B in these two courses: FN2201 Financial Institutions and Markets and FN2202 Principles of Finance.

Exit Criterion for major and minor: At the time of graduation, the student will have to achieve a minimum overall GPA of 2.00 and a minimum GPA in Finance courses (GPA of two Finance college core courses, three Finance courses required for major, and three or more Finance elective courses) of 2.67.

## **DESCRIPTION OF COLLEGE CORE ECONOMICS AND FINANCE COURSES**

### **FN2105 Business Microeconomics**

#### **3 Credits**

*Prerequisites: None*

This is an introduction to microeconomic concepts and techniques (mathematical and statistical) that are useful for business decision-making. The course begins by examining markets - the interaction of demand and supply. It examines the determinants of demand, and the cost structures that underlie supply. It also looks at the dynamic process of price adjustment. Next, various models of profit maximization are developed, under different competitive assumptions. Finally, the course looks at strategic problems. While there is no prerequisite for this course, the course moves quickly and develops an intermediate level of microeconomic theory.

### **FN2106 Business Macroeconomics**

#### **3 Credits**

*Prerequisites: None*

This is an introduction to macroeconomic concepts and techniques (mathematical and statistical) that are useful for business decision-making. The course begins by developing Keynesian models of income determination and multiplier effects. It moves quickly to the interaction of real and financial markets, and the process of income determination and money creation. Emphasis is placed on predicting the impacts of fiscal and monetary policy. Students will develop a computer simulation, and use the computer model to analyze policy variables. Finally, the course introduces models of the open economy, and provides basic techniques for determination of spot and forward exchange rates.

### **FN2201 Financial Institutions and Markets**

#### **3 Credits**

*Prerequisites: FN2106*

The course introduces topics such as the functions, organization, structure and regulation of financial institutions and markets. Students also study the role and operations of financial markets and institutions in the economy, supply and demand for funds, interest rate determination, monetary and fiscal policy, and flow of funds analysis. In addition, the course analyzes basics of financial policies and operations of commercial banks and other financial institutions as well as an overview of the globalization of financial markets and institutions.

### **FN2202 Principles of Finance**

#### **3 Credits**

*Prerequisites: AC1202*

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.

## **DESCRIPTION OF REQUIRED FINANCE COURSES FOR MAJOR AND MINOR**

### **FN3210 Corporate Finance**

#### **3 Credits**

*Prerequisites: FN2201, FN2202*

This is an intermediate business financial management course, combining theory and applications. The course focuses on detailed look at capital budgeting methods including Net Present Value and Internal Rate of Return, capital budgeting under uncertainty, risk and return analysis, financial planning and forecasting, dividend policy, capital structure policy, working capital policy, and interactions of investment and financing decisions.

### **FN3220 Investments**

#### **3 Credits**

*Prerequisites: FN2201, FN2202*

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.

### **FN3230 Financial Institutions Management**

#### **3 Credits**

*Prerequisites: FN2201, FN2202*

The course provides an analysis of the role of private financial intermediaries in providing financial services to the public with a focus on the latest techniques of asset/liability and risk management in modern day financial institutions. Other topics include the impact of recent regulations and the breakdown of geographic barriers worldwide on the risks and opportunities to financial institutions. The impact of ethical, technological and diversity issues affecting managerial decision making in financial intermediation is also discussed.

## **DESCRIPTION OF ELECTIVE FINANCE COURSES FOR MAJOR AND MINOR**

### **FN3201 Money and Banking**

#### **3 Credits**

*Prerequisite: FN2201*

The course examines the functioning of monetary systems and the meaning of monetary policy from the point of view of banks and other financial institutions. Various monetary theories will be analyzed in terms of the impact of changes in the volume of money on capital formation, national income, employment, prices and interest rates.

### **FN3222 Personal Finance**

#### **3 Credits**

*Prerequisites: FN2201, FN2202*

This course focuses on the analysis of the problems involved in efficient handling of personal finance. Topics include time value calculations, budgeting, career planning, banking, insurance,

home buying, consumer credits and money management, investment planning, retirement planning, and estate planning.

### **FN4211 Financial Modeling**

#### **3 Credits**

*Prerequisites: FN2201, FN2202*

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.

### **FN4212 Mergers and Acquisitions**

#### **3 Credits**

*Prerequisites: FN3210*

The course provides the key financial sources and instruments used for 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.

### **FN4214 Financial Statement Analysis**

#### **3 Credits**

*Prerequisites: FN2201, FN2202*

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.

### **FN4221 Investment Banking**

#### **3 Credits**

*Prerequisites: FN3210*

The course provides a study of 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 with emphasis on the mechanics and economics of the issuance process. Analysis of the market for new issues and appraisal of their spread and price performance will be provided. Consideration of ethical, technological and diversity issues in investment banking operations will be made.

### **FN4220 Real Estate Finance**

#### **3 Credits**

*Prerequisites: FN2201, FN2202*

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 uses, development and marketing of commercial and residential real estate.

### **FN4224 Introduction to Financial Derivatives**

#### **3 Credits**

*Prerequisites: FN2201, FN2202*

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.

### **FN4225 Fixed-Income Securities**

#### **3 Credits**

*Prerequisites: FN3220*

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.

### **FN4231 Commercial Banking**

#### **3 Credits**

*Prerequisites: FN2201, FN2202*

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.

### **FN4232 Risk Management**

#### **3 Credits**

*Prerequisites: FN4224*

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.

### **FN4235 International Financial Management**

#### **3 Credits**

*Prerequisites: FN2201, FN2202*

This course covers principles and applications of managerial finance in an international context. Particular emphasis is placed on financial management of multinational business. Major topics

include analysis of opportunities, risks and problems unique to businesses involved in multinational operations, international financial environment, international sources and uses of funds, foreign exchange risk management, and managing international assets, liabilities, and securities.

#### **FN4240 Security Analysis and Portfolio Management**

##### **3 Credits**

*Prerequisites: FN3220*

This is an advanced investment course designed to expand knowledge acquired in the introductory investment course. The course provides thorough analysis of security valuation techniques and systematic portfolio management. The topics include the processes and principles of financial valuation, valuation models and components, valuation of debt, equity and other securities, portfolio construction and analysis, strategic management of various classes of assets, and portfolio applications and portfolio evaluation.

#### **FN4241 Case Studies in Finance**

##### **3 Credits**

*Prerequisites: FN3210, FN3220, FN3230*

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. ***This course can be treated as a substitute for Internship. Departmental approval is necessary.***

#### **FN4242 Selected Topics in Finance**

##### **3 Credits**

*Prerequisite: FN3210, FN3220, FN3230*

The course examines particular issues and contemporary subject areas in Finance at an advanced level. Selection of topics depends on students and instructors preferences.

#### **FN4244 Research/Simulation in Finance**

##### **3 Credits**

*Prerequisites:* Permission of department chairperson, a minimum GPA of 3.5 in all Finance courses and 3.5 overall, and completion of 18 credits in Finance courses.

The course focuses on research on topics in the area of Finance through advanced research methods. ***This course can be treated as a substitute for Internship. Departmental approval is necessary.***

**B.Sc.: MAJORS AND MINORS IN MANAGEMENT**

<i>Required for Major</i>	<b>Required for Minor</b>
<p>The following core Management courses</p> <p>MG2201 Principles of Management            MG2202 Business Law            MG3214 Strategy and Business Policy</p> <p><i>Plus 4 required courses from the list below</i></p> <p>MG3205 Decision Making            MG3206 Leadership and Motivation            MG3208 Innovation Management            MG3212 Organizational Behavior            MG3213 Managing Change            MG4205 Management Theory</p> <p><i>Plus 2 electives from the list below</i></p>	<p>The following core Management courses</p> <p>MG2201 Principles of Management            MG2202 Business Law            MG3214 Strategy and Business Policy</p> <p><i>Plus 3 required courses from the list below</i></p> <p>MG3205 Decision Making            MG3206 Leadership and Motivation            MG3208 Innovation Management            MG3212 Organizational Behavior            MG3213 Managing Change            MG4205 Management Theory</p>
<p><b>Electives</b></p> <p>MG3202 Principles of Business Ethics            MG3207 Managing Negotiation            MG3210 International Business            MG3211 Small Business Management            MG3299 Selected Topics in Management            MG4202 Compensation Management            MG4203 Performance Management            MG4204 Industrial Relations            MG4207 Game Theory</p>	

## B.Sc.: MAJORS AND MINORS IN HUMAN RESOURCE MANAGEMENT

<i>Required for Major</i>	<b>Required for Minor</b>
<p>The following core Management courses</p> <p>MG2201 Principles of Management MG2202 Business Law MG3214 Strategy and Business Policy</p> <p><i>Plus 4 required courses from the list below</i></p> <p>MG3204 Human Resource Management MG3207 Managing Negotiations MG3299 Selected Topics in Management MG4202 Compensation Management MG4203 Performance Management MG4204 Industrial Relations</p> <p><i>Plus 2 electives from the list below</i></p>	<p>The following core Management courses</p> <p>MG2201 Principles of Management MG2202 Business Law MG3214 Strategy and Business Policy</p> <p><i>Plus 3 required courses from the list below</i></p> <p>MG3204 Human Resource Management MG3207 Managing Negotiations MG3299 Selected Topics in Management MG4202 Compensation Management MG4203 Performance Management MG4204 Industrial Relations</p>
<p><b>Electives</b></p> <p>MG3201 Business Communications MG3202 Principles of Business Ethics MG3205 Decision Making MG3206 Leadership and Motivation MG3208 Innovation Management MG3210 International Business MG3211 Small Business Management MG3212 Organizational Behavior MG3213 Managing Change MG4205 Management Theory MG4207 Game Theory</p>	

## DESCRIPTION OF COLLEGE CORE MANAGEMENT COURSES

### **MG2201 Principles of Management**

#### **3 Credits**

*Prerequisites: None*

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.

**MG2202 Business Law****3 Credits**

*Prerequisites: MG2201*

This course examines basic legal principles. This allows students to recognize relevant issues and the legal implications of business situations. The principles of Kazakhstan law will be applied to accounting, auditing, and decision-making throughout the course. The political, social, and ethical implications of these issues are also debated.

**MG3214 Strategy and Business Policy****3 Credits**

*Prerequisites: MG2201, MK2201, FN2202, AC2201*

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.

**DESCRIPTION OF REQUIRED MANAGEMENT AND HUMAN RESOURCE MANAGEMENT COURSES FOR MAJOR AND MINOR****MG3204 Human Resources Management****3 Credits**

*Prerequisites: MG2201*

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.

**MG3205 Decision Making****3 Credits**

*Prerequisites: MG2201*

The course focuses on ideas that can be used in business to understand decisions generally. The curriculum includes the concepts of rational choice, identity, appropriateness, and history-dependent rules. The course also explores how decisions are made in the face of inconsistency in preferences or identities. Prospects for decision engineering are also explored in detail.

**MG3206 Leadership and Motivation****3 Credits**

*Prerequisites: MG2201*

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.

**MG3207 Managing Negotiations****3 Credits**

*Prerequisites: MG2201*

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.

### **MG3208 Innovation Management**

#### **3 Credits**

*Prerequisites: MG2201*

The purpose of the course is to introduce students to recent, leading edge management thinking. A study of the most recent trends and ideas in management and their practical application is carried out. The course will include reviews of books by well-known management theorists and a critical analysis of the application of these theories in Kazakhstan.

### **MG3212 Organizational Behavior**

#### **3 Credits**

*Prerequisites: MG2201*

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.

### **MG3213 Managing Change**

#### **3 Credits**

*Prerequisites: MG2201*

This course is designed as an introduction to managing change in organizations with an emphasis on the development of student capacity to understand the necessity of change in organizations. This is achieved by focusing on the conceptual and theoretical underpinning of change in the organizational context, analysis of how effective change management helps an organization gain a competitive advantage, and introduction of key change tools.

### **MG3299 Selected Topics in Management**

#### **3 Credits**

*Prerequisites: MG2201*

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.

### **MG4202 Compensation Management**

#### **3 Credits**

*Prerequisites: MG3204*

The purpose of the course is to provide the student with an understanding of compensation and rewards systems management in contemporary organizations. This course examines and reviews the elements of compensation and rewards systems that affect organizations including theoretical aspects and justifications. This leads into a detailed discussion of the practicalities of making wage decisions, incentives and benefits design techniques, and the administrative aspects of the compensation management process.

### **MG4203 Performance Management**

#### **3 Credits**

*Prerequisites: MG2201*

The purpose of performance management is to improve performance in critical areas by creating accountability to goals and objectives. This course will provide students with the necessary knowledge and skills of ensuring effective staff performance over a period of time, i.e. through tracking and strategic control and performance opportunity setting.

## **MG4204 Industrial Relations**

### **3 Credits**

*Prerequisites: For 4th-year students*

This course introduces students to the field of labor relations. The lectures will outline key components of the study of the industrial relations: the relationship among employee, employer, and the official law; the interaction between and among these actors (e.g. bargaining, consultation, strikes, and industrial conflicts); and, the results of these interactions (e.g. joint agreements, statutory provisions, and legal decisions); the type of agreement and its implementation. This course provides the understanding of the main aspects of Kazakhstani patterns of the industrial relations and a comparative concept of industrial relations including examples from Japan, Western Europe, USA and Russia.

## **DESCRIPTION OF ELECTIVE MANAGEMENT AND HUMAN RESOURCE MANAGEMENT COURSES FOR MAJOR AND MINOR**

### **MG3201 Business Communications**

#### **3 Credits**

*Prerequisites: MG2201*

This class introduces the principles of communication in organizations. The most common organizational communication variables are reviewed; e.g. communication distortion, conflict, power, managerial leadership style, roles, interviewing, and information overload and under-load. The emphasis is placed on the application of the principles reviewed to the organizational setting. Simulations, exercises, and case studies are used to give the course material strong practical relevance.

### **MG3202 Principles of Business Ethics**

#### **3 Credits**

*Prerequisites: None*

An understanding of Business Ethics is critical for modern managers. The course reviews the prevalent theories of ethics that set and guide society's expectations of doing business in today's private and public sector within the social, economic, and political order in the context of local traditions. Responsibility to all the stakeholders of a business will be studied from an ethical standpoint. International ethical frameworks for gauging business decisions are reviewed. Throughout the course, there is intensive use of case studies to illustrate and solve business ethics problems. The objective of the course is to introduce the student to the ethical concepts that are relevant to resolving moral issues in business; impart the reasoning and analytical skills needed to apply ethical concepts to business decisions; identify the moral issues involved in the management of specific problem areas in business; and to provide an understanding of the social, technological, and natural environments within which moral issues in business arise.

### **MG3210 International Business**

#### **3 Credits**

*Prerequisites: MG2201*

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.

### **MG3211 Small Business Management**

#### **3 Credits**

*Prerequisite: MG2201*

Lectures and case study methods are applied to investigate and analyze problems related to small business start-ups and functions. Included are: selecting a location, business planning, organizational control, finances, and other areas of interest to the small business owner. The course includes formulating a business plan.

### **MG3214 Knowledge Management**

#### **3 Credits**

*Prerequisites: MG2201*

The course considers skills for managing knowledge assets and intellectual capital: fostering knowledge creation, representing and transferring knowledge and experience, building knowledge networks and communities of practice, managing knowledge assets for a competitive advantage and using information technology to support knowledge management.

### **MG4205 Management Theory**

#### **3 Credits**

*Prerequisites: For 4th-year students*

Management as a discipline appears to house a multitude of paradigms, principles, and approaches. They vary depending upon whether management is viewed as a system, a set of functions, processes, pattern of activities, or simply a collection of techniques. In order to provide the discipline with a sense of cohesion, it is suggested that we examine the fundamental value or concept, which underlies management functions, processes, activities, and techniques. This effort at developing a theory (in use) of management aims to document commonalities and differences among its functional variants and work toward an integrative theory of management.

### **MG4207 Game Theory**

#### **3 Credits**

*Prerequisites: MG2201*

In many business situations, the profitability of any particular decision or strategy depends on what decisions or strategies a firm's competitors adopt. That is, many business situations are ones of strategic interaction or games. In these circumstances, good decision making demands that the manager think through not only the firm's own options but also the options and choices of its competitors. Applications will range across various areas of firm decision making: marketing, strategic management, accounting. To improve your ability to make good strategic decisions, we concentrate on an analytic method derived from game theory, which provides a rigorous analytic framework for structuring competitive situations, identifying the alternatives, and choosing among them. Our basic approach will be to break the complexity down into pieces, use game theory tools to analyze the pieces, and then reassemble the pieces into a logically coherent understanding.



**B.Sc.: MAJOR IN MARKETING**

<i>Required for Major</i>	<b>Required for Minor</b>
<p>The following core Marketing courses</p> <p>MK1201 Principles of Marketing MK2201 Intermediate Marketing</p> <p><i>Plus 4 required courses from the list below</i></p> <p>MK3201 Consumer Behavior MK3202 Marketing Communications MK3203 Marketing Research MK3208 International Marketing MK3214 Brand Management MK3216 New Product Development</p> <p><i>Plus 2 electives from the list below</i></p>	<p>The following core Marketing courses</p> <p>MK1201 Principles of Marketing MK2201 Intermediate Marketing</p> <p><i>Plus 3 required courses from the list below</i></p> <p>MK3201 Consumer Behavior MK3202 Marketing Communications MK3203 Marketing Research MK3208 International Marketing MK3214 Brand Management MK3216 New Product Development</p>
<p><b>Electives</b></p> <p>MK3204 Advertising Management MK3205 Retailing MK3207 Internet Marketing MK3209 Business Marketing MK3210 Services Marketing MK3212 Fundamentals of Selling MK3213 Public Relations MK3215 Social Marketing MK3219 Event Marketing MK3299 Selected Topics in Marketing OP3202 Logistics and Supply Chain Management OP3215 Business Time Series Forecasting IS4202 Managing of E-Business Systems</p>	

## **DESCRIPTION OF COLLEGE MARKETING REQUIRED COURSES**

### **MK1201 Principles of Marketing**

#### **3 Credits**

*Prerequisites: None*

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.

### **MK2201 Intermediate Marketing**

#### **3 Credits**

*Prerequisites: MK1201*

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.

## **DESCRIPTION OF REQUIRED MARKETING COURSES FOR MAJOR AND MINOR**

### **MK3201 Consumer Behavior**

#### **3 Credits**

*Prerequisites: MK1201*

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 how: 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.

### **MK3202 Marketing Communications**

#### **3 Credits**

*Prerequisites: MK1201*

This course is designed to introduce students to the main aspects of the marketing communication mix as well as marketing communications strategy. This knowledge will develop them as future marketing managers, who will be able to lead a company's communications. By the end of the course students will be able to define and develop a company's marketing communications strategy; brief advertising agencies about message style and media used for promotional campaign; and, evaluate advertising agency proposals.

### **MK3203 Marketing Research**

#### **3 Credits**

*Prerequisites: MK1201*

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.

### **MK3208 International Marketing**

#### **3 Credits**

*Prerequisites: MK1201*

This course covers international marketing operations by looking at issues such as product policies, pricing, advertising, 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 a core part of the course.

### **MK3214 Brand Management**

#### **3 Credits**

*Prerequisites: MK1201*

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).

### **MK3216 New Product Development**

#### **3 Credits**

*Prerequisites: MK1201*

This course is firmly based in the strategy of the firm and includes the marketing, manufacturing, finance, engineering, and R&D functions. This course is designed to present all the methods of market research and modeling in the marketing science field. One unique feature of this course is to get students understanding and managing new-product marketing processes.

## **DESCRIPTION OF ELECTIVE MARKETING COURSES FOR MAJOR AND MINOR**

### **MK3204 Advertising Management**

#### **3 Credits**

*Prerequisites: MK1201*

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.

### **MK3205 Retailing**

#### **3 Credits**

*Prerequisites: MK1201*

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.

### **MK3207 Internet Marketing**

#### **3 Credits**

*Prerequisites: MK1201*

The course is developed to examine the unique features of marketing through the Internet as well as the use of the Internet as support for off-line marketing activities. The course is designed to give students a detailed understanding of key Internet marketing concepts and to see how they are implemented. Upon completion of the course, students will be able to analyze on-line marketing strategies of companies, the customer utility of websites, and develop promotional campaigns for on-line marketing programs.

### **MK3209 Business Marketing**

#### **3 Credits**

*Prerequisites: MK1201*

The course will provide students with the grounding they need to become successful business marketers. Comprehensive and flexible, it focuses on general business marketing issues such as characteristics of business marketing, organizational buying behavior, business marketing programming, integrated marketing communications, internet marketing, and business ethics. The theory of business marketing will be studied using practical exercises to ensure the students understanding of the topics covered

### **MK3210 Services Marketing**

#### **3 Credits**

*Prerequisites: MK1201*

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.

### **MK3212 Fundamentals of Selling**

#### **3 Credits**

*Prerequisites: MK1201*

The fundamentals of selling and sales management will be studied in this course to ensure students understand the role of personal selling in the company promotional program, customers' buying behavior, sales process, and functions of a sales manager. The students will practice the skills necessary for effective communication and successful selling. Prospecting and approaching customers, sales presentation, handling objections, and closing and follow-up techniques will be studied in detail. Sales planning, developing, and directing sales forces as well as evaluating the performance of the sales aspect of organizations will contribute to the students' understanding of sales management.

### **MK3213 Public Relations**

#### **3 Credits**

*Prerequisites: MK1201*

This course is designed to introduce students to the fundamentals of public relations. Public relations can be defined as the art and science of positioning an organization in its environment. The course examines the various ways that communication facilitates this process. The objectives of the course are to provide an understanding of the functions of public relations, to expose the student to the role of public relations in organizations, and to provide exercises, which provide insights into the practicalities of public relations.

**MK3215 Social Marketing****3 Credits**

*Prerequisites: MK1201*

This course examines the role and applications of marketing in public and nonprofit settings. It focuses on a conceptual understanding of the marketing discipline and marketing processes and shows how basic concepts and principles of marketing are applicable to public and nonprofit organizations. Upon successful completion of this course, students should have a firm grasp of important issues in public and nonprofit marketing.

**MK3219 Event Marketing****3 Credits**

*Prerequisites: MK1201*

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.

**MK3299 Selected Topics in Marketing****3 Credits**

*Prerequisites: MK1201*

Specialist courses in selected topics related to marketing. Topics covered vary according to the interests and expertise of instructors and demand from students.

**B.Sc.: MAJOR IN OPERATIONS MANAGEMENT AND INFORMATION SYSTEMS**

The department of Operation Management and Information Systems (OMIS) offers majors and minors in Operation management (OM) as well as Information Systems management (IS). Students willing to do major either in Operation Management or in Information Systems Management, have to undertake 6 courses (18 credits) from the respective discipline. Conversely, a student is entitled to have minor in IS or OM, if he takes any 3 of the listed courses of IS or OM.

OMIS being the backbone of modern business administration, every BSc student has to have certain basic minimum competency in OM and IS. Therefore, it is mandatory for every BSc student has to pass the following Core Courses of OMIS department as listed below.

**B.Sc.: MAJOR IN OPERATIONS MANAGEMENT**

<b><i>Required for Major</i></b>	<b>Required for Minor</b>
<p>The following core Operations Management courses</p> <p>OP1201 Business Quantitative Methods            OP2201 Business Statistical Analysis            OP2202 Introduction to Operations Management</p> <p><b><i>Plus 2 required courses from the list below</i></b></p> <p>OP3204 Project Management            OP3205 Logistics &amp; Supply Chain Management</p> <p><b><i>Plus 4 electives from the list below</i></b></p>	<p>The following core Operations Management courses</p> <p>OP1201 Business Quantitative Methods            OP2201 Business Statistical Analysis            OP2202 Introduction to Operations Management</p> <p><b><i>Plus 3 OP prefixed courses from the 2 required courses or elective courses (list below)</i></b></p>
<p style="text-align: center;"><b>Electives</b></p> <p>OP3207 Total Quality Management            OP3210 Business Process Reengineering            OP3214 Spreadsheet Based Decision Modeling            OP3215 Business Time Series Forecasting            OP3216 Service Operations Management            OP4201 Purchasing &amp; Materials Management            OP4202 Transportation and Distribution Management            OP4215 Technology Management            OP4220 Selected Topics in Operations Management            IS3205 System Analysis &amp; Design            IS4202 Management of E-Business Systems</p>	

**B.Sc.: MAJOR IN INFORMATION SYSTEMS**

<i>Required for Major</i>	<b>Required for Minor</b>
<p>The following core Information Systems courses</p> <p>IS2201 Computer Application in Business (Offered under GE Program) IS2203 Management Information Systems</p> <p><i>Plus 2 required courses from the list below</i></p> <p>IS3202 Database Management Systems in Business IS4202 Management of E-Business Systems</p> <p><i>Plus 4 electives from the list below</i></p>	<p>The following core Information Systems courses</p> <p>IS2201 Computer Application in Business (Offered under GE Program) IS2203 Management Information Systems</p> <p><i>Plus 3 IS prefixed courses from the 2 required courses or elective courses (list below)</i></p>
<p style="text-align: center;"><b>Electives</b></p> <p>IS3203 Enterprise Resource Planning (ERP) IS3205 System Analysis &amp; Design IS3208 Data Communication &amp; Networking IS3209 Programming Languages IS3210 Information Systems Security IS3212/5212 Accounting Information Systems IS3213 eBusiness Technology IS4204 Decision Support Systems IS4206 Business Modeling and Simulation IS4210 Management of Software Engineering Projects IS4215 Knowledge Management IS4220 Selected Topics in Information Systems OP3205 Logistics &amp; Supply Chain Management OP3215 Business Time Series Forecasting MK3207 Internet Marketing</p>	

**DESCRIPTION OF GENERAL EDUCATION COURSES OFFERED BY OMIS**

**IS1201 Introduction to Programming: A 1000 Level GE Course**

*Prerequisites: CIT1712*

This course is the introduction to basic programming techniques that can be used for any types of business problems. One gets the concept of programming structures such as branching and

repetitions applicable for a wide range of programs ranging from office automation with VBA to object oriented modules. Programming may seem difficult because of the complexity of the programming code. This course will use the most convenient tool – Visual Basic for Applications. It is available in any application of Microsoft Office. In this course the students learn how to think algorithmically and how to transfer this approach to any available technical base. By completing this course one acquires the necessary logical background with which any complex problem can be structured and broken down into the manageable program code to be further crunched by a computer.

### **IS2201 Computer Applications in Business**

#### **3 Credits**

*Prerequisites: CIT1712*

This course provides a deep insight on implementing business logic in computer applications. To start thinking in business terms while working with computers, one gets the perception of computer models, which are implemented on spreadsheets through decision making techniques and programming. The purpose of this course is to foster business thinking through available technical means. Connect your business logic with the technology and thus intensify your power by increasing the scope of your intelligence. Make technical means the extension of your entrepreneurship mind and prepare yourself to dynamic corporate culture. This course is also a prerequisite to the probabilistic business simulations where statistical methods are applied in the business decision-making. After taking this course one treats a computer not just as an office automation device but also as a business instrument.

## **DESCRIPTION OF COLLEGE CORE OPERATIONS MANAGEMENT AND INFORMATION SYSTEMS COURSES**

### **OP1201 Business Quantitative Methods**

#### **3 Credits**

*Prerequisites: MATH1101*

This course provides the essential concepts of business mathematical methods. It will deal with such topics as elements of general mathematics, systems of linear equations, non-linear optimization, linear and integer programs, differential equations, methods in inventory management, decision making under certainty stimulation models.

### **OP2201 Business Statistical Analysis**

#### **3 Credits**

*Prerequisites: MATH1101*

The course gives a clear summary of the essential concepts of business statistics. It will cover such important topics as elements of probability theory, sampling surveys, hypotheses testing, regression analysis, analysis of variance and time-series forecasting. Students will be able to solve simple probability problems, understand and explain problems of parameters estimating and testing, to perform linear regression analysis, to apply simple time-series forecasting techniques, etc. There will be several tutorial sessions that will allow students to solve problems in a setting that will test their understanding and application of the materials presented in the lectures.



## **OP2202 Introduction to Operations Management**

### **3 Credits**

*Prerequisites: OP2201*

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.

## **IS2203 Management Information Systems**

### **3 Credits**

*Prerequisites: IS2201*

This course provides a broad overview of the information systems including their resources and components. In addition the course discusses key managerial issues relating to implementation and application of information systems in an enterprise, understanding the impact of information systems/ information technology on business functions; outlining strategies for corporate growth based on the effective use and management of information systems; analyzing business problems and developing the design for relevant information systems solutions; understanding how information systems can be used to transform business processes and provide more effective management control and decision systems.

## **DESCRIPTION OF THE REQUIRED COURSES FOR OPERATIONS AND INFORMATION SYSTEMS MAJOR AND MINOR**

## **OP3204 Project Management**

### **3 Credits**

*Prerequisites: OP2202*

This course is designed to teach the basic principles of project management. Students will learn about the key techniques of planning, scheduling and monitoring progress of projects; how to estimate and schedule project resources, create project flow charts, and produce critical path planning and evaluation reports. Important issues of project selection and team management are also covered. These learning objectives are reinforced by a course project that allows the student to apply the principles and use the tools they learn.

## **OP3205 Logistics and Supply Chain Management**

### **3 Credits**

*Prerequisites: OP2202*

The course reviews how organizations can gain sustainable competitive advantage in global marketplace by efficient and effective management of supply and distribution chains. Methods and techniques to model supply chain strategy, supply chain route analyses, supply chain outsourcing and partnering, JIT management philosophy, inventory management and material requirement planning, warehouse operations, logistics system design, reverse logistics, information systems for logistics, and enterprise resource planning are integrated.

### **IS3202 Database Management Systems in Business**

#### **3 Credits**

*Prerequisites: IS2203*

The Database plays a key role in business management. Management without the support of right Database is unthinkable. This course provided hands-on-training about the tools and techniques of designing and building enterprise databases and accessing data from their databases. The course demonstrates how the database technologies may be effectively used to manage business operations, marketing products and services, and maintain customer relations. The course involves students to design databases for real business tasks, implement simple database environment using available facilities. The course will cover physical database & DBMS implementation (storage and index structures, system catalog, query optimization, transaction processing, concurrency control, database recovery, security & authorization), and other related topics.

### **IS4202 Management of E-Business Systems**

#### **3 Credits**

*Prerequisites: None*

This course teaches the students how the new information and communication technology (NICT), such as broadband, mobile communications and the Internet, can be used to develop and improve business processes (eBusiness) that cut costs increase revenue and reduces time of doing business across the globe. It empowers the students to develop the necessary analytical skills to distinguish the value from the hype of the New Economy. Upon completion of this course, students should be able to find out: how leading companies and new ventures do business on the Internet? What are the various business models of eBusiness? What are the rules of competition of eBusiness and how they affect the relationships, profitability and stock prices? How to formulate best-fit eBusiness strategies not only for the commercial firms, but also for the management of not-for-profit service sector organizations like government, healthcare and other public utility services? How NICT can be used to create sustainable businesses for Kazakhstan?

## **DESCRIPTION OF THE REQUIRED COURSES FOR OPERATIONS AND INFORMATION SYSTEMS MAJOR AND MINOR**

### **OP3207 Total Quality Management**

#### **3 Credits**

*Prerequisites: OP2202*

This course emphasizes applications of principles and techniques of TQM to manufacturing and service organizations. It will introduce many aspects of quality management and discusses: quality philosophies and principles, Total Quality Management and continuous improvement, process control and improvement (Statistical Process Control, Process Capability and Six Sigma Quality), quality design and improvement, acceptance sampling, ISO 9000:2000 and the implementation of quality improvements.

### **OP3210 Business Process Reengineering**

#### **3 Credits**

*Prerequisites: OP2202, IS2203*

Information systems and technology will be used as a framework for analyzing challenges and opportunities faced by individuals and organizations as they adapt themselves and their companies to better face the implications of competitive position in the midst of an information

management explosion. Information systems are presented as an enabling technology supporting and reengineering effort of business processes within any organization. The course is reasonably self-contained and positioned for managers and professionals who must make IS related decisions, as opposed to technical users and application developers.

### **OP3214 Spreadsheet Based Decision Modeling**

#### **3 Credits**

*Prerequisites: IS2201, OP2201*

This course focuses on the basic principles and techniques of applied mathematical modeling for managerial decision making. This course covers the use of data tables, etc.; graphical vs. non-graphical approaches to programming; linear and non-linear optimization using solver; integer and non-integer programming; sensitivity analysis; decision trees; random or probabilistic vs. deterministic approaches; simulation using dice and excel functions and introduction to use of crystal Ball or @-Risk for simulation etc.

### **OP3215 Business Time Series Forecasting**

#### **3 Credits**

*Prerequisites: OP2201*

The course is devoted to advanced students who would like to refine their knowledge in applied statistics. The course consists of forecasting models and techniques, such as exponential smoothing models, ARIMA models, neural network techniques, rule-based forecasting, business forecasting. Commercial software such as SPSS and Neural Networks Package will be used for practical applications. Examples of time series forecasting related to marketing, operations, and finance are provided.

### **OP3216 Service Operation Management**

#### **3 Credits**

*Prerequisites: OP2202*

This course covers managing long-term capabilities and controlling of day-to-day performances of service delivery systems. The course focuses on service sector productivity, role of services within the economy, service design and service delivery issues, service quality and quality standards and scheduling of service operations. A variety of service operations will be analyzed through a number of case studies, related to such industries as catering, consumer banking, healthcare, retail, etc.

### **OP4201 Purchasing and Materials Management**

#### **3 Credits**

*Prerequisites: OP3202*

This course reviews analysis and application of an integrated approach of purchasing and material management. Particular emphasis will be given on organizational policies and procedures on purchasing, relation of purchasing department with other departments, make-or-buy decision; bid and proposal preparations, supplier or vendor selection; quality assurance, value and cost analysis; quantity discounts, inventory determination, material requirement planning, Just-In-Time (JIT) purchasing; purchasing and warehouse management and purchasing information systems. The students will also relate the government rules and regulations of purchasing.

## **OP4202 Transportation and Distribution Management**

### **3 Credits**

*Prerequisites: OP3202*

Transportation alternatives and technologies are changing very rapidly. It is necessary to study the fundamental differences among the various transportation modes in terms of their basic cost structures, mode of transportation, market competition and service characteristics to minimize the transportation cost as well as total logistics expenses and reduce the shipment time. From local and international point of view this course addresses the role of commercial transportation in logistics & business, existing transportation infrastructure, intermediaries involved in movement of goods to and from a country, all critical routing and scheduling; shipment planning & containerization; mode, carrier, and third-party selection; transportation regulations and documentation; transportation management systems; and transportation organization design.

## **OP4215 Technology Management**

### **3 Credits**

*Prerequisites: None*

The main objective of this course is to impart knowledge and understanding to manage technological changes for better business. The course addresses issues pertaining to the discovery, development, and diffusion of technological advances and the technology-business connection in light of technological change. Topics include integrating technology with the business strategy, management and implementation of new technologies, core competence assessment, new product and process development, technology development and life cycle, technology forecasting, the innovation process and its impact on organization, and technology transfer mechanisms.

## **OP4220 Selected Topics in Operation Management**

### **3 Credits**

*Prerequisites: OP2202*

This is further research of various areas in operations management, especially in the border areas between marketing and operations, finance and operations, etc. Students are required to study some selected topics of operations and supply chain management. Topics under this course will vary according to the market demand and students interests.

## **IS3203 Enterprise Resource Planning**

### **3 Credits**

*Prerequisites: IS2203*

This course covers the theory, methods, and techniques for solving organizational information processing problems using Enterprise Resource Planning software; and critical issues including software selection and configuration, project management, systems architecture, process analysis and design, organizational change, implementation and post-implementation issues of ERP projects.

## **IS3205 System Analysis & Design**

### **3 Credits**

*Prerequisites: IS2203*

The course provides an overview of the processes involved in the analysis, design, and implementation of information systems. This is a hands-on course and is targeted at advanced undergraduate or beginning graduate students who have little or no background in the subject. Topics to be covered include software development life cycle (SDLC), feasibility study,

requirements analysis, systems analysis, and systems design. Systems analysis and design methods covered in this course include data flow diagram, data dictionary, and entity-relationship approach. Feasibility study, requirements definition and design, implementation process, development documentation will be covered.

### **IS3208 Data Communication & Networking**

#### **3 Credits**

*Prerequisites: IS2203*

The course presents basic knowledge of communication systems as one of the great computer science fields. It covers systematic methods for classification of the present and future development of computer communication; changes in the infrastructure of information and communication systems, distributed systems, open systems, architectures as blueprint for open systems; communication networks for local area environments (within organizations) and for wide area environments (between organizations); and communication services in local and wide area networks. In addition course will introduce networking models, intranet and extranet and their use in E-business and E-commerce.

### **IS3209 Programming Languages**

#### **3 Credits**

*Prerequisites: IS2201*

This course is an introduction to the concepts, principles, and skills of programming, including compilers, algorithms, and problem solving using a high level programming language such as C++ or Visual Basic. It is intended for students with little or no programming experience. It emphasizes problem solving, algorithm development, and structured programming techniques with a series of projects to be developed through the course.

### **IS3210 Information System Security**

#### **3 Credits**

*Prerequisites: IS2203*

The course will cover information security aspects, information network security aspects and Information Technology aspects. These aspects will include security processes, security tools and techniques, security standards, responsibility centers, implantations issues & processes, total cost of ownership and advantages to the organization. In addition courses will provide detailed analysis of various options available in the market for implementing security infrastructure in a global environment.

### **IS3212/5212 Accounting Information Systems**

#### **3 Credits**

*Prerequisites: IS2201*

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.

### **IS3213 e-Business Technology**

#### **3 Credits**

*Prerequisites: None*

This course covers the technologies of e-business like web technologies (such as HTML, XML, ebXML etc.) networking and internetworking basics, wireless technologies, Internet infrastructure and technologies of online payment systems, front-end/back-end integration, website management and security issues. After completing the course students will acquire practical guidance in developing an e-business for organizations. The course will follow a pedagogy of learning by doing and case studies on how firms and business houses incorporate eBusiness technology.

### **IS4204 Decision Support Systems**

#### **3 Credits**

*Prerequisites: IS3203*

This course examines a set of information systems which specifically support managerial decision makers: Decision Support Systems, Group Decision Support Systems, Executive Information Systems, Data Warehouses, Expert Systems, and Neural Networks. The course explores and discusses the development, implementation, and application of these systems, how these systems can be applied to current business problems, as well as how organization issues impact the implementation and usage of these systems. This will involve developing conceptual knowledge of these systems as well as gaining practical experience with several software packages for decision support.

### **IS4206 Business Modeling & Simulation**

#### **3 Credits**

*Prerequisites: IS2203*

The course will cover usage of modern, powerful computers by decision makers in turning to simulation to make decisions about investment strategies, marketing strategies, and managerial policies concerning inventory, production, space analysis, etc. This course will be oriented towards demonstrating how simulation can be applied to aid these decisions. It will also provide the foundations of good simulation practice of various business models. The simulations will be performed using MS Excel or @Risk, or Risk Master software's.

### **IS4210 Management of Software Engineering Projects**

#### **3 Credits**

*Prerequisites: IS2203*

This course covers an introduction to software products, software processes – various models of software development life cycle, process visibility and deliverables; introduction to systems engineering and systems architecture; introduction to project management, requirements engineering – analysis, definition, and specification, prototyping; software design process, architectural and user interface design; verification and validation; software cost estimation; configuration management and version control, software maintenance; project teams and work breakdown structure; project planning and tracking; equality management and process improvement.

### **IS4215 Knowledge Management**

#### **3 Credits**

*Prerequisites: IS2203*

The course will cover basics of Knowledge Management (KM), Knowledge and Knowing, Knowledge Creation and knowledge sharing, Knowledge and its Relationship to Organizational

Learning, Knowledge Management and Organizational Culture, Knowledge Gathering and Tacit Knowledge in Organizations, Technology Tools & Projects and Practices, Roles for Information and Communication Professionals in creation of knowledge and its dissemination in the organization, Ethical Issues, Pragmatics and Problems, Pragmatics of Knowledge Management, and Applications of information technologies to knowledge management.

### **IS4220 Selected Topics in Information Systems**

#### **3 Credits**

*Prerequisites: IS2203*

This is further research of various areas in Information Systems Management, especially in the interface areas of between marketing and operations, finance and operations and eBusiness. Students are required to study some selected topics of new applications of Information and Communication Technology. Topics under this course will vary according to the market demand and students interests.

## **DESCRIPTION OF INTERNSHIP PROGRAM**

### **BUS4250 Credit Internship Program**

#### **3 Credits**

*Prerequisites: To be set by the College and Department*

Internship gives BSc 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.

Internship can be replaced by an elective course in the field of student's specialization. Respective departments determine the substitute course(s).

*For details on Internship, students are advised to seek information from BCB Career Services Center and/or the Director of the BSc program.*

## **MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAM**

### **Mission and objectives**

This program is designed to create decision-makers (managers and entrepreneurs) and future business leaders of the highest quality. We seek to ensure that our graduates are capable of:

- ❑ Using state-of-art techniques to address and solve real world problems, as well as, creatively manage resources, including human, financial and technological resources;
- ❑ Thinking strategically and managing, as well as, leading effectively in the fast-changing and highly competitive global market place;
- ❑ Coping effectively with changing organizational relativities and a technological and business environment that is in a constant state of flux.

We are confident that our graduates can effectively manage, lead and transform organizations in Kazakhstan and internationally, over the next three-to-four decades of their careers and that they will thrive, and not just survive, in today's increasingly complex and demanding world.

## MBA Curriculum

The MBA Program begins with pre-MBA courses such as:

Mathematics Refresher (Graduates of BSc program at KIMEP are exempt from Pre-MBA Math)

All new MBA-students are required to attend at least two Summer Academic English courses. These courses are waived if a student successfully passes the diagnostic test administered by the Language Center. A student can attend up to four Academic English courses in the summer sessions. *Please see under “English Language Requirements” below for details.*

Before MBA classes begin in the first regular semester (fall or Spring), students will also be tested on their computer skills. Students who lack sufficient basic skills will be asked to attend a foundation course to prepare them for skills needed for the MBA program.

After this preliminary stage, and starting from the first semester, a student will receive guidance from her/his Academic advisor. Each student should contact his appointed advisor from the BCB in the beginning of the first semester to establish an appropriate academic plan for the duration of the MBA program.

## English Language Requirements

1. All entering Master’s students whose KEET scores and other entrance qualifications allow them to enter directly into degree programs should complete four non-credit-bearing Academic English courses at the beginning of their Master’s program. These courses will cover Academic Speaking, Academic Listening I and II, Academic Reading and Writing:  
The recommended sequencing of these courses is for the first two courses to be completed during Summer 1 term, and the second two courses to be completed in Summer 2 term. This would permit students to enter directly into content area courses during Fall assuming they complete and pass all four courses.  
If a student cannot follow this schedule, it is possible to take the third and fourth Academic English courses concurrently with content area courses. For instance, a student who completes two English courses in Summer 2 will be allowed to enroll in content area courses in Fall provided he/she is registered for the third and fourth English courses.
2. All Master’s level curricula will include one special purpose English course, for which academic credit will be given.
3. Incoming students whose English ability is high may test out of either the first two or all four of the required non-credit English courses by virtue of their scores on a diagnostic test of English proficiency. This test will be developed by the Language Center and administered by the Testing Center and given four times a year (before the start of Summer 1, Summer 2, Fall, and Spring terms). A student who successfully tests out of any or all of the non-credit English courses will not have to take other English courses in their place.



4. No student may test out of the one credit-bearing English course MG5213 Business Communications included in the Master's program requirements.
5. KIMEP Bachelor's degree graduates will not receive automatic waivers of the non-credit English courses; however, they may take the diagnostic test and qualify for waivers on the same basis as other students.
6. Students entering KIMEP Master's programs may submit results of a recognized English language proficiency test (e.g., TOEFL or IELTS) and have some or all of the non-credit English courses waived on the basis of those results. (This is to avoid the uncertain situation where the student comes to Almaty in summer not knowing whether he/she will be required to take the non-credit English courses. KIMEP's diagnostic test will not be administered internationally).
7. Students whose KEET scores are too low for direct entry into Master's degree programs may qualify for entry into the Provisional Program. On the completion of the Provisional Program, these students may take KIMEP's diagnostic test and, depending on their result, qualify for waiver of the non-credit English courses on the same basis as regularly admitted students.

#### **Graduation Requirements:**

<b>Specification</b>	<b>Credit Hours</b>
Required Core Courses	36
BCB Elective Courses	24
Internship or Research Project	3
4 Academic English Courses	0*
<b>Total</b>	<b>63</b>
* These count as zero credit towards degree, but student must pass the courses, unless waiver is received.	

#### **Concentrations and Specializations**

The Masters of Business Administration offers six functional concentration areas and one inter-disciplinary area in which students can focus in their MBA program:

- Accounting
- Finance
- Marketing
- Management
- Operations Management
- Information Systems
- International Business (inter-disciplinary)

Within each functional concentration area, there are some specialization fields:

<b>Concentrations</b>	<b>Specializations</b>
Accounting	Accounting Strategy and Control Auditing
Finance	Natural Resource Management Banking Corporate Finance
Marketing	Marketing Communications Hospitality Retail
Management	Human Resource Management Entrepreneurship
Operations Management	Logistics and Supply Chain Management Project Management Operations Research
Information Systems	Management of E-business Systems Information Systems Development Accounting Information Systems

**Requirements for Concentration and Specialization:**

General MBA	Students may receive an MBA without specialization. This allows them to take an even wider variety of courses in various areas and allows them the flexibility needed to pursue a variety of careers at many levels in the business world.
Concentrations	Each concentration consists of a minimum of 5 courses for a total of 15 credits (except for International Business that requires 6 courses for a total of 18 credits) Double concentrations may be taken upon college approval.
Specializations	Each specialization is designed by the respective department's set of electives consisting of a minimum of 3 courses for a total of 9 credits. One specialization and one concentration may be taken upon college approval.
Compulsory	Internship or Business Research Project, for all MBA students.

Notes:

The requirements for all Concentrations and Specializations are at the discretion of the department, and are therefore subject to change during the student's matriculation period.

Moreover, the department reserves the right to establish a set of criteria for admission to a particular concentration and specialization.

A course cannot be counted towards both concentration and specialization.

Upon pre-approval by the student’s advisor and Department Chairs, a Double concentration is allowed.

Students are allowed to graduate with two “C” grades: “C-; C; C+”, but with a minimum average GPA of 2.67.

**REQUIRED CORE COURSES FOR MBA PROGRAM**

<b>Discipline</b>	<b>Course Code and Title</b>	<b>Credits</b>
Accounting	AC5201 Financial Accounting for Managers	3
	AC5202 Managerial Accounting	3
Finance	FN5201 Managerial Finance	3
Management	MG5201 Organizational Behavior	3
	MG5250 Strategic Management	3
Marketing	MK5201 Marketing Management	3
Operations Management	OP5201 Quantitative Methods for Decision Making	3
	OP5202 Operations Management	3
Information Systems	IS5201 Management Information Systems	3
Others	FN5200 Managerial Economics	3
	MG5222 Business Law and Ethics	3
	MG5213 Business Communications	3
<b>Total</b>		<b>36</b>

**Recommended MBA Curriculum**

Students may take courses in any order they wish as long as courses meet all prerequisites. The following schedule is suggested to ensure that prerequisites are taken before the courses that require prerequisites. Students may select an alternative schedule if there is justification and the departmental Chair approves the course selection. Students selecting this schedule will be automatically “locked-in” for registration. Any variation will require approval of academic advisor.

<b>Semester 1</b>	<b>15 credits</b>	<b>Semester 3</b>	<b>15 credits</b>
AC5201	Financial Accounting for Managers	MG5222	Business Law and Ethics
FN5251	Managerial Economics	Elective	Concentration/Specialization
MG5213	Business Communications	Elective	Concentration/Specialization
OP5201	Quantitative Methods for Decision Making	Elective	Concentration/Specialization
IS5201	Management Information Systems	Elective	Concentration/Specialization

Semester 2	15 credits	Semester 4	15 credits
AC5202	Managerial Accounting	Elective	Concentration/Specialization
FN5201	Managerial Finance	Elective	Concentration/Specialization
MK5201	Marketing Management	Elective	Concentration/Specialization
OP5202	Operations Management	Elective	Concentration/Specialization
MG5201	Organizational Behavior	MG5250	Strategic Management
<i>Internship or Research Project (Summer)</i>		<i>3 credits</i>	

### **Fast Track MBA\***

#### **General Eligibility Requirements for Fast Track Students of KIMEP BSc, BSS or BAE:**

- KIMEP B.Sc., B.S.S. or B.A.E. Graduates with an overall undergraduate GPA of 3.0 or via successful passing of entrance examinations;
- Average of B+ or greater for *each grouping* of courses being used to waive MBA Core Required Course;
- Some 5000-level course automatically transfers with B+ or above.
- No more than 30 credits can be transferred onto MBA Program

#### **Required Credits and Credit Calculations:**

- 63 Academic Credits and 12 English Credits are Required for MBA
- Fast Track Enrollments are eligible for a maximum of 30 transferable Credits (10 Courses)
- Fast Track Enrollments must take minimally 3 credits in Strategic Management, 3 credits of Internship or Research Project, and 27 additional credits in Core and/or Elective Courses (9 Courses) as other MBA's.
- The English Course requirements (up to all four courses) can be waived subject to successful completion of the diagnostic test administered by the Language Center.
- Course Credit Waivers will be considered using the eligibility criteria stated herein (B+ or greater in course being used to justify waiver).
- Transferred Course Grades will not be used on transcript to compute overall MBA GPA.
- Students should discuss waivers, eligibility and transfer of credits with their academic advisor and/or the director of the MBA Program.

\* Please, consult MBA Program office for details.

### **MBA: ACCOUNTING CONCENTRATION AND SPECIALIZATIONS**

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 also need to understand their personal and legal responsibilities for internal control and for reporting financial information.

The MBA program offers a 5-course Concentration in “Accounting” that addresses the broad range of issues described above. The Concentration prepares students both for careers as managers, and for careers in accounting, auditing, controllership, treasury functions and budgeting.

The MBA program also offers two 3-course Specializations, “Accounting, Strategy and Control” and “Auditing” respectively. The specialization, “Accounting, Strategy and Control” develops a sharply focused set of skills crucial for managers wishing to make good strategic decisions in such areas as of an organization as Finance, Marketing, Management, Operations Management and Information Systems. The specialization “Auditing” provides the opportunity to develop in depth knowledge and skills appropriate for careers in assurance services with the major accounting firms or in the auditing function of large organizations.

Both the Accounting Concentration and the two Specializations will help prepare students to sit for such professional exams as the CPA, CMA, ACCA, etc.

### **Entry and Exit Criteria for Accounting Concentration and Specialization**

Entry criteria for concentration and specialization: To be admitted to the Accounting concentration and/or specialization students must be of good academic standing.

Exit criteria for concentration: At the time of graduation, the student will be required to have (1) a minimum overall GPA of 2.67, and (2) a minimum GPA in Accounting courses (GPA of the two core Accounting courses, the four courses required for concentration in Accounting, and one of the Accounting electives) of 3.00.

Exit criteria for specialization: At the time of graduation, the student will be required to have (1) a minimum overall GPA of 2.67, and (2) an overall GPA in Accounting courses (GPA of the two core Accounting courses, and the three courses required for specialization in Accounting) of 3.00

*The following is the course structure for students with concentration in Accounting.*

#### **Required Core Accounting Courses for all MBA Students**

AC5201 Financial Accounting for Managers  
AC5202 Managerial Accounting

#### **Required Courses for the Accounting Concentration**

The core accounting courses plus the four listed below and at least one from the list of electives:

AC5204 Strategic Management Accounting  
AC5209 Advanced Accounting  
AC5212 Financial Accounting Statement Analysis  
AC5214 Intermediate Financial Accounting

**Elective Courses for the Accounting Concentration**

AC5205 Oil and Gas Accounting and Taxation  
AC5206 Auditing  
AC5207 International Financial Reporting Standards  
AC5211 Principles of Taxation  
AC5213 Internal Auditing and Control  
AC5215 International Accounting for Multinational Enterprises  
AC5216 Professional Auditing  
AC5260 Selected Topics in Accounting

**Required Courses for the Specialization - Accounting, Strategy and Control**

AC5203 Strategic Control Systems  
AC5204 Strategic Management Accounting  
AC5212 Financial Accounting Statement Analysis

**Required Courses for the Specialization - Auditing**

AC5206 Auditing  
AC5213 Internal Auditing and Control  
AC5216 Professional Auditing

**DESCRIPTION OF CORE ACCOUNTING COURSES****AC5201 Financial Accounting for Managers****3 Credits**

*Prerequisites: None*

The course focuses on the basic theoretical framework of generally accepted accounting principles. Different accounting techniques and their effect on financial statements are considered. 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.

**AC5202 Managerial Accounting****3 Credits**

*Prerequisites: AC5201*

This course emphasizes the use of accounting information for internal planning and control purposes. The course is intended for individuals who will make business decisions and evaluate performance of business units using data obtained from the accounting system. The course will cover the basic vocabulary and mechanics of cost accounting and the role of management accounting in decisions concerning resource allocation and performance evaluation. Particular emphasis will be put on strategic cost analysis. Familiarity with how modern accounting and control theory is used in evaluating economic conditions and making organizational decisions.

## **DESCRIPTION OF REQUIRED and ELECTIVE ACCOUNTING COURSES**

### **AC5203 Strategic Control Systems**

#### **3 Credits**

*Prerequisites: AC5204*

This course shows how contemporary accounting techniques and perspectives can be used to develop strategic accounting control systems and give managers the timely quantitative and qualitative information needed to guide organizations. The course emphasizes identification and utilization of metrics that drive results towards successful attainment of organizational strategies.

### **AC5204 Strategic Management Accounting**

#### **3 Credits**

*Prerequisites: AC5202*

This course studies advanced topics in contemporary management accounting practices and illustrates how such practices may be applied to strategic decision-making in organizations. Students will develop analytical, reasoning and decision-making skills through case studies and assignments.

### **AC5205 Oil and Gas Accounting and Taxation**

#### **3 Credits**

*Prerequisites: AC5202*

This course provides an overview of the Petroleum industry, and an introduction to the various aspects of accounting for the oil and gas industry including acquisition and non-drilling exploratory costs, drilling and development costs, accounting for production costs, depreciation, depletion and amortization costs (DD&A), use of full costs vs. successful efforts method, revenue recognition, basic tax accounting, and overview of Standard No. 20 in Kazakhstan.

### **AC5206 Auditing**

#### **3 Credits**

*Prerequisites: AC5201*

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.

### **AC5207 International Financial Reporting Standards**

#### **3 Credits**

*Prerequisites: AC5201*

Kazakhstan is moving towards using International Accounting Standards as national accounting reporting standards. This course bridges the gaps between the Kazakhstan Accounting Standards, Kazakhstan Chart of Accounts, GAAP methods and the methods used in International Financial Reporting Standards. Upon completion, the students will be prepared to conduct business in Kazakhstan using past records and current methods.

### **AC5209 Advanced Accounting**

#### **3 Credits**

*Prerequisites: AC5214*

This course builds on AC5241 Intermediate Accounting to help students develop a deeper understanding of financial accounting. Among the topics that will be addressed are: business

combinations, pooling of interests, 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.

### **AC5210 Taxation in Kazakhstan**

#### **3 Credits**

*Prerequisites: AC5201*

This course is a survey of the tax structure including concepts and policies, which shape the law. Emphasis will be on general concepts applicable to all taxpayers and on taxation of individuals. It also covers the taxation of property transactions, accounting periods and methods, corporate formulation and income taxation, and the taxation of partnerships and corporations.

### **AC5211 Principles of Taxation**

#### **3 Credits**

*Prerequisites: AC5201*

This course will provide a survey of the tax structure including concepts and policies. Emphasis will be on both legal elements and concepts applicable to corporations and partnerships. Among the issues addressed will be taxation of manufacturing, retailing and services, and to the manner in which organizational accounting policy and strategy can shape, and in turn be shaped by taxation.

### **AC5212 Financial Accounting Statement Analysis**

#### **3 Credits**

*Prerequisite: AC5202*

This course will prepare students to analyze, interpret and use financial accounting statements from management and investor perspectives. In addition to developing the practical understanding needed to analyze an organization's income statement, balance sheet and statement cash flows the course will also integrate such understanding into consideration of corporate strategy, accounting choices, budgeting and forecasting.

### **AC5213 Internal Auditing and Control**

#### **3 Credits**

*Prerequisites: AC5202*

This course will prepare students to understand the need for and establishment of the internal audit function in an organization. Among topics addressed will be types of internal audit, planning and controlling the audit, development of facts and supporting evidence, plus sampling plans and procedures. Implications for managers of requirements stemming from the Sarbanes-Oxley Act of 2002 will also be considered.

### **AC5214 Intermediate Accounting**

#### **3 Credits**

*Prerequisites: AC5201*

This course builds on AC5201 Financial Accounting to lay foundations needed for an in depth understanding of financial accounting. Among the topics that will be developed are: knowledge of the accounting cycle and process, the income statement and statement of retained earnings, the balance sheet and statement of cash flows; revenue recognition; cash and receivables, inventory valuation, capital assets acquisition, other assets and natural resources; investments; current liabilities, bonds and long term notes payable, leases, and shareholders' equity.



### **AC5215 International Accounting for Multinational Enterprises**

#### **3 Credits**

*Prerequisites: AC5201*

This course follows the changes in international accounting within the context of managing multinational enterprises. Among the issues examined are; the efforts of the IASB to establish a uniform set of accounting standards worldwide and its interface with different national standard setters, international business strategies and how accounting applies to these strategies, recent accounting scandals and resulting legislation, and the importance of cultural differences in international accounting. The teaching method will incorporate case materials to enhance learning and provide a strategic management perspective.

### **AC5216 Professional Auditing**

#### **3 Credits**

*Prerequisites: AC5206*

This course builds on AC5206 Auditing to develop professional auditing skills. Among the topics addressed are auditing scope, engagement responsibilities, audit risk assessment, strategic planning issues, internal control, tests of controls, objectives and nature of evidence, evidence sampling and reports as well as governmental audits and ethics for professional accountants. The teaching method is to address the theory, authoritative pronouncements, procedures, practice test questions and case materials to enhance learning and provide a professional auditing perspective.

### **AC5260 Selected Topics in Accounting**

#### **3 Credits**

*Prerequisites: AC5202*

The course examines particular issues in accounting at an advanced level. Topics vary according to the interests of the students and instructors.

## **MBA: FINANCE CONCENTRATION AND SPECIALIZATIONS**

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:

- (1) Money and Capital Markets which deals with securities markets and financial institutions;
- (2) Investments which focuses on the decisions of both individual and institutional investors as they choose securities for their investment portfolios; and
- (3) Financial Management or “business finance” which involves the actual management of firms.

Students with a finance concentration 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.

### **Entry and Exit Criteria for Finance Concentration and Specialization**

Entry Criterion for concentration and specialization: To be admitted to the Finance concentration and specialization, a student will have to meet a minimum overall GPA requirement 2.67 (to be set annually), and also receive a minimum of a B- (minus) in FN5201 Managerial Finance.

Exit Criterion for concentration and specialization: At the time of graduation, the student will have to have a minimum overall GPA of 2.67 and a minimum GPA in Finance courses (GPA of Finance courses including core courses, Finance courses required for concentration/specialization, and Finance elective courses) of 3.00.

### **Required Core Finance Courses for all MBA Students**

FN5200 Managerial Economics

FN5201 Managerial Finance

### **Required Courses for the Finance Concentration**

The core Finance courses plus the two listed below and at least three from the list of electives:

FN5202 Advanced Corporate Finance

FN5206 Investment Management

### **Elective Courses for the Finance Concentration**

FN5204 Financial Institutions Management

FN5205 Financial Engineering

FN5209 International Finance

FN5210 Financial Derivatives

FN5211 Bank Management

FN5212 Real Estate Finance

FN5213 Credit and Market Risk Management

FN5214 Risk Management and Insurance

FN5215 Investment Banking

FN5216 Financial Control and Planning

FN5218 Entrepreneurial Finance

FN5219 Internal Audit and Corporate Governance

FN5225 Advanced Securities Analysis and Portfolio Management

FN5260 Selected Topics in Finance

FN5260.1 Selected Topic in Finance: Oil and Gas Project Evaluation

FN5260.2 Technical Aspects of Petroleum Exploration, Production, Refining and Petrochemicals

### **Natural Resource Management Specialization**

Kazakhstan is rich in mineral resources, attracting major foreign and local investments, in the areas of oil and gas, and mining. These resources are of strategic importance to the success and viability of the Republic. The Natural Resource Management Specialization allows MBA students to develop management skills particular to the oil, gas and mining industries.

### **Courses for the Specialization - Natural Resource Management (A minimum of 3 courses from below)**

FN5260.1 Selected Topic in Finance: Oil and Gas Project Evaluation

MG5228 Power, Politics and Petroleum

AC5205 Oil and Gas Accounting and Taxation

FN5260.2 Technical Aspects of Petroleum Exploration, Production, Refining and Petrochemicals

### **Courses for the Specialization - Banking**

#### **One Required Course**

FN5211 Bank Management

#### **Two (2) Additional Elective Courses from:**

FN5204 Financial Institutions Management

FN5210 Financial Derivatives

FN5213 Credit and Market Risk Management

FN5215 Investment Banking

AC5207 International Financial Reporting Standards

### **Course for the Specialization - Corporate Finance**

#### **One Required Course**

FN5202 Advanced Corporate Finance

#### **Two (2) Additional Elective Courses from:**

FN5209 International Finance

FN5210 Financial Derivatives

FN5215 Investment Banking

FN5218 Entrepreneurial Finance

FN5260 Selected Topics in Finance

## **DESCRIPTION OF REQUIRED CORE FINANCE COURSES**

### **FN5200 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 prerequisite, the course is designed for students with an intermediate background in economic theory.

### **FN5201 Managerial Finance**

#### **3 Credits**

*Prerequisites: AC5201*

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.

## **DESCRIPTION OF REQUIRED and ELECTIVE FINANCE COURSES**

### **FN5202 Advanced Corporate Finance**

#### **3 Credits**

*Prerequisites: FN5201*

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.

### **FN5204 Financial Institutions Management**

#### **3 Credits**

*Prerequisites: FN5201*

This course focuses on understanding of the major financial institutions and the competitive and regulatory environment in which they operate. Special emphasis is placed on the operations and financial management of institutions such as the central bank, commercial banks, investment banks, pension funds, mutual funds and insurance companies. The course covers issues related to management of liquidity, loan portfolio, and capital, as well as various forms of risks faced by intermediaries and the trade-offs required to balance portfolio risks and returns.

### **FN5205 Financial Engineering**

#### **3 Credits**

*Prerequisites: FN5201*

Financial engineering is the innovation process that seeks to adapt existing financial instruments and processes and to develop new ones so as to enable financial market participants to cope more effectively with the changing environment. In this course, students learn the basic financial issues and develop the skills to improve the financial decision-making, using engineering and operations research techniques. Much weight placed on using computational and statistical methods to solve financial problems. It is required to have Excel skills for this course and would be beneficial to have some experience with programming languages.

## **FN5206 Investment Management**

### **3 Credits**

*Prerequisites: FN5201*

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.

## **FN5209 International Finance**

### **3 Credits**

*Prerequisites: FN5201*

This course focuses on understanding of Financial Management – in an international environment. This is achieved through comprehensive coverage of topics from the area of International Finance. Major topics include international financial environment, foreign exchange markets including currency futures, forwards, options and swaps, foreign exchange risk management, international financing and investing decisions, international working capital management, multinational capital budgeting, international portfolio diversification, etc.

## **FN5210 Financial Derivatives**

### **3 Credits**

*Prerequisites: FN5201*

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, the functions of derivatives in securities markets, regulations and recent innovations in derivative markets.

## **FN5211 Bank Management**

### **3 Credits**

*Prerequisites: FN5201*

Provides students with tools and techniques to manage banks. Major topics include operations, mechanics, and structure of banks, performance evaluation of banks, asset-liability management, management of various kinds of risks, such as, interest rate risk, price risk and liquidity risk, fund management, bank regulations and international banking.

## **FN5212 Real Estate Finance**

### **3 Credits**

*Prerequisites: FN5201*

Focuses on theories and practices of financing real estates and social, legal and economic implications of real estate finance. Topics include real estate instruments and procedures, financing considerations and methods, real estate credit and mortgage markets, and government regulations and legal aspects of real estate finance.

## **FN5213 Credit and Market Risk Management**

### **3 Credits**

*Prerequisites: FN5201*

Credit risk is one of the major risks faced by financial institutions. Market risk is the risk that asset prices will change due to adverse movements in market conditions. It includes effect of interest rate risk, foreign exchange risk, equity risk and other financial risks on the trading portfolio of the financial institution. Course deals with identification, measurement, and management of credit risk and market risk using internal and external rating systems, credit risk models, and value at risk applications. Issues of regulation and compliance are also discussed.

## **FN5214 Risk Management and Insurance**

### **3 Credits**

*Prerequisites: FN5201*

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.

## **FN5215 Investment Banking**

### **3 Credits**

*Prerequisites: FN5201*

The course provides a study of 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 with emphasis on the mechanics and economics of the issuance process. Analysis of the market for new issues and appraisal of their spread and price performance will be provided. Consideration of ethical, technological and diversity issues in investment banking operations will be made.

## **FN5216 Financial Control and Planning**

### **3 Credits**

*Prerequisites: FN5201*

This course covers financial planning processes as well as regulatory issues affecting financial planning. This course emphasizes a practical approach to personal financial issues including budgeting, borrowing, savings, investments, insurance, home buying and estate planning. Students will learn how to make informed decisions to invest wisely, save money on taxes, use credit wisely, plan for future expenses, and gain control of your own finances. Students will be guided in the preparation of a personal financial plan.

## **FN5218 Entrepreneurial Finance**

### **3 Credits**

*Prerequisites: FN5201*

This course is designed to acquaint students with the basic concepts of obtaining funds for the start-up and financing the continued growth of the firm. The course covers start-up financing, growth capital, daily financial management, valuation, and strategic financial planning.

## **FN5225 Advanced Securities Analysis and Portfolio Management**

### **3 Credits**

*Prerequisites: FN5206*

The course deals with analysis of various financial securities such as common stocks, preferred stocks, fixed-income securities, convertible and derivatives. The course discusses valuation tools – processes and principles, and valuation models. Students get an opportunity to apply their theoretical knowledge in a practical setting by valuing various types of securities that are currently traded. Empirical evidence on the effectiveness of trading strategies based on various fundamental and technical analyses is also discussed. In addition, concepts and techniques related to portfolio construction and analysis, asset class management, and portfolio applications and portfolio evaluation are also discussed.

## **FN5260 Selected Topics in Finance**

### **3 Credits**

*Prerequisites: FN5201*

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.

### **FN5260.1 Selected Topic in Finance: Oil and Gas Project Evaluation**

#### **3 Credits**

*Prerequisites: FN5201*

This course covers the fiscal context of upstream oil and gas projects as well as techniques used in the economical and financial analysis of these projects. This course will employ various texts, cases, and computer spreadsheet exercises to study concepts of economics, risk, risk allocation, and decision-making processes in evaluating oil and gas projects.

### **FN5260.2 Technical Aspects of Petroleum Exploration, Production, Refining and Petrochemicals**

#### **3 Credits**

*Prerequisites: FN5201*

This course is designed to provide an overview of the petroleum industry as a worldwide business operation. Upon completion of this course, students will understand the primary aspects of petroleum geology and exploration, basic drilling operations, production facilities and infrastructure requirements, offshore operations, refining fundamentals, and environment concerns. Contracts that govern how production is shared between an international company and host government is also be reviewed.

## **MBA: MANAGEMENT CONCENTRATION AND SPECIALIZATIONS**

The Management concentration prepares students for a career as a manager. As Kazakhstan develops, the need for good managers who are trained for international management will continue to grow. Managers who understand the globalization of business:

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;

are able to organize tasks, delegate responsibilities, communicate priorities, and to lead and motivate others to work together to accomplish shared goals;  
are capable of identifying and analyzing problems, taking corrective actions, and rewarding performance.

In other words, there is a need for managers who are able to work effectively with ideas and with people through strategic decisions, negotiations, projects, and human resources management.

#### **Required Core Management courses for all MBA Students**

MG5201 Organizational Behavior  
MG5213 Business Communications  
MG5222 Business Law and Ethics  
MG5250 Strategic Management

#### **Required Courses for the Management Concentration**

MG5203 Strategic Planning  
MG5206 Leadership and Motivation  
MG5212 Decision Making  
MG5229 Competitive Advantage Strategy  
MG5227 Change Management

#### **Courses for the Specialization - Human Resource Management (a minimum of 3 courses from below)**

MG5207 Human Resource Management  
MG5216 Performance Management  
MG5217 Industrial Relations  
MG5218 Compensation Management  
MG5219 Advanced Human Resources Management

#### **Courses for the Specialization - Entrepreneurship (a minimum of 3 courses from below)**

MG5220 Entrepreneurship  
MG5221 Small Business Management  
MG5230 Innovation Management  
MG5260 Selected Topics in Management  
MK5260 New Product Development

### **DESCRIPTION OF REQUIRED CORE MANAGEMENT COURSES**

#### **MG5201 Organizational Behavior**

##### **3 Credits**

*Prerequisites: None*

The way people interact and are managed at work affects the quality of their lives, the effectiveness of organizations, and the competitiveness of nations. The material in this course develops some of the basic themes associated with managing people. In many cases, these themes make use of basic concepts of human psychology and the behavior of work groups. The basic course includes issues associated with motivation and job satisfaction, the design of jobs, employee empowerment, group behavior, teamwork, and leadership. The course is case-based to encourage discussion of alternative styles of management.



### **MG5213 Business Communications**

#### **3 Credits**

*Prerequisites: None*

This course reviews the principles of communication in organizations. The most common organizational communication variables are reviewed, for example, communication distortion, conflict, power, managerial leadership style, roles, interviewing, information overload, and under load. Emphasis is on application of the principles reviewed within individual organizational settings. Simulations, exercises, and case studies are used to accomplish this goal.

### **MG5222 Business Law and Ethics**

#### **3 Credits**

*Prerequisites: None*

The objective of this course is to familiarize the MBA student with advanced legal principles as they apply to strategic business development of Kazakhstan. The textbook and readings will concentrate on the global legal environment as it applies to world trade and economic development and the influence exerted by the WTO, EU, World Bank and other global trading groups. Emphasis will also be placed on understanding the applicable legal principles being developed under Kazakhstan law, including an analysis of the effect of taxation on business development in Kazakhstan. This allows students to recognize relevant issues and the legal implications of business situations. The course will also provide an analysis and understanding of the ethical trends that exist in business today, both in the public and private sector. This will allow students to apply both legal and ethical principles to the decision-making process throughout the course. The political and social implications of these issues are also debated.

### **MG5250 Strategic Management**

#### **3 Credits**

*Prerequisites: All other required courses.*

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. This is followed by exploring ways to use those distinctive competencies to establish sustainable competitive advantage(s) in the marketplace are studied. Throughout, different techniques, tools, and approaches necessary for identifying a company's key factors for success are considered. 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.

## **DESCRIPTION OF REQUIRED and ELECTIVE MANAGEMENT COURSES**

### **MG5203 Strategic Planning**

#### **3 Credits**

*Prerequisites: MG5201*

The course will help students understand how managers use strategic planning to understand where their organizations are currently and determine where they want to go in the future. More specifically, the process by which managers: scan the environment; establish performance metrics; evaluate and analyze the organization's strengths, weaknesses, opportunities, and threats; formulate and disseminate their Vision, Mission, Value Statements, and plans in both a top-down

and bottom-up fashion; and determine what else they will need by way of resources, initiatives for the future, that is, chart a path to get where they want to go are examined.

### **MG5206 Leadership and Motivation**

#### **3 Credits**

*Prerequisites: None*

This course covers 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.

### **MG5207 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, evaluation, compensation, labor relations, working conditions, among other related issues.

### **MG5211 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.

### **MG5212 Decision Making**

#### **3 Credits**

*Prerequisites: MG5201*

This course focuses on ideas that can be used in business to understand decisions. Generally, the course examines ideas of rational choice, identity, appropriateness, and history-dependent rules. It also examines decisions made in the face of inconsistency in preferences or identities. Possibilities for decision engineering will be covered in more detail.

### **MG5216 Performance Management**

#### **3 Credits**

*Prerequisites: MG5207*

This course teaches students the knowledge and skills to use specific targets to track staff performance over a period of time. This includes using performance management to examine issues pertaining to strategic control and improvement opportunities. The purpose of performance management is to improve efficiency and effectiveness in critical areas by creating accountability to corporate goals and objectives. Employee performance, development, training, cross-training, the provision of challenging assignments, and regular performance feedback are all included in an effective performance management system. Students also study topics such as performance planning, coaching, mentoring, and performance model(s).

**MG5217 Industrial Relations****3 Credits**

*Prerequisites: MG5207*

This course introduces students to the field of labor relations. The lectures will outline key components of the study of the industrial relations: the actors (employee and employer organizations, the state, and the legal system); the interaction between and among these actors (e.g. bargaining, consultation, strikes, and industrial conflicts); and, the results of these interactions (e.g. joint agreements, statutory provisions, and legal decisions). This course provides the understanding of the main aspects of Kazakhstani patterns of the industrial relations and comparative review of industrial relations including examples from Japan, Western Europe, USA, Russia, and other countries.

**MG5218 Compensation Management****3 Credits**

*Prerequisites: MG5207*

This course examines compensation and rewards systems management in contemporary organizations by examining and reviewing the elements of these systems, including theoretical aspects, wage decisions, incentives and benefits design techniques, and administrative considerations. Strategic compensation systems development in a dynamic business environment is reviewed. Relevant topics include job evaluation, wage and salary structures, profit sharing, and other pay-for-performance systems.

**MG5219 Advanced Human Resources Management****3 Credits**

*Prerequisites: MG5207*

This course provides with general guidelines in Advanced Human Resources Management through case studies and projects. Students have an opportunity to implement the knowledge from this and previous courses. The course is highly practical; the students will be exposed to solving business problems in the area of human resources management such as recruiting, motivating, compensation and performance appraisal, among others.

**MG5220 Entrepreneurship****3 Credits**

*Prerequisites: MG5201, MK5201*

This course examines how entrepreneurial businesses, coming in all shapes and sizes face varied problems and challenges. Once the business becomes established, a whole new set of challenges will face the entrepreneur to turn the start-up into something sustainable with the capacity for growth. The key objective of the course is to explore the worldwide possibilities of strategic thinking and management applications for development of the enterprise.

**MG5221 Small Business Management****3 Credits**

*Prerequisites: None*

This course covers the elements, principles and fundamentals applicable to small businesses and small business management. Topics included in this course are selecting a location, store design, organizational control, finances and other areas of interest to the small business entrepreneur. The course will include formulating a business plan.

### **MG5225 Hospitality Management**

#### **3 Credits**

*Prerequisites: MG5201*

This course examines the theories and research concerning human resources management within the hospitality industry. This includes issues from international human resource management, strategic control and performance management, industrial relations, compensation and benefits, and internal client service issues.

### **MG5227 Change Management**

#### **3 Credits**

*Prerequisites: MG5201*

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 know how effective change management helps an organization gain competitive advantage and understand the skills needed to manage change effectively.

### **MG5228 Petroleum, Politics and Power**

#### **3 Credits**

*Prerequisites: MG5201*

As part of Bang College of Business' Natural Resource Management Specialization, this course covers the historical development of the global oil and gas industry from its origins to the present day. The geopolitical importance of the oil and gas industry in key global events is highlighted. Special attention is paid to the development and corporate structure of the global oil and gas industry and the impact of discovery and development of large oil reserves in developed and developing countries. The development, structure, and future prospects for Kazakhstan's oil and gas industry are then covered. The course provides critical knowledge of the dynamics of this key sector for Kazakhstan.

### **MG5229 Competitive Advantage Strategy**

#### **3 Credits**

*Prerequisites: MG5201*

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.

### **MG5230 Innovation Management**

#### **3 Credits**

*Prerequisites: MG5201*

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.

### **MG5231 Applied Business Ethics**

#### **3 Credits**

*Prerequisites: None*

Ethical issues arise not only for managers but also for all people, including employees, consumers, and members of the public. This course provides an analysis and understanding of the ethical trends that exist in business today, both the public and private sector, within the context of local traditions and social, economic, and political order. The course explores the traditional business setting against the transition of society's shifting expectations of ethical business conduct. Particular emphasis is placed on the use of ethics-based reasoning and decisions in Advertising, Marketing, Product Safety, Environmental Management, and Worker Health and Safety Management. Ethical issues associated with transitioning expectations of Privacy, Discrimination, Harassment, Unjust Dismissal, Family Issues, and Whistle-Blowing will be explored. There will be a review of local and international ethical frameworks for gauging business decisions and intensive use of case studies to illustrate and solve business ethics problems.

### **MG5232 Corporate Social Responsibility**

#### **3 Credits**

*Prerequisites: None*

The course is based on the premise that ethical behavior is the best long-range business strategy, as over the long run and for the most part, ethical behavior can give a company significant competitive advantage over companies that are not ethical. The course is specifically designed to help the next generation of managers and employees to avoid mistakes by understanding their role as leaders in applying ethics-based decision-making. Ethical issues in business extend beyond the physical boundaries of the business: they are closely tied to and sometimes drive important matters of public policy, and even governmental legislative and judicial processes. They represent a complex set of issues that today's business managers and leaders are expected to effectively navigate. Responsibility to all the stakeholders of a business will be studied from an ethical standpoint. The ethical issues that will be examined are those that managers, in the ordinary course of their work today must consider. Analysis of present business-based ethical dilemmas taken directly from the press to reflect current issues that are being debated and acted upon by businesses, government bodies, and the courts will be used to support the underlying ethical basis for: Corporate Governance, Social Responsibility, Fiduciary Responsibility, Good Faith, Conflicts of Interest, Trade Secrets, Ethics in Finance, and International Business Ethics.

### **MG5235 Service Operations Management**

#### **3 Credits**

*Prerequisites: MG5201*

The course aims to provide the student with a practical understanding of the role of managers in the service sector of the economy. This course covers managing long-term capabilities and controlling of day-to-day performances of service delivery systems. This course focuses on service sector productivity, role of services within the economy, service design and service delivery issues, service quality and quality standards and scheduling of service operations. A variety of service operations will be analyzed through a number of case studies, related to such industries as catering, consumer banking, healthcare, retail, etc.

## **MG5260 Selected Topics in Management**

### **3 Credits**

*Prerequisites: MG5201*

This course examines particular issues in management at an advanced level. Topics vary according to the interests of the students and the instructor.

## **MBA: MARKETING CONCENTRATION AND SPECIALIZATIONS**

Marketing is a complex and multi-faceted function that demands the practitioner be competent across a wide range of knowledge and skills. As a marketing executive, the young entrant may be asked to carry out many different functions. Marketing management is responsible to employers, shareholders, stakeholders, and fellow employees.

A marketing manager requires an ability to absorb information quickly and to be able to use analytical, interpretative, and decision-making skills. In the Marketing specialization courses, students learn practical skills by analyzing Kazakhstani and international company's activities through market research projects and promotional campaigns.

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

### **Required Core Marketing courses for all MBA Students**

MK5201 Marketing Management

### **Required Courses for the Marketing Concentration**

MK5202 Advanced Marketing Management

MK5203 Consumer Behavior and Marketing Strategy

MK5204 Integrated Marketing Communications

MK5206 Marketing Research

MK5214 Strategic Brand Management

### **Courses for the Specialization - Marketing Communications (a minimum of 3 courses from below)**

MK5207 Selling and Sales Management

MK5204 Integrated Marketing Communications

MK5209 Advertising Management

MK5219 Public Relations

MK5220 Media Planning

### **Courses for the specialization - Hospitality (a minimum of 3 courses from below)**

MG5225 Hospitality Management

MK5213 Event Marketing

MK5221 Tourism Marketing

MK5222 Sport Marketing

### **Courses for the specialization - Retail (a minimum of 3 courses from below)**

MK5208 E-Commerce

MK5215 Retailing

OP5205 Supply Chain Logistics Management

## **DESCRIPTION OF CORE MARKETING COURSE FOR ALL MBA STUDENTS**

### **MK5201 Marketing Management**

#### **3 Credits**

*Prerequisites: None*

This course introduces students to analytical and organizational principles underlying marketing oriented philosophies. The main objective is to help students develop the understanding and skills necessary for marketing success in the future. Practical perspectives are integrated in the course using a mix of teaching styles, including case studies, discussions, and class exercises. This course will prepare students to operate in the complex and dynamic marketing environment in the future to identify and respond to opportunities in the market. This course is also aimed at cultivating a global view of the Kazakhstan market, including exploring marketing opportunities around the world to compete internationally and work in the multicultural environment.

## **DESCRIPTION OF REQUIRED and ELECTIVE MARKETING COURSES**

### **MK5202 Advanced Marketing Management**

#### **3 Credits**

*Prerequisites: MK5201*

This course offers students the opportunity to broaden their understanding of marketing management by dealing with strategic aspects. Students will learn how to design strategies that match corporate objectives and are appropriate in terms of corporate resources, the operating environment, and the target public. During this course students learn how to apply this knowledge to practical problems in a creative and analytical manner. The focus includes relevant strategic marketing decision processes to establishing or maintaining a substantial competitive advantage. During the course new concepts of marketing such as Internet Marketing and Relationship Marketing also will be discussed.

### **MK5203 Consumer Behavior and Marketing Strategy**

#### **3 Credits**

*Prerequisites: MK5201*

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.

### **MK5204 Integrated Marketing Communications**

#### **3 Credits**

*Prerequisites: MK5201*

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.

**MK5205 Services Marketing****3 Credits**

*Prerequisites: MK5201*

Services' marketing introduces students to state-of-the-art research and practice in services marketing. This course emphasizes discussion of the field's most current services marketing concepts, principles, and theories. Application of services marketing concepts to actual business situations is through case analysis and outside projects.

**MK5206 Marketing Research****3 Credits**

*Prerequisites: MK5201*

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.

**MK5207 Selling and Sales Management****3 Credits**

*Prerequisites: MK5201*

This course examines the relationship between sales and other functional areas in business. The ultimate aim of this course is to provide the student with an awareness of the various activities and roles of the salesperson and an appreciation of the skills necessary to be an effective salesperson as well as an understanding of the many facets of the specialized task of the sales manager.

**MK5208 E-commerce****3 Credits**

*Prerequisites: MK5201*

This course examines the unique features of marketing through the Internet as well as use of the Internet as support for off-line marketing activities. The course is designed to give students an understanding of Internet marketing concepts and how they are implemented into practice. Upon the completion of this course, students will be able to analyze the on-line marketing strategy of the company, customer orientation of a web site, and develop promotional campaigns for on-line marketing programs.

**MK5209 Advertising Management****3 Credits**

*Prerequisites: MK5201*

This course focuses on one of 4 P's: Promotion. The course familiarizes the student with the process of developing and managing advertising and related sales promotion activities. Lectures and discussions are used to present various methods of setting objectives, identifying target audience, and understanding the consumer's decision making process so that advertising and promotion programs can be designed to influence consumer behavior. Outside speakers, cases, and campaign analysis are used to illustrate how the subjects covered in the course relate to real world situations.



### **MK5210 International Marketing**

#### **3 Credits**

*Prerequisites: MK5201*

This course enhances the knowledge and skills gained during previous courses. The course examines companies operating in international markets, where competition is not limited to local producers offering competitive products. Students learn different models of entry into new markets and the differential application of customization versus standardization strategies.

### **MK5211 Business-to-Business Marketing**

#### **3 Credits**

*Prerequisites: MK5201*

This course provides students with the information they need to become successful business marketers. Comprehensive and flexible, it focuses on general business marketing issues, organizational buying behavior, business marketing programming, integrated marketing communications, internet marketing, and business ethics. The classes incorporate both the theory of business marketing and practical exercises to enhance the students' knowledge.

### **MK5213 Event Marketing**

#### **3 Credits**

*Prerequisites: MK5201*

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.

### **MK5214 Strategic Brand Management**

#### **3 Credits**

*Prerequisites: MK5201*

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.

### **MK5215 Retailing**

#### **3 Credits**

*Prerequisites: MK5201*

This course addresses important retailing decisions faced in stores, from the boutique owners to hypermarket managers. The emphasis is placed on analysis of product assortment, store layouts, store exterior and interior design, and image among others. The course uses the specific issues of running a supermarket as the primary example throughout the course. The course covers market

segmentation, merchandising policies, and pricing. Projects give an opportunity to practice promotional planning, store presentation, and organization of the new store.

### **MK5219 Public Relations**

#### **3 Credits**

*Prerequisites: MK5201*

This course explores beyond the fundamentals of public relations. Public relations can be defined simply as the art and science of positioning an organization in its environment. This course will examine the various ways that communication facilitates this process. Participants learn both the theoretical functions of public relations as well as the actual practice of public relations. Today, the field of public relations has become an objectives-oriented management function accomplished through information gathering and strategic planning. In its role as a management function, public relations practice involves much more than simple publicity and creativity. In this course students will learn about the importance of generating publicity and other communication tactics based on research.

### **MK5220 Media Planning**

#### **3 Credits**

*Prerequisites: MK5201*

This course deals with the planning and selection of advertising media. You will be involved in the development of advertising media objectives, strategies, budgets, and buying plans. A major goal of the course is the provision of a basic understanding of the problems involved in making media decisions and how such decisions relate to the overall advertising and marketing process. In a broad sense, this course is designed to enrich your knowledge of mass media in Kazakhstan and the forces that shape them. In a specific sense, this course examines how organizations – profit and nonprofit – plan, evaluate, and use these media.

### **MK5221 Tourism Marketing**

#### **3 Credits**

*Prerequisites: MK5201*

This course enables the student to understand the nature of the tourism and hospitality industry. It also provides students with a strong foundation in the field of tourism marketing as well as the essential business skills to enhance this exciting field of marketing.

### **MK5222 Sport Marketing**

#### **3 Credits**

*Prerequisites: MK5201*

This course is designed to develop an understanding and appreciation of the unique aspects of marketing as related to sports. The course is designed to establish knowledge and understanding of basic management concepts including planning, organizing, leadership, and evaluation specifically as it relates to all levels of sports.

### **MK5223 Marketing of Banking Services**

#### **3 Credits**

*Prerequisites: MK5201*

This course provides students with an opportunity to explore the basics and tools of marketing within the banking context and environment. Students will acquaint themselves with key banking products and services, their packaging and applications, as well as developing and implementing effective bank marketing strategies

## **MK5260 New Product Development**

### **3 Credits**

*Prerequisites: MK5201*

This course addresses important marketing issues involved in developing a new product. 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. The emphasis is placed on creative thinking without the limitation of existing methods of presenting information, especially design.

## **MBA: OPERATIONS MANAGEMENT AND INFORMATION SYSTEMS CONCENTRATION AND SPECIALIZATION**

Today there is no business, which you can manage effectively without the support of modern Information Systems and without efficient management of the business operations. The demand for IS and OM management specialists are growing in leaps and bounds with the steady growth of Kazakhstani economy.

The MBA program in Operation Management (OM) and Information Systems (IS) offers concentration as well as specialization in OM and IS. Students wish to do concentration in OM/IS have to study 5 courses (15 credit-hours) either from OM/IS discipline.

Alternatively, students can also go for several specialization options by undertaking only 3 courses (9 credit-hours) from the baskets of OM/IS specializations. For either options every MBA student has to take required courses of OM and IS.

## **MBA: OPERATIONS MANAGEMENT CONCENTRATION AND SPECIALIZATION**

The course structure of OM concentration as well as specialization is as follows:

### **Required OM Core Courses for all MBA Students:**

- OP5201 Quantitative Methods for Decision Making
- OP5202 Operations Management

### **Courses for the OM Concentration: (Select any 5 Courses from below)**

- OP5203 Operations Research
- OP5204 Project Management
- OP5205 Logistics & Supply Chain Management
- OP5207 Total Quality Management
- OP5208 Purchasing and Materials Management
- OP5209 Transportation and Distribution Management
- OP5210 Business Process Reengineering
- OP5211 Business Time Series Forecasting
- OP5214 Spreadsheet Based Decision Modeling
- OP5215 Technology Management
- OP5216 Service Operations Management
- OP5220 Selected Topics in Operations Management

### **Required Courses for the Specialization - Logistic and Supply Chain Management**

- OP5205 Logistics & Supply Chain Management
- OP5208 Purchasing and Materials Management
- OP5209 Transportation and Distribution Management

**Required Courses for the Specialization - Project Management (Any 3 Courses from below)**

- OP5204 Project Management
- OP5215 Technology Management
- OP5208 Purchasing and Materials Management
- OP5220 Selected Topics in Operations Management

**Required Courses for the Specialization - Operation Research (Any 3 Courses from below)**

- OP5203 Operations Research
- OP5210 Business Process Reengineering
- OP5211 Business Time Series Forecasting
- OP5214 Spreadsheet Based Decision Modeling

**DESCRIPTION OF CORE OPERATIONS MANAGEMENT COURSES****OP5201 Quantitative Methods for Decision Making****3 Credits**

*Prerequisites: None*

The course aims to develop the student's ability to understand and apply basic quantitative and statistical methods in business and economics. It will cover such important topics as elements of the probability theory, sampling surveys, statistical modeling, hypotheses testing, non-parametrical methods, regression analysis, analysis of variance, decisions making and time-series forecasting, including the neural network approach.

**OP5202 Operations Management****3 Credits**

*Prerequisites: OP5201*

This course helps students to develop the skills and concepts needed to ensure the ongoing contribution of a firm's operations to its competitive position. It helps them to understand the complex processes underlying the development and manufacture of products as well as the creation and delivery of services. The students will understand the importance of production and operations management in all organizations. 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, time-based competition, business re-engineering and operations strategy.

**DESCRIPTION OF REQUIRED and ELECTIVE OPERATIONS MANAGEMENT COURSES****OP5203 Operations Research**

*Prerequisites: OP5201*

This course offers practical, hands-on experience in problem solving and decision-making using operational research techniques. Students will learn to analyze an industrial or physical system and abstract decision problem into an appropriate mathematical programming model. Computational techniques for building and solving mathematical programming to be introduced include linear programming models, integer programming models, non-linear programming models, Network Flow Programming Models, An Introduction to Meta-Heuristic Methods,

Models for Stochastic Processes, Discrete Time Markov Chains, Queuing Models and multi-criteria optimization. These mathematical programming techniques will be applied to problems in many practical areas: Finance, Logistic/Supply Chain, Telecommunication and Petrochemical, among others.

### **OP5204 Project Management**

#### **3 Credits**

*Prerequisites: OP5202*

Project Management has evolved in order to plan, coordinate, and control the complex and diverse activities of modern industrial and commercial projects so that the project is completed as successfully as possible in spite of all risks. Under the course students are expected to learn project life cycle, project selection, project planning, project team management and organization structure, project work breakdown structure; identify project constraints and solve the bottlenecks; estimate project duration and cost; schedule and level project resources; control project time, resources and costs; project quality and risk management issues and produce evaluation reports. These learning objectives are reinforced by a course project that allows the student to apply the principles and use the tools they learn. In addition, students are provided with case studies describing real-world project management problems and their solutions.

### **OP5205 Supply Chain Logistics Management**

#### **3 Credits**

*Prerequisites: OP5202*

The course reviews how organizations can gain sustainable competitive advantage in global marketplace by efficient and effective management of supply and distribution chains. Methods and techniques to model supply chain strategy, supply chain route analyses, supply chain outsourcing and partnering, JIT management philosophy, inventory management and material requirement planning, warehouse operations, logistics system design, reverse logistics, information systems for logistics, and enterprise resource planning are integrated. The course also looks at the relevance of modern supply chain logistics in Kazakhstan and concepts of the course will be illustrated and integrated with the particular issues facing local industries.

### **OP5207 Total Quality Management**

#### **3 Credits**

*Prerequisites: OP5202*

This course concerns the application and analysis of current trends and problems in the establishment and control of quality, as set forth in the Total Quality Management movement in business, industry, education, and government. Overall, this course is designed to be a discussion, analysis of management commitment towards quality, employee empowerment to achieve TQM, application of different modern TQM approaches and techniques (Statistical Process Control, Process Capability and Six Sigma Quality), acceptance sampling, quality certification ISO 9000:2000, etc. The course contents will be beneficial to individuals aspiring to careers in quality assurance and/or quality management to change and improve quality performance.

### **OP5208 Purchasing and Materials Management**

#### **3 Credits**

*Prerequisites: OP5202*

This course reviews analysis and application of an integrated approach of purchasing and material management. Particular emphasis will be given on organizational policies and procedures on purchasing, relation of purchasing department with other departments, make-or-

buy decision; bid and proposal preparations, supplier or vendor selection; supplier negotiation; quality assurance, value and cost analysis; quantity discounts, inventory determination, material requirement planning, Just-In-Time (JIT) purchasing; purchasing and warehouse management and purchasing information systems. The student will also relate the government rules and regulations of purchasing.

### **OP5209 Transportation and Distribution Management**

#### **3 Credits**

*Prerequisites: OP5202*

Transportation alternatives and technologies are changing very rapidly. It is necessary to study the fundamental differences among the various transportation modes in terms of their basic cost structures, mode of transportation, market competition and service characteristics to minimize the total logistics expenses and reduce the shipment time. From local and international point of view this course addresses the role of commercial transportation in logistics & business, existing transportation infrastructure and technologies, intermediaries involved in movement of goods to and from a country (Kazakhstan), all critical routing and scheduling; shipment planning & containerization; mode, carrier and third-party selection; transportation regulations and documentation; transportation management systems; and transportation organization design. (Note: this course is typically offered jointly with an advanced undergraduate course in OP4202: Transportation Management).

### **OP5210 Business Process Reengineering**

#### **3 Credits**

*Prerequisites: OP5202*

This course emerged mainly because of the evaluation of the modern corporation, the total quality management, the information technology revolution, and the social-psychological revolution of concepts and practices in the workplace. This course is to figure out how to perform operational activities more efficiently and/or effectively by exploring the application of Business Process Reengineering approaches, tools and techniques to find the system bottleneck, the appraising, streamlining, aligning and synchronizing of existing business processes, continuous improvement, benchmarking, process automation, the pruning or reworking of some of these business processes and the introduction of new ones as required.

### **OP5211 Business Time-Series Forecasting**

#### **3 Credits**

*Prerequisites: OP5201*

This course provides linear (autoregressive Box-Jenkin's models) and non-linear (neural networks and GMDH) approaches for business time-series forecasting. Time series related to trading in financial markets, stock market forecasting, production, sales etc. are considered. The practical part of the course will include the use of computer software (SPSS, Neural Networks Package, Knowledge miner) for solving numerous statistical problems of managers.

### **OP5214 Spreadsheet based Decision Modeling**

#### **3 Credits**

*Prerequisites: OP5201*

This course focuses on the basic principles and techniques of applied mathematical modeling for managerial decision making. This course covers the use of data tables, etc.; graphical vs. non-graphical approaches to programming; linear and non-linear optimization using solver; integer and non-integer programming; sensitivity analysis; decision trees; random or probabilistic vs.

deterministic approaches; simulation using dice and excel functions and introduction to use of crystal Ball or @-Risk for simulation etc. Students design optimization models for realistic cases, implement those using spreadsheets, and write the results in the form of a non-technical recommendation to management.

### **OP5215 Technology Management**

#### **3 Credits**

*Prerequisites: None*

The course covers issues pertaining to the discovery, development, and diffusion of technological advances and the technology-business connection in light of technological changes. Topics include integrating technology with the business strategy, intellectual property rights, management and implementation of new technologies, R&D project management, technology planning, technological capability assessment, new product and process development, technology development and life cycle, economic and financial analysis of technology, technology forecasting, the innovation process and its impact on organization, and technology transfer mechanisms.

### **OP5216 Service Operations Management**

#### **3 Credits**

*Prerequisites: OP5201*

The course aims to provide the student with a practical understanding of the role of managers in the service sector of the economy. This course covers managing long-term capabilities and controlling of day-to-day performances of service delivery systems. This course focuses on service sector productivity, role of services within the economy, service design and service delivery issues, service quality and quality standards and scheduling of service operations. A variety of service operations will be analyzed through a number of case studies, related to such industries as catering, consumer banking, healthcare, retail, etc.

### **OP5220 Selected Topics in Operations Management**

#### **3 Credits**

*Prerequisites: OP5202*

This is further research of various areas in operations management, especially in the border areas between marketing and operations, finance and operations, etc. Students are required to study some selected topics of operations and supply chain management. Topics under this course will vary according to the market demand and students interests.

## **MBA: INFORMATION SYSTEM CONCENTRATION AND SPECIALIZATION**

*The course structure of OM concentration as well as specialization is as follows:*

### **Required IS Core Course for all MBA Students:**

IS5201 Management Information Systems

### **Courses for IS Concentration: (Select any 5 courses from below)**

IS5202 Management of E-Business Systems

IS5203 Business Intelligence-Data Warehouse & Data Mining

IS5204 Enterprise Resource Planning (ERP)

IS5205 Decision Support Systems

IS5206 System Analysis & Design  
IS5207 Business Modeling and Simulation  
IS5209 eCustomer Relation Management  
IS5210 Business Network for Financial Management  
IS5211 Management of Software Engineering Projects  
IS5212 Accounting Information Systems  
IS5213 eBusiness Technology  
IS5214 Management of IT Enabled Services  
IS5215 Knowledge Management  
IS5216 IS Development - Managing Global Environment  
IS5220 Selected Topics in Information Systems  
OP5211 Business time Series Forecasting

**Required Courses for the Specialization - eBusiness Systems (Any 3 Courses from below)**

IS5202 Management of E-Business Systems  
IS5203 Business Intelligence-Data Warehouse & Data Mining  
IS5213 eBusiness Technology  
IS5209 eCustomer Relation Management

**Required Courses for the Specialization - Information Systems Development (Any 3 Courses from below)**

IS5206 System Analysis & Design  
OP5210 Business Process Reengineering  
IS5211 Management of Software Engineering Projects  
IS5214 Management of IT Enabled Services  
IS5216 IS Development - Managing Global Environment

**Required Courses for the Specialization - Accounting Information Systems (Any 3 Courses from below)**

IS5212 Accounting Information Systems  
IS5210 Business Network for Financial Management  
IS5204 Enterprise Resource Planning (ERP)  
IS5214 Management of IT Enabled Services  
IS5215 Knowledge Management

**DESCRIPTION OF CORE INFORMATION SYSTEMS COURSES**

**IS5201 Management Information System**

**3 Credits**

*Prerequisites: None*

This course provides a broad overview of the key managerial issues relating to development and usage and components of information systems in an organization. It also discusses the effects of advances information technology on business functions. Outlining strategy for corporate growth based on effective & efficient use of information systems. Analyzing business problems and developing relevant information systems solutions, understanding how information systems can be used to transform business processes and provide more effective management control and decision making systems.



## **DESCRIPTION OF REQUIRED AND ELECTIVE INFORMATION SYSTEMS COURSES**

### **IS5202 Managing E-Business Systems**

#### **3 Credits**

*Prerequisites: None*

This course teaches the students how the new information and communication technology (NICT), such as broadband, mobile communications and the Internet, can be used to develop and improve business processes (eBusiness) that cut costs increase revenue and reduces time of doing business across the globe. It empowers the students to develop the necessary analytical skills to distinguish the value from the hype of the New Economy.

Upon completion of this course, students should be able to find out: how leading companies and new ventures do business on the Internet? What are the various business models of eBusiness? What are the rules of competition of eBusiness and how they affect the relationships, profitability and stock prices? How to formulate best-fit eBusiness strategies not only for the commercial firms, but also for the management of not-for-profit service sector organizations like government, healthcare and other public utility services? How NICT can be used to create sustainable businesses for Kazakhstan?

### **IS5203 Business Intelligence – Data warehouse & Data Mining**

#### **3 Credits**

*Prerequisites: IS5201*

The course will introduce students to the issues and techniques involved in handling large volumes of data and extracting information/knowledge /intelligence from that data. The course will cover Data warehouse, Data warehouse definition, Terminology, Properties & Components, Data warehouse development approach, A multidimensional data model, Data warehouse design examples. Data warehouse Architecture & Implementations, Three Tier data warehouse architecture, Designing data Warehouse for telecommunication Traffic Analysis, Types of OLAP Servers- ROLAP, MOLAP & HOLAP, Computation of data cubes, Indexing & Processing OLAP data & Queries, Examples of OLAP, Loading of Data, Data Mining, Applications such as Financial Data Analysis, Retail Industry, Telecommunication Industry, Analysis of Stock Market trends etc., Mining Association Rules, Data Mining cases, Market Basket Analysis. Classification & Prediction, Real Estate Appraisal using ANN, Time Series Analysis using ANN, Churn Management, Credit card Analysis, Process Control, etc

### **IS5204 Enterprise Resource Planning (ERP)**

#### **3 Credits**

*Prerequisites: IS5201*

This course will provide the students with basics of ERP, A Business Necessity, ERP Philosophy and Functions, Extended ERP, ERP-II, Component based ERP, ERP Vendor Management, Major Steps of ERP: Implementation, Designing a Business Blueprint, Application Configuration, Testing and End-User Acceptance, Training, Big-Bang Versus Gradual Implementation, ERP tools, ERP services, ERP challenges, outsourcing ERP, High implementation costs, calculating ROI and Business Process Reengineering (BPR). In addition course will highlight the integration between business processes and computer applications across business functions such as sales, purchasing, production, and accounting. Businesses are discovering that packaged enterprise system provide integration. The students will also study how organizations are represented in an

Enterprise (or enterprise resource planning or ERP) system. Assignments and in-class exercises will include exercises and demos using some ERP software's.

### **IS5205 Decision Analysis and Decision Support Systems**

#### **3 Credits**

*Prerequisites: IS5201*

The course will cover an overview of DSS, decision making processes, DSS Components, User Interface Components, Object-Oriented Programming and DSS, DSS Components (cont.), Data Components, Data Warehousing, Model Components, Intelligent Systems, Data Mining, International Issues in Decision Making, Implementation and Evaluation of DSS, Group Decision Support Systems, EIS. Overview of different types of decision making: strategic, tactical and operational. Consideration of organizational structures. Mapping of databases, MIS, EIS, KBS, expert systems, OR modeling systems and simulation, decision analytic systems onto activities within an organization. Decision analysis and strategic decision support. Group decision support systems and decision conferencing. Intelligent decision support systems: tools and applications. Cutting-edge decision support technologies. History, design, implementation: benefits and pitfalls.

### **IS5206 System Analysis & Design**

#### **3 Credits**

*Prerequisites: IS5201*

The course provides an overview of the processes involved in the analysis, design, and implementation of information systems. This is a hands-on course and is targeted at advanced undergraduate or beginning graduate students who have little or no background in the subject. Topics to be covered include software development life cycle (SDLC), feasibility study, requirements analysis, systems analysis, and systems design. Systems analysis and design methods covered in this course include data flow diagram, data dictionary, and entity-relationship approach. Feasibility study, requirements definition and design, implementation process, development documentation will be covered. The prototyping, data modeling techniques, cost benefit analysis and user involvement will also be covered.

### **IS5207 Business Modeling and Simulation**

#### **3 Credits**

*Prerequisites: IS5201*

The course will introduce the basics of simulation and its application in developing business models, overview of Monte Carlo Simulation, the simulation process, Optimization in Simulation (Cash Management), Application of simulation models in inventory planning, marketing management, financial management, accounting, capacity planning, Discrete-event simulation and Dynamic System Simulation processes and their applications in management.

### **IS5209 E-Customer Relation Management**

#### **3 Credits**

*Prerequisites: IS5201*

The course will cover introduction of business processes in sales, marketing, and service that touch the customer, application of CRM software tools in an enterprise to build databases about its customers that describes relationships in sufficient detail so that management, salespeople, people providing service, and even the customer can access information, match customer needs with product plans and offerings, remind customers of service requirements, check payment histories, and so on. In addition course will cover how to use an integrated online CRM software

solution designed to manage sales processes, order management, marketing campaigns, customer support and partner management.

### **IS5210 Electronic Business Network for Financial Management**

#### **3 Credits**

*Prerequisites: IS5201*

The course will cover role of business electronic networks in management with specific reference to financial management. Infrastructure of electronic business networks. Components of business networks. Regulatory framework of electronic business networks. Economics of Financial Networks and Electronic Trading. Electronic Data Interchange (EDI), Global Information Network for Small and Medium Enterprises,

### **IS5211 Management of Software Projects**

#### **3 Credits**

*Prerequisites: IS5201*

The course will cover basics of software project management, people, process, product, technology, software project development phases, organizational structures, project charter, project plans, work breakdown structures (WBS); Estimation and Budgeting -Estimation, Budgeting, Risk and Change Management, Change control, Development Management: Team models, Requirements process, Configuration management, Software metrics, Programming languages & tools, Managing conflict and motivating, assigning Resources; Project Control-Status reporting, Project metrics, Process Improvement; System Test, Unit and integration testing, Acceptance test specifications, Test tools; Other Issues- Project Recovery, Documentation, Cutover/Migration, Post Project Reviews, Closing; Project Success, Management support, Expectations, Success metrics.

### **IS5212 Accounting Information Systems**

#### **3 Credits**

*Prerequisites: IS5201*

This course addresses issues of computer based accounting systems. The course will focus on teaching skills needed to use modern accounting software, will require 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.

### **IS5213 eBusiness Technology**

#### **3 Credits**

*Prerequisites: None*

This course covers the technologies of e-business like web technologies (such as HTML, XML, ebXML etc.) networking and internetworking basics, wireless technologies, Internet infrastructure and technologies of online payment systems, front-end/back-end integration, website management and security issues. After completing the course students will acquire practical guidance in developing an e-business for organizations. The course will follow pedagogy of learning by doing and case studies on how firms and business houses incorporate eBusiness technology.

### **IS5214 Management of IT Enabled Services**

#### **3 Credits**

*Prerequisites: IS5201*

The course will cover processes IT enabled services and a brief overview of various service sectors. It will cover how to gain an expertise in dealing with technology selection & implementation issues, management of services and their marketing and application of IT in various service sectors, integrating effectively both at front-end and back-end. It also enables them to draw BPO strategies for various service offerings. Customer Interaction Services such as Call Centers Finance and Accounting Services such as back office data processing for airlines, etc. Engineering and Design Services such as outsourced design activities Human Resources Services such as outsourced payroll preparations, etc. Animation for movies and TV serials, cartoon strips, etc. Translation, Transcription and Localization such as Medical Transcription Services. Network Consulting and Management covering outsourced network designing and maintenance. Data Search, Integration and Analysis covering areas such as preparation of legal data bases, research & preparation of reports based on data bases on past records, etc.

### **IS5215 Knowledge Management**

#### **3 Credits**

*Prerequisites: IS5201*

The course will cover theory and practice of KM; the mind set for knowledge management, the knowledge cycle- creation, retrieval, and use; varieties of knowledge work-mapping knowledge tasks and knowledge workers; KM opportunities in the enterprise, mechanics of knowledge management-tools & techniques; Information culture and strategy; corporate instinct; knowledge markets and pricing, Applying knowledge management-case studies fro corporate world, Information politics, behavior, culture, economic issues of knowledge management; knowledge management implementation strategies.

### **IS5216 Information Systems Development- Managing Global Environment**

#### **3 Credits**

*Prerequisites: IS5201*

The course will cover the global software management environment, the process of globalization, characteristics of the global software companies, business global drivers. Formulating and implementing strategies for international and global operations, the organization structure and control systems in global companies. Strategic use of information resources and Global IT strategies. Linking the IT strategy to company strategy, Creating and managing global business teams, Organizational impacts of IS/IT use, the global IT organization and architecture, The Role of Chief Information Officer, Global Internet and e-commerce.

### **IS5220 Selected Topics in Information Systems**

#### **3 Credits**

*Prerequisites: IS5201*

This is further research of various areas in Information Systems Management, especially in the interface areas of between marketing and operations, finance and operations and eBusiness. Students are required to study some selected topics of new applications of Information and Communication Technology. Topics under this course will vary according to the market demand and students interests.

## **DESCRIPTION OF CREDIT INTERNSHIP PROGRAM AND BUSINESS RESEARCH PROJECT**

### **BUS5270 MBA Credit Internship Program**

#### **3 Credits**

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 on this program have to attend at least 3 Preparatory Internship Training Sessions prior to becoming an intern.

### **BUS 5271 Business Research Project**

#### **3 Credits**

Business Research Project is a substitute for BUS5270 Internship. MBA students are eligible to take this course after completion of 24 credit hours. The research project has to be a significant piece of individual work of an applied nature. The topic of the research work should be in the major area of study of a student.

Students will be assigned a faculty supervisor who will approve the research proposal, monitor progress, and evaluate the work and report. A formal research report must be submitted and defended.

*For details on Credit Internship Program and Business Research Project, students are advised to seek information from BCB Career Services Center and/or the Director of the MBA program.*

## **MBA: INTERNATIONAL BUSINESS (IB) CONCENTRATION**

The International Business concentration gives students an opportunity to obtain an education in the context of the globalized business environment. The primary objective of this concentration is to provide an interdisciplinary curriculum for students interested in careers in international business. With increased liberalization of goods and capital markets, the rise of multinational corporations, and a growing trend of globalization, there is a keen demand for business graduates with skills in international business. This is particularly relevant for Kazakhstan, a transition economy characterized by growing international trade and foreign direct investment. The International Business Concentration is intended to meet that demand.

### **Entry and Exit Criteria for International Business Concentration**

Entry criteria for concentration and specialization: To be admitted to the International Business concentration, students must be of good academic standing.

Exit criteria for concentration: At the time of graduation, the student will be required to have (a) a minimum overall GPA of 2.67, and (b) a minimum GPA of 3.00 in required courses for concentration in International Business.

### **Required Courses for the International Business (IB) Concentration, (18 Credits)**

AC5215 International Accounting for Multinational Enterprises  
FN5209 International Finance  
IS5202 Management of E-Business Systems  
MG5211 International Business  
MK5210 International Marketing  
OP5205 Logistics & Supply Chain Management

### **Elective Courses for the International Business (IB) Concentration (6 Credits)\***

Students may choose any MBA course (other than core courses and required courses for IB major) as elective. Student may also choose an appropriate multi-cultural or language course as elective, with pre-approval by the MBA Program Committee.

*\*Course descriptions are available under respective departments. For all queries on IB Concentration, please contact the MBA Program Director.*

## **DOCTORATE OF BUSINESS ADMINISTRATION (DBA) PROGRAM**

### **Mission and goals of the DBA Program**

The main mission of the Program is to train scholars, academics and professionals in business administration in order to design and execute original research, and to develop a thorough understanding of the subject. The program will involve a combination of course and research work over a period of approximately four years. This degree will assist in building capacity in the areas of teaching and professional business research, and will ensure that graduates are placed in the leading positions in academia and businesses. As a means to this end, around 18 faculty members with western terminal degrees and research experience in business and economics have come together in solidarity to establish this state of the art program. The main objective is to strategically affect all business and economics education in Central Asia, and foster international business techniques to assist in the development of the Kazakhstan economy and educational system. With a team of internationally renowned professors and researchers, and extensive partnerships with some of the top business schools in the USA, we are well prepared to deliver a quality DBA program unrivalled in the entire region.

More specifically, the goals of this program are:

- Provide a critical mass of terminally degreed professors who are qualified at U.S. standards
- Initiate a top level DBA program at KIMEP that is sustainable and available to all Central Asia
- To focus on the further training of faculty and other professionals to execute original research
- Increase the training of currently terminally-degreed KIMEP professors to acculturate them to Western-type business practices and education
- Increase the diversity of professors in Central Asia through selective incentives to continue the education of traditionally under-represented populations
- Ensure KIMEP has enough terminally degreed professors so continuation of the program can be conducted through professor exchanges and existing faculty

The program will update the skills of current terminally degreed professors to continue this program. At the same time, we anticipate graduating enough non-terminal degree holding KIMEP faculty members in the first three years who, in turn, can reduce dependence on foreign faculty and can serve as exchange professors to ensure a continual supply of qualified professors to teach the DBA program.

## **Admission**

KIMEP seeks to admit students who have demonstrated the potential to succeed and have shown evidence of their capability for advanced studies and research. Criteria for admission include such qualities as excellent academic standing, excellent knowledge of English, work/real life business experience and achievements combined with leadership and creativity. In specific, following criteria shall be applied:

- A master's degree from a recognized university
- Official GMAT score above 600\*
- Official TOEFL test scores above 550\* (210 CBT)
- Three Letters of Reference
- Personal statement
- Job experience at executive/management levels (more than 3 years)
- Interviews\*\*

\* No more than five years old and must be sent directly from the Educational Testing Service (ETS). Exceptions to the minimum official scores and job experience requirements can be made to those who possess exceptional strengths in other areas. KIMEP faculty members may be exempted from these requirements at the recommendation of the DBA Council.

\*\*Students reside outside of Kazakhstan can be conditionally accepted without the interview requirement due to logistical reasons. However, the student should complete the interview process before taking the DBA courses.

## **Degree Requirements**

### **Credit Requirements**

A total of 57 credits are required to obtain the degree. Breakdown is as follows:

1. Coursework (15 courses, each with 3 credit:  $3 \times 15 = 45$  Cr)
2. A work of original research reported in dissertation form (12 Cr)

### **Other Requirements**

1. Comprehensive Exams in Major and 2 Minor fields (Qualifying Examination)
2. Two Curriculum Research Papers
3. Satisfaction of a doctoral residency requirement (minimum 48 credit hours acquired in KIMEP, and maximum 5 years for full-time and 8 years for part-time students)
4. Formal defense of the candidate's dissertation

## Transfer Credit/Course Credit Waivers

A maximum of 9 credit hours of graduate work may be transferred in from an equivalent program. The DBA Council will consider transfer credit or credit waivers for advanced placement on a case-by-case basis.

## Course Work

A minimum of 15 courses (45 credits) beyond previous graduate level coursework\*:  
Plus 12 credit hours for dissertation. Thus the student will complete 57 credit hours to obtain the DBA degree. The breakdown of courses and dissertation credit is as follows:

Research Methods: 5 Courses (15 credits)  
Major Courses: 5 Courses (15 credits)  
Minor Area 1: 3 Courses (9 credits)  
Minor Area 2 / Cross Disciplinary: 2 Courses (6 credits) or more  
Dissertation: 12 credit hours

\* Students without sufficient business education background are required to undertake additional coursework

## Written and Oral Comprehensive Examinations

The written and oral qualifying exams will be administered in the semester following the completion of all course work.

Students will sit for three qualifying exams; one in their major field of study and one in each of the two minor areas of study.

Successful completion of the exams will qualify the student to undertake the writing of her/his dissertation.

The chair of the department's doctoral committee will coordinate the development of questions for the major and minor fields and their administration.

A committee of doctorally qualified faculty in the student's major area will develop questions for the written portion of the exam. They will also grade the exam and make recommendations to the chair of the department's doctoral committee concerning the student's progress.

Two committees of doctorally qualified faculty in each of the minor areas will develop and later grade the exams in their areas. They will make recommendations to the chair of the department's doctoral committee concerning the student's progress.

Following successful completion of the written portion of the qualifying exams, the candidate will submit to an oral exam organized by the chair of the department's doctoral committee. The examining committee will include members of the department's doctoral committee and the faculty members who wrote the questions for in the minor areas.

Should the student fail the written and/or oral portion of the exam, the department's doctoral committee will decide if and when a retake of the exam may occur. If a retake is granted, only one retake will be permitted.



## **Curriculum Research Papers**

Before the final defense of their dissertation, candidates must prepare two papers\* in the fields of majors (preferably) or minors suitable for:

- Publication in a journal or
- Presentation in an international conference

\* Publications can be individual, or with other collaborators. In the case of a multi – authored publication, higher credits will be given for first authorship.

## **Dissertation**

The doctoral dissertation committee will consist of four doctorally qualified members. Three of these, including the committee chairperson, will be from within the Bang College of Business or the business school of our partner institutions. The fourth member will be from outside of the business school; usually, this will be a faculty member from one of the student's minor areas of study. The student will present an oral defense of her/his dissertation in front of the members of the dissertation committee and in a public forum. Any members of the KIMEP faculty will be eligible to attend. Invitations will be sent to the KIMEP faculty at large.

## **Estimated Time to Complete the DBA degree**

### **Full-Time Students**

To be considered a full-time student, a student must be enrolled for 12 credit hours per semester. Full-time students must complete their coursework and dissertation within a five calendar year period. Under exceptional circumstances the departmental doctoral committee may extend this period.

Full-time students are expected to complete all course work within three regular semesters (at 12 credit hours per term) plus a 12 credit hour summer-term. They will sit for their qualifying exams and start their dissertation in their fourth semester. It is expected that the dissertation will take no longer than 18 to 24 months to complete following the qualifying exams.

### **Part-Time Students**

Any student with less than 12 credit hours/semester enrolment shall be considered a part time student

Part-time students must complete their coursework and dissertation within an eight calendar year period. Under exceptional circumstances the departmental doctoral committee may extend this period.

Part-time students are expected to complete all course work within four regular semesters (at 6 credit hours per semester) plus one full-time summer-term (12 credit hours) and one summer session completing the final 3-credit hours of coursework. They will sit for their qualifying exams and start their dissertation in their fourth regular semester. It is expected that the dissertation will take no longer than 18 to 30 months to complete following the qualifying exams.

## Curriculum Structure

The 57-credit program is structured in line with North American models comprising roughly two years of coursework (45 credits), two years on research and a dissertation (12 credits). Students can major in Management, Marketing, Accounting, Finance, Information Systems, and Operations Management. Students are required to pass a comprehensive examination after completing 45 credits of course work. After this they can enter into the research and dissertation phase.

### Specializations

Accounting  
 Finance  
 Management  
 Marketing  
 Operations Management, and  
 Information Systems.

**57 credits are required for graduation as outlined below:**

Specification	Hours
Required Core courses (5 courses)	15 credits
Major Required courses (5 courses)	15 credits
Minor 1 Electives (3 courses)	9 credits
Minor 2 Electives (2 courses)	6 credits
Dissertation	12 credits
<b>Total Credits</b>	<b>57</b>

**The Curriculum Structure is summarized in the Following Table:**

Course Code/ Title					
Required Courses for All Majors & Prerequisite	<b>MG6201</b> <b>Business and Entrepreneurship</b>	<b>MG6202</b> <b>Research Methods</b>	<b>MG6203</b> <b>Advanced Research Methods</b>	<b>OP6201</b> <b>Quantitative Analysis</b>	<b>FN6202</b> <b>Econometrics</b>
	No Prerequisite	Adequate Business Statistics Knowledge	MG6202	Adequate Business Statistics Knowledge	OP6201
Required Courses for Management Major & Prerequisite	<b>MG6204</b> <b>Management Theory</b> DBA Council's Permission	<b>MG6205</b> <b>Organizational Behavior</b> DBA Council's Permission	<b>MG6206</b> <b>Strategic Management</b> MG6204, MG6205	<b>MG6207</b> <b>Special Topics in Management</b> Instructor's Permission	<b>MG6208</b> <b>Directed Study in Management</b> Instructor's permission
Required Courses for Marketing Major & Prerequisite	<b>MK6201</b> <b>Marketing Theory</b> DBA Council's Permission	<b>MK6202</b> <b>Strategic Marketing</b>  MK6201	<b>MK6203</b> <b>Theories in Consumer Behavior</b>  MK6201	<b>MK6204</b> <b>Special Topics in Marketing</b>  Instructor's Permission	<b>MK6205</b> <b>Directed Study in Marketing</b>  Instructor's permission

<b>Required Courses for Finance Major &amp; Prerequisite</b>	<b>FN6201 Theory of Finance</b> DBA Council's Permission	<b>FN6203 Corporate Finance</b> FN6201	<b>FN6204 Financial Markets and Institutions</b> FN6201	<b>FN6205 Special Topics in Finance</b> FN6201	<b>FN6206 Directed Study in Finance</b> FN6201
<b>Required Courses for Accounting Major &amp; Prerequisite</b>	<b>AC6201 Accounting Theory and Practice</b> DBA Council's Permission	<b>AC6202 Studies in Strategic Management Accounting</b> AC6201	<b>AC6203 Comparative International Accounting Standards</b> AC6201	<b>AC6204 Special Topics in Accounting</b> AC6202	<b>AC6205 Directed Study in Accounting</b> AC6202 or AC6203
<b>Required Courses for Information Systems Major &amp; Prerequisite</b>	<b>IS6201 Information Systems Theory</b> DBA Council's Permission	<b>IS6202 Management Information Systems</b> IS6201	<b>IS6203 System Analysis &amp; Design</b> IS6202	<b>IS6204 Special Topics in Information Systems</b> IS6202	<b>IS6205 Directed Study in Information Systems</b> Instructor's permission
<b>Required Courses for Operation Management Major &amp; Prerequisite</b>	<b>OP6202 Business Process Fundamentals</b> DBA Council's Permission	<b>OP6203 Operations Management and Strategy</b> OP6201	<b>OP6204 Supply Chain Strategy and Practice</b> OP6203	<b>OP6205 Special Topics in Operations Management</b> OP6203	<b>OP6206 Directed Study in Operations Management</b> Instructor's permission
<b>Elective Courses for Minor-1</b>	Students will choose a minimum of three courses (9 credit hours) from courses offered for each minor track				
<b>Elective Courses for Minor-2</b>	Students will choose a minimum of two courses (6 credit hours) from courses offered for each minor track				
<b>Dissertation Writing</b>	Students will choose a minimum of 12 credit hours for dissertation writing				
<b>A student will take a minimum of 57 credit hours to complete the coursework and dissertation</b>					
<b>Other Requirements</b>	<ol style="list-style-type: none"> <li>1. Comprehensive Exams in Major and 2 Minor fields</li> <li>2. Two Curriculum Research Papers</li> <li>3. Satisfaction of a doctoral residency requirement</li> <li>4. Formal defense of the candidate's dissertation</li> </ol>				

## DESCRIPTION of DBA COURSES

### Required Courses

#### **MG6201 Business and Entrepreneurship**

*Prerequisites: None*

The purpose of this course is to prepare DBA students for basic business management skills and introductory quantitative methods. It emphasizes entrepreneurship skills to understand business basics from local and international perspectives. Topics covered include capital budgeting tools, project evaluation, market structures, management principles, behavioral theories, knowledge management, human resource management, organizational structures, consumer behavior, distribution channels, product pricing, market segmentations, technology management, franchising, data analysis, statistical research among others.

### **OP6201 Quantitative Analysis**

*Prerequisites: Adequate business statistics knowledge*

The course is giving a summary of the essential concepts of business statistics and other quantitative methods. It will cover such important topics as elements of the probability, sampling surveying, parameters estimating and hypotheses testing for univariate statistical models, non-parametrical methods, linear and regression, time-series forecasting with the using of SPSS and KnowledgeMiner software.

### **MG 6202 Research Methods**

*Prerequisite: Adequate business statistics knowledge*

This course focuses on management problem solving, planning and evaluation tools. 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.

### **MG6203 Advanced Research Methods**

*Prerequisites: MG6202*

This course develops conceptual frameworks in research methodologies and emphasizes business applications of modern software in research design. Topics covered include analysis in survey and experimental data, multivariate statistics, multiple regression applications and model building, experimental design, model diagnostic analysis, factor analysis, path analysis, discriminant analysis, cluster analysis, structural equation modeling, multi-dimensional scaling and conjoint analysis among others.

### **FN6202 Econometrics**

*Prerequisites: OP6201*

This course is designed to build a solid background in econometric theory and its applications to economic and business problems. It provides the necessary background to perform empirical studies by focusing on conceptual skills in basic and multiple linear regression models, stationary and non-stationary time series analysis, panel data analysis, and policy evaluations with advanced software applications.

## **Major Courses**

### **ACCOUNTING**

#### **AC6201 Accounting Theory and Practice**

*Prerequisites: DBA Council's permission*

This course examines the process of measuring, recording and reporting financial information required of contemporary business. Aspects of financial accounting examined include valuation, income measurement and the construction and interpretation of financial reports. Accounting theory, in terms of the basic assumptions, definitions, principles and concepts that underpin practice, will be inter-woven throughout the course.

### **AC6202 Studies in Strategic Management Accounting**

*Prerequisites: AC6201*

This course examines advanced topics in contemporary management accounting available to guide strategic decision-making. Topics examined include: Activity Based Costing, Activity Based Management, Target and Life Cycle Costing, Balanced Scorecard, Performance Measurement, Incentive Contracts and Budgeting. Through the course participants will come to understand management accountants as “value-adding members of management teams, creating information vital for enhancing operational excellence, and for formulating and implementing new strategies” (Kaplan, 1998).

### **AC6203 Comparative International Accounting Standards**

*Prerequisites: AC6201*

This course examines the progress, tensions and problems associated with the ongoing process of harmonizing accounting standards and functions within enterprises and between countries. It examines, for example, work of the International Accounting Standards Board (IASB), which promotes the adoption of comparable accounting practices and transparency needed by investors and creditors to make decisions that optimize resource allocation and enhance economic growth.

### **AC6204 Special Topics in Accounting**

*Prerequisites: AC6202*

This course provides participants with the opportunity to make an intensive and critical examination of a topic or topics arising from recent empirical and theoretical literature in Accounting. The topic or topics chosen for study will vary depending on the interests of the students and course instructor.

### **AC6205 Directed study in Accounting**

*Prerequisites: AC6202 or AC6203*

Individual work related to the needs of DBA students may be arranged both during regular sessions and during the intersession periods.

## **FINANCE**

### **FN6201 Theory of Finance**

*Prerequisites: DBA Council's permission*

The course engages intensive study and critical examination of modern finance theory, emphasizing the integration of firm investment and financing decisions under certainty and uncertainty, as well as, under perfect and imperfect capital markets. Major topics may include, but are not limited to, asset pricing and valuation, capital budgeting and real options, capital structure and dividend policies, capital market efficiency, information asymmetry and agency theory, term structure of interest rates, option valuation, international parity relationships, etc. Empirical studies that have bearing on modern finance theories are also explored.

### **FN6203 Corporate Finance**

*Prerequisites: FN6201*

The course focuses on intensive review and study of theories and practices of corporate financial policies and strategies. Areas of study include complex capital budgeting under certainty and uncertainty, valuation of projects and firms, capital structure and cost of capital, dividend policy and stock repurchases, corporate risk management, mergers, acquisitions and corporate

restructuring, working capital management, corporate governance and control, agency conflicts, information asymmetry, etc. Case study may be utilized to examine, analyze, and integrate corporation decision-making. Also, theoretical and empirical literature on corporate finance issues will be reviewed.

#### **FN6204 Financial Markets and Institutions**

*Prerequisites: FN6201*

The course focuses on intensive review and study of the financial environment, including securities, markets, and institutions. Emphasis is on interest rate determinants, fixed income, equity and derivative securities, and the operations and management of all types of financial intermediaries. Theoretical and empirical literature on models and behavior of financial intermediaries, structure and regulation, interest rate theories, financial markets, and the impact of macroeconomic policies and procedures on financial markets and institutions are explored. Regulatory structure over capital markets and institutions, market developmental issues, market microstructure issues, creation of capital market infrastructure, and impact of globalization and technological development are also discussed.

#### **FN6205 Special Topics in Finance**

*Prerequisites: FN6201*

Intensive study and critical examination of special topics recently or newly emerging as an interest in finance. These special topics may include but are not limited to international finance, financial derivatives, risk management, financial engineering, real estate finance, etc.

#### **FN6206 Directed Study in Finance**

*Prerequisites: FN6201*

Individual work related to the needs of DBA students may be arranged both during regular sessions and during the inter-session periods.

### **MANAGEMENT**

#### **MG6204 Management Theory**

*Prerequisites: DBA Council's permission*

The objectives of this course are to (1) investigate seminal works and theories which have shaped modern management theory and research, (2) explore the likely impact of these works on corporate decision making, operations, and results including research in these areas, and 3) generate excitement about testing the frontiers of knowledge. The student will study theory formulation, elements of theory and models, and a series of modern theories and models in management from a macro perspective. The intent will be to understand how these works were meant to and have shaped the generalist point of view in management theory and practice in both a national and global context. The course is designed to assist students to think conceptually about how to understand, synthesize, and frame issues and problems facing business enterprises within an ethical framework. In addition, the course will allow students to develop expertise in communicating new ideas to their peers in a manner which will both encourage further interchange of knowledge and lead to acceptance of those ideas. Finally, students will have the opportunity to apply these skills to conceptual issues confronting their own disciplines.

### **MG6205 Organizational Behavior**

*Prerequisites: DBA Council's permission*

Organizational Behavior is a field of study that is primarily concerned with understanding individual and group behavior in work organizations. As a result, it can include such diverse topics as the motivation to work, emotions in organizations, and career planning issues. At the heart of OB are people: their aspirations, expectations, interactions, inclinations, and behavior in work situations. Traditionally organizational behavior was mainly influenced by psychology, but in the last decade the discipline has been influenced by communication studies, sociology, and anthropology. Consequently the field is both varied and intellectually stimulating. The organizational behavior course is designed to explore in depth the core body of literature that constitutes organizational behavior and to investigate the central debates, methodological issues, ethical concerns, and other contemporary concerns within the field at an advanced level. In addition, participants are expected to be able to apply these theories to the design, assessment, reengineering, and adaptation of systems and processes that will ensure the maximum organizational, group, individual, and technological performance.

### **MG6206 Strategic Management**

*Prerequisites: MG6204, MG6205*

Students will explore current academic research in management strategy and change management. This course examines the standard model of Vision, Mission, Strategies (or Policies), Tactics (or Procedures), Implementation, Measuring Results, and Control. Students will explore complex, strategic decision problems, and in the selection and application of appropriate techniques for reaching realistic decisions within an ethical framework in e-commerce and bricks and mortar commerce in both the for-profit and the not-for-profit realms and in the local, national, and global environments. Complex, judgmental problems are considered for a variety of organization types, business and non-business respecting the organization's operating policies and procedures; and the organization, administrative, and operational problems of both national and multinational companies.

### **MG6207 Special Topics in Management**

*Prerequisites: Instructor's permission*

Intensive study and critical examination of recent empirical and theoretical literature in management. Topics of studies will vary depending on the interests of the students and course instructor.

### **MG6208 Directed Studies in Management**

*Prerequisites: Instructor's permission*

Directed studies are readings courses in which the professor will direct non-classroom independent study by students. The topic will be dependent upon the professor's area of expertise. Readings will be in areas not offered in lecture or seminar courses and it is anticipated that they will deal with subjects at the leading edge of current management thought.

The responsible faculty will meet regularly with students to assess their progress. It is anticipated that publishable research papers may be the output of these courses, fitting directly with the overall course requirements for curriculum research papers.

## **MARKETING**

### **MK6201 Marketing Theory**

*Prerequisites: DBA Council's permission*

The objective of this course is to familiarize students with the history and evolution of marketing thought. The course will review the literature regarding the definition of marketing, marketing as a science, and major theoretical perspectives in marketing. Special emphasis will be placed on theoretical paradigms and perspectives in marketing such as systems theory, the behavioral theory of the firm, resource dependent theory, and social exchange theory that have influenced marketing as a discipline. Philosophy of science including scientific inquiry and the nature of scientific explanation, theories of truth, and distinctions between science and non-science will be discussed as it pertains to theory development.

### **MK6202 Strategic Marketing**

*Prerequisites: MK6201*

This seminar course builds on previous courses in marketing theory development, organizational behavior theory, innovation theory, and research to examine substantive areas in marketing. It examines the development of marketing strategies that can be adapted to the changing needs of consumers, to the strategies of competitors, and to the globalization of commerce. Other topic areas include: segmentation, strategy, advertising, promotion, pricing, product development and management, distribution channels, sales force, relationship marketing, new product introduction, marketing across sectors, and retailing. In this course, strategic management concepts as they relate to for-profit, not-for-profit and professional organizations will be examined to enhance the student's ability to analyze an industry and develop relevant ethical marketing strategies. As such, this course is designed to offer exposure to the substantive issues that marketing theoreticians are grappling with and an opportunity to delve more deeply into one or more areas of special interest.

### **MK6203 Theories in Consumer Behavior**

*Prerequisites: MK6201*

This seminar course provides an in-depth study of the nature and determinants of the behavior of organizations in relation to their marketing activities. This course will emphasize the cognitive processing perspectives of decision making within ethical marketing both locally and internationally. Students will also gain experience in comprehensively surveying the literature in subject areas such as memory, attitudes, perceptions, preferences, and buyer/seller behavior. The seminars will focus on practical, professional decision making incorporating the challenges faced by marketers who must balance the needs of customers, suppliers, shareholders, employees, and other stakeholders. The course requires the student to synthesize and integrate theory and practice and to apply them toward the development of innovative and creative solutions for specific marketing situations found within an organization's environment both locally and in the global environment.

### **MK6204 Special Topics in Marketing**

*Prerequisites: Instructor's permission*

Intensive study and critical examination of recent empirical and theoretical literature in Marketing. Topics of studies will vary depending on the interests of the students and course instructor.



### **MK6205 Directed Studies in Marketing**

*Prerequisites: Instructor's permission*

Directed studies are readings courses in which the professor will direct non-classroom independent study by students. The topic will be dependent upon the professor's area of expertise. Readings will be in areas not offered in lecture or seminar courses and it is anticipated that they will deal with subjects at the leading edge of current marketing thought.

The responsible faculty will meet regularly with students to assess their progress. It is anticipated that publishable research may be the output of these courses, fitting directly with the overall course requirements for curriculum research papers.

## **OPERATIONS MANAGEMENT**

### **OP6202 Business Process Fundamentals**

*Prerequisites: DBA Council's permission*

This core course focuses on understanding levers for structuring, managing, and improving a firm's recurring business processes to achieve competitive advantage in customer responsiveness, price, quality, and variety of products and services. These levers are as applicable to banks, hospitals, and brokerage firms, for example, as to traditional manufacturing. Processes within firms, as well as between firms, i.e. supply chains, are explored. The fundamental principles underlying state-of-the-art practices, such as Quick Response, Just-in-Time and Time-Based Competition, are explored so that students learn to critically evaluate these and other operational improvement programs. Students learn the basics of how to manage the operations of a firm, and how operations issues affect and are affected by the many business decisions they will be called upon to make or recommend in their careers. As such, this course is essential to students aspiring to become consultants, entrepreneurs, or general managers.

### **OP6203 Operations Management and Strategy**

*Prerequisites: OP6201*

It examines how to manage all the operations and activities in the firm irrespective of department, and thus is particularly useful to students who want the larger view of running the entire enterprise. The course covers decision-making methodology and how to make decisions that propel the processes of the firm forward. In particular, for operational success the firm needs: Procedures to promote better decisions and reduce errors, Processes that are highly efficient, Flexibility and responsiveness to the customer, Innovation that beats the competition, Better trained and motivated employees, Superior management, Excellence in information technology. This course will present key concepts necessary for achieving strategic objectives, but will do so on a general level related to senior management.

### **OP6204 Supply Chain Strategy and Practice**

*Prerequisites: OP6203*

Supply chains are networks of organizations that supply and transform materials, and distribute final products to consumers. If designed and managed properly, these networks are a crucial source of competitive advantage for both manufacturing and service enterprises. Students will learn how to examine and improve the flow of materials and information through this network of suppliers, manufacturers, distributors, and retailers in order to help firms get the right product to the right customer in the right amount and at the right time. Key topics covered in this course include the role of coordination within and across firms, the impact of incentives, and the use of information technology. Special emphasis is given to understanding how the business context shapes managerial decisions regarding the strategic design and management of the supply chain.

This course is intended for students interested in general management or careers in consulting, operations, or marketing.

### **OP6205 Special Topics in Operations Management**

*Prerequisites: OP6203*

The Course includes new methods of decision making that are designed to provide better results through the state-of-the-art modern operations management concepts including Processes management, New product and software development: , the use of game theory: , strategy and operations, Simulation and its application in business. Taking a process view, the course develops the business models and evaluates the business strategy. It includes the modeling business concepts and scenario analysis.

### **OP6206 Directed Study in OM**

*Prerequisites: Instructor's permission*

The course is for the students who are studying a specific advanced subject area in Operations Management. Students must submit a proposal outlining and detailing the study area, along with the faculty/ supervisor's consent, and to the Operations Management doctoral program coordinator. The specific content of this course varies depending on the interest of the student as outlined in proposal.

## **INFORMATION SYSTEMS**

### **IS6201 Information Systems Theory**

*Prerequisites: DBA Council's permission*

Specialize in this area is gained through the introduction of integer and nonlinear programming. It includes in-depth study of the theory and algorithms related to the solution of linear programming problems. Optimality conditions, duality and sensitivity analysis. It discusses the primal and dual simplex, interior point methods, Large-scale optimization, Dantzig-Wolfe decomposition. The course will introduce students to the issues and techniques involved in handling large volumes of data and extracting information/ knowledge / intelligence from that data. The course will cover Data warehouse, Data warehouse definition, Terminology, Properties & Components, Data warehouse development approach, multidimensional data model, Data warehouse design through examples.

### **IS6202 Management Information Systems**

*Prerequisites: IS6201*

This course provides a broad overview of the key managerial issues relating to development and usage and components of information systems in an organization. The course will cover electronic business frameworks. Internet and the WWW. Advertisement and promotions on the web. Service industries online. Emerging payment methods and micro-payments. Public policy and legal issues. Infrastructure for electronic business. Economics of electronic business. Telecommunications infrastructure, and Internet technology, Client-server architecture of Internet applications, standard Internet services, HTTP, markup languages, dynamic Web content, Internet access and services: measuring and pricing the Internet, Digital economy, Security of e-commerce: Cryptography and security of Internet information flows, host security, intranets and extranets, Electronic payment systems Trust and assurance in e-commerce, continuous online auditing, online financial reporting.

### **IS6203 System Analysis and Design**

*Prerequisites: IS6202*

Much of the content will be focused on current research areas in information strategy such as the information and organizational economics, information technology, firm performance, search cost and pricing, information and incentives, coordination costs and the boundary of the firm, and the economics of information goods (including pricing and intellectual property protection). In addition, promising empirical approaches such as the use of intelligent agents for data collection or click stream data analysis will be discussed.

### **IS6204 Special Topics in Information Systems (May be taken more than once for credit)**

*Prerequisites: IS6202*

The module of the course will include Integer Programming, Graph Theory, Advanced Nonlinear Programming and Information technology. The course reviews key areas including supply chain management, customer relationship management, ERP and the successful application of IT. These capabilities are re-creating strategy.

### **IS6205 Directed Study in Information Systems**

*Prerequisites: Instructor's permission*

This course is for students intending to study a specific advanced subject area in Computer Information Management. Students must submit a proposal outlining and detailing the study area, along with the faculty supervisor's consent, to the Operations and Information Management doctoral program coordinator. The specific content of this course varies depending on student's interest.

## **INDEPENDENT STUDY**

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 offering such a course is to help DBA students to complete the course requirements in time. Any course in the DBA curriculum can be taken as an Independent Study at any study-time period if there is consent from the instructor (multiple instructors in a case of team-teaching) who offers that course and approval from the DBA Council. The specific guideline, which regulates the taking of a particular independent study course, may be customized to each class. However, this specific guideline should be made within the general guidelines specified below, and pre-approved by the DBA Council.

### **Duration of the Study**

An Independent Study course can be offered during any study-time period within an academic semester as long as the requirements for minimum contact hours requirement (45 hours) and/or equivalent workload for the student are satisfied and the DBA Council approves it.

### **Student**

A student enrolled in the Independent Study course should pay necessary fees as applied for a regular course, and complete all the necessary administrative procedures at the Registrar's office and fill out an "Approval for Independent Study" form at the DBA Director's office. At the end of the study-time period the student should submit the completed assignments and all other relevant

works to the DBA Council for a record. A DBA student may take a maximum of two Independent Study courses (6 credit hours) to substitute the regular courses in the DBA curriculum.

## **Academic Procedures, Guidelines, and Processes**

### **Registration**

KIMEP has Fall, Spring, and Summer semesters. Each semester, a student must register for all courses and retakes through the on-line registration system within the registration period indicated in the academic calendar. Upon being accepted to the Institution as a DBA student, the student has one calendar year to register for a class upon the date of admission. After the expiration of one-calendar year, if the student has failed to register he/she will be administratively withdrawn by the Office of the Registrar.

### **Late Registration**

Students may not register for any courses after the Add/Drop period. Students may appeal to the Associate Vice President of Student Affairs if they strongly believe that their cases are extraordinary. If late registration is permitted, there is a KZT 3,300 late registration fee for each course.

### **Enrollment**

KIMEP seeks to enroll students who have demonstrated the potential to succeed and have shown evidence of their capability to contribute to the community. The criteria for admission to DBA program include such qualities as academic standing, knowledge of English, work experience, and achievements combined with leadership, creativity and extracurricular activities.

### **KIMEP Statement of Admission Practice**

KIMEP is committed to a policy of equal opportunity for admission to all qualified individuals. KIMEP and the Admission Committee do not discriminate against any individual or group on the basis of race, ethnicity, nationality, religion, gender, social or sexual orientation, creed, marital status, physical disabilities, remote area location, age or any other subjective criteria.

Admission to DBA program is considered by the Admission Committee upon recommendation of the DBA Council.

The Institute has created clear and transparent procedures of applying for individuals with different academic history and needs: Kazakhstan and international applicants, transfer students and non-degree students. For specific requirements for admission as well as admission rules, regulations and guidelines and entrance examinations applicants should refer “Admission” of DBA Student *Handbook*. These criteria may be updated regularly.

KIMEP usually has two admission intakes before the academic year begins. All admission decisions are finalized by June 15 for the fall semester and November 15 for the spring semester. Late admission can be considered by DBA Council for special circumstances only.

## Attendance Policy

DBA students are expected to attend classes regularly. The course instructor is responsible for adjusting this policy to fit the particular course, and for appropriate monitoring. Whenever possible, the student should inform the instructor before (or as soon as possible) after missing a class. Should a student accumulate an unreasonable number of absences, the instructor should report this to the DBA Director. An excessive number of absences can result in withdrawal from the course or program.

## Grading System

KIMEP has adopted a letter grading system A, B, C, D, F, etc. For transcript purposes only, a Grade Point Average will be calculated and displayed on the transcript in accordance with the point system detailed below.

### KIMEP DBA Grading Policy

While KIMEP strives to ensure the fairness and accuracy of all grades awarded to students, the individual instructor has the final determination of a student's grade unless the student audits the course or is withdrawn from the course.

### DBA Grading System

Quality	Grade Comments	Points
A+	Highest grade	4.33
A	Excellent	4.00
A-	Good	3.67
B+	Passing	3.33
B	Passing or Failing *	3.00
B-	Passing or Failing *	2.67
C +	Failing	2.33
C	Failing	2.00
C-	Failing	1.67
D +	Failing	1.33
D	Failing	1.00
D-	Failing	0.67
F	Failing	0.00
I	Incomplete	NA
W	Withdrawn	NA
AU	Audit	NA
P	Pass	NA
IR	Incomplete to retake	NA
AW	Administrative Withdraw	NA

Grade of "B" and "B-" for DBA students can be considered as either passing or failing, depending on whether or not the courses are required for student's major as well as the number of grades of "B" and "B-" a student has received. A DBA student is allowed to have a maximum of two grades less than passing but above "C+" (i.e. B and B-). Grades of "C+" and below and less than passing grade beyond the maximum allowed as well as

"Incomplete" are allowed to repeat only once. More than one retake should acquire an approval from the Council.

### **Grade Point Average (GPA)**

The Office of the Registrar calculates a student's GPA based on a credit-hour system. The numerical designation of a grade is multiplied by the number of credits the course is assigned.

The total value is referred to as a "Credit-Hour Value" (CHV).

All Credit-Hour Values are added on a student's transcript.

The Credit-Hour Value is divided by the total number of credits a student has completed to determine an overall GPA.

DBA students should maintain a minimum GPA of 3.33 out of 4.33 scale.

### **Withdrawal Policy**

If a student wishes to withdraw from the program, s/he must:

Fill in the relevant form obtainable from the Office of the Registrar

Clear up all debts and obligations.

A \$25 administrative fee is payable upon withdrawal.

If a student withdraws from KIMEP, it terminates the relationship between the student and the Institution. The student must reapply for admission to KIMEP if he/she desires to return.

## **EXECUTIVE MASTER OF BUSINESS ADMINISTRATION (ExMBA) PROGRAM**

### **Goals of the Program**

The goal of the Executive MBA program (ExMBA) is to provide business enterprises and government agencies with strategic competitive advantages by building on the existing capacities of the next generation of senior managers and executives to allow them to become effective leaders. The program will also enable working professionals to gain a comprehensive understanding of business and earn a Master of Business Administration degree without interrupting their career.

### **Background**

The program is targeted towards high-potential, middle and senior managers. The program, based on the North American model, is designed to equip participants with the skill-sets to broaden their strategic and global perspectives of business, and to develop a wider range of leadership and management skills. Participants will develop the strategic thinking necessary in today's new world of business to gain increased understanding of the total organization and achieve and maintain a competitive advantage.

The program offers a flexible learning model that allows for active continuous full-time employment while simultaneously achieving the Executive MBA. Meetings are generally held Friday afternoons and Saturdays with the degree requirements being completed in approximately 21 months.

The program emphasizes a balanced relationship between theory and practical applications and focuses on today's key issues such as vision, leadership, entrepreneurship, strategic decision-making, global perspective and organizational efficiency from both a local and global perspective.

The fixed 42-credit curriculum will incorporate lectures, group discussions, case studies and work-related projects. The interdisciplinary case study and directed individual study allow candidates to pursue a more in depth analysis of a chosen industry sector or discipline.

The program is delivered by distinguished members of KIMEP's faculty supplemented by expert adjuncts from business and government in Kazakhstan and visiting scholars from overseas.

## **Admission and Study Policies**

### **Admission Criteria**

KIMEP seeks to admit students who have demonstrated the potential to succeed in business and government and have shown evidence of their managerial and leadership capability for at least five years at the supervisory, tactical and strategic levels. Criteria for admission include such qualities as demonstrated management and leadership performance, competency in English, work/real life business experience and achievements combined with leadership and creativity. Specifically, the following criteria shall be applied:

- At least a bachelor's degree from a recognized university
- A minimum of five years in a supervisory/leadership position within business or government.
- Demonstrated proficiency in English
- Letter(s) of Reference
- Stated commitment to the program

### **Degree Requirements**

#### **(1) Credit Requirements:**

A total of 42 credits are required to obtain the degree. Breakdown is as follows:

- Coursework (13 courses, each with 3 credit:  $3 \times 13 = 39$  Credits)
- A work of original research or internship in reported form: 'Directed Individual Study' (3 Credits)

#### **(2) Other Requirements:**

Successful demonstration of applied knowledge will be assessed by a variety of evaluation mechanisms as prescribed by the specific course instructor. This may include any of the following (as well as other relevant assignments):

- Mid-term and Final Examinations
- Individual Projects (Written and Oral Presentation)

Team Projects (Written and Oral Presentations)

**(3) Transfer Credit:**

The transfer of course work from other institutions of equivalent or higher standing can be considered. No transfer of credit for life or business experience will be observed.

A maximum of 9 credit hours of graduate work may be transferred from an equivalent program.

The Executive MBA Committee will consider course credit on a case-by-case basis.

Credit transfer does not affect the tuition fee for the program. Candidates are required to pay the full tuition cost in effect at the time of enrollment regardless of credit transfer.

**(4) Course Work**

Initially, a set or fixed curriculum of 13 courses (39 credits) and the ‘Directed Individual Study’ (3 credits) will constitute the Executive MBA. As the program engages with area businesses the curriculum may be expanded to offer a core, required curriculum, with electives allowing for some specialization.

**(5) Estimated Time to Complete the Executive MBA degree**

Only Full-Time students will be admitted

- The program is delivered such that students are expected to complete all degree requirements within a 21-month period.
- The maximum duration of the program is 36 months. Under exceptional circumstances the Executive MBA Committee may extend this period.

**Tuition and Refund Policies**

**Tuition**

**(1) Fees\*:**

There is one fee for the program, referred to as the ‘Tuition Fee’. This fee includes:

- Tuition
- Textbooks and reference materials
- Meals and refreshments during class sessions

Please contact the college office for current fee amounts.

**(2) Payment Options:**

There are two payment options for the Executive MBA Tuition Fee:



### **Option 1: Full Tuition Payment Upon Enrollment**

Candidates pay for the full program prior to commencement in the program. In the case of advance payment, candidates are provided a 10% discount on the total tuition fee (in effect at the time of enrollment).

### **Option 2: Four Installment Payment Plan**

Payment for the program is made in four installments, each equal to 25% of the total tuition fee and each spaced a quarter of the program's 14 course duration apart.

*First installment* deadline: First day of first course

*Second installment* deadline: Midpoint of fourth course (First day of second meeting)

*Third installment* deadline: First day of eighth course

*Fourth installment* deadline: Midpoint of eleventh course (First day of second meeting)

There is no discount on the tuition fee under this payment plan.

Note that candidates are free to pay in two installments of 50% of full fee on first and third installment deadlines articulated above.

### **Refund**

The refund available to students is dependent on the payment option chosen by the student. In each case the student forfeits claim to 25% of the full tuition fee at the start of each quarter. Forfeited amount is cumulative resulting in no refund available after the start of the fourth quarter of the program.

#### **(1) Refund Policy for Full Tuition Payment Upon Enrollment**

A full refund of tuition fee paid is available up to, and including, the day prior to the first class meeting. Partial refunds follow the schedule below:

<b>Refund Amount</b>	<b>Available Until</b>
(Discounted Tuition) – (25% * Full Tuition)	Midpoint of fourth course (First day of second meeting)
(Discounted Tuition) – (50% * Full Tuition)	First day of eighth course
(Discounted Tuition) – (75% * Full Tuition)	Midpoint of eleventh course (First day of second meeting)

#### **(2) Refund Policy for Four Installment Payment Plan**

Candidates forfeit refund of quarterly tuition fee payment upon commencement of each quarter. Payment for any quarter that has not commenced is fully refunded.

### **The Learning Model (Curriculum Structure)**

The Executive MBA is offered via a venue that is consistent with area business and government needs. Class meetings are scheduled on alternate weekends in intensive sessions. In the future, a customized meeting schedule may be developed to accommodate the specific needs of prospective candidates. In either model, the requisite 45-hours of contact time with student and faculty per each 3-credit course will be achieved. The student will supplement their course

meetings with KIMEP's Distance Learning platform allowing off-campus interchange with faculty and fellow students.

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

### **Executive MBA Program Courses**

Prerequisites to all Executive MBA courses shall be determined at the discretion of the Executive MBA Committee. In general, 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 pre-requisite course can be required. The program balances the business skills and knowledge needed to act in a leadership capacity in a small to large organization:

#### **Finance**

- EBA5210 Financial and Investment Operations

#### **Accounting**

- EBA5220 Managerial Accounting

#### **Economics**

- EBA5230 Managerial Economics

#### **Marketing**

- EBA5240 Global Marketing and Strategy

#### **Management**

- EBA5250 International Business Management
- EBA5251 Strategic Management and Business Policy
- EBA5252 Organizational Development
- EBA5253 Leadership, Motivation and Ethics
- EBA5211 International Business Management

#### **Operations Management/Information Systems**

- EBA5270 Applied Statistics for Managers
- EBA5271 Managing Data and Knowledge Management
- EBA5272 Supply Chain Management

#### **Law**

- EBA5280 Business Law

#### **Specialization**

- EBA5290 Interdisciplinary Case Study
- EBA5291 Directed Individual Study

## **Course Descriptions**

### **EBA5210 Financial and Investment Operations**

#### **3 Credits**

The objective of the course is to explore the strategic decisions that lead to capital spending. The course examines the uses and misuses of financial information in a wide-range of business decision-making situations. The risk element in financial decision-making and financial instruments that have evolved to reallocate risk in the economy are discussed. Important concepts and principles of financial management analysis are examined using both theory and case studies. The course provides students with the skills required to analyze performance of businesses and business units based on information available from their accounting and reporting systems.

### **EBA5220 Managerial Accounting**

#### **3 Credits**

This course emphasizes the application and usefulness of financial information for internal decision-making, planning and control purposes. Through the development of a solid understanding of the underlying principles of management accounting and their application and relevance to business situations, students achieve what is increasingly perceived as a core competence required for all managers. Topics include cost behavior understanding and modeling, operating budgeting process, balanced scorecard and activity based costing methodology.

### **EBA5230 Managerial Economics**

#### **3 Credits**

The course examines market behavior and focuses on actions of real consumers. The course analyzes how market behavior impacts on production, competition, monopolies and oligopolies. The principles of macroeconomics and microeconomics are reviewed. The course provides students with the ability to understand and utilize economic information relevant to management decision-making in domestic and multinational companies based in Kazakhstan.

### **EBA5240 Global Marketing and Strategy**

#### **3 Credits**

In this course, students examine how leading companies internationalize their operations, from the analysis of the political, social, business and competitive environments to the development of strategies for entering and competing in international markets. Topics to study from a global perspective include the nature of the tasks facing international companies in international markets, brand names, positioning, pricing, selling, packaging, advertising and formulating and implementing global marketing strategies, selecting marketing planning units, situational analysis, target market strategies and positioning statements to reflect short and long-range environments.

### **EBA5250 International Business Management**

#### **3 Credits**

The course introduces the student to the "real world" of international business and covers the theory and practice of international business since the political transformations in the world in the 1980s/1990s. The areas covered are globalization, country factors, global trade and investment, global monetary system, regional economic integration (Americas, Europe, Asia Pacific and others), strategy and organization, joint ventures and strategic alliances, international business operations such as export and import management, global manufacturing, global marketing, global human resource management, international accounting and financial management and their

implications for business. Case studies of international, multinational and global enterprises and practical managerial applications in Kazakhstan and neighbor CIS countries are part of the course.

### **EBA5251 Strategic Management and Business Policy**

#### **3 Credits**

This course covers the decisions and actions by top management for the objective of formulating and implementing short and long-term plans that determine organizational performance, role of top management decision-making in establishing the firm's mission, strategic analysis of alternative actions, and evaluation of external and internal environmental conditions, industry characteristics, and organizational capabilities in determining the strategy of the firm for the 21st century. Control systems are also covered with emphasis on new management practices. The course integrates the different business disciplines for the purpose of developing the student's strategic decision-making skills. The focus is on (complex) case studies, strategic thinking, project management, the use of quality to improve performance and assignments related to the development of top management.

### **EBA5252 Organizational Development**

#### **3 Credits**

This course examines management and leadership tasks associated with the effective design of an organization to achieve strategic objectives. Emphasis is placed on creating alignment among people, culture, structure and reward systems of an organization to assure high performance. The course considers international best practice in management techniques and compares with practices prevalent in Kazakhstan today. Different organizational designs are tested by means of case studies and class discussions. The student examines methods of anticipating change and ways of building organizational effectiveness, which is analyzed by exploring individual, group and organizational behavior.

### **EBA5253 Leadership, Motivation and Ethics**

#### **3 Credits**

This course focuses on the development of fundamental leadership skills such as self-awareness, strategic thinking, creating a motivating environment, empowerment and delegation, managing change, and team processing in modern organizations. The concepts of leadership and motivation are explored focusing on the behavior of people in various organizational contexts. A key objective is to help students understand their current leadership styles and potential, and broadening their leadership capability. The course will also explore the emergence of corporate ethics in the business environment, its impact on the role of the leader and how it can be applied in Central Asia.

### **EBA5270 Applied Statistics for Managers**

#### **3 Credits**

This course develops the ability of managers to understand and apply statistical methods to the real world of business. Probability and statistics topics include elementary probability theory, graphical descriptions of data, random variables, hypothesis testing, sampling distributions, regression and correlation analysis, sampling surveys, statistical modeling, time series, decision analysis and managerial applications.

### **EBA5271 Information Technology: Managing Data and Knowledge Management**

#### **3 Credits**

In information age the ability to properly manage and use data and information is a competitive advantage. This course explores the issues associated with managing in an information age.

### **EBA5272 Supply Chain Management**

#### **3 Credits**

In order to compete effectively in the current global marketplace, organizations need executives who are knowledgeable about both the opportunities and challenges associated with operation management and technologies. This course helps executives better understand how to use technologies effectively for the progressive growth of their organizations. The lectures, readings and discussions expose the executives to a number of key concepts and timely issues related to the selection and deployment of technology applications to their organizations. Operations include production management and control, distribution planning, logistics inventory control and demand forecasting. The course is based on quantitative analysis and computer applications.

### **EBA5280 Business Law**

#### **3 Credits**

This course covers the legal and regulatory environment in which corporations and managers function. Day-to-day decision-making is considered within the context of corporate governance, pertinent laws, governmental policy and social forces upon business strategies. The focus is on the analysis of the legal system and specific topics within the system such as contracts, governmental regulations, agency relationships, torts, corporate and other types of business entities, and related issues. The student should identify the rights, privileges and social responsibilities of business enterprises within the legal environment in which they operate and understand the relationship between legal professionals and the enterprise and the legal parameters within which informed business decisions should be made.

### **EBA5290 Interdisciplinary Case Study**

#### **3 Credits**

Most issues within business are multidisciplinary and involve the use of teams to properly assess options and opportunities. This course will include a real life business issue and will require selected teams to research, analyze and make recommendations. This will be in the form of a presentation and written report.

### **EBA5291 Directed Individual Study**

#### **3 Credits**

Under the supervision of his/her academic adviser or full-time faculty, the student completes an individual research project in an area of interest, which may include domestic or international business applicable to Kazakhstan and/or CIS countries. The research proposal should be submitted to the EMBA faculty / adviser specializing in the area of interest. The research work may also include theoretical and practical aspects, conclusions and recommendations.

# COLLEGE OF SOCIAL SCIENCES

Office # 4 (Valikhanov building)  
Tel.: (327) 270-42-46 (ext. 3007)  
Fax: (327) 270-43-44

## **Internship Program:**

Office # 301 a (Valikhanov building)  
Tel: (327) 270-42-78 (ext. 3220)  
tatyana@kimep.kz

e-mail: sscteach@kimep.kz; cssast@kimep.kz

**Department of Political Science**  
**Department of Economics**  
**Department of Public Administration**  
**Department of Journalism and Mass Communication**

## **ADMINISTRATION**

Mahboob Khawaja, Ph.D., Dean

Danbala Danju, Ph.D., Chair, Department of Economics

Golam Mostafa, Ph.D., Chair, Department of Political Science

Aigerim Ibrayeva, MPA, M. Phil., Chair, Department of Public Administration

Brian Farley, Ph.D., Chair, Department of Journalism and Mass Communication

Sadrel Reza, Ph.D., Director of Research Services

Azhar Baisakalova, C.Sc., Ph.D., Budget Director

Petr Krepak, Degree in Law, Director of College Academic Internship Program

Saule Bulebayeva, Diploma, Coordinator of College Advising Center

Dinara Nurmanova, MPA, College Manager

Asel Tokina, Diploma, Executive Assistant to the Dean

Aigul Bekzhanova, Diploma, Assistant to the Dean

## **Mission of the College**

The College of Social Sciences aims to search, impart and bring knowledge of diversified human social experience and human behavior through its discipline to Central Asia. Life is complex and not all the situations individuals face can be understood easily. That is why we prepare our students and graduates to think analytically and critically about past and present human social experience at the individual, group, national and global level. That is why we seek to concern our students with the values and basic principles needed to solve complicated tasks. Our students prepare for a wide variety of career opportunities in business, government, social services and education.

Because the College seeks to promote understanding about society, its structure, its relationship to the state, and the means by which information is disseminated throughout society, we hope to accomplish some of the following:

Encourage the development of independent, highly qualified critical thinkers and policy-makers for a new Kazakhstan

Train the future leaders of the public sector and news media, and those engaged in international relations

Conduct more research projects, engage more specialists in cooperative research work, and apply results to the real world

Develop tools of democratic government, good laws and fair law enforcement

The College consists of four progressive dynamically developing departments: Journalism and Mass Communication, Economics, Public Administration, and Political Science as well as the College Internship Program. The last gives the opportunity to combine theory and practice in real-world situations.

Ultimately, our goal is to aid in the building of civil society in Kazakhstan and, through our graduates who move beyond it, Central Asia and the world. We hope to have a significant role in promoting societal and political liberalization throughout the region, helping to raise not just the material, but the cultural standard of living here.

## **College Council**

The College Council is the collective academic policy-making body of the affiliated departments. All academic matters including programs of studies, academic rules and regulations, admissions, scholarships, disciplinary measures, graduation requirements, etc are discussed and approved by Council. Development of courses, curricula, syllabi, and introduction of new academic programs are the responsibility of the individual department. The department will then forward the matter to the Council. The Council will study individual proposals through working committees. Reports of the committees will be submitted to the Council for final approval. The Dean will decide which matter should be sent to the Vice President, Academic Affairs for further action.

If you want to know more about the activity of the Council please visit KIMEP's Intranet site/Social Sciences College Council.

### **Composition**

Mahboob Khawaja, Ph.D., Dean, Chair of the Council

### **Public Administration**

Aigerim Ibrayeva, MPA, M.Phil., Chair  
Kristopher White, Ph.D., Elected faculty

### **Political Science**

Golam Mostafa, Ph.D., Chair  
Didar Kassymova, C.Sc., Elected faculty

### **Economics**

Danbala Danju, Ph.D., Chair  
Abu Islam, Ph.D., Elected faculty

### **Journalism and Mass Communication**

Brian Farley, Ph.D., Chair  
Hal Foster, Ph.D., Elected faculty

### **Students**

1 student representative from graduate programs  
1 student representative from undergraduate programs

## **COLLEGE REQUIRED COURSES (Total - 12 credits)**

Econ1103	Introduction to Microeconomics
BAIJ2605	Mass Media in Society
PS1511	Introduction to Political Science
PA1513	Introduction to Public Administration

### **ECON1103 Introduction to Microeconomics**

#### **3 Credits**

The purpose of this course is to provide the students with a basic understanding of how markets work. At the end of the course, it is expected that students should be able to: (i) understand and explain the basic problems as far as the micro economics is concerned; (ii) demonstrate knowledge of basic microeconomic terms, concepts and models; (iii) correctly apply microeconomic terms and concepts when discussing economic issues; (iv) apply microeconomic



theory to solve basic economic problems and analyze current economic issues; (v) appreciate the contributions, as well as the limitations of microeconomics in solving current economic problems.

### **BAIJ2605 Mass Media and Society**

#### **3 Credits**

*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 the individuals and the media and explores the role of and impact of media in progressively larger social systems.

### **PS1511 Introduction to Political Science**

#### **3 Credits**

*Prerequisites: None*

This is a basic survey course of the major concepts and theory in Political Science designed to provide students with a basic foundation in this field of study. The course will focus on theoretical as well as practical applications of Political Science.

### **PA1513 Introduction to Public Administration**

#### **3 Credits**

*Prerequisites: None*

This course will acquaint students with various terms, theories, concepts and models used in the field of Public Administration. After finishing this course students will have a clear understanding about the processes and mechanisms of public decision-making and implementation.

## **DEPARTMENT OF PUBLIC ADMINISTRATION**

Office #306

Tel: 327 270 42 66 (ext: 3058)

e-mail: [dpmngr@kimep.kz](mailto:dpmngr@kimep.kz)

### **Administration:**

Aigerim Ibrayeva, MPA, MPhil, Chair

Natalia Danilovich, Ph.D., Associate Chair and Director of Graduate Program

Dennis Soltys, Ph.D., Director of Undergraduate Program

### **Mission Statement**

We deliver international-standard education and research in public policy, administration, and management relevant to our region. To accomplish this mission the department offers a Bachelor of Science degree in Public Policy and Administration, in Public Management, in Financial Management, in Natural Resource Management and a Master of Science degree in Public Administration. DPA's faculty, staff, and students seek to understand and improve economic, environmental, and social conditions through our teaching, research, and public service.

## **BSS IN PUBLIC ADMINISTRATION**

### **Mission Statement**

The mission of the BSS in Public Administration at KIMEP is to prepare professionals in the public, non-profit and private sectors through an intellectual and practical interdisciplinary approach. The structure of the program allows students to receive both theoretical and practical applications needed for the successful management of modern organizations, and aims to prepare prospective managers with skills that enable them to adapt to changes within and demands of different sectors.

### **Major**

As is common in Western institutions, undergraduate students need to select a major. The Major is the primary focus of study of the student. Each student is required to complete a total of thirty-six credit hours in their major field.

The Department of Public Administration offers the following four majors/career tracks to students: BSS in Public Policy and Administration, BSS in Public Management, BSS in Financial Management, and BSS in Natural Resource Management.

## **MAJOR IN PUBLIC POLICY AND ADMINISTRATION**

The Public Policy and Administration career track is designed for students interested in policy issues, politics, public administration, and related areas. It gives students the foundational skills and knowledge needed for understanding the policy process, and provides students with the analytical skills and training necessary for careers in government agencies, business, consulting, and non-profit organizations.

For students in the Department of Public Administration the following courses must be fulfilled to complete the major:

PPA3542      Public Policy Analysis  
PMG3521      Organization Theory and Behaviour  
FMG3531      Public Finance  
NMG3541      Natural Resource Management  
21 credit hours of PPA electives and  
3 hours of PA, PMG, FMG, NMG electives.

For students outside the Department of Public Administration the following courses must be fulfilled to complete the major:

PA1513      Introduction to Public Administration  
PPA3542      Public Policy Analysis  
PMG3521      Organization Theory and Behaviour  
FMG3531      Public Finance  
21 credit hours of PPA electives and  
3 hours of PA, PPA, PMG, FMG, NMG electives

## **MAJOR IN PUBLIC MANAGEMENT**

The Public Management career track prepares students for careers in managerial positions at all levels of government and in nonprofit agencies. The course work will provide a general introduction to the management field, key issues, problems, and contemporary concepts and techniques, as well as specific skills associated with different aspects of management. For students in the Department of Public Administration the following courses must be fulfilled to complete the major:

PPA3542      Public Policy Analysis  
PMG3521      Organization Theory and Behaviour  
FMG3531      Public Finance  
NMG3541      Natural Resource Management  
21 credit hours of PMG electives and  
3 hours of PA, PPA, PMG, FMG, NMG electives.

For students outside the Department of Public Administration the following courses must be fulfilled to complete the major:

PA1513      Introduction to Public Administration  
PPA3542      Public Policy Analysis  
PMG3521      Organization Theory and Behaviour  
FMG3531      Public Finance  
21 credit hours of PMG electives and  
3 hours of PA, PPA, PMG, FMG, NMG electives

## **MAJOR IN FINANCIAL MANAGEMENT**

The Financial Management career track provides an opportunity to acquire more of the knowledge and skills that are required to make policy and manage effectively in public and management organizations. It is designed to prepare students to pursue careers as financial analysts in the public, nonprofit, and private sectors. The coursework in this track will have an analytical, problem solving orientation, and focus on effective management of programs and resources.

For students in the Department of Public Administration the following courses must be fulfilled to complete the major:

PPA3542      Public Policy Analysis  
PMG3521      Organization Theory and Behaviour  
FMG3531      Public Finance  
NMG3541      Natural Resource Management  
21 credit hours of FMG electives and  
3 hours of PA, PPA, PMG, FMG, NMG electives.

For students outside the Department of Public Administration the following courses must be fulfilled to complete the major:

PA1513 Introduction to Public Administration  
PPA3542 Public Policy Analysis  
PMG3521 Organization Theory and Behaviour  
FMG3531 Public Finance  
21 credit hours of NMG electives and  
3 hours of PA, PPA, PMG, FMG, NMG electives

### **MAJOR IN NATURAL RESOURCE MANAGEMENT**

The Natural Resource Management career track will provide policymakers and managers with basic concepts required for managing the natural resources and environmental systems. The students will be introduced to concepts in environmental studies, as well as law and the fundamentals of project assessment that are essential for understanding current approaches to resource management.

For students in the Department of Public Administration the following courses must be fulfilled to complete the major:

PPA3542 Public Policy Analysis  
PMG3521 Organization Theory and Behaviour  
FMG3531 Public Finance  
NMG3541 Natural Resource Management  
21 credit hours of NMG electives and  
3 hours of PA, PPA, PMG, FMG, NMG electives.

For students outside the Department of Public Administration the following courses must be fulfilled to complete the major:

PA1513 Introduction to Public Administration  
PPA3542 Public Policy Analysis  
FMG3531 Public Finance  
NMG3541 Natural Resource Management  
21 credit hours of NMG electives and  
3 hours of PA, PPA, PMG, FMG, NMG electives

### **Double Major (Optional Field)**

All undergraduate students in the Department of Public Administration may choose a second major within the department or from another department if offered. All students who wish to double major must fill out the appropriate forms at the Office of the Registrar and obtain permission from the Chair of the Department.

## **Minor (Optional Field)**

A minor is a field of concentration that a student selects to study outside of their major field. The students in the Department of Public Administration may chose to take a minor from other Departments, if those Departments offer such programs. In order to register for a minor a student must obtain the approval of the Departmental Chair. All advanced students must take all lower-level courses required by the minor field. All courses taken as program electives do not count towards a minor degree except for those program required courses that are designated as compulsory by the appropriate department. No student may receive a major and a minor in the same field.

Please note that a minor field is an option and not a requirement.

The Department of Public Administration offers minor fields in Public Policy and Administration, Public Management, Financial Management, Natural Resource Management, and Health Policy and Administration for students from other Departments. In order to receive a minor in Public Administration a student must complete a total of 18 credit hours in the following course sequences:

### **Public Policy and Administration (PAPP):**

PA1513 Introduction to Public Administration  
PPA3542 Public Policy Analysis  
Plus 12 credits of PPA electives

### **Public Management**

PA1513 Introduction to Public Administration  
PMG3521 Organization Theory and Behavior  
Plus 12 credits of PMG electives

### **Financial Management**

PA1513 Introduction to Public Administration  
FMG3531 Public Finance  
Plus 12 credits of FMG electives

### **Natural Resource Management**

PA1513 Introduction to Public Administration  
NMG3541 Natural Resource Management  
Plus 12 credits of NMG electives

### **Health Policy and Administration**

A minor field in the **Health Policy and Administration (HPA)** minor will prepare qualified and motivated men and women for high-level careers that span the entire spectrum of health administration and policy analysis. The program's graduates will become complete professionals by acquiring the necessary skills of contemporary management and policy analysis, by gaining the knowledge to use skills effectively, and by developing the values that are essential for addressing

the humanistic goals of health care and public health. Students completing a minor field in HPA can work in health care delivery, government, industry, consulting or non-government organizations in the areas of risk assessment and management, health and safety, risk communication and policy analysis.

**For students within the Department**

HPA3541 Health Policymaking  
Plus 15 credits of HPA electives:

**For students outside the Department**

PA1513 Introduction to Public Administration  
PPA3542 Public Policy Analysis  
HPA3541 Health Policymaking  
Plus 9 credits of HPA electives

**DEPARTMENT OF PUBLIC ADMINISTRATION UNDERGRADUATE  
CURRICULUM**

**Major Required (MR) 12 credits**

PPA3542 Public Policy Analysis  
PMG3521 Organization Theory and Behaviour  
FMG3531 Public Finance  
NMG3541 Natural Resource Management

**Major Electives (ME): 24 credits**

The major electives are courses that a student will take in his/her Major only (PA, PPA, FMG, PMG, or NMG). They must be 3000 or 4000 level classes. The department makes no distinctions among major classes at the 3000 or 4000 level, therefore all count toward graduation requirements.

**Program Required (PR): 9 credits**

PA2502 Methods of Social Research  
STAT2101 Introduction to Statistical Analysis  
PA1514 Introduction to Sociology

For BSS students the course "Introduction to Sociology" would count as "Program Required", while for BAE, BAIJ and BSC students it must count as a GER Elective.

**Program Electives (PE): 6 credits**

The PE must be a course offered by either the Department of Public Administration or department of Political Science.

**College Required (CR): 12 credits**

PA1513	Introduction to Public Administration
ECON1103G	Introduction to Microeconomics
BAIJ2605	Mass Media and Society
PS1511	Introduction to Political Science

**KIMEP Free Electives (KE): 18 credits**

**General Education: 48 credits**

Required courses – 24 credits  
Discipline courses – 21  
Electives – 3 credits

**Total number of credits required for graduation: 129 credits**

**Break – Down of Credit System BSS undergraduate students**

Major Required (MR)	12
Major Electives (ME)	24
Program Required (PR)	9
Program Electives (PE)	6
College Required (CR)	12
General Education Requirements (GER)	48
KIMEP free Electives	18
<b>Total Required for Graduation</b>	<b>129</b>

***Course Offerings***

**Course Prefixes:** PA = Public Administration  
PPA = Public Policy and Administration  
PMG = Public Management  
FMG = Financial Management  
NMG = Natural Resource Management  
HPA = *Health Policy and Administration*

**Double Coding of Courses Prefixes**

Some courses may have more than one prefix (for example: PA/PS). These courses may appear in either the Major field of the student or the Cognate. Of course, these subjects may also be placed in the elective area.

## **General Education Courses**

### **GEOG1501 Introduction to Geography**

**3 Credits**

*Prerequisites: None*

This course provides an introduction to the principles, concepts, and methods of the wide-ranging discipline of geography. A systematic spatial examination of the human and physical environment is provided, as well as an analysis of human-environment relationships. Topics include patterns and processes of landforms, climate, population, economic activity, culture, urbanization, and natural resources.

### **SC1504 Introduction to Environment Studies**

**3 Credits**

*Prerequisites: None*

This course provides an introductory study of the systems, processes, and elements of the Earth's natural environment. Multidisciplinary in nature, this course will survey our planet's atmosphere, hydrosphere, landforms, and flora and fauna. Global ecosystems, climatic conditions, human impact on the natural environment, and environmental disasters will also be covered.

## **Public Administration Courses**

### **Program required courses**

#### **PA2502 Methods of Social Research**

**3 Credits**

*Prerequisites: None*

This is a basic foundation course designed to instruct students in methodological concepts of academic work. The course will provide students with an understanding of how researchers must operate at different stages in their projects simultaneously, how to understand academic problems, and how to manage the complexity this process entails.

#### **PA1514 Introduction to Sociology**

**3 Credits**

*Prerequisites: None*

The course covers issues of social institutions and explores the relationship between the individual and society. Special emphasis is given to building sociological perspectives and the understanding of sociology as an academic discipline and human condition (endeavor).

#### **STAT2101 Introduction to Statistical Analysis**

**3 Credits**

*Prerequisites: None*

The course focuses on practical applications and interpretations of results of statistical analysis. It introduces basic terms and concepts underlying statistical and quantitative reasoning, including introduction to probability. The course is divided into four sections: data analysis, applied probability, data collection and inferential statistics. Topics include elements of sample surveys, experimental design and observational studies, descriptive and summary statistics for both measured and counted variables, and statistical inference including estimation and tests of hypotheses as applied to one- and two-sample problems, regression with one or more predictors, correlation, and analysis of variance. Applications to quantitative data analysis in economics,



social sciences and business, and statistical thinking instead of mathematical manipulation are emphasized. Different techniques of sampling, choosing sample size and the evaluation of results are demonstrated in application to real life problems. Computer implementation is emphasized in this course.

### **Courses required for all PA majors**

#### **PA1513 Introduction to Public Administration**

##### **3 Credits**

*Prerequisites: None*

This course will acquaint students with various terms, theories, concepts and models used in the field of Public Administration. After finishing this course students will have a clear understanding about the processes and mechanisms of public decision-making and implementation.

#### **PPA3542 Public Policy Analysis**

##### **3 Credits**

*Prerequisites: PA1513*

This course helps students to develop skills in using analytic frameworks in the formulation and assessment of public policy. Varieties of analytic techniques are presented to students. The emphasis of the course is on the practical application of techniques to policy analysis. Empirical studies are used throughout the course to demonstrate methods of analysis.

#### **PMG3521 Organizational Theory and Behaviour**

##### **3 Credits**

*Prerequisites: PA1513*

A study of the structure, processes, and behavior of organizations. This course emphasizes the environment in which organizations function and their effect on management techniques with regard to social and economic influences. This course examines performance determinants and appraisal, the design of complex organizations, team building, organizational change, and career development.

#### **FMG3531 Public Finance**

##### **3 Credits**

*Prerequisites: PA1513, ECON1101*

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.

#### **NMG3541 Natural Resource Management**

##### **3 Credits**

*Prerequisites: PA1513*

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.

## **Public Policy and Administration career track**

### **Required courses:**

#### **PPA3542 Public Policy Analysis**

##### **3 Credits**

*Prerequisites: PA1513*

This course presents a multi-disciplinary, multi-theoretical approach to understanding public policies in different areas such as health care, education, social welfare, crime, defence, environment, economic and tax policy. The course will focus on a systematic analysis of public policy alternatives, factors, and processes involved in policy development, and examine the questions about the content of governmental decisions, the factors that cause different policy-outputs, and the consequences of various governmental decisions.

### **Elective courses**

#### **PPA3546 Comparative Educational Policy and Systems Design**

##### **3 Credits**

*Prerequisites: PPA3542*

The purpose of this course is to enable public policy and teacher candidates to think critically about education as a social institution. The course may be useful for public policy designers, teachers, educational administrators, workers in international institutions, workers in science and industrial policy, consultants in vocational and human resource development or retraining, and for social reformers.

The course focuses on Western Europe and North America, the CIS and Eastern Europe, and Central Asia.

#### **PPA3543 Urban Development**

##### **3 Credits**

*Prerequisites: PA1513*

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.

#### **PPA3547 Social Policy in Transition Countries**

##### **3 Credits**

*Prerequisites: PPA3542*

The goal of the course is to provide students with an understanding of social issues involved in the transition from a centrally planned to a market economy. The course equips students with skills in analysing the process of social policy formation and in evaluating current social policy conditions in transition economies, and gives them knowledge of the steps needed to move from an authoritarian to a civil society

**PPA3548 Health Care Policy****3 Credits**

*Prerequisites: PPA3542*

This course is designed to instil an understanding of major health care policymaking and related issues. The course emphasizes history/background; physical, social, and economic environment; the policy process; and the political marketplace of contemporary Kazakhstan health care policies.

**PPA4540 Quantitative Data Analysis****3 Credits**

*Prerequisites: STAT2101*

The course is aimed at undergraduate and graduate students who have only basic backgrounds in statistics. The course focuses on the application, interpretation and critical evaluation of statistics as tools for data analyses commonly used in policy sciences. It pays particular attention to the fundamentals of probability and inferential statistics and subsequently linear regression and correlation, which provide a general framework for a good number of specialized data analysis techniques. A secondary objective of the course is to introduce students to the utility of Microsoft Excel and SPSS. This course provides basic quantitative data analysis skills extremely useful in the career track.

The course will cover the following topics: a review of the principles of descriptive statistics and statistical inference, graphical techniques for both presenting and analysing data, a discussion of the model that underlies the analysis of variance and regression, a study of the assumptions underlying statistical procedures, an exploration of the difference between correlation and causation, factor analysis, and nonparametric tests. The course will emphasize a problem- solution approach and the application of the course techniques and computer work.

**PPA4541 Gender and Public Policy****3 Credits**

*Prerequisites: PPA3542*

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.

**PPA4542 Current Issues in Public Policy and Administration****3 Credits**

*Prerequisites: PPA3542*

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.

## **Public Management career track**

### **Elective Courses**

#### **PMG3521 Leadership and Management**

##### **3 Credits**

*Prerequisites: None*

The course's main objective is to help students develop personal leadership skills necessary in a challenging and fast-changing environment. Course combines both theoretical foundations and practical exercises on self-management, managing and building relationship with other people, and essentials of managing organizations.

#### **PMG3522 Decision Making**

##### **3 Credits**

*Prerequisites: PMG3521*

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.

#### **PMG3523 Human Resource Management**

##### **3 Credits**

*Prerequisites: PMG3521*

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.

#### **PMG4520 Program Evaluation**

##### **3 Credits**

*Prerequisites: PMG3521*

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 (UNICEF, UNESCO, USAID), foundations (SOROS Foundation), 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.

### **PMG4521 Current Issues in Public Management**

#### **3 Credits**

*Prerequisites: PMG3521*

This course discusses government reform and modernization efforts around the world. It will deal with the most common areas in need of reform and innovation such as civil service, regulation, service delivery, and the fight against corruption. It will look at innovations that involve the use of information technology, performance management, and competition to improve the effectiveness and efficiency of government. Many of the concepts now in play in public sector management come from the private sector. How they apply and should be used in a governmental context is an important part of this course.

### **PA4550 Internship in Public Administration**

#### **3 Credits**

*Prerequisites: PA1513*

The 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 analyze and examine the functions, processes and outputs of organizations in the public sector.

### **PMG4551 Strategic Public Management**

#### **3 Credits**

*Prerequisites: PMG3521*

The course introduces various approaches and tools for the design, implementation and evaluation of an organization's strategy. The course also helps to develop a critical analysis of strategic management, its importance and limits in the rapidly changing environment and its impact in the context of different actors involved in public sector.

### **PMG4552 Public Sector Leadership**

#### **3 Credits**

*Prerequisites: PMG3521*

This course objectives are to understand the purpose of public sector leadership, its challenges, paradoxes and potentials. This course focuses on the examination of various models of leadership in early and traditional Public Administration as well as New Public Management. The course also addresses issues related to public sector leadership in times of stability, change, or crises.

### **PMG4553 Local Government**

#### **3 Credits**

*Prerequisites: PMG3521*

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.

### **PMG4554 Public Management and Governance**

#### **3 Credits**

*Prerequisites: PMG3521*

The focus of this course is to introduce the concept of governance as it relates to public, nonprofit voluntary and private sectors. The course critically examines the nature of the relationship between different actors involved in these sectors and how they foster economic, social and

democratic development. The course is based on comparative examination of Kazakhstan voluntary nonprofit and business sectors with experience of other countries of the region and the world.

## **Financial Management career track**

### **Elective Courses**

#### **FMG2511 Introduction to Financial Management**

##### **3 Credits**

*Prerequisites: PA1513, ECON1103G*

The course is intended to introduce the terminology and concepts of finance such as assets and liabilities, retained earnings, cash flow, time value of money, liquidity, budget, etc. Students will be able to read and understand financial statements. Also students will be introduced to the fundamental questions of financial management such as how to reduce financial risks.

#### **FMG3533 Financial Management in Public Sector**

##### **3 Credits**

*Prerequisites: FMG2511*

In this course students will study theory and practice of corporate finance. Analysis of financial statements, pro forma statements, cost of capital, risk and return, and capital budgeting will be studied. Also, attention will be paid to socio-economic aspects of financial management. Case studies may be employed when applicable.

#### **FMG3534 Taxation and Spending in Selected Countries**

##### **3 Credits**

*Prerequisites: FMG3531*

This course will study both the theories of taxation and how various taxation concepts and approaches are used in different countries around the world. Some topics will focus on alternative ways of generating revenue, and how successful government is in doing this. Other topics will examine government spending programs in the areas such as social insurance, education, and health care. Students will study the success and difficulties in implementation of different tax structures in different countries including the United States, Canada, Kazakhstan and others

#### **FMG4531 Investment Management**

##### **3 Credits**

*Prerequisites: FMG 2511, STAT 2101*

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.

#### **FMG4532 Current Topics in Financial Management**

##### **3 Credits**

*Prerequisites: FMG3531*

Examination of finance topics currently being discussed in the media, and development of advanced analytical skills in those topic areas. Topics will change depending upon the business environment. The following topics form the basis of the course: lease vs. buy (borrow); leveraged buy-outs; merger analysis; capital budgeting; capital structure decisions.

## **PA4550 Internship in Public Administration**

### **3 Credits**

*Prerequisites: PA1513*

The 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 analyze and examine the functions, processes and outputs of organizations in the public sector.

## **Natural Resource Management career track**

### **Elective Courses**

## **NMG3542 Environmental Policy, Planning and Evaluation**

### **3 Credits**

*Prerequisites: NMG3541*

This course will cover selected issues in environmental policy, using North American, European, and Central Asian examples. It will examine the concept of policy and what it means for governments to have and implement policies, both nationally and internationally. The sequential steps in the development of environmental policy will be discussed, as will methods of planning and evaluation. Students may write case-study essays on topics of their choice.

## **NMG3543 Environmental Problem Solving**

### **3 Credits**

*Prerequisites: NMG3541*

Environmental problems, whether local or global in scale, are an expression of complex relationships between human beings and natural environmental systems. Quite often human progress, in the form of economic development, urbanization, technological developments, or population growth, comes at the expense of environmental quality and sustainability. As most of the world's environmental problems are characterized by a certain historical, social, political, economic, and ecological complexity, policy initiatives aimed at solving such problems are both complex and difficult. This course will provide a detailed history and analysis of many of the world's most pressing environmental problems, as well as a detailed analysis of potential policy solutions.

## **NMG4541 Oil and Gas Policy**

### **3 Credits**

*Prerequisites: NMG3541*

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

### **NMG4542 Current Issues in Natural Resource Management**

#### **3 Credits**

*Prerequisites: NMG3541*

This course introduces students to different aspects of natural resource management such as politics, economics, intergovernmental and international relations, and the role of industry and non-governmental sectors. It also considers influence of regional, international organizations and agreements on management of natural resources on state, and regional, local levels. The specific topics of the course may include water resources, fisheries, forestry, soil management, etc.

### **NMG4543 Natural Resource Use and Ecological Stability**

#### **3 Credits**

*Prerequisites: NMG3541*

The course develops the microeconomics-based environmental policy paradigm and uses the paradigm to evaluate the efficiency of current environmental regulations. The course also explores the incentive issues associated with the design of international environmental agreements and develops techniques for valuing environmental resources.

### **PA4550 Internship in Public Administration**

#### **3 Credits**

*Prerequisites: PA1513*

The 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 analyze and examine the functions, processes and outputs of organizations in the public sector.

### **NMG4544 Environmental Management**

#### **3 Credits**

*Prerequisites: NMG3541*

The course presents an introduction and review of the factors influencing the quantity, quality and distribution of resources within the environment, uses of the environment and relation to human population size and demographics, effects of natural and human disturbances on the environment and economic and political considerations for environmental management.

## **Health Policy and Administration career track**

### **Required courses**

#### **HPA3541 Health Policymaking**

##### **3 Credits**

*Prerequisites: PA1513*

This course emphasizes the structure and operation of health care policies. It provides a comprehensive model of the process of policymaking in the United States. Public policy making is a very complicated process of highly interrelated activities. Students also take a national (Kazakhstani) health-related public policy and trace the organizations, activities and relationships in creating it.



## **Elective courses**

### **HPA3542 Health Care Administration**

#### **3 Credits**

*Prerequisites: PA1513*

This Course offers theoretical and practical knowledge in regards to the historical development, structural organization, and financing of contemporary health care systems. It introduces students to the economic factors and issues facing conventional and integrative health care systems today and reviews program design and implementation, health services administration, and financing among various types of health care delivery systems. It includes a discussion of diverse management styles, and the influence of power and politics on health care organization and delivery. Students will learn the principles by applying them in class via real world examples, and class projects will allow students to explore an area of health care administration in depth relevant to the career goals or interests of the individual student.

### **HPA3543 Leadership and Direction in the Administration of Health Services**

#### **3 Credits**

*Prerequisites: HPA3541*

This course will provide an introduction to the basic principles of leadership and direction of those who are interested in supervision and management of health programs. We will identify, describe and discuss the theoretical concepts of leadership in health organizations and analyze and propose solutions for selected organization/management problems and cases in health organizations.

### **HPA3544 Global Health: International Health Care Systems**

#### **3 Credits**

*Prerequisites: HPA3541*

Global Health: International Health Care Systems provides an overview of current issues in health policy and implementation of health programs in low- and middle-income countries. The course focuses primarily on activities related to health; social and economic development funded and/or implemented by ministries of health; multilateral organization; and bilateral and non-governmental organizations. The main topic covered by the course is: what are the options open to a ministry of health, an international health organization, or a non-governmental organization that wants to improve health status in a country where the funding available for health is extremely limited?

### **HPA3545 Public Policy Issues in Women's Health**

#### **3 Credits**

*Prerequisites: HPA3541*

This course explores current public health policy issues in women's health, providing students with the skills necessary to analyze women's health issues from a policy perspective. Current policy issues will be identified and analyzed for a wide variety of women's health issues. Biological, socio-cultural, psychological, historical, and political processes that shape and define women's health and healthcare experiences will be explored.

### **HPA3546 Politics and Policies in an Aging Population**

#### **3 Credits**

*Prerequisites: HPA3541*

This course will explore the impact of an aging population on social institutions and explore the potential utility of different approaches in responding to the social welfare demands of an increasingly ethnically and racially diverse population. Upon successfully completing this course, the student will be familiar with the process of policy formation; will be able to identify key players and interest groups; evaluate different forms of providing health care, income, housing, and social services to a rapidly growing older population; and contrast political ideologies regarding state and private responsibility for populations of all ages who need care and assistance, with special emphasis on the chronically ill, the frail, and persons with disabilities.

### **HPA4531 The Social Roots of Health and Disease**

#### **3 Credits**

*Prerequisites: HPA3541*

This course helps prepare students to become leaders in international health, and guides them in their efforts to improve the health conditions of those overburdened by poverty, marginalisation and social injustice. By the end of the course, students will have gained an understanding of how social forces become embodied as pathologies and how specific political, economic and historic processes influence the distribution of disease among different populations. This course will cover old scourges as well as new and re-emerging infectious diseases, environmental policies, social injustices, violence, and social unrest.

### **HPA4532 Epidemiology and Policy**

#### **3 Credits**

*Prerequisites: HPA3541*

This course will provide an understanding of the basic methods and tools used by epidemiologists to study the health of populations. We will define basic terms used in epidemiology, describe demographic and epidemiologic transitions of the 20th century, and define and apply the concepts of cause and prevention. The course will also present an introduction and overview of the basic paradigm for use of epidemiologic evidence in a policy context. Participants will gain an understanding of the central role of epidemiology in formulation of public health policy and of processes used to synthesize evidence for this purpose.

### **HPA4533 Environmental Health & Safety Management**

#### **3 Credits**

*Prerequisites: HPA3541*

This course will provide you with the fundamental skills needed to develop, implement, and manage a comprehensive occupational safety and health program. It will present an overview of environmental, health and safety management, and will provide students with an introduction to management systems for EHS operations. The course explores the motivations and strategies for environmental, health and safety management, identifies EHS management components, and presents the fundamentals of developing EHS visions and policies. Environmental health policy provides broad, multidisciplinary training in environmental health issues, including occupational health, risk assessment and risk management, and decision-making and policy analysis. Individuals, interested in the policy process and environmental health, are encouraged to take this course.

## **HPA4534 Economics of Health Management and Policy**

### **3 Credits**

*Prerequisites: HPA3541*

This course introduces the application of economics to decisions regarding the amount, organization, and distribution of health care services in the United States. The goals of the course are to provide an economics perspective for management decision-making, to provide a theoretical groundwork for the study of finance, accounting, marketing, and planning, in order to enable you as future health care managers to play positive roles in the reform of health care. The idea is to understand what recent economic theories can contribute to healthcare management, and also to understand what evidence can be gleaned from real examples and data.

### **Credit Transfer/Waiver Policy**

The Department of Public Administration is committed to allowing students flexible options in choosing their programs and courses. Thus, the Department will allow the waiver of up to 24 credits from undergraduate coursework from the BSS program to the MPA Program. It will also allow the transfer of up to 24 credits from such relevant coursework taken outside KIMEP from recognized institutions to the MPA Program. This should allow most BSS students to complete an MPA degree from KIMEP within one academic year. KIMEP students from other undergraduate programs who have taken the appropriate BSS courses can also be eligible for waiver of credit and finish the MPA Program sooner. However, previous coursework submitted for application for a transfer or waiver of credit will be evaluated on a case-by-case basis to determine MPA graduation requirements.

Credits can be transferred or waived not only for elective courses but also for required courses. Out of a total of 60 credits, required courses occupy 42 credits. A student, if the coursework qualifies, may be able to get 30 out of 42 of these credits waived or transferred. However, waivers and transfers of credit will NOT be permitted in the case of the Thesis Option (PA5221) or Creative Component Seminar (PA5222).

Every course submitted for a transfer or waiver of credit must have a grade of at least B (3.0 on the KIMEP grade point average scale). Furthermore, applicants to the program must have an overall grade point average of at least B- (2.67 on the KIMEP grade point average scale).

## **MASTER OF PUBLIC ADMINISTRATION (MPA)**

### **Mission Statement**

The mission of the Master of Public Administration program at KIMEP is to prepare students for careers and leadership roles in the public, private, and nonprofit organizations and to nurture their commitment to ethical public service in a diverse society. To achieve our mission, the MPA program provides an intellectual, collaborative and engaged learning environment in which students learn to act as facilitators in defining and pursuing the public interest. Key ideas and concepts are presented within the historical, political, social, cultural and economic contexts of public administration.

The Master in Public Administration (MPA) program started in 1994 shortly after the inception of KIMEP. Since then, over 250 MPA's have graduated, contributing skills, knowledge and abilities to public, non-profit service at *the national as well as the international level*. We are currently working to internationalize the student body to bring people together to share ideas from across the world, and particularly China and South Asia, as well as former Soviet republics. The program:

Advances excellence in public and non-governmental policymaking and management through strengthening leadership capacity, analytical skills, ethics, accountability, diversity, and responsiveness of current and future leaders of public service, and of community and non-government organizations

Prepares professional policymakers and managers whose skills enable them to adapt to changes caused by economic transition and development, and to meet new demands on organizations at the local and international levels.

Is a two-year full-time postgraduate program taught in English, but may be completed in one-year for those with significant and relevant previous study.

It is suitable for people who wish to make a career (or second career) in government, public service and development management, bilateral and multilateral institutions, non-government organizations and government relations for private sector organizations.

The Master of Public Administration degree requires 60 credits of coursework for students new to the field or 30 credits for students with significant experience in public management and/or KIMEP graduates. This includes 12 credits of foundation courses, 24 credits of major required courses, and 24 credits of concentration courses and electives.

The courses taught for MPA students are conducted in a number of ways: as advanced lecture course; 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 *research culture* among MPA students is one of our very first priorities. Upon completion of five required courses, a MPA student may choose to write a thesis (6 credits) under the guidance of a Department of Public Administration faculty member. A thesis is expected to make a genuine contribution to the understanding and analysis of public policy issues, management and administration in Kazakhstan. Those students who choose a non-thesis option will complete a Creative Component Seminar (3 credits) plus one major elective course (3 credits).

To make our graduate program even more attractive and competitive we offer **on-line courses** such as “*Macroeconomics*,” “*Microeconomics*,” and “*Health Administration and Policy*,” which is the beginning of a long-distance MPA Program. This program will combine long-distance and traditional teaching. For example, students who choose this *blended delivery model* have to come to the university to take entrance exams, and attend intensive (modules) courses, where they will meet instructor, receive assignments, and become acquired with KIMEP’s rules and regulations such as grading policy, cheating and plagiarism policy, tuition policy and so on. At the end of the term, students will come again to attend intensive courses (quick review of topics covered in the course) and to pass exams.

## Graduate Curriculum for the 2007-2008 (MPA Program)

### Foundation courses: 12 credits

Foundation courses are courses that students lacking a sufficient background (including all who are admitted from outside KIMEP) must take as the basis for further study in the MPA program. The grades will be included in the student's GPA.

Course code	Title of the course	Credits
PA5114	Essentials of Public Administration	3
PA5111	Seminar in Political Science	3
PA5115	Microeconomic Theory and Policy	3
PA5116	Macroeconomic Theory and Policy	3

### Major courses: Required (MR) and Elective (ME)

Course Code	Title of the course	Credits
PA5122	Administrative Ethics (MR)	3
PA5113	Research Methods (MR)	3
PA5213	Local Government (MR)	3
PA5212	Project Appraisal and Management (MR)	3
PA5121	Quantitative Methods and Statistics (MR)	3
PA5214	Fiscal Governance (MR)	3
PA5124	Managing People and Organizations (MR)	3
PA5211	Public Management (MR)	3
PA5215	Readings in Public Administration (MR)	3
PA3XXX/4XXX/5XXX	PA Elective (ME)	3
PA3XXX/4XXX/5XXX	PA Elective (ME)	3
	Thesis Option	
PA5221	Thesis I (R)	3
PA5221.1	Thesis II (R)	3
	Non-Thesis Option	
PA5222	Creative Component Seminar (MR)	3
PA3XXX/4XXX/5XXX	PA Elective (ME)	

The major elective courses are courses that a student will take in his or her major only (PA). They must be 3000, 4000, 5000, level classes. The department makes no distinctions among major classes at the 3000, 4000, or 5000 level, therefore all count towards graduation requirements.

**KIMEP Free Electives (KE): 9 credits.**

**Total number of credits required for graduation: 48 credits.**

**Break-down of Credit System for graduate students (THESIS OPTION)**

<b>Course Type</b>	<b>Number of credits</b>
Major Required (MR)	27
Thesis	6
Major Electives (ME)	6
KIMEP Free Electives (KE)	9
<b>Total Required for Graduation</b>	<b>48</b>

**Break-down of Credit System for graduate students (NON-THESIS OPTION)**

<b>Course Type</b>	<b>Number of credits</b>
Major Required (MR)	27
Creative Component Seminar	3
Major Electives (ME)	9
KIMEP Free Electives (KE)	9
<b>Total Required for Graduation</b>	<b>48</b>

**Concentrations**

To create an academic and intellectual climate that respects diversity of student educational and research interests, the MPA program offers three concentration options (specializations). These concentrations are the following: *Public Policy*, *Public Management*, *Financial Management*. Having a concentration is not required. **It is optional.** Those students who desire official recognition of accomplishment in one of the above listed fields must submit a Master's Thesis. The thesis will determine for which concentration one will receive recognition. Those who complete an exceptionally good thesis will be awarded not only the MPA degree with a concentration, but also with Honors. Students who are interested in taking a concentration should consult with their advisers before registering for courses. **Students are strongly encouraged to take at least two major elective courses from the chosen concentration.**

**COURSE DESCRIPTIONS**

**Foundation Courses**

**PA5111 Seminar in Political Science  
3 Credits**

*Prerequisites: None*

This is a general introductory course on Political Science for MPA students. This course will acquaint the student with various terms, concepts, theories, and methodologies used in political science. The course will focus on different types of ideologies, forms of government, division of

power, political systems, processes and institutions. There will be considerable discussion of government and politics in Kazakhstan. A few topics on international relations have also been included in order to acquaint students with the modern world system.

### **PA5114 Essentials of Public Administration**

#### **3 Credits**

*Prerequisites: None*

This is an introductory course for all MPA students. The main goal of this course is to present students with a basic and yet comprehensive understanding of the field of public administration. Students will be acquainted with various terms, definitions, theories, concepts and models used in the field. It also covers aspects of public management, such as, strategic management, performance management, and organizational behavior. At the end of the course, students should have a clear understanding about the process and mechanism of public decision-making and implementation.

### **PA5115 Microeconomic Theory and Policy**

#### **3 Credits**

*Prerequisites: None*

This course will teach you how to use microeconomic theory to address practical problems in the policy world. The first part of the course will use traditional economic tools to analyze the fundamental issues of the market system, with the emphasis on government policies regarding redistribution of income, maintaining competition, taxation, provision of public goods, and anti-trust policy. After briefly reviewing the main results in general equilibrium and welfare economics, we will critically assess the market mechanism and identify the circumstances under which it leads to inefficient outcomes. Part two of the course will study other developments in microeconomic theory and explore rationales for public policy in areas such as health care, investment in schooling, wage contracts, collective bargaining, and immigration.

### **PA5116 Macroeconomic Theory and Policy**

#### **3 Credits**

*Prerequisites: None*

This course will teach students the basic tools of macroeconomics and how to apply them to real-world economic policy. During this course students will (a) understand how to evaluate macroeconomic conditions such as unemployment, inflation, and growth (b) understand how monetary policy and fiscal policy can be used to influence short-run and long-run macroeconomic conditions (c) understand how to interpret and analyze macroeconomic events. The course will cover a broad range of topics in macroeconomic policy. Examples of issues to be discussed include the role of fiscal and monetary policies in stabilizing the economy, the relationship between inflation and unemployment, the role of government policy in promoting long-term economic growth, monetary and fiscal policies in an open economy, budget deficits, stabilization policies and economic reforms. The course will be structured around the tools (models) of macroeconomics, using graphs and occasionally equations. However, motivations for these tools, and examples of their use will always be taken from current and recent real-world macroeconomic events and conditions.

## **Required Courses**

### **PA5113 Research Methods**

#### **3 Credits**

*Prerequisites: None*

This is an introductory course in social science research methodology. It is designed to introduce the student to basic concepts and problems encountered in social scientific investigation, including types of data and measurement, sampling, probability, and research design. Structuring research is about the planning of scientific inquiry, designing a strategy for finding out something. Ultimately, scientific inquiry comes down to making observations and interpreting what you have observed. However, before you can observe and analyze you need a plan. You need to determine what you are going to observe and analyze: why and how. That's what research design is all about. This course will also emphasize the importance and limitations of theory and methodology in social science research as well as the purposes of applied research, program evaluation, policy analysis, and research ethics.

### **PA5121 Quantitative Methods and Statistics**

#### **3 Credits**

*Prerequisites: None*

The course focuses on the application, interpretation and critical evaluation of statistics as tools for data analysis, not on derivations and proofs. It pays particular attention to descriptive statistics and statistical inference; graphical techniques for both presenting and analyzing data; a discussion of the model that underlies the analysis of variance and regression; a study of the assumptions underlying statistical procedures; an exploration of the difference between correlation and causation; an understanding of time series and cross-sectional data. The course emphasizes the use of a problem solution approach and the application of the techniques and computer work

### **PA5122 Administrative Ethics**

#### **3 Credits**

*Prerequisites: PA5114*

The course provides students with a basic understanding of ethics in government. Such topics that will be covered are 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.

### **PA5124 Managing People and Organizations**

#### **3 Credits**

*Prerequisites: PA5114*

This course consists of two distinct parts: the management of organizations and the management of people. The objectives of the course are to provide an overall perspective of how organizations work, to develop the student's ability to analyze organizational problems from a strategic point of view, and to develop skills and practices in the management of human resources for strategic organizational development. The course will draw on the experiences of both developed and developing countries, with particular reference to Kazakhstan.



### **PA5211 Public Management**

#### **3 Credits**

*Prerequisites: PA5114*

The course aims to expose participants to current trends and developments in public administration and management around the world. It explores new approaches and attempts to reform administration and management in government, drawing insights from developed, transitional and developing countries. The course should provide participants with a comprehensive understanding of public management and equip them with the tools and concepts required in a modernized public administration and management.

### **PA5212 Project Appraisal and Management**

#### **3 Credits**

*Prerequisites: PA5114*

The main aim of this course is to provide a thorough introduction to the student in elementary techniques of project financial and economic analysis and their application to public sector investment projects. During the course, agricultural, industrial and infrastructure projects will be considered, with the emphasis upon practical decision-making with limited information and in the context of public goals and objectives. At the end of the course the students will be able to analyze small-scale development projects, understand basic techniques in project appraisal, have an understanding of theoretical principles behind the use of appraisal instruments, demonstrate an understanding of the purposes of public investment projects, and be able to develop small-scale investment projects and understand larger investment proposals.

### **PA5213 Local Government**

#### **3 Credits**

*Prerequisites: PA5114*

The course is designed to provide students with an understanding of the political, institutional, and legal framework of local governments' activities. The focus will be on decentralization in Kazakhstan, with regard to particular problems and constraints that local governments encounter. Students will learn how core public services are provided and managed. Other areas that will be emphasized are fiscal decentralization, and notions of accountability and responsiveness.

### **PA5214 Fiscal Governance**

#### **3 Credits**

*Prerequisites: PA5114, PA5115, PA5116*

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.

### **Electives and Options**

**Public Administration (ME) Elective Courses** are those courses that are not required and are offered by the Department of Public Administration. These include graduate courses coded at the 5000 level and undergraduate courses coded at the 3000 and 4000 levels.

**KIMEP Elective Courses** are those courses that are not required and are not offered by the Department of Public Administration. These do not include undergraduate courses coded at the 3000 and 4000 levels.

Along with the electives, there are two options for students in their final semester. They must choose one. One of these is the Creative Component Seminar and the other is the Thesis Option which are described below. Students who wish to get recognition for a concentration must choose the thesis option. Concentrations are also discussed below.

### **PA5230 Internship in Public Administration**

#### **3 Credits**

*Prerequisites: PA5114*

The 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 sector.

### **PA5112 Administrative Law**

#### **3 Credits**

*Prerequisites: None*

This course examines public power from a legal perspective. Topics examined include: the growth of government, and proliferation of regulatory laws, administrative powers and duties, the administrative structure, and legal control of the exercise of public power.

### **PA5123 Development Administration**

#### **3 Credits**

*Prerequisites: PA5114*

The course examines the theories of administrative development with an-depth analysis of conditions and stages of development emphasizing the role of administration. Focus on development management consisting of planning, implementation, evaluation and control. It also covers the roles of government, institutions, non-governmental organizations and community-based organizations.

### **PA5215 Fiscal Management**

#### **3 Credits**

*Prerequisites: PA5114, PA5115, PA5116, PA5214*

An examination of the processes involved in financing governments. The course includes public budgeting issues at the state and local level, particularly revenue sources and collection, debt administration and allocation of resources. The course also covers issues that affect state and local finance, such as deficits and surpluses, and intergovernmental fiscal relationships; economic indicators and their impacts on the economy; use of macroeconomic policies to address social problems.

### **PA5216 Readings in Public Administration**

#### **3 Credits**

*Prerequisites: PA5114*

A program of directed readings under the supervision of a faculty member, focusing on progress, functions, theories, practices, and systems of public administration, or on special areas which benefit the academic program of the student, and which cannot be pursued in any other way. Faculty advisor approval required.

## **PA5217 Public Policy of Kazakhstan**

### **3 Credits**

*Prerequisites: PA5114*

This course begins with a background discussion of what it means for a country to have public policies. Reference here is to the political, economic, and social origin of public policies; strategic executive direction; legislative oversight; responsiveness to societal wants or environmental challenges; and participation of professional and civic policy communities. The course then proceeds to a brief analytical inventory of Kazakhstan's public service institutions, tracing since national independence to the present their juridical frames of reference, size, specialization and qualitative characteristics, growth, capacity, and maintenance. Roughly the second half of the course is taken up with specific policy issues. Students have the opportunity to work in pairs or small groups on substantive case studies and to lead class discussions on mainstream public policy topics such as WTO accession; Dutch disease; development of light and heavy industry; agriculture; small business; science policy; education and vocational training; immigration, employment, and labor; nationalities and culture; information, broadcasting, and media; social welfare and health; ecology; transportation; housing; or other topics, depending on students' interests and agreement with the instructor.

## **PA5221 Thesis Option I**

### **3 Credits**

*Prerequisites: PA5113, PA5121*

Some students will have an opportunity to start writing a thesis upon completion of five core courses. Under the guidance of a DPA faculty member, students choosing to write a Master's Thesis are expected to submit a proposal by 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. The criteria for the selection of students for the research option are the following:

- individual performance in the Research Methods course
- high overall Grade Point Average (GPA)
- interest in undertaking research

## **PA5221.1 Thesis Option II**

### **3 Credits**

*Prerequisites: PA5221*

Before a student may enroll for Thesis II a successful thesis proposal defense must be held, during which the thesis proposal is discussed by the student and all committee members. The proposal and defense should be completed by the end of the second semester of regular graduate coursework. Once the proposal has been approved, permission to Enroll Form may then be issued by the Graduate Director. All students choosing the Thesis Option II must select a Thesis Committee by the time they have completed 18 credits of coursework. The Thesis Committee consists of a Chair 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. The final revised draft of the thesis should be submitted to the Thesis Committee Chair at least four weeks prior to graduation. Students are expected to carefully consider the comments of their Thesis Committee. The Committee Chair has final responsibility for thesis approval.

### **PA5222 Creative Component Seminar**

#### **3 Credits**

*Prerequisites: PA5113, PA5121*

Students who choose not to write a thesis will take a Creative Component seminar in which they will produce a short research paper between 30 and 40 pages in length.

The topics of the seminar and research papers will vary according to the interests of the instructor and students.

### **PA5223 Health Administration and Policy**

#### **3 Credits**

*Prerequisites: PA5114*

This course emphasizes the structure and operation of health care policies. It provides a comprehensive model of the process of policymaking with emphasis on the United States. Public health policymaking is a very complicated process of highly interrelated activities. Students take a national health-related public policy and trace the organizations, activities, and relationships in creating it. They also determine an area of interest within the public policy domain and explore the intricacies of this area.

### **PA5224 Policy and Politics of Health**

#### **3 Credits**

*Prerequisites: PA5223*

Critical analysis of economic, sociological and political factors that affect health care. This course examines U.S. health policies that impact on access, quality, costs, delivery systems, professional practices, and reform. The course addresses the organization of healthcare and its politics. Course objectives are to: utilize sociological theories about inequality and social class in relationship to issues of access to health services and health status; critique basic economic theory and health care market forces which shape the health care industry, and cost containment policies at the national, state, and local levels; utilize the sociology of knowledge and the division of labor to understand professional dominance and current economic and political conflicts within health care about quality and the regulation of health professionals; critique political science theories and interest group politics in relation to public policy and health reform debates; and utilize political economy theory in analyzing the current politics of the health system and health reform.

### **PA5225 Public Health Policy Issues in Women's Health**

#### **3 Credits**

*Prerequisites: PA5223*

This course will explore current public policy issues in women's health, providing students with the skills necessary to analyze women's health issues from a policy perspective. In addition, the course will provide an overview of gender differences in morbidity and mortality across the lifespan, theories of explanations for these differences, and issues related to gender and biomedical research.

### **PA5226 Politics and Policies in an Aging Population**

#### **3 Credits**

*Prerequisites: PA5223*

There is widespread concern among policy makers about the growing number of older people in our society and the rising cost of providing medical care and support services to those who need them. This course will explore both the impact of an aging population on social institutions and the potential utility of different approaches to responding to the social welfare demands of an

ethnically diverse population. The course will examine population processes shaping the age structure of society, addressing recent changes in social institutions like the family. To understand the needs of older adults and potential social policy responses to them, we will survey state-of-the-art studies, reports, and government documents pertaining to demographic aspects of aging, intergenerational relationships, and income transfers. We will also investigate the organization and financing of health care for elderly persons. The objective throughout the course is to assess alternative models for providing income, housing, health care, and social services to a rapidly growing older population. Toward this end, we will consider the process of policy formation, identify key players and interest groups, and contrast political ideologies regarding state and private responsibility for populations of all ages who need care and assistance, with special emphasis on the chronically ill, the frail, and persons with disabilities.

### **PA5227 The Foundation of Public Health Ethics**

#### **3 Credits**

*Prerequisites: PA5301*

The course provides an introduction to ethical theory in public health. It provides a foundation for further study in public health ethics. Topics covered in the course include: the essence of public health and the evolution of ethical thinking in the field, the philosophical foundations of ethics, the intersection of politics and ethics, a framework for categorizing ethical issues in public health, professional ethics, and research ethics. Each session will include practical application of the theory to public health.

## **DEPARTMENT OF POLITICAL SCIENCE**

Office # 108, Tel: (327) 270-42-79/88 (ext. 3001/3050);  
e-mail: [psteach@kimep.kz](mailto:psteach@kimep.kz), [psdep@kimep.kz](mailto:psdep@kimep.kz)

### **Administration:**

Golam Mostafa, Ph.D., Chair,  
Alex Danilovich, Ph.D., Director of Undergraduate Program  
Richard Rousseau, Ph.D., Director of Graduate Program  
Zhanna Janaliyeva, BA, Assistant to the Chair  
Bulbul Aitzhanova, MA, Secretary to the Department

### **Mission Statement**

The Department of Political Science provides broad liberal arts education, as well as equipping students with the knowledge to understand political life and to attain positions of political leadership.

We make the following mission commitments:

- ❑ Prepare students for successful careers in government, business, the not-for-profit sector and related fields
- ❑ Foster critical thinking in students and expand their research and communication skills
- ❑ Analyze politics through innovative teaching and student/faculty collaboration across the main fields of political science to allow students to gain political literacy appropriate for the responsibilities of citizenship
- ❑ Help students understand the concepts, theories and methodologies of our discipline so they can integrate new facts into their own worldviews

The department offers undergraduate and graduate degrees in the fields of International Relations and Political Science. Our programs provide cutting-edge, well-rounded education, modeled and delivered according to the highest international standards.

## **UNDERGRADUATE PROGRAM - BACHELOR OF SOCIAL SCIENCES (BSS)**

### **Major**

As is common in Western universities, undergraduate students need to select a major. The major is the primary focus of study of the student. Each student is required to complete a total of thirty-three credit hours in his major field.

The Department of Political Science offers three majors/career tracks to students:

International Relations

Political Science

Central Asian Politics

### **International Relations Major**

Students majoring in International Relations examine political, economic, diplomatic, military and social aspects of relationships between states. Students also study the mechanisms of diplomacy and foreign policymaking.

### **Political Science Major**

This is a general program to study politics, political theories, political systems, governments, institutions, electoral politics, interest groups, non-government organizations, political culture, political economy, and developmental issues.

### **Central Asian Politics Major**

This is a specialized program to study politics, political theories, political systems, governments, institutions, electoral politics, interest groups, non-government organizations, political culture, and interethnic relations as applied to the Central Asian region.

## **Credit Requirements for Major Programs:**

### **INTERNATIONAL RELATIONS (IR)**

IR2522: Foreign Policy of Kazakhstan, IR3521 Theories of IR and 21 credits of advanced IR electives and 6 credits of advanced CAP courses.

### **POLITICAL SCIENCE (PS)**

PS2531: Government and Politics in Central Asia, 24 credits of advanced PS electives and 6 credits of advanced PS in Central Asian Politics.

### **CENTRAL ASIAN POLITICS (CAP)**

PS3512: Comparative Politics and PS2532 Government and Politics of Central Asia are required, plus 21 credits advanced CAP electives and 6 credits advanced PS courses.

### **Minor (Optional Field)**

A minor is a field of concentration that a student selects to study outside of his/her major field. The Department offers four minor fields in International Relations, Political Science, History and Law. Students in the Department may also chose a minor from other KIMEP departments if such programs are offered.

In order to earn a minor in International Relations, Political Science, History or Law, a student must complete a total of 18 credit hours.

In order to register for a minor, a student must receive Department Chair's approval for advanced students must take all lower level courses required by the minor field.

No student may receive a major and a minor in the same field.

Please note that a minor field is an option and not a requirement.

### **Double Major (Optional Field)**

Undergraduate students in the Department of Political Science may choose a double major within the Department, or opt for a second major from another department.

Students who wish to double major in the Department must fill out appropriate forms at the Office of the Registrar and obtain permission from the Chair of the Department.

To complete a double major in International Relations or Political Science, a student must meet the requirements for each major. For BSS students, these credits can be counted towards KIMEP Free Electives and Cognate Electives as well as the second major. Students from other departments are encouraged to double major in Political Science, however they should consult their departments concerning the requirements.

For students from other departments, the following courses must be completed to earn a double major:

### **INTERNATIONAL RELATIONS (IR)**

IR1512 Introduction to IR

IR3521 Theories of IR

IR2522 Foreign Policy of Kazakhstan

Plus 18 credits of advanced IR electives and 6 credits of CAP

## **POLITICAL SCIENCE (PS)**

PS1511 Introduction to Political Science  
PS2531 Government and Politics in Central Asia  
Plus 21 credits of advanced PS electives and 6 credits of CAP

## **CENTRAL ASIAN POLITICS (CAP)**

PS1511 Introduction to Political Science  
PS3512 Comparative Politics  
PS2532 Government and Politics of Central Asia  
Plus 18 credits of advanced CAP and 6 PS electives

### **Undergraduate Curriculum for the 2007-2008 Academic Year**

#### **\*Major Electives (ME): 33 credits**

\*PS, IR and CAP major electives are courses that a student will take in his/her Major only. They must be 3000 or 4000 level classes. The Department makes no distinction in major classes on the 3000 or 4000 level, therefore all count towards graduation requirements.

#### **International Relations (IR)**

Course code	Title of the course	Credits
IR2522	Foreign Policy of Kazakhstan	3
IR3521	Theories of IR	3
	Advanced IR electives	21
	Advanced CAP	6

#### **Political Science (PS)**

Course code	Title of the course	Credits
PS2531	Government and Politics in Central Asia	3
	Advanced PS electives	24
	Advanced CAP	6

#### **Central Asian Politics (CAP)**

Course code	Title of the course	Credits
PS3512	Comparative Politics	3
PS2532	Government and Politics in Central Asia	3
	Advanced CAP electives	18
	Advanced PS	9

#### **\*\*Program Required: 9 credits**

Course code	Title of the course	Credits
IR1512	Introduction to International Relations	3



PS1514	Introduction to Sociology	3
HIST2502	History of Civilization II	3

\*\*for BSS students the course “Introduction to Sociology” would count as a “Program Required”, while for BAE, BAIJ and BSc students it must count as a GER Elective.

**\*\*\*Program Electives (PE): 6 credits**

\*\*\*The PE must be a course offered by either the Department of Political Science or Department of Public Administration.

**KIMEP Free Electives (KE): 18 credits**

**College Required (CR): 12 credits**

Course code	Title of the course	Credits
PA1513	Introduction to Public Administration	3
ECON1103	Introduction to Microeconomics	3
BALJ2605	Mass Media and Society	3
PS1511	Introduction to Political Science	3

**General Education Requirements (GER): 50 credits**

Required courses - 24

Discipline courses - 21

Electives - 3

**Total number of credits required for graduation: 129 credits**

**Break-Down of Credit System for BSS undergraduate students**

Course Type	Number of credits
Major Electives (ME)	33
College Required (CR)	12
Program Required (PR)	12
Program Electives (PE)	6
General Education Requirements (GER)	48
KIMEP Free Electives (KE)	18
<b>Total Required for Graduation</b>	<b>129</b>

Course Offerings

Course Prefixes: PS = Political Science  
 IR = International Relations  
 LAW = Law  
 HIST = History

**Double Coding of Courses Prefixes**

Some courses may have more than one prefix (for example: IR/PS). These courses may appear in the major field. These subjects may also be taken as an elective.

**GENERAL EDUCATION COURSE REQUIRED FOR ALL KIMEP STUDENTS  
(OFFERED BY THE DEPARTMENT OF POLITICAL SCIENCE)**

**LAW1503 Law in Kazakhstan**

**3 Credits**

*Prerequisites: None*

This is a survey course designed to acquaint students with basic legal concepts of law, as well the process of formation of law and the structure of the judiciary system in the Republic of Kazakhstan.

**College required courses**

**PS1511 Introduction to Political Science**

**3 Credits**

*Prerequisites: None*

This is a basic survey course of the major concepts, theories and methodologies in Political Science designed to provide students with a basic foundation in the discipline. The course will focus on theoretical as well as practical applications of Political Science.

**Required Courses**

**PS1510 Research Reading and Writing for Political Scientists**

**3 Credits**

*Prerequisites: None*

This course is a fundamental part of the political science curriculum and should be selected before taking any major course offered by the department. It introduces students to research methodology, critical reading and academic composition and is tailored to meet the requirements of students pursuing studies in politics. In particular, the course seeks to help students avoid the pitfalls of plagiarism, the most common reason for failing grades at KIMEP.

**HIST2501 History of Civilizations I**

**3 Credits**

*Prerequisites: None*

This course provides a broad overview of history from ancient times until the Renaissance. It looks at civilizations throughout the world, starting with the river Valley civilizations in Mesopotamia, the Hindus Valley, Egypt and the Yellow River Valley, and traces the development of civilizations throughout the world and their different cultures. Areas covered include the Middle East, Asia, the Americas and Europe.

**HIST2502 History of Civilizations II**

**3 Credits**

*Prerequisites: None*

This is a survey course on the development and growth of major world civilizations from 1500 to the present. Special attention will be devoted to the development of European hegemony from the 16th century to the early 20th century.

## **IR1512 Introduction to International Relations**

### **3 Credits**

*Prerequisites: None*

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.

## **MAJOR IN POLITICAL SCIENCE**

### **Objective**

This is a general program to study politics, political theories, political systems, governments, institutions, electoral politics, interest groups, non-government organizations, political culture, political economy, developmental issues and the like.

## **POLITICAL SCIENCE COURSES**

### **Courses required for PS major**

#### **PS2532 Government and Politics in Central Asia**

##### **3 Credits**

*Prerequisites PS1511*

This course covers new developments in nation-building in Central Asia since the fall of the Soviet Union to the present. Special emphasis will be given to the issues of regional security, democratization, environmental and industrial policy, as well as growing relations between Central Asian states and the world.

### **Elective Courses**

#### **PS2503 Introduction to Ethics and Philosophy**

##### **3 Credits**

*Prerequisites: None*

This is an introductory course to ethics and philosophy. Special attention will be devoted to the historical development of philosophy as well as the current state of the discipline.

#### **IR/PS2515 Political Geography**

##### **3 Credits**

*Prerequisites: None*

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.

**PS3512 Comparative Politics****3 Credits**

*Prerequisites: PS1511*

This is an introductory course in the field of Comparative Politics. The course will acquaint students with various paradigms, while also offering practical case studies to illustrate different political orientations of nation-states and regions.

**PS3534 History of Political Thought****3 Credits**

*Prerequisites: PS1511*

This course provides a historical background to the development of Western political thought from Greek antiquity to the Modern Era. Readings from primary sources, such as Plato, Aristotle, Augustine, Aquinas, Machiavelli, and Hobbes, will help students to comprehend the origins and foundations of Western political philosophy and the continuity of tradition.

**PS3537 Selected Topics in Political Science****3 Credits**

*Prerequisites: PS1511*

This course will examine various issues of political science. Topics vary according to the interests of students and instructors.

**PS/BAIJ3525 Film and Politics****3 Credits**

*Prerequisites: PS1511 or BAIJ1601*

History is not just written by the victors, it is also filmed. Film plays a major role in shaping public opinion and influencing our understanding of contemporary and historical events. Political films often challenge us to view the mundane in a different light or allow us to feel intimate with extraordinary events and individuals. During this course, students will examine the role of films and popular television as a vehicle for the dissemination of political views. Students will be expected to critically evaluate the messages conveyed in films and consider a number of important and controversial issues such as the nature of war and peace, revolution, executive-legislative relations, informal politics, the role of the bureaucracy and media in molding government policy.

**PS3532 Democratization and the Politics of Transition****3 Credits**

*Prerequisites: PS1511*

This course will probe the phenomenon of political regime change, focusing particularly on contemporary transitions to democracy. The main theories of democratization will be explored, and several historical periods of democratization waves will be examined. The course will investigate the theoretical literatures on regime change and compare the experiences of countries emerging from state socialism, military rule, bureaucratic authoritarianism and personal dictatorships. Empirical material will consist of several extensive case studies drawn from experiences throughout time and a variety of cultural and geographical zones, though with an emphasis on the post-communist transition of Eastern Europe and the former USSR.

**PS3535 Political Culture****3 Credits**

*Prerequisites: PS1511*

The study of political culture is integral part of the study of politics. Knowledge of the interaction between political institutions and political culture is crucial to the study of any political process. Moreover, this course will focus on people's attitudes, beliefs, values and norms that people have developed toward government and politics, and how these attitudes and beliefs influence the interaction of the elements of the political process.

**IR/PS4530 Middle East Politics****3 Credits**

*Prerequisites: PS1511*

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, territories, arms, 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.

**PS4534 United States Politics****3 Credits**

*Prerequisites: PS1511*

This is an advanced course on the political institutions and processes in the United States from the birth of the Republic to the present. Special emphasis will be given on the contemporary issues in the American political system, including the peculiarities of the two-party system, electoral politics and the media, checks and balances at work and the evolution of the presidential system.

**PS4533 Developmental Studies****3 Credits**

*Prerequisites: PS1511*

This is an introductory course on development studies where students will learn basic theories, concepts and debates on development. This course will explain and analyze the underlying causes and factors of development and underdevelopment. Students will learn the roles and functions of institutions and individual sectors in the development process, like the state, MNCs, IGOs, NGOs, Foreign Aid and investment, industry, agriculture, trade and good governance.

**PS4541 Government and Politics in the Russian Federation****3 Credits**

*Prerequisites: PS1511*

The course will examine politics in Russia after the dissolution of the Soviet Union, attempts to create a democratic political system.

Special attention will be paid to the electoral system and politics, constitution, party system, parliaments, leadership strategies, and nationalism.

**PS4537 Undergraduate Seminar in Political Science****3 Credits**

*Prerequisites: PS1511*

The course is designed to offer students an advanced knowledge of various issues in political science both theoretical and practical.

**PS4532 Third World Politics****3 Credits**

*Prerequisites: PS1511*

This is an advanced course designed to acquaint students with both the domestic and foreign policies of third world countries.

This course will analyze the development of the political structures of countries in Africa, Asia and Latin America from the period of decolonization to the present.

**PS4538 Democratic Theory****3 Credits**

*Prerequisites: PS1511*

This is an advanced course on the development and trends of Democratic Theory.

The course will follow the development of democracy from the government of ancient Athens to the modern factory floor.

**IR/PS4535 Government and Politics in Europe****3 Credits**

*Prerequisites: PS1511*

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. Despite the erosion of traditional cultural and political boundaries, it remains vital to understand the national politics of European states. The purpose of this course is to offer students an informed and accessible overview to European government and politics. During the semester, we will examine the themes, debates, developments, and structures within selected states and regions. The phenomenal growth the European Union, in power and membership, shall also be discussed. A variety of case studies will be examined including the major powers (like Germany and Britain), small powers (like Ireland and the Scandinavian states), and the new democracies of Eastern Europe (like Poland and Latvia).

**PS4597 Internship in Political Science****3 Credits**

*Prerequisites: Permission of the Department Chair*

**MAJOR IN INTERNATIONAL RELATIONS****Objective**

Students majoring in International Relations examine political, economic, diplomatic, military and social aspects of state interaction, as well as the emergence of influential non-state actors in the international arena. Students also study the mechanisms of foreign policy-making and diplomacy.

## INTERNATIONAL RELATIONS COURSES

### Courses required for IR major

#### **IR2522 Foreign Policy of Kazakhstan**

##### **3 Credits**

*Prerequisites: IR1512*

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.

### Elective Courses

#### **IR/PS2515 Political Geography**

##### **3 Credits**

*Prerequisites: None*

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.

#### **IR/PS2516 Terrorism and Security**

##### **3 Credits**

*Prerequisites: None*

The course studies the origins and nature of contemporary terrorism, terrorist groups, tactics and trends on the worldwide scale starting from the ancient times to the present. It examines threats and challenges posed by terrorist groups to state security and to the security of the international system as a whole, as well as counter terrorist strategies. The psychological, socioeconomic, political, and religious motivations of terrorist violence past and present are assessed. Such topics as terrorism and religion, suicide bombings, terrorist weapons, the ways terrorist organizations operate and receive funding, are discussed in the course.

#### **IR3521 Theories of International Relations**

##### **3 Credits**

*Prerequisites: IR1512*

This is 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.

**IR3519 Globalization: Current Issues****3 Credits**

*Prerequisites: IR1512*

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, Americanization and value of information technology. It will help students to comprehend the ontology and epistemology of these processes and take them even further to the analysis of cultural transformations associated with globalization.

**IR/HIST3522 History of US Foreign Policy****3 Credits**

*Prerequisites: IR1512*

Advanced course on American foreign policy since the birth of the Republic to the modern era. This course will focus on American foreign policy as a whole, but will also give special attention to present-day American foreign policy, American-Kazakhstan relations in particular.

**IR3524 Global Security and International Conflict Resolution****3 Credits**

*Prerequisites: IR1512*

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.

**IR3523 International Political Economy****3 Credits**

*Prerequisites: IR1512*

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.

**IR/HIST3536 The Cold War****3 Credits**

*Prerequisites: IR1512*

This course examines the key phases of the cold war and assesses rival interpretations of the causes and consequences of the conflict. The course will adopt a chronological and thematic approach to the Cold War; While the course will deal chronologically with the main events, personalities and issues of the Cold War, we will also devote particular weeks to look in more detail at specific themes such as the Vietnam War, the Cuban Missile Crisis, and the impact of the Cold War on civilian populations.

**IR/PS3537 Russian Foreign Policy****3 Credits**

*Prerequisites: IR1512*

Advanced course on the formation and development of Russian foreign policy since 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.

**IR/PS3538 Chinese Foreign Policy**

**3 Credits**

*Prerequisites: IR1512*

Advanced course on 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.

**IR/HIST3539 History of Diplomacy from 1648 to 1815**

**3 Credits**

*Prerequisites: IR1512*

Advanced survey course on the development of modern international relations in Europe from the inception of the Westphalia System to the rise and fall of Napoleon.

Special emphasis will be placed upon the role of history in shaping the modern international system.

**IR/HIST3540 History of Diplomacy from 1815 to 1945**

**3 Credits**

*Prerequisites: IR1512*

Advanced survey course on the development of international relations from the establishment of the Congress System in Europe to the present. Special emphasis will be placed upon the role of history in shaping the modern international system.

**IR3544 Selected Topics in International Relations**

**3 Credits**

*Prerequisites: IR1512*

This course will examine various issues of international relations. Topics vary according to the interests of students and instructors.

**IR4526 Comparative Foreign Policy**

**3 Credits**

*Prerequisites: IR1512*

This course will explain and analyze the foreign policy-making process, institutions and processes involved in this process. This course will, however, focus on the foreign policy-making mechanism and process of implementation from a historical comparative perspective. Case studies of selected countries will be examined in depth.

**IR4524 Russia-United States Relations**

**3 Credits**

*Prerequisites: IR1512*

This course will focus on the origin and development of Russian-American relations from the 18th century to the present. Special emphasis will be placed upon the recent changes in Russian-American relations.

### **IR4523 International Organizations**

#### **3 Credits**

*Prerequisites: IR1512*

This course will critically analyze and evaluate the historical and philosophical roots and origins of the formation and evolution of modern international organizations as well as their roles in the promotion of international economic cooperation and in maintaining international peace, security and understanding.

### **IR4530 Undergraduate Seminar in International Relations**

#### **3 Credits**

*Prerequisites: IR1512*

This seminar course is designed to offer students an opportunity to apply their theoretical knowledge to a specific issue in international relations. The seminar format allows individual studies covering security issues, international political economy and international legal order.

### **IR3544.5: Selected Topics in IR; Diplomatic and Consular Service**

*Prerequisites: IR1512*

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 mechanism of foreign policy decision-making in Kazakhstan and the forms and methods of their realizations.

### **IR4597 Internship in International Relations**

#### **3 Credits**

*Prerequisites: Permission of the Department*

## **MAJOR IN CENTRAL ASIAN POLITICS**

### **Objective**

This is a new specialized program that studies political theories, institutional setups and political processes; party and electoral politics; political culture, as applied to the Central Asia region. Graduates with this specialization are particularly in demand in Western organizations, agencies and companies operating in Kazakhstan. Because of their unrivaled knowledge of local realities they will be welcome to Western Universities to pursue advanced studies of politics.

## **CENTRAL ASIAN POLITICS COURSES**

### **Courses required for CAP major**

#### **PS3512 Comparative Politics**

##### **3 Credits**

*Prerequisites: PS1511*

This is an introductory course in the field of Comparative Politics. The course will acquaint students with various paradigms, while also offering practical case studies to illustrate different political orientations of nation-states and regions.

### **PS2532 Government and Politics in Central Asia**

#### **3 Credits**

*Prerequisites: PS1511*

This course covers new developments in nation-building in Central Asia since the fall of the Soviet Union to the present. Special emphasis will be given to the issues of regional security, democratization, environmental and industrial policy, as well as growing relations between Central Asian states and the world.

### **Elective Courses**

### **IR2522: Foreign Policy of Kazakhstan**

#### **3 Credits**

*Prerequisites: IR1512*

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.

### **PS3536 Political Parties and Politics in Kazakhstan**

#### **3 Credits**

*Prerequisites: PS1511*

This course will explore the past, present and future of political parties in Kazakhstan. It will begin by focusing on the history and theories of parties and electoral politics before assessing contemporary political parties in Kazakhstan, their relationships with the electorate, the government and other organizations.

### **HIST3537 History of Central Asia**

#### **3 Credits**

This course provides an historical introduction to the five countries of Central Asia; Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan. It will provide an overview of political, economic, social, ethnic, cultural, military and religious history of the region.

### **PS3545 Oil Politics and Policies**

#### **3 Credits**

*Prerequisites: PS1513*

This course will examine the role of oil in politics and policies including the types of regimes in which oil figures prominently. The course will pay special attention to the role of OPEC in world affairs, the growing influence of newly emerging oil powers, including the Caspian Sea region and the Republic of Kazakhstan.

### **PS3541 Religious Extremism and Terrorism in Central Asia**

#### **3 Credits**

*Prerequisites: None*

This course will explore the themes of religious extremism and terrorism as methods of inducing political change within Central Asian societies. Specific attention will be given to the role of religion in Central Asia and examine the interface between religious extremism and terrorist movements in Central Asia. The course will also explore the ever-increasing nexus of terrorism, drug trafficking, and criminal activity; specifically as it relates to the political and social stability

within Central Asia. Students will be challenged to examine the various tools and methodologies available to regional governments for their use in combating religious extremism and terrorism. Students will be asked to assess critically the responses and policies already employed by Western governments in response to threats from groups such as al-Qaida, Islamic Movement of Uzbekistan, or other groups.

### **PS3533 The Political Economy of Development in Central Asia**

#### **3 Credits**

*Prerequisites: PS1511*

This course explores the determinants of the region's economic and political development. First, in a broadly-based historical framework and second, since independence in the early 1990s. Students will analyze competing interpretations of Central Asian development and participate in some of the most important debates about its political economy and developmental issues. Lessons learned from other regions will also be a subject of inquiry for insight into the most promising avenues for sustaining long-term economic, social, and political development.

### **IR4512 Central Asia in Global Politics**

#### **3 Credits**

*Prerequisites: IR1512*

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.

### **PS4521 Caspian Petro Politics**

#### **3 Credits**

*Prerequisites: IR1512 or PS1511*

This course examines the geopolitics of energy in the Caspian Sea region. The subject is a broad, complex one that is constantly shifting and evolving even as policymakers try to manage and influence affairs from day to day. The emergence of independent states in the Caspian Sea region has created a new environment of great importance to the world. The region's geopolitical position between Europe, the Persian Gulf, and Asia, and its unresolved ethnic conflicts have made it both a magnet and potential flashpoint for its neighbors, including Russia, Turkey and Iran. Also, the Caspian Sea is the energy world's latest frontier. The development of Caspian energy resources and their transportation to international markets is one of the most controversial and pressing issues in the post-Cold War era.

### **IR4522 Central Asia-United States Relations**

#### **3 Credits**

*Prerequisites: IR1512*

This is an advanced survey course on the development of relations between Central Asia and the United States from 1991 to the present.

**IR4528 Central Asia-Russia Relations****3 Credits**

*Prerequisites: IR1512*

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.

**PS4542 The Politics of Ethnicity and Religion in Central Asia and the Caucasus****3 Credits**

*Prerequisites: None*

Under the USSR, ethnic and religious identities were submerged or modulated to further the greater goals of the Union. With the breakup of the USSR, these have come to the fore as long-suppressed conflicts have become free to find expression. Accordingly, disputes have broken out all along the Islamic fringes of the former Union: in Georgia, Azerbaijan, the Russian Caucasus, Armenia, Tajikistan, Kyrgyzstan and Uzbekistan. Other conflicts are potential but have not yet broken out into the open, such as possible friction in northern Kazakhstan, or within the Tatar and Bashkortian republics in Russia.

The histories and current situation of each of the local actors will be examined, and their roles in current or potential conflict. The roles of outside actors who have presumed to have an ethnic (Turkey, Russia) or religious (Iran, Saudi Arabia, Afghanistan) interest in the region will also be considered. Theoretical perspectives will treat the literature on identity and nationalism which appears to be developing rapidly at the present time. Huntington's clash of civilizations hypothesis will also be considered as well as theories of post- and neocolonialism.

**PS3536 Political Parties and Politics in Kazakhstan****3 Credits**

*Prerequisites: PS1511*

This course will explore the past, present and future of political parties in Kazakhstan.

It will begin by focusing on the history and theories of parties and electoral politics before assessing contemporary political parties in Kazakhstan, their relations with the electorate, the government and other organizations.

**PS/HIST3544 Selected Topics in Central Asian Politics and History****3 Credits**

This course will examine various topics in the politics and history of Central Asia. Subjects will vary according to the interests of students and instructors.

**PS/HIST4544 Undergraduate Seminar in Central Asian Politics and History****3 Credits**

This seminar will examine specific issues in history and culture of Central Asia with the object of teaching students research methods and guiding them to the production of a seminar paper. Topics will vary according to the interests of students and instructors.

## **HISTORY COURSES**

### **HIST3531 US History to 1877**

#### **3 Credits**

*Prerequisites: None*

Survey course of the history of the United States from the discovery of the “New World” to 1877. Major themes include the American Revolution, the development of the Constitution, creation of political parties, the American Jacksonian era, and the Civil War. Special emphasis will also be given to Westward expansion, United States treatment of Native Americans, and the role of Slavery in early American society.

### **HIST3532 US History from 1877 to the Present**

#### **3 Credits**

*Prerequisites: None*

Survey course of the history of the United States from the end of Reconstruction in 1877 to the present. Major themes include the growth of big business and the emergence of the US as a major economic and political power in the world, the era of progressivism, the Great Depression, World War II and postwar economic expansion, the Civil Rights movement, women’s rights movements, cultural icons, and presidential administrations.

### **IR/HIST3522 History of US Foreign Policy**

#### **3 Credits**

*Prerequisites: IR1512*

Advanced course on American foreign policy since the birth of the Republic to the modern era. This course will focus on American foreign policy as a whole, but will also give special attention to present-day American foreign policy, American-Kazakhstan relations in particular.

### **IR/HIST3536 The Cold War**

#### **3 Credits**

*Prerequisites: IR1512*

This course examines the key phases of the cold war and assesses rival interpretations of the causes and consequences of the conflict. The course will adopt a chronological and thematic approach to the Cold War; While the course will deal chronologically with the main events, personalities and issues of the Cold War, we will also devote particular weeks to look in more detail at specific themes such as the Vietnam War, the Cuban Missile Crisis, and the impact of the Cold War on civilian populations.

### **IR/HIST3539 History of Diplomacy from 1648 to 1815**

#### **3 Credits**

*Prerequisites: IR1512*

Advanced survey course on the development of modern international relations in Europe from the inception of the Westphalia System to the rise and fall of Napoleon. Special emphasis will be placed upon the role of history in shaping the modern international system.

### **IR/HIST3540 History of Diplomacy from 1815 to 1945**

#### **3 Credits**

*Prerequisites: IR1512*

This advanced course covers a very eventful period in the history of international relations. The course starts from the Congress of Vienna (1814-1815) that ended the era of the Napoleonic Wars and established the new order for the further development of international relations. The final part of the course analyzes the history of diplomacy during the interwar period (1919-1939) and the diplomacy of World War II.

### **HIST/PS3521 Domestic History of the USSR**

#### **3 Credits**

*Prerequisites: None*

This course will cover the major questions of the internal history and politics of the USSR. Topics include pre-revolutionary Russia and the thought of the revolutionaries of the period, Stalinism, Collectivization, Industrialization, and the collapse of the USSR. Both the goals of this state and the methods used to reach them will be discussed. Why did this state exist? Why did it exist in Russia in particular? How did it function? Who benefited from it? One of assignments for students from former Soviet countries will be to research and write a family history during the period of the USSR.

### **HIST/PS3544 Selected Topics in History and Culture**

#### **3 Credits**

This course will examine various topics in history and culture. Subjects will vary according to the interests of students and instructors.

### **HIST/PS4544 Undergraduate Seminar in History and Culture**

#### **3 Credits**

This seminar will examine specific issues in history and culture with the object of teaching students research methods and guiding them to the production of a seminar paper. Topics will vary according to the interests of students and instructors.

## **LAW COURSES**

### **LAW3511 International Law**

#### **3 Credits**

This course will examine the fundamentals of international law including sources of international law, the relationship between domestic law and international law, and jurisdiction. It will also define what is meant by the terms “public international law” and private international law”

### **LAW3513 Comparative Law**

#### **3 Credits**

This course introduces students to comparative methods of legal analysis. It will compare the sources and methods of law in civil and common law systems, including the nature of legal education in each. The course starts with a survey of Comparative Law as an academic discipline, its history, current definition and scope, followed by practical uses of Comparative legal analysis.

### **LAW3516 International Trade Law**

#### **3 Credits**

This course deals with the following issues: the principles of activities of WTO; the reciprocity in the WTO; the institutions of WTO; the legal framework of WTO; the legal regulation of activities of the Dispute Settlement Body; the legal regulation of the enabling clause, waiver clause and escape clause; WTO accession; the tools of trade policy and the effects of these policies on resource allocation, the distribution of income and economic welfare; the principles of policy selection to reach economic objectives.

### **LAW3517 Civil Law**

#### **3 Credits**

This course provides an introduction to the basic concepts of civil legislation of RK with special emphasis on subjects of civil law (persons and legal entities) and contract law. Objects of civil law, types of transactions, property, obligation law, and international private law are included.

### **LAW4512 Administrative Law**

#### **3 Credits**

This course gives a broad introduction to the body of law and policy governing the action of administrative agencies of government. It will focus on the place of administrative law within the constitutional and legal system in Kazakhstan and other countries. Administrative law consists of those sections law, which authorize the rulemaking and ad judicatory functions of governmental agencies.

### **LAW4514 Constitutional Law**

#### **3 Credits**

The students will study the constitutional status of the President, Parliament, Government and courts; constitutional status of an individual (constitutional rights and freedoms); law of political processes (electoral law, legal status of political parties and public associations, law-making process, referendum), the legal status of Constitutional Council and constitutional review; as well as comparative constitutional law and constitutional engineering.

### **LAW4515 Law of the European Union**

#### **3 Credits**

The legal order created by the European Union has become a permanent feature of political reality in all of its 25 member states. The course is designed as a general introduction to the legal system of the European Union and covers both its constitutional setup and institutional architecture. The main emphasis will be placed on equipping the student with basic tools necessary to understanding the underlying principles of European legal integration and on making the student comfortable working with European Union legal sources.

### **LAW5505 Introduction to Civil, Criminal and Press Law in Kazakhstan**

#### **3 Credits**

This course introduces students to the core underpinnings of the Kazakhstani legal system by providing students with an introduction to civil, criminal and press law in Kazakhstan. It is designed to help journalists and other communication professionals understand their rights and responsibilities as mass media professionals.



## GRADUATE PROGRAM

### MASTER'S PROGRAM IN INTERNATIONAL RELATIONS

The Master's Program in International Relations (MIR) was launched in 2002. 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 MIR program is designed to familiarize the student with both the theory and practice of contemporary global politics. To this end, courses will explore the most fundamental questions of international relations, such as: What is the structure of the international system? Who are the primary actors? How do these actors behave? Why do they behave that way? What role do international law and ethical considerations play? How do states formulate foreign policies? What are these foreign policies?

#### Graduate Curriculum (MIR program)

##### Prerequisites: 12 credits

These courses must be conducted before taking any 5000 level courses

Course code	Title of the course	Credits
IR1512	Introduction to International Relations	3
PS1511	Introduction to Political Science	3
PS3512	Comparative Politics	3
IR2522	Foreign Policy of Kazakhstan	3

##### Required and Major Elective courses: 39 credits

Course code	Title of the course	Credits
IR5512	Research Methods (R)	3
IR5513	Theories of International Relations (R)	3
IR5515	International Political Economy: Politics in the World of Interdependent Economics (R)	3
IR5516	International Institutions (R)	3
IR5517	International Security (R)	3
IR5518	Developmental Studies: Selective Models (R)	3
IR5520	Domestic Politics and Foreign Policy in the Post-Communist World (R)	3
PS/IRx5xx	CAP (ME)	3
IRx5xx	IR (ME)	3
PS45xx	PS (ME)	3
IR5524	Thesis (R)	9

PS: Political Science

IR: International Relations

CAP: Central Asian Politics

### Break-Down of Credit System graduate students

Course type	Number of credits
Prerequisites	12
Required (R)	21
Thesis	9
Major Electives (ME)	9
<b>Total Required for Graduation</b>	<b>51</b>

## GRADUATE REQUIRED COURSE DESCRIPTION

### IR5512 Research Methods

#### 3 Credits

This course will train students how to design and carry out research in the social sciences. Structuring research is about the planning of scientific inquiry, designing a strategy for finding out something. Ultimately, scientific inquiry comes down to making observations and interpreting what you have observed. However, before you can observe and analyze you need a plan. You need to determine what you are going to observe and analyze. That's what research design is all about. Although this sounds rather simple and trivial, the craft of designing social research is quite complex and, what is more important and pertinent to the goals of this course, is that no formal courses on how to structure and design research in the social sciences are offered in the former USSR.

This course provides a general introduction to research design and elaborate on its specific aspects. It lays out various possibilities for social research. I will also disclose the inner structure of research proposals; documents that people write to obtain grants and other forms of funding for major projects. Research proposals are prepared according to some rules and should incorporate the major elements of research design.

### IR5513 Theories of International Relations

#### 3 Credits

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

### IR5515 International Political Economy: Politics in the World of Interdependent Economics

#### 3 Credits

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.

**IR5516 International Institutions****3 Credits**

The purpose of this course is to introduce students to the basic concepts, ideas and critical approaches to the study of multilateral political, financial and developmental institutions and their activities. Special emphasis will be placed on the discussion and analysis of the role and function of these institutions in Kazakhstan. Guest speakers from various international agencies located in Almaty will be invited to give talks. This course will be of great interest to those who consider making a career in international organizations or simply to learn about the functions, operation and impact of these organizations.

**IR5518 Developmental Studies: Selective Models****3 Credits**

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.

**IR5519 International Security****3 Credits**

This is a course that makes a survey of international security issues. International security is influenced by both military and increasingly non-military factors. This course focuses on, and analyses, the wide range of factors and issues that shape the security problems in different parts of the world such as: Politics of the great powers, economic globalization and national security, resources competitions and environmental issues, weapons proliferation and arms control regimes, disarmament, international institutions, intervention and the politics of security.

**IR5520 Domestic Politics and Foreign Policy in the Post-Communist World****3 Credits**

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 the former USSR and the rest of the world.

**IR5524 Thesis I****3 Credits**

Students have to write an M.A. thesis. The thesis proposal must be approved in writing, first by the prospective thesis supervisor, and then by the Thesis Committee. The M.A. thesis research is carried out under the guidance of a KIMEP Professor. An M.A. thesis is rarely an original contribution to knowledge as it is required from a doctoral dissertation or the publications of a mature scholar. In his/her M.A. thesis dissertation 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-space). Requests to exceed this limit must be approved by the respective supervisors. This course is designed to help students

prepare their thesis materials under the guidance of the 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 arranged for their thesis project committees.

### **IR5525 Thesis II**

#### **3 credits**

This is a continuation of the research thesis started in IR5524 Thesis I. This phase is designed to assist students in preparing and writing the analysis part of their thesis, and putting together all components of their research.

### **IR5526 Thesis III**

#### **3 credits**

This is the writing and finalization of the research thesis. By the end of the semester, students will have completed and submitted the thesis to the Thesis Committee.

### **Electives and Options**

International Relations (IR) Elective Courses are those courses, which are not required and are offered by the Department of Political Science. These include undergraduate courses coded at the 3000 and 4000 levels. Among electives for the MIR program there are PS courses.

### **Credit Transfer/Waiver Policy**

The Department of Political Science is committed to allowing students flexible options in choosing their programs and courses. Thus, the Department allows the waiver of up to 21 credits from the undergraduate coursework from the BSS program to the MIR Program. It will also allow the transfer of up to 9 credits from such relevant coursework taken outside KIMEP from institutions recognized by the MIR Program. This should allow most BSS students to complete an MIR degree from KIMEP within one academic year. KIMEP students from other undergraduate programs who have taken the appropriate BSS courses can also be eligible for waiver of credit and finish the MIR Program sooner. However, previous coursework submitted for application for a transfer or waiver of credit will be evaluated on a case-by-case basis to determine whether it meets the MIR graduation requirements.

Credits can be transferred or waived not only for elective courses but also for required courses. Out of total of 39 credits, required courses constitute 24 credits.

Every course submitted for a transfer or waiver of credit must have a grade of at least B (3.0 on the KIMEP grade point average scale). Furthermore, applicants to the program must have an overall grade point average of at least B- (2.67 on the KIMEP grade point average scale).

## DEPARTMENT OF ECONOMICS

Office # 222, tel.: 270-42-63 (3043, 3041)  
[mroza@kimep.kz](mailto:mroza@kimep.kz), [sabira@kimep.kz](mailto:sabira@kimep.kz), [ateach@kimep.kz](mailto:ateach@kimep.kz)

### Administration

Danbala Danju, Ph.D., Chair, Associate Professor  
Tursynbek Nurmagambetov, Ph.D., Associate Chair, Assistant Professor  
Leon Taylor, Ph.D., Director of Graduate Studies, Associate Professor  
Abu Islam, Ph.D., Director of Undergraduate Studies, Assistant Professor  
Sabira Kozhamkulova, Diploma, Assistant to the Department  
Roza Mukasheva, Diploma, Secretary to the Chair

### Mission

The Department seeks to produce quality research and to provide premier training that will enable graduate and undergraduate economics majors to make fundamental economic contributions in government, the private sector, or in academia. The coursework offered by the department prepares students for careers across the spectra of business, finance, government and public policy, and of the study of law. The department also offers accessible, introductory courses for non-majors and non-KIMEP students.

### BACHELOR OF ARTS IN ECONOMICS (BAE)

#### Mission

The BAE program aims to produce future decision makers for public and private sectors through intensive training and selection based on academic achievements and personal integrity. By emphasizing analysis of social systems, the curriculum prepares students for careers in economics, law, finance, business and public policy.

The program offers specializations in Public Policy Economics and Business Economics. The students may also choose to graduate without specialization, which allows more freedom in elective courses.

#### Undergraduate BAE Curriculum

Course type	Number of Credits
General Education Requirements (GER)	24
General Education Disciplines (GED)	21
General Education Electives (GEE)	3
College Required (CSSR)	12
Major Required (MR)	42
Major Electives (ME)	12
KIMEP Free Electives (KE)	8
<b>Total Required for Graduation</b>	<b>122</b>

\*The total number of credits for College required courses is 12. The College of Social Sciences requires the student to take Introduction to Microeconomics, so the department does not credit the course as a Major Required course.

\*\* The total number of General Education credits required by KIMEP is 48. To fulfill this requirement, a BAE student needs to take any course in Economics or in Business, or from Social Science sections of other disciplines. In addition, any mathematical or statistical course from the department's Major Required Courses fulfills the requirement for GE Discipline courses in Mathematics and Statistics. Therefore, net GER credits required for BAE students is actually 42, since these students would have to take Introduction to Microeconomics and Introduction to Statistics even if the GER section did not require such courses.

**Major Required (MR) for BAE students:**

Course code	Title of the course	42* credits
ECON1102	Introduction to Macroeconomics	3
ECON1103	Introduction to Microeconomics**	3*
ECON1183	Introduction to Statistics***	3*
ECON2181	Intermediate Microeconomics I	3
ECON2182	Intermediate Macroeconomics I	3
ECON2183	Mathematical Economics	3
ECON3104	Research Methods and Methodology	3
ECON3111	International Finance	3
ECON3112	International Trade	3
ECON3184	Econometric Methods	3
ECON3185	Applied Macroeconomics	3
ECON3186	Applied Microeconomics	3
ECON3189	Economy of Kazakhstan	3
ECON4185	Applied Econometrics	3
MATH1101	Methods of Mathematics for Business and SS	3
MATH1102	Calculus	3

\* The net total number of major required credits for undergraduate studies in economics is 42\*.

\*\* While Introduction to Microeconomics is treated here as a major required course, the credit of this course will count towards College Required Courses.

\*\*\* Similarly, credit for Econ 1183, Introduction to Statistics, considered here as a major required course, will count toward GE Disciplines.

**Major Economic Electives (ME): 12 credits**

Students must earn at least 12 credits from economics electives to graduate with a major in economics. Students may graduate with or without a specialization. For a specialization, students must complete 9 credit hours from the economic electives listed below for that specialization. The remaining 3 credits may come from any 3xxx-level economic electives.

**KIMEP Free Electives (KE): 8 credits**

**College Required Courses for CSS students (CR): 12 credits**

<i>Course code</i>	<i>Title of the course</i>	<i>Credits</i>
BALJ2605	Mass Media and Society	3
ECON1103	Introduction to Microeconomics	3
PA1513	Introduction to Public Administration	3
PS1511	Introduction to Political Science	3

General Education Requirements (GER): 24 credits

\*General Education Disciplines (GED) requirements: 21 credits

\*\*General Education Electives (GEE) requirements: 3 credits

\* BAE students must take up to 21 credits in GED

\*\* Students may take further courses in GED or in English to fulfill their 48 GER requirements

**Total number of credits required for graduation in Economics: 122 credits**

The lowest acceptable grade for an economics course is “D-”, unless the course description indicates otherwise.

**Double Major and Minor Options**

Students from other departments may obtain a major or a minor in economics in addition to a major in their own department. To complete a major in economics, students from other departments must successfully complete 60 credits in economics, including MR (48 credits) and ME (12 credits) courses. The 48 MR credits include the credits earned from Introduction to Microeconomics and Introduction to Statistics or Methods of Mathematics. To complete a minor in economics, a student must take any 18 credits from the list of MR and ME courses in economics, in addition to the courses just named. Students majoring or minoring in economics may do so with or without specialization.

**Electives for Public Policy Specialization**

ECON3122 Labor Economics

ECON3121 Public Economics I

ECON3123 Public Economics II

ECON3125 Monetary Economics

ECON3126 Institutional Economics

ECON3127 Urban and Regional Economics and Policy

ECON3128 Health Economics

ECON3129 Transportation Economics

ECON3152 Industrial Organization

ECON3155 Money and Banking

ECON3161 Natural Resource Economics

ECON3165 Environmental Economics

ECON3170 Introduction to Economic Growth

ECON3193 Project Evaluation

ECON3194 Dynamic Economic Analysis  
ECON3232 Commercial Banks Financial Management  
ECON4157 Game Theory and Applications

**Electives for Business Economics Specialization**

ECON3151 Managerial Economics  
ECON3152 Industrial Organization  
ECON3153 Law and Economics  
ECON3154 Government and Business  
ECON3155 Money and Banking  
ECON3350 Introduction to Financial Economics  
ECON3354 Financial Economics  
ECON3232 Commercial Banks Financial Management  
ECON3354 Financial Economics  
ECON3351 Foreign Exchange Markets  
ECON3352 Financial Institutions  
ECON3359 Investment in Emerging Markets  
ECON3360 Introduction to Financial Planning  
ECON4157 Game Theory and Applications

**Complete List of Economics Electives**

ECON1104 Numerical Methods in Economic Analysis  
ECON2101 World Economy  
ECON2102 Political Economy  
ECON3121 Public Economics I  
ECON3122 Labor Economics  
ECON3123 Public Economics II  
ECON3125 Monetary Economics  
ECON3126 Institutional Economics  
ECON3127 Urban and Regional Economics and Policy  
ECON3128 Health Economics  
ECON3129 Transportation Economics  
ECON3151 Managerial Economics  
ECON3152 Industrial Organization  
ECON3153 Law and Economics  
ECON3154 Government and Business  
ECON3155 Money and Banking  
ECON3161 Natural Resource Economics  
ECON3162 Energy Economics  
ECON3163 Agricultural Economics  
ECON3165 Environmental Economics  
ECON3166 Environmental Policy  
ECON3170 Introduction to Economic Growth  
ECON3181 Economic History  
ECON3182 History of Economic Thought  
ECON3183 Comparative Economic Systems  
ECON3193 Project Evaluation  
ECON3232 Commercial Banks Financial Management  
ECON3350 Introduction to Financial Economics



ECON3352 Financial Institutions  
ECON3354 Financial Economics  
ECON3360 Introduction to Financial Planning  
ECON4157 Game Theory and Applications  
ECON4193 Dynamic Economic Analysis  
ECON4198 Optimization in Economics  
MATH1102 Calculus

### **Credit Transfer Policy**

A prospective student of economics may submit a written request to transfer credit to the Director of the BAE Program. The request must be supported by the syllabus of the course, a transcript, and by an official translation of both documents in English (if the originals were in another language). The Director uses this information, and any other information available, to decide whether to transfer credit. To transfer credit for courses more advanced than those of the first year, in addition to the above documents, the student must submit a written recommendation from the instructor who teaches the course in the Economics Department at KIMEP.

If the semester in which the relevant course is taught has not started, then the decision of whether to grant credit to transfer the course must be made within 2 weeks of the student's filing the request, but not later than three days after the end of the registration period. If the semester has started, then the decision must be made within 3 days. The student is responsible for any delays in adding or dropping courses.

In case of a refusal to transfer credit, the student may appeal to the Chair of the Economics Department. The Chair will create an ad hoc Credit Transfer Committee. Neither the Director of the MAE program nor the Director of the BAE program may chair the committee. The Committee must decide within 3 days of the filing of the appeal. The Committee's decisions cannot be appealed.

A non-economics student follows the same procedure as outlined above, but he submits his materials to his Dean.

### **DESCRIPTION OF COURSES**

#### **MATH1100 Precalculus**

This non-credit course is recommended only for students with a weak background in elementary mathematics. Students who have failed MATH1101 or MATH1102 must take MATH1100 before repeating the failed course. The purpose of taking the course is to prepare for such required courses as Mathematical Methods for Business and Social Sciences (MATH1101) and Calculus (MATH1102). The course covers important topics of basic algebra and introduces calculus. The instructor tries to bridge the gap for the student between a secondary school and the university

#### **MATH1101 Methods of Mathematics for Business and SS**

##### **3 Credits**

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.

### **MATH1102 Calculus**

#### **3 Credits**

*Prerequisites: MATH1101*

This course provides the 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 analyses, and academic research.

### **ECON1101 Introduction to Economics**

#### **3 Credits**

The course provides the elements of economic theory and some elements of applied analysis. The course is roughly split in half between microeconomics and macroeconomics. In the first part of the course, the students become familiar with the methodology of microeconomics. They also learn the basics of consumer and producer theory, which are used subsequently to explain the notion of an economic equilibrium. The second part of the course introduces the basic concepts and definitions of macroeconomics, including national income accounting, employment, economic fluctuations, and the role of government.

### **ECON1102 Introduction to Macroeconomics**

#### **3 Credits**

*Prerequisites: ECON1103*

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.

### **ECON1103 Introduction to Microeconomics**

#### **3 Credits**

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 micro economics; 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.

### **ECON1104 Numerical Methods in Economic Analysis**

#### **3 credits**

*Prerequisites: ECON1103*

The course covers the basic tools of numerical analysis in economics, including matrix theory; linear algebra; methods of solving systems of linear equations with emphasis on economic applications; and computational aspects.

### **ECON1183 Introduction to Statistics**

#### **3 Credits**

*Prerequisites: MATH1101*

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.

### **ECON2101 World Economy**

#### **3 Credits**

*Prerequisites: ECON1103*

The purpose of this course is to enable students to understand the world economy. Students will examine classical trade theory and learn the arguments that favor free trade. The course will also introduce the arguments challenging the free-trade paradigm, including "new trade theory, as well as contentions drawn from economic geography, location theory and other fields. The course may also consider the environment, poverty, demographics, and technological progress, depending on the preferences of the instructor and of the students. The students will learn to analyze current economic events and global economic institutions, using the economic theory developed earlier.

### **ECON2102 Political Economy**

#### **3 Credits**

*Prerequisites: ECON1102 or ECON1101*

Political economy explains how economic interests shape society and how society -- political institutions in particular -- protects group economic interests. The course begins with the traditional approach to political economy, which uses the concept of class interests to explain the structure of capitalist society. The course also examines the post-structuralist approach, which tries to incorporate a variety of determinants of economic outcomes by analyzing the behavior of economic agents and the evolution of political institutions in a historical milieu. Students will learn to recognize the nature of class interests in capitalist and non-capitalist societies, interpret social changes in the context of political economy theories, and relate the content of the course to their own experiences.

### **ECON2181 Intermediate Microeconomics I**

#### **3 Credits**

*Prerequisites: ECON1103, MATH1101*

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.

### **ECON2182 Intermediate Macroeconomics I**

#### **3 Credits**

*Prerequisites: ECON1102, MATH1101*

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.

### **ECON2183 Mathematical Economics**

#### **3 Credits**

*Prerequisites: ECON1103, MATH1101 and MATH1102*

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.

### **ECON3111 International Finance**

#### **3 Credits**

*Prerequisites: ECON2182*

This course provides a deeper knowledge of the determination of foreign exchange rates and of international macro policy adjustment. This course consists of three parts: Foreign Exchange Rates, Open Economy Macroeconomics, and Real Exchange Rates. The basic models of spot exchange rates, forward exchange rates, and interest rate interactions are also developed. Topics include purchasing power parity as well as uncovered and covered interest rate parity. Economic policy in the context of open economy macroeconomic models, such as the Mundell-Fleming model, and the monetary approach to exchange rates are discussed; so is the balance of payments. Other issues, such as the optimum currency areas and issues of currency substitution, are also discussed.

### **ECON3112 International Trade**

#### **3 Credits**

*Prerequisites: ECON2181*

This course discusses the determinants of trade and then examines how trade affects the distribution of real income. It presents the model of comparative advantage; the Heckscher-Ohlin model; trade barriers and their impact on social welfare; the political economy of trade barriers and their implications; and, finally, the evolution of trade organizations. At the end of the course, students should be able to evaluate the usefulness and limits of the trade theories; they should be familiar with the terms of trade, tariffs, and other barriers to trade; they should understand the international trade policy of the developed and less developed nations; and they should understand the role of the World Trade Organization.

### **ECON3121 Public Economics I**

#### **3 Credits**

*Prerequisite: ECON2181*

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.

### **ECON3122 Labor Economics**

#### **3 Credits**

*Prerequisites: ECON2181*

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.

### **ECON3123 Public Economics II**

#### **3 Credits**

*Prerequisites: ECON2181, ECON1102*

This course introduces theories of taxation as the primary means of financing government spending. Equity, efficiency and administrative efficiency are the three main criteria of taxation. These criteria are applied to the tax system in Kazakhstan. The objective of the course is for students to better understand and debate tax issues. Other topics include tax-avoidance and tax-evasion, taxation of savings, common problems of tax administration in transition economies, and tax systems based on consumption versus those based on income.

### **ECON3125 Monetary Economics**

#### **3 Credits**

*Prerequisites: ECON2182*

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.

### **ECON3126 Institutional Economics**

#### **3 Credits**

*Prerequisite: ECON1103*

Institutions include both general social rules (social conventions, norms and legal rules), and organizational forms that arise and function within the framework of general rules (such as firms). All economic activity is embedded in the framework of institutions both formal and informal. The discussion will begin with a brief historical overview. The course will discuss the emergence and change of social conventions and norms; property rights; common law and judicial decision-making; government and political decision-making; markets and firms; and links between institutional economics and other social science disciplines.

### **ECON3127 Urban and Regional Economics and Policy**

#### **3 Credits**

*Prerequisites: ECON1103*

The course will examine the nature and structure of urban economies; location theory; economic analysis in an urban framework; principles of urban economic development; housing, transportation, poverty and unemployment; and municipal finance. It may consider forecasting of economic activity using census and socioeconomic data.

**ECON3128 Health Economics****3 Credits**

*Prerequisite: ECON1103*

This course studies the economic structure of the healthcare industry as well as healthcare problems in Central Asia. The course emphasizes the delivery and pricing of healthcare as well as alternative public policies dealing with cost and distribution problems. It focuses on topics of current policy interest as well as topics for which applied economic theory is well developed. The course provides a general discussion of the appropriate economic theory to apply to a particular situation, and it critically reviews relevant health economics literature.

**ECON3129 Transportation Economics****3 Credits**

*Prerequisite: ECON2181*

This course analyzes the organizational structures, operational characteristics, and managerial policies of railroads, motor carriers, domestic barge lines, airlines and pipelines. The course emphasizes rates, services and public regulation.

**ECON/PS3151 Managerial Economics****3 Credits**

*Prerequisites: ECON1103, ECON1183*

This course applies microeconomic theory to decision-making in business. It uses case studies extensively. Course topics include optimization techniques, estimation of demand functions, business forecasting, linear programming, oligopoly and strategic behavior, pricing techniques, risk analysis, capital budgeting, and anti-monopoly laws.

**ECON3152 Industrial Organization****3 Credits**

*Prerequisites: MATH1101, ECON2181*

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.

**ECON3153 Law and Economics****3 Credits**

*Prerequisites: ECON1103*

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.

**ECON3154 Government and Business****3 Credits**

*Prerequisites: ECON2181*

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. The course analyzes real and monetary factors in the national and international economic environment; the supply of and demand for money; interest rates; stabilization problems; and the effects of government policies on businesses and individuals.

### **ECON3155 Money and Banking**

#### **3 Credits**

*Prerequisites: ECON1102*

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.

### **ECON3156 Financial Economics**

#### **3 Credits**

*Prerequisites: ECON2182*

The course deals with financial management of large enterprises, and it tries to explain the functioning of financial markets. Its two major models are the Capital Asset Pricing Model (CAPM) and the Arbitrage Pricing Theory (APT). We will review the utility-maximization problem along with derivatives and first- and second-order conditions. All necessary mathematical tools will be reviewed during the course. The course is recommended for those desiring to specialize in finance. It well prepares students for advanced courses on derivatives.

### **ECON3161 Natural Resource Economics**

#### **3 Credits**

*Prerequisites: ECON1103*

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 modeling 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.

### **ECON3162 Energy Economics**

#### **3 Credits**

*Prerequisites: ECON1103*

This course applies economic models to markets for oil, gas, coal, electricity, and renewable energy resources. Topics include supply and demand, market structure, transportation models, game theory, futures markets, environmental issues, energy policy, energy regulation, input/output models, energy conservation and dynamic optimization. The course emphasizes the development of appropriate models and their application to current energy issues. We will also analyze pricing policies of OPEC and other oil exporting countries, taxation policies, and the deregulation of world energy markets.

### **ECON3163 Agricultural Economics**

#### **3 Credits**

*Prerequisites: ECON2181*

This course primarily a microeconomic study of rural organization and operations. The course focuses on economic decisions and issues related to agricultural, food and natural resource firms, markets and institutions. The course covers the role of government and general agricultural policies as well as consumer economics issues.

### **ECON3165 Environmental Economics**

#### **3 Credits**

*Prerequisites: ECON1103*

Environmental problems will be traced to the fundamental economic problem of scarcity. Although everyone would prefer a world of pristine air and water, abundant old-growth forests, and free-flowing rivers, we make trade-offs for other goods and services that we want. Determining the most reasonable trade-offs is where the study of Environmental Economics is important. Economic reasoning will be used to examine the causes of environmental problems, the consequences of these problems, and the measures for dealing with them.

### **ECON3166 Environmental Policy**

#### **3 Credits**

*Prerequisites: ECON1103*

This course will provide a guide to the basics of environmental policy, the application of the tools of economics to the environment and economics of sustainable growth & development. This course is designed to provide students with the economic and policy implications of environmental issues.

### **ECON3169 Economics of Less Developed Countries**

#### **3 Credits**

*Prerequisites: ECON1103, ECON1102*

This course studies the economic transformation of less developed countries. The major trends in per capita income, inequality, poverty, and population are examined. The course will discuss the analysis of unevenness in development and the possibility that benefits of growth may not accrue equally.

### **ECON3170 Introduction to Economic Growth**

#### **3 Credits**

*Prerequisites: ECON2181 and ECON2182*

In this course, we present the fundamental insights of old and new growth theories. The topics included are: basic Solow Model, Romer Model, and Simple Endogenous Growth model and some other models of economic growth.

### **ECON3181 Economic History**

#### **3 Credits**

This course introduces broad themes in economic history by exploring a small number of topics in depth. Particular emphasis is placed on the development of economic and political institutions. The following topics may be examined: Slavery, Transition from Feudalism to Capitalism in Europe; Emergence of a Wage-Labor Force; Development of Money; Southern Regional Economy; and The Rise of the Large-Scale Firm.



### **ECON3182 History of Economic Thought**

#### **3 Credits**

This course introduces the development of economic philosophy from the ancient world to the present. The course explains the relationships between the development of a theory and the prevailing historical and economic conditions, and develops a better understanding of how modern economic theories were developed.

### **ECON3183 Comparative Economic Systems**

#### **3 Credits**

This course will explore differences between economic institutions, policy, and performance in countries around the world; provide information on the methods used to make economic comparisons across countries; and encourage analysis and discussion of major developments in the world economy, including the introduction of a single currency in Europe, the economic and social transitions of the former Communist countries, and integration into the WTO.

### **ECON3184 Econometric Methods**

#### **3 Credits**

*Prerequisites: ECON1183, MATH1101*

This is an introduction to the statistical regression techniques widely used by researchers in Economics and Business Finance. Basic procedures for estimation and hypothesis testing are given. Single and multiple regression, time-series, and cross sectional data analyses are covered in this course.

### **ECON3185 Applied Macroeconomics**

#### **3 Credits**

*Prerequisites: ECON2182*

This is a follow up course of Intermediate Macroeconomics I. The Topics included in this course are: Detailed discussions of money, inflation and employment as well as economic growth and technological change.

### **ECON3186 Applied Microeconomics**

#### **3 Credits**

*Prerequisites: ECON2181*

This is a follow up course of intermediate microeconomics I. The Topics included in this course are: general equilibrium theory, strategic firm behavior, decision making under uncertainty, public goods, information technology, asymmetric information and externalities. Elementary tools of mathematics are employed in the exposition of most topics.

### **ECON3189 Economy of Kazakhstan**

#### **3 Credits**

*Prerequisites: ECON1103, ECON1102*

This course starts with an introduction to the economic history and geography of Kazakhstan and its neighboring countries. This course covers pre-Soviet economic developments and Kazakhstan within the Soviet system. The post-1991 developments in Kazakhstan and other successor states of the Soviet Union: macroeconomic stabilization and economics restructuring are discussed. The course examines Kazakhstan's resources, sectoral composition, and international comparative advantage.

### **ECON3193 Project Evaluation**

#### **3 Credits**

*Prerequisites: MATH1101 and ECON1183*

In this course, students will be introduced with the tools used in planning and evaluation of projects. The relevant topics are: the theory of cost-benefit analysis, its application, strengths and limitations, as well as, the course will cover various other competing approaches/techniques/models of project planning and evaluation. Taking this course will help students to make feasibility study, monitoring and evaluation of economic projects

### **ECON3232 Commercial Banks Financial Management**

#### **3 Credits**

*Prerequisites: ECON1102*

The course covers the most important topics concerning financial management of commercial banks. The course begins with organizational issues and finishes with the analysis of assets and liabilities. The course aims to give students an understanding of how commercial banks work.

### **ECON3350 Introduction to Financial Economics**

#### **3 Credits**

*Prerequisites: ECON1103*

This course introduces economic aspects of financial markets, intermediaries, and the financial decisions of firms. The expected utility theory and various measures of risk are analyzed and applied to valuing financial instruments. Financial systems in developing economies as well as in developed ones are examined.

### **ECON3351/5351 Foreign Exchange Markets**

#### **3 Credits**

*Prerequisites: ECON2182 for ECON3351; or ECON5031 for ECON5351*

The course aims to provide the students with the understanding of the global foreign exchange markets. The emphasis will be on the practical side of currency dealing as the course should equip students with the toolkit sufficient for the positions of either foreign exchange dealer or foreign exchange market analyst. Margin trading game with Internet demo accounts is a part of the course that will allow the students to learn the ropes of foreign exchange trading. The course is divided into three main sections: Fundamental Analysis of Foreign Exchange, Technical Analysis of FX Markets and Principles of Currency Dealing in Kazakhstan Banks.

### **ECON3352 Financial Institutions**

#### **3 Credits**

*Prerequisites: ECON2182*

This course introduces the basic concepts relating to the operation of the financial system. Among others, this course discusses the fundamentals of interest rates, bond pricing and interest rate risk; study the commercial banks regulatory environment; survey important non-bank financial intermediaries--savings and loan associations, mutual savings banks, credit unions, insurance companies, pension funds, investment banks, finance companies, venture capitalists, and investment funds The course aims to provide students with an overview of the main financial institutions in the developed economies.

**ECON3354 Financial Economics****3 Credits**

*Prerequisites: ECON3350 and ECON1183*

This course details economic aspects of financial markets, intermediaries, and the financial decisions of firms in a manner appropriate for an advanced undergraduate. Among other topics, this course includes different valuation techniques for analyzing the securities market as well as risk and return. The course also addresses concepts of market efficiency. The fundamental theories of portfolio management -- including the Markowitz model, Single-Index model, the Capital Asset Pricing model, and Arbitrage Pricing -- are discussed.

**ECON3359/5359 Investment in Emerging Markets****3 Credits**

*Prerequisites: ECON2182 for ECON3359; or ECON5031 for ECON5359*

The course aims to provide the students with a comprehensive coverage of what has come to be the best performing financial sector during the recent years of turbulence - the CIS Markets. The students should acquire the understanding of the specific features of the CIS economies as well as take a closer look at the range of CIS financial instruments (including novelties such as CDS) that has become an attractive haven for global investors. Course materials and reading will be provided in the form of handouts from analyst reports and research pieces prepared by expert teams from the leading global institutions, specializing in the CIS Investment. An essential part of the course - close inspection of the Kazakhstan and Russian financial systems would offer a good training for those with ambitions to work in the CIS financial markets.

**ECON3360 Introduction to Financial Planning****3 Credits**

This course surveys the application of economic analysis to budgeting, focusing on such questions as the time value of money. It may survey such issues as personal income tax planning, risk management and insurance, investment planning, retirement planning and estate planning.

**ECON3888 Internship in Economics for BAE****3 Credits**

*Prerequisites: Minimum GPA 3.0 and 90 credits completed, permission of academic advisor, and permission of the employer.*

This course fulfills the required internship for undergraduate students majoring in Economics. Under the supervision of a faculty advisor, students will gain field experience with a for-profit or not-for-profit organization. Related readings, a daily journal, and a final report are required.

**ECON4157 Game Theory and Applications****3 Credits**

*Prerequisites: ECON2181*

This course analyzes economic decisions that depend upon other agents. For example, a member of OPEC may decide whether or not to secretly sell more oil than it had formally agreed to do, contingent upon expectations of the penalties that might be imposed by other members. The course examines simultaneous-move and sequential games; dominant strategies, Nash solutions, mixed strategies and other equilibriums; cooperative and noncooperative games; and the impact of incomplete or imperfect information. The course will apply the theory to business and politics.

### **ECON4181 Special Topics in Economics**

#### **3 Credits**

*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.

### **ECON4182 Senior Seminar in Economics**

#### **3 Credits**

*Prerequisites: Minimum GPA 3.4 and 90 credits completed*

This is a seminar in applied economics, which focuses on selected current economic problems.

### **ECON4183 Honors Thesis**

#### **6 Credits**

*Prerequisites: Minimum GPA 3.4 and 90 credits completed*

Honors thesis projects include any advanced independent endeavor in the student's major field of study. Proposals (attached to the Independent Study Contract) must show a clear promise of honors level work and be approved by a faculty sponsor. The course title for the transcript will be "Honors Thesis". Completed projects will be announced and presented to interested students and faculty (See the guideline of Honors Thesis)

### **ECON4185 Applied Econometrics**

#### **3 Credits**

*Prerequisites: ECON3184*

Introduction to applied econometric methods with emphasis on the use of the regression model for empirical research. Real-world examples are used extensively to illustrate key concepts. Hands-on computer exercises are an integral part of the course.

### **ECON4193 Dynamic Economic Analysis**

#### **3 Credits**

*Prerequisites: ECON2183*

This course mathematically analyzes economic decisions that must account for future consequences – for example, the efficient allocation of an exhaustible resource, such as oil, over time. Students will explore basic techniques in the calculus of variations, optimal control, and dynamic programming. The course will provide abundant applications to business and public policy. The capstone of the course is a paper in which the student will design and explain her own dynamic model.

### **ECON4198 Optimization In Economics**

#### **3 Credits**

*Prerequisites: MATH1101, ECON2183, and ECON3184*

The course is designed to enable students to obtain a rigorous mathematical background to optimization techniques used in economics and finance. It revises mathematical tools for optimization from economic viewpoint including interpretation of necessary and sufficient conditions, dual optimization problems, and uncertainty/ dynamic aspects of most economic problems, in particular the main models and statements of microeconomic theory. The level of quantitative content is high enough to require strong inclination for mathematics.

## **The Guidelines for**

### **ECON4183 Honors Thesis**

#### **Introduction**

The economics department offers an opportunity for students to do independent research in consultation with a faculty advisor. Students interested in doing an Honors Thesis must set up an appointment with a faculty member who may specialize in the student's potential topic.

#### **What are the eligibility requirements?**

In order to register in ECON 4183 Honors Thesis, students must have a 3.4 cumulative grade point average after completing 90 credits; have a grade of B+ or higher in applied econometrics and econometric methods courses; submit an Honors Thesis Proposal that states comprehensively the thesis topic and plans; and obtain a written acceptance from the faculty advisor.

#### **Writing the Honors Thesis**

The thesis should analyze an economic problem. It should follow the structure of a journal article: An introduction, an explanation of the methodology used, an evaluation of the data, and conclusions.

The paper should be at least 30 – 40 pages long, with supporting data, graphs and appendices. It should present quantitative work as well as theory.

Students should follow: *The Chicago Manual Style: The Essential Guide for Writers, Editors, and Publishers* (14th Edition) (September 1993, University of Chicago Press: ISBN: 0226103897).

#### **Grading of the Honors Thesis**

The thesis is graded on a traditional plus/minus grading scale (e.g., A, A-, B+).

The lowest acceptable grade is “B-.” Six credits will be awarded.

The faculty advisor will determine the final grade based on the quality of the thesis and on feedback from two faculty members.

The following criteria will be applied:

- a. Is the argument of the thesis sound?
- b. Do valid evidence and examples support the argument of the thesis?
- c. Is the essay well organized? Are the parts arranged in a clear sequence?
- d. Is the essay well researched?
- e. Is the thesis well presented?
- f. Are there mistakes in usage or spelling?

### Typical BAE Curriculum

Year	Semester		Course code	Course name	Credits
Year 1	Semester 1	1	ENG110X	Academic Listening	3
		2	ENG110X	Academic Speaking	3
		3	CIT1712	Introduction to Computers	3
		4	KAZ130X II	Kazakh Language - I	3
		5	GER-D	GER Disciplines	3
Year 1	Semester 2	1	ENG120X	Academic Listening	3
		2	ENG121X	Academic Reading and Writing	3
		3	HIST1501	History of Kazakhstan	3
		4	KAZ130X II	Kazakh Language - II	3
		5	GER-D	GER Disciplines	3
Year 2	Semester 3	1	MATH1101	Math. Methods for Business and Social Sciences	3
		2	ECON1103	Introduction to Microeconomics	3
		3	ECON1102	Introduction to Macroeconomics	3
		4	CRE	College Required Elective	3
		5	GER-D	GER Disciplines	3
Year 2	Semester 4	1	ECON2181	Intermediate Microeconomics	3
		2	ECON2182	Intermediate Macroeconomics	3
		3	ECON1183	Introduction to Statistics	3
		4	MATH1102	KIMEP Wide Elective	3
		5	GER-D	GER Disciplines	3
Year 3	Semester 5	1	ECON3186	Applied Microeconomics	3
		2	ECON3185	Applied Macroeconomics	3
		3	ECON3189	Economy of Kazakhstan	3
		4	ECON1104	Stat. methods in Economic Analysis	3

Year 3	Semester 6	5	GER-D	GER Disciplines	3
					15
		1	ECON2183	Mathematical Economics	3
		2	ECON3184	Econometric Methods	3
		3	GER-E	GER Electives	3
		4	Kimep Elective	KIMEP Wide Elective	3
		5	CRE	College Required Elective	3
					15
Year 4	Semester 7	1	ECON4185	Applied Econometrics	3
		2	ECON3112	International Trade	3
		3	CRE	College Required Elective	3
		4	ELECTIVE	Economics Electives	3
		5	ELECTIVE	Economics Electives	3
		6	ECON3104	Research Methods and Methodology	3
					18
Year 4	Semester 8	1	ECON3111	International Finance	3
		2	ELECTIVE	Economics Electives	3
		3	ELECTIVE	Economics Electives	3
		4	ELECTIVE	Economics Electives	3
		5	Kimep Elective	KIMEP Wide Elective	3
		6	GER-D	GER Disciplines	3
					18

## MASTER OF ARTS IN ECONOMICS (MA)

### Mission

The MA program primarily prepares future decision makers for the Central Asian economy, which comprises five developing national economies still in the throes of transition to markets. Because of their regional importance, financial economics, public policy economics, and international economics are strengths of the program. The program emphasizes rigor in regional economic applications. It takes a select group of mature individuals through intensive and rigorous coursework that develops analytical skills and economic intuition. The curriculum is flexible, but it does not compromise the quality of education. Students receive a graduate education that is comparable to that of a typical accredited university in North America.

Though the program is small, its 46 regular offerings are diverse. Small classes, averaging fewer than 20 students in core courses and fewer than 10 in electives, afford more faculty attention to the student than most larger programs can provide.

This quantitative program is designed for students with undergraduate degrees. After completing the core courses in Microeconomics, Macroeconomics, Econometrics and Applied Economics, students may specialize in

- ❑ International Economics
- ❑ Public Policy Economics
- ❑ Financial Analysis

### **Opportunities and Achievements**

A graduate with a M.A. in economics has the skills to pursue many career opportunities: economic/financial advisor, banker, consultant, manager, entrepreneur, government official, professor, econometrician, etc. Graduates with talent and motivation are well prepared for doctoral studies in economics abroad. KIMEP graduates have studied at the London School of Economics and Political Science, at the University of Reading in Great Britain, and in the United States in Colorado, Delaware, Iowa State, Kentucky, Massachusetts, and Illinois.

During the summer, the student may attend classes abroad through KIMEP exchange programs. Several of our students were invited to international conferences to present papers prepared in KIMEP courses. Many scholarships are awarded every year by the SOROS Foundation; they help pay for tuition and accommodations for out-of-Almaty residents. The best second-year students are offered research and tutorial part-time assistantships within our program. Several graduates have been retained as lecturers.



## Graduate Curriculum

### Break-Down of Credits

Course type	Number of credits
Core Courses	27
Major Electives	12
Thesis or Research Project	3 (research paper) or 6 (thesis)
KIMEP Free Electives	3 (thesis) or 6 (research paper)
<b>Total Required for Graduation</b>	<b>48</b>

**Core Courses: 27 credits**

**We offer these courses every year**

Course code	Title of the course	Credits
ECON5011	Probability Theory and Statistics	3
ECON5012	Econometrics I	3
ECON5013	Econometrics II	3
ECON5021	Microeconomics I	3
ECON5022	Microeconomics II	3
ECON5031	Macroeconomics I	3
ECON5032	Macroeconomics II	3
ECON5801 or ECON5802	Research Methods and Methodology or Applied Economics	3
ECON5815	Mathematical Economics	3

### **Major Electives (ME): 12 credits**

\*Thesis or Research Project: 3 or 6 credits

\* During the second year, all students must either write and defend a thesis or write an economic research project. The thesis counts for 6 credits; the research project counts for 3 credits. The thesis is supervised by a faculty member, reviewed by two reviewers, and defended during a final oral examination. To register for the thesis credits, the student must have completed first-year courses with a GPA no less than 3.33. To register for research project credits, the student must have passed all first-year courses. The project is supervised by a faculty member and reviewed by another faculty member. There is no defense or oral examination for the project.

### **KIMEP Free Electives: 3 or 6 credits**

The writer of a thesis must take 3 credits in free electives, which may be outside the economics department. The writer of a research project must take 6 credits in free electives, which also may be outside the economics department.

### **Economics Electives for Specializations (Major Electives)**

The specializations are International Economics, Public Policy Economics, and Financial Analysis. Students may graduate with or without a specialization. For a specialization, the student must complete 12 credits of the economic electives listed below in the specific area. Only immediate prerequisites are listed; these prerequisites may have other prerequisites.

Students who do not choose to specialize must take 12 credits of electives in addition to the number of credits of free electives required in the section above. Of the 12 additional elective credits, as many as 9 may be outside the economics department for the writer of a thesis; and as many as 6 may be outside the economics department for the writer of a research project. A list of all economics electives in the MAE program is given below.

### **International Economics**

This specialization addresses both globalization and Kazakhstan as a transition economy. Specialists must take at least 4 of the following 7 courses:

Course code	Course Name
ECON5142	International Trade
ECON5143	International Finance
ECON5232	Financial Management in Commercial Banks
ECON5147	World Commodity Markets
ECON5178	Foreign Investment in Kazakhstan
ECON5191	Development Economics
ECON5198	Regional Economics

### **Public Policy Economics**

This specialization addresses the government's role in the economy. Specialists must take at least 4 of the following 19 courses:

Course code	Course Name
ECON5226	Industrial Organization
ECON5261	Public Economics I
ECON5262	Public Economics II
ECON5264	Public Choice
ECON5266	Taxation
ECON5274	Law and Economics
ECON5232	Financial Management in Commercial Banks
ECON5334	Monetary Economics
ECON5276	Institutional Economics
ECON5281	Environmental Economics
ECON5284	Environmental Policy
ECON5191	Growth and Development Economics
ECON5283	Resource Economics
ECON5285	Energy Economics
ECON5290	Health Care Economics
ECON5294	Transition Economics
ECON5295	Population Economics
ECON5142	International Trade
ECON5143	International Finance
ECON5296	Labor Economics
ECON5825	Project Analysis

### **Financial Analysis**

Unlike the Finance major in the Department of Business Administration, this specialization uses a technical approach that develops analytical abilities. For some courses, knowledge of Statistics and Algebra is important, even though these courses are not mentioned explicitly as prerequisites. Specialists must take at least 4 of the following 13 courses.

Course code	Course Name
ECON5318	Futures, Options and Other Derivatives
ECON5051	Money and Banking
ECON5352	Financial Institutions
ECON5232	Financial Management in Commercial Banks
ECON5353	Mathematical Theory of Finance
ECON5354	Financial Economics
ECON5355	Advanced Financial Derivatives
ECON5356	Commodity Exchanges
ECON5358	Actuarial Mathematics
ECON5334	Monetary Economics
ECON5357	Financial Economic Modeling
ECON5370	Economics of Risk Management
ECON5371	Financial Risk Management
ECON3351/ 5351	Foreign Exchange Markets
ECON3359/ 5359	Investment in Emerging Markets

### **List of Economics and Some Non-economics Electives**

ECON5051 Money and Banking  
ECON5081 Macroeconomics for Managers  
ECON5082 Microeconomics for Managers  
ECON5142 International Trade  
ECON5143 International Finance  
ECON5147 World Commodity Markets  
ECON5178 Foreign Investment in Kazakhstan  
ECON5191 Growth and Development Economics  
ECON5198 Regional Economics  
ECON5226 Industrial Organization  
ECON5232 Financial Management in Commercial Banks  
ECON5261 Public Economics I  
ECON5262 Public Economics II  
ECON5264 Public Choice  
ECON5266 Taxation  
ECON5274 Law and Economics  
ECON5276 Institutional Economics  
ECON5281 Environmental Economics  
ECON5283 Resource Economics  
ECON5284 Environmental Policy  
ECON5285 Energy Economics  
ECON5286 Agricultural Economics  
ECON5294 Transition Economics

ECON5295 Population Economics  
 ECON5296 Labor Economics  
 ECON5318 Futures, Options and Other Derivatives  
 ECON5334 Monetary Economics  
 ECON5351 Foreign Exchange Markets  
 ECON5352 Financial Institutions  
 ECON5353 Mathematical Theory of Finance  
 ECON5354 Financial Economics  
 ECON5355 Advanced Financial Derivatives  
 ECON5356 Commodity Exchanges  
 ECON5357 Financial Economic Modeling  
 ECON5358 Actuarial Mathematics  
 ECON5359 Investment in Emerging Markets  
 ECON5370 Economics of Risk Management  
 ECON5371 Financial Risk Management  
 ECON5801 Research Methods and Methodology  
 ECON5802 Applied Economics  
 ECON5803 History of Economic Thought  
 ECON5814 Economic and Business Forecasting  
 ECON5816 Optimization in Economics  
 ECON5824 Economics for Managers  
 ECON5825 Project Analysis  
 ECON5828 Information Economics  
 ECON5899 Special Seminar in Applied Economics  
 AC5201 Financial Accounting for Managers (given by the DBA program)  
 CIT3722 C++ (given by the Computer Center)  
 FN5202 Advanced Corporate Finance (given by the DBA program)

### Typical Curriculum for M.A. in Economics

<b>Fall</b>		<b>Spring</b>	
<i>Semester 1</i>		<i>Semester 2</i>	
<i>Course Name</i>	<i>Credits</i>	<i>Course Name</i>	<i>Credits</i>
Microeconomics I	3	Microeconomics II	3
Macroeconomics I	3	Macroeconomics II	3
Probability Theory and Statistics; Mathematical Economics	6	Econometrics I	3
English		Applied Economics or Research Methods and Methodology	3
		English	
Subtotal	12	Subtotal	12
<i>Semester 3</i>		<i>Semester 4</i>	
<i>Course Name</i>	<i>Credits</i>	<i>Course Name</i>	<i>Credits</i>
Econometrics II	3	Elective	3
Elective	3	Elective	3

Elective	3	Thesis	6
Elective		English	
English			
Subtotal	12	Subtotal	12

### **Pre-MA courses**

Intensive pre-M.A. courses are offered in summer for all new M.A. students who have not taken similar or more advanced courses. The courses are:

Intermediate Microeconomics ECON2181  
Intermediate Macroeconomics ECON2182  
Methods of Mathematics ECON5103

The lowest acceptable grade is a B-, unless the course description indicates otherwise.

### **The student may have Pre-MA courses waived if:**

1. He has taken university-level or more advanced courses, such as Mathematical Analysis (Calculus) or Higher Mathematics, in the case of Methods of Mathematics; and Macroeconomics as well as Microeconomics, in the case of Intermediate Microeconomics and Intermediate Macroeconomics;
2. The number of credit hours for each course corresponds to 3 credits in the local system; and
3. The grade is Good or Excellent (not Satisfactory, Unsatisfactory, or Pass/Fail).

To obtain a waiver, the applicant must submit a certified translation in English of his transcript.

The Chair of the Economics Department can make exceptions. In particular, item (2) can be dropped if there is sufficient evidence that the applicant has been doing research in economics.

All courses can be taken in one of the two regular 15-week semesters (fall and spring), while several others are offered again during a 7-week intensive summer semester. Not all courses are offered each academic year (depending on the demand for and availability of faculty), but the prerequisite(s) are strictly observed in granting enrollment. Those who plan to enter the M.A. program can take courses in Intermediate Economics instead of Pre-MA courses.

*KIMEP requirements.* In addition to these departmental requirements, KIMEP also imposes several English requirements that depend on the test scores of the entering student. All entering masters students who passed KEET scores and other entrance qualifications still must complete four non-credit English courses at the beginning of the MAE program. These courses will cover the same subjects (Academic Speaking, Academic Listening I and II, Academic Reading and Writing) as the courses required of undergraduate students.

KIMEP recommends that the student take the first two courses in the Summer 1 term and the second two in the Summer 2 term. If a student cannot follow this schedule, then he may be able to take the third and fourth courses in the fall, at the same time as core courses in the MAE program.

Finally, the Masters student must also take (preferably in the first year) a special-purpose English course offered by the department. This course will earn credit. Either Applied Economics or Research Methods and Methodology will fulfill this requirement.

Incoming students skilled in English may test out of either the first two or all four of the required non-credit English courses by scoring well on a diagnostic test of English proficiency. The Testing Center gives this test, developed by the Language Center, before the start of each term in the year (Summer 1, Summer 2, Fall, and Spring). However, no student may test out of the one credit-bearing English course included in the masters program requirements.

Holders of KIMEP bachelors degrees will not receive automatic waivers of the non-credit English courses. They may take the diagnostic test and qualify for waivers like other students.

Students entering the MAE program may submit results of a recognized English proficiency test (e.g., TOEFL or IELTS) in applying for waivers from some or all of the non-credit English courses.

Students who failed KEET may still qualify for provisional entry into the MAE program. Upon completing the provisional program, they may take KIMEP's diagnostic test in a bid for waivers of the non-credit English courses, like regular students.

### **Credit transfer policy**

The student may request a credit transfer in writing from the Director of the MA program. The request must be supported with the course syllabus and transcript, as well as with an official translation to English of both documents. The Director decides whether to transfer credit.

If the semester in which the relevant course is taught has not started, then the decision must be made within 2 weeks of the date on which the student filed the request but not later than three days after the end of the registration period. If the semester has started, then the decision must be made in 3 days. The student is responsible for any delays in registering for courses or in adding or dropping them.

In case of a refusal to transfer the credit, the student may appeal to the Chair of Economics Department. The Chair will create an ad hoc Credit Transfer Committee. The committee chair cannot be the same person as the Graduate or Undergraduate Director. The Committee must decide within 3 days of the date on which the appeal was filed. The Committee's decisions are final.

All courses can be taken in one of the two regular 15-week semesters, while several others are offered again during a 7-week intensive summer semester. Not all courses are offered each academic year (depending on the demand for and availability of faculty), but the prerequisite(s) are strictly observed for granting enrollment. Those who plan to enter the M.A. program can take courses in Intermediate Economics instead of Pre-MA courses.

## **Independent study**

The primary purpose of independent reading courses is to enable a student to pursue interests that are too specialized to sustain a regular classroom course. There is no limit on the number of such courses that the student may take, but in every case he must first obtain the consent of the instructor.

A secondary purpose of independent reading courses is to enable the student to complete required courses in time for graduation. Any course in this catalog that is not offered in the current semester can be taken as an independent reading course, if the instructor offering the corresponding classroom course consents, and if the Department Chair approves. The opportunity to take such a course may be provided only once to an M.A. student at KIMEP. The necessary fees and the number of credits shall be the same as for the corresponding classroom course.

In any event, independent reading courses emphasize reading and writing. The student must not expect nearly as much contact time with his instructor as he would receive in a classroom course. The student will complete only the necessary assignments given by the instructor instead of attending lectures. However, the course is at least as rigorous as the corresponding classroom course; under no circumstances may the instructor relax the standards of the course, even in the interests of timely graduation. At the beginning of the course, the instructor must submit, for the approval of the Department Chair, the syllabus, which must require at least as much study time as a normal classroom course (i.e., at least 10 hours of work a week). At the end of the study period, the instructor will submit all the assignments (projects, reports, etc.) written by the student, in addition to the final exam.

## **Fast-Track Master of Arts in Economics**

A KIMEP undergraduate with at least a 3.4 GPA after completing 90 credits, thus qualifying for the Honors Program, may take graduate (5xxx level) economics courses subject to the approval of the academic advisor and of the course instructor. If passed, these courses will count towards both the BAE and the MAE degrees, thereby reducing the total number of credits required for graduation with both degrees.

Upon completing the required 122 credits, the student will qualify for a BAE degree. Of these 122 credits, graduate credits may comprise any number, subject to the stipulations listed in the BAE curriculum. These graduate credits may also count toward the student's MAE degree (as well as toward his BAE degree), subject to the stipulations in the MAE curriculum. To count a credit towards both his undergraduate and graduate degrees, the student must earn at least a B- in the 5xxx course.

In addition, the KIMEP undergraduate who qualifies for honors may count, toward his MAE degree, up to 12 credits earned in undergraduate economics courses numbered 3xxx or above, provided that he earns at least a B+ in each course and provided that he writes a substantial research paper in each course. Research papers written by teams of students cannot be accepted. These courses will count toward the student's electives requirement in the MAE degree. He cannot substitute undergraduate courses for the core courses or for the requirement of a thesis or research project; and he cannot substitute a non-economics course for a requirement of an economics elective.

KIMEP undergraduates who do not qualify for the Honors Program may nonetheless take a limited number of courses that would count towards both the BAE and the MAE degrees. Of the 48 credits required for the MAE, the undergraduate may take up to 12 credits as undergraduate economics courses numbered 3xxx or above, subject to the stipulations given in the paragraph above.

Similar incentives are available to non-KIMEP undergraduates, subject to the stipulations already given. In addition, they must provide a syllabus, in English, of each upper-level undergraduate economics course for which they wish to claim graduate credit in KIMEP's MAE program, as well as a transcript demonstrating a grade of at least a B+ in that course. They must also provide evidence of a substantial research paper written in the course. Using this information, the Director of the Graduate Program may approve or reject the undergraduate course for graduate credit. The Director may approve, for graduate credit, as many as 12 undergraduate credits earned at an institution other than KIMEP.

### **JOINT KIMEP-UNIVERSITY OF SAN FRANCISCO PROGRAM IN ECONOMICS**

The Joint KIMEP-USF M.A. Program in Economics provides students from Kazakhstan and other Central Asian countries with rigorous studies and training in quantitative and economic analytical skills to pursue career in Financial Economics, Telecommunication Economics, Business Forecasting, and Development Economics.

Furthermore, students would be able to study for one academic year at the USF, in San Francisco, one of the most exciting cities in the world. The USF, founded in 1855, has been ranked by the U.S. News and World Report in the top third of 400 universities in the USA.

The program prepares graduates for work as researchers, policymakers and practitioners. Students can become financial and investment analysts, commodity analysts, market analysts, government policy makers, bankers, investment managers, and both research and teaching economists. In addition, graduates are well prepared to pursue Ph.D. studies in economics at Western universities.

#### **Credit requirements and composition**

24 credits: 21 hours from core courses in Economics at KIMEP; and 3 hours from Public Economics I, International Trade, International Finance, Research Methods and Methodology, Mathematical Economics, or Probability Theory and Statistics.

A comprehensive exam in the core subject material after first-year coursework at KIMEP.

18 credits from economics courses at the USF.



## **DESCRIPTION OF COURSES**

### **ECON5011 Probability Theory and Statistics**

#### **3 Credits**

This course covers all topics necessary for Econometrics, Actuarial Finance, Financial Economics, and Derivatives Securities. Those topics include: the notions of a probability space, expected value, distribution function, characteristic function, and various statistics. The basics of stochastic processes are also considered.

### **ECON5012 Econometrics I**

#### **3 Credits**

*Prerequisites: ECON5104*

Econometrics can be considered as the integration of Economics, Mathematics and Statistics for the purpose of estimating economic relationships for making forecasts, and policy decision-making. The course enables students to understand necessary statistical concepts in econometric methods. These are probability and probability distributions; testing of hypotheses; correlation and regression analysis.

### **ECON5013 Econometrics II**

#### **3 Credits**

*Prerequisites: ECON5012*

This course extends Econometrics I. The problem of violations of assumptions of the classical linear regression model will be considered in more detail. In addition, we consider the following topics on single equation estimation: distributed lag models, causality problems, logit and probit models, and dummy variables. We will also analyze simultaneous equation models and the methods of their estimations. The course will include a brief introduction to time series analysis. The statistical package Eviews will be used.

### **ECON5021 Microeconomics I**

#### **3 Credits**

This course will cover consumer and producer theory; welfare measures and comparative statics analysis; and general equilibrium analysis. Students will learn to analyze the economic structure in an environment with perfect information, enforceability, limited market power and no externalities.

### **ECON5022 Microeconomics II**

#### **3 Credits**

*Prerequisites: ECON5021*

This course extends the analysis of the economic equilibrium to the environment with time, uncertainty and asymmetric information in the presence of externalities and of market power.

### **ECON5031 Macroeconomics I**

#### **3 Credits**

The main objectives of this course include a rigorous treatment of standard macroeconomic theory. Keynesian Theory will be analyzed through integration of the product and financial markets (i.e., the IS-LM model). The Monetarist and the New Classical (Rational Expectations) Models will be discussed from the choice-theoretic point of view. Other topics include: Stabilization policy with international linkages, the aggregate production function, and economic growth.

## **ECON5032 Macroeconomics II**

### **3 Credits**

*Prerequisites: ECON 5031*

This course is designed to provide a deeper knowledge of macroeconomic issues such as inflation, unemployment, the business cycle, and economic growth. This course will cover modern economic models using mathematics. Upon completing this course, students should be familiar with modern macroeconomic issues and analysis. The course combines theoretical and empirical approaches.

## **ECON5051 Money and Banking**

### **3 Credits**

*Prerequisites: ECON 5031*

This course deals with the influence of monetary and financial variables on the domestic and international economy, the nature and role of financial intermediaries, the structure of banking systems, and their relationships to monetary statistics and variables.

## **ECON5081 Macroeconomics for Managers**

### **3 Credits**

Managers must be aware of how the macroeconomic environment affects business activity and of the economic implications of their decisions. Managers must understand basic macroeconomic principles and theories in order to make informed daily decisions.

## **ECON5082 Microeconomics for Managers**

### **3 Credits**

This course aims to provide students with comprehensive coverage of intermediate microeconomics. The lectures will cover areas such as consumer behavior, theory of the firm; production and cost functions, market structure and game theory. The lectures will emphasize equipping students with tools and techniques for solving practical microeconomic problems.

## **ECON5103 Methods of Mathematics**

(This course is not credited towards the MA degree)

This course is equivalent to MATH1102 Calculus.

## **ECON5142 International Trade**

### **3 Credits**

*Prerequisites: ECON5021*

This course is designed to cover the basic topics in the theory of international trade including gains from exchange and specialization, factor and goods prices, the theory of tariffs, imperfect competition and trade, distortions in commodity and factor markets, and theories of economic integration. It is part of a two-course sequence in international economics, although it can be taken alone. A basic undergraduate course in international trade would be useful although not necessary. Students are presumed to have had an undergraduate course in intermediate or advanced microeconomic theory. Calculus and basic statistics will be used throughout the course. Topics include: Ricardian theory of comparative cost; the Heckscher-Ohlin model and factor abundance trade; Increasing returns and product differentiation; factor movements; commercial policy -- tariffs, quotas, export subsidies, and infant industry arguments; international oligopoly and strategic trade; and theories of economic integration -- free trade areas and customs unions.

### **ECON5143 International Finance**

#### **3 Credits**

*Prerequisites: ECON5031*

This course deals with topics in international macroeconomics, international financial markets, and in institutional aspects of the international monetary system. It is part of a two-course sequence in international economics, although it can be taken alone. A basic undergraduate course in both international trade and in international finance and money would be useful although not necessary. Students are presumed to have had undergraduate courses in macroeconomics and microeconomics. Calculus and basic statistics will be used throughout the course. The eclectic nature of the field means that only a limited number of topics can be covered. The course will emphasize alternative theories of the balance of payments, of international asset markets, and of the exchange rate. The final part of the course will deal with contemporary policies in the international monetary system.

### **ECON5147 World Commodity Markets**

#### **3 Credits**

*Prerequisites: ECON 5021*

This course is designed to provide wide knowledge of commodities traded in international markets. By completing this course, students should be able to understand the practice of international trade of major raw materials as well as advanced trade methods. The trade of currency, as a major commodity, will be also discussed. Since commodity trade is used to avoid risk from uncertainty, a theory of uncertainty and information will be introduced in the beginning to provide background. A presentation will help the students to have deeper knowledge of the commodity in which they are interested.

### **ECON5178 Foreign Investment in Kazakhstan**

#### **3 Credits**

*Prerequisites: ECON5031*

This class examines the legal framework as well as the political and economic issues related to foreign investments in Kazakhstan. It discusses the regulatory system in Kazakhstan related to foreign investments and to the regulations on foreign capital. Contract law and a foreigner's legal rights are detailed as well. Other topics include a description of laws applying to particular transactions, a summary of issues related to foreign investments, a description of taxes applying to foreign investments and to local companies, and recent developments in foreign investment laws. Setting up in Kazakhstan, labor law, intellectual property, antitrust, capital markets, and privatization transactions are also covered.

### **ECON5181/ECON2181 Intermediate Microeconomics**

### **ECON5182/ECON2182 Intermediate Microeconomics**

(These courses are not credited towards the MA degree)

These pre-M.A. courses are mandatory for new M.A. students who have not taken similar courses. They are equivalent to taking undergraduate Intermediate Microeconomics ECON2181 and Intermediate Macroeconomics ECON2182.

### **ECON5190 Health Economics**

#### **3 Credits**

*Prerequisites: ECON5021*

The course analyzes health care provision as a public and private good. Health insurance as well as social costs and benefits of health care provision are discussed. International experience in

providing health care is analyzed, as are externalities in consumption and provision of health care. Additional topics may include implications of intellectual property rights, international trade in health care services, globalization and technological impact on economics of health care.

### **ECON5191 Growth and Development Economics**

#### **3 Credits**

*Prerequisites: ECON5031*

This course will cover case studies of development; theories of growth and economic development; institutions and laws promoting development; project appraisal; trade policies; and economic development in selected regions. This course usually consists of seminars.

### **ECON5198 Regional Economics**

#### **3 Credits**

*Prerequisites: ECON5021*

The course will focus on industrial location, hierarchical structure of regions, migration of people, and growth and decline of regions. The course will cover economic theories of the nature and function of cities with emphasis on classical location theory. The theory of urban and regional planning in a market economy will be also considered. The course will examine selected problems, e.g.: Housing, land-use and transportation; urban economic history; regional development; and fiscal federalism.

### **ECON5226 Industrial Organization**

#### **3 Credits**

*Prerequisites: ECON 5022*

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.

### **ECON5232 Financial Management in Commercial Banks**

#### **3 Credits**

The course covers the most important topics concerning financial management of commercial banks, starting with organizational issues and finishing with an analysis of assets and liabilities. The course aims to give students an understanding of how commercial banks work.

### **ECON5261 Public Economics I**

#### **3 Credits**

*Prerequisites: ECON5021*

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.

## **ECON5262 Public Economics II**

### **3 Credits**

*Prerequisites: ECON5261, ECON5031*

The course will fully analyze the economics of taxation. It will discuss both the theories and the real-world application of the consumption tax, the value-added tax, the income tax, the gift and estate tax, the excise tax, and the corporation tax. Other topics: the measurement of excess burden; the Harberger general equilibrium model; the tax in an international environment; the tax system in developing countries; and fiscal federalism, which analyzes the allocation of functions among national and sub-national levels of government.

## **ECON5264 Public Choice**

### **3 Credits**

*Prerequisites: ECON5261, ECON5021*

This study of political behavior uses economic tools. The topics: direct democracy and representative democracy, voting behavior, agenda manipulation, social welfare functions, institutional roles, the logic of collective action and its application in the rise and the decline of nations, corruption, and special interest group politics.

## **ECON5266 Taxation**

### **3 Credits**

*Prerequisites: ECON5021*

This is an introduction to the study of modern taxation. This course begins with an overview of the need for taxes as the base of a country's fiscal affairs and of its economic development. Topics include a review of many taxes including the individual income and corporate income taxes: the value-added tax; international sales, excise and use taxes under the General Agreement on Tariffs and Trade; and death, inheritance and estate taxes. The course will study the methodology of taxes -- i.e., how a nation collects its taxes. The course will focus on understanding the need to balance fairness and ease of administration.

## **ECON5274 Law and Economics**

### **3 Credits**

*Prerequisites: ECON5021*

Disputes about law often involve predictions about how people will respond to legal stipulations and institutions. In recent years, law has been deeply influenced by economics and psychology, which provide behavioral theories to guide predictions. Economics and psychology have also increasingly influenced each other. This development is challenging because the assumptions and methods of economics and psychology differ markedly from each other. Economics is relatively analytical and statistical whereas psychology is more intuitive and experimental. The topics to cover remain flexible and will be adjusted as the class unfolds. Topics 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.

### **ECON5276 Institutional Economics**

#### **3 Credits**

*Prerequisites: ECON5031*

Institutions include both general social rules -- social conventions, norms, and legal rules -- and organizational forms that arise and function within the framework of general rules such as firms. All economic activity is embedded in the framework of institutions, both formal and informal. Institutions constrain and enable economic activity, mold economic organizations, and deeply affect resource allocation, income distribution, and growth. Furthermore, economic interests can generate actions that will affect the formation and change of institutions over time. The discussion will begin with a brief historical overview of attempts to incorporate institutions into economics, and it will then treat in detail the central methodological and theoretical issues, including the analysis of work on methodological individualism and holism, rational choice and rule following, the emergence and change of social conventions and norms, property rights, common law and judicial decision making, government and political decision making, markets, and firms. Finally, links between institutional economics and current work in other social sciences will be discussed.

### **ECON5281 Environmental Economics**

#### **3 Credits**

*Prerequisites: ECON5021*

This course mainly concerns the efficient allocation of environmental services, which the free market normally will not adequately provide. The course analyzes: Externalities in some depth; the effects of uncertainty on the government's choice between price and quantity controls to ensure environmental quality; market power exercised by providers of environmental quality; and nonconvexities in the marginal social damage function. The course elaborates on the design of environmental policy: Pollution taxes, marketable permits, and the command-and-control method. Other topics include: Property rights and the Coase theorem; the measurement of benefits via contingent valuation and travel cost methods; cost/benefit analysis and social preference; and specific examples from Kazakhstan.

### **ECON5283 Resource Economics**

#### **3 Credits**

*Prerequisites: ECON5021*

This course analyzes the allocation of natural resources. It first presents the standard static competitive equilibrium; then it introduces externalities, dynamics, imperfect competition, taxes, and uncertainty. The analysis distinguishes between exhaustible and renewable resources. Topics include the allocation of specific resources (minerals, oil and gas, water and forests); long run markets; cost/benefit analysis; and present value.

### **ECON5284 Environmental Policy**

#### **3 Credits**

*Prerequisites: ECON5021*

This course seeks to develop student capabilities for analysis and decision-making in environmental economic policy. The course will also provide a comparative perspective on environmental policies in the U.S. and in Central Asia.

**ECON5285 Energy Economics****3 Credits**

*Prerequisites: ECON5021*

This course applies economic models to markets for oil, gas, coal, electricity, and renewable energy resources. Models, modeling techniques, and issues examined include supply and demand, market structure, transportation models, game theory, futures markets, environmental issues, energy policy, energy regulation, input/output models, energy conservation, and dynamic optimization. The course emphasizes the development of appropriate models and their application to current issues in energy markets. It will analyze pricing policies of OPEC and other oil exporting countries, taxation policies, and the deregulation of world energy markets.

**ECON5286 Agricultural Economics****3 Credits**

The course is primarily a microeconomic study of the organization and operation of the rural system. The course focuses on economic decisions and policy issues related to agricultural, food and natural resource firms, markets and institutions. We will apply general principles of managerial economics to agricultural markets as found in producer/first handler levels all the way through retail marketing. The course covers government and agricultural policies as well as consumer issues.

**ECON5294 Transition Economics****3 Credits**

*Prerequisites: ECON5031*

This seminar course studies the socio-economic transition from communism to capitalism as the most prominent current transformation of one economic system to another. This course consists of: (1) lectures on general themes to impart economic understanding of main traits of this transition (such as macro stabilization, privatization and restructuring); and (2) presentation and discussion of papers by students on selected aspects of economic transition, preferably in Kazakhstan.

**ECON5295 Population Economics****3 Credits**

This course begins with a discussion of basic demographic methods and then takes up topics in population analysis of interest to economists. Topics include: Malthusian Theory; the economic consequences of population growth; the economics of fertility, mortality and migration; aging and intergenerational transfers. Applications to development, labor, public finance, and other fields of economics may be included.

**ECON5296 Labor Economics****3 Credits**

*Prerequisites: ECON5021*

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.

### **ECON5318 Futures, Options and Other Derivatives**

#### **3 Credits**

*Prerequisites: ECON5011*

This course presents the main financial instruments: future and forward contracts, options, and other derivatives used on world markets as well as the basic principles of trading techniques. A graphical representation of payoffs makes the initial analysis easier. The next step is to study formulas for valuation of those instruments during their lives. We will analyze how the markets operate and who the players are. After that, we will discuss futures markets and the use of futures for hedging. We will discuss how forward and futures prices are related to the price of the underlying asset. We will use the Black-Scholes-Merton model of option pricing including the contracts on stock indices as well as foreign currencies and commodities. Swaps and options markets will also be detailed.

### **ECON5334 Monetary Economics**

#### **3 Credits**

*Prerequisites: ECON5032*

This course first covers such basic concepts as the demand for and 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 of money as well as Cagan's study of hyperinflation. Then it deals with the contemporary theories of monetary policy, including those addressing the choice between rules and discretion and the choice of monetary regime.

### **ECON3351/5351 Foreign Exchange Markets**

#### **3 Credits**

*Prerequisite: ECON5031*

The course aims to provide the students with understanding of the global foreign exchange (forex or FX) markets. It will emphasize the practical side of currency dealing by equipping with the toolkit of either the foreign exchange dealer or the forex market analyst. The course includes a margin trading game with Internet demo accounts, which will let students learn the ropes of forex trading. The course covers fundamental analysis of foreign exchange, technical analysis of FX markets, and principles of currency dealing in Kazakhstani banks

### **ECON5352 Financial Institutions**

#### **3 Credits**

*Prerequisites: ECON5031*

The course introduces basic concepts and vocabulary relating to the operation of the financial system; explores fundamentals of interest rates, bond pricing, bond yields, and interest rate risk; provides in-depth study of commercial banks; examines the regulatory environment affecting banks and other financial institutions; surveys important non-bank financial intermediaries--savings and loan associations, mutual savings banks, credit unions, insurance companies, pension funds, investment banks, finance companies, venture capitalists, and investment funds; and considers the future of the financial system. The course attempts an overview of the main financial institutions in developed economies. Students who successfully complete the course will be able to demonstrate an awareness of modern financial institutions and will be able to comment on policy issues that affect the economic environment in which the institutions operate.



### **ECON5353 Mathematical Theory of Finance**

#### **3 Credits**

*Prerequisites: ECON5011, ECON5815*

This advanced course studies modern theories used for financial instruments valuation. It is heavily based on the theory of stochastic processes, and it requires a deep understanding of probability theory. One example of the models considered is the famous Black-Scholes Model. Emphasis is on theory, rather than on applications, which distinguishes this course from the Derivative Securities course.

### **ECON5354 Financial Economics**

#### **3 Credits**

*Prerequisites: ECON5021, ECON5012*

This is a survey of theoretical models and empirical evidence regarding financial decisions. The expected utility theory and various measures of risk are analyzed and applied to obtain specific models for valuing financial instruments. The Capital Assets Pricing Model and the Arbitrage Pricing Theory are studied as well as other theories. Research about testing models is reviewed.

### **ECON5355 Advanced Financial Derivatives**

#### **3 Credits**

*Prerequisites: ECON5012 and ECON5318*

This course provides an advanced treatment of financial derivatives that goes beyond the course materials discussed in the course Futures, Options and Other Derivatives (Econ 5318). Besides futures and options, this course will discuss volatility smiles, value at risk, credit risk and credit derivatives, exotic options, interest rate derivatives; standard market models, models of the short rate, and HJM and LMM; martingales, measures and Real Options.

### **ECON5356 Commodity Exchanges**

#### **3 Credits**

*Prerequisites: ECON5051*

The course will survey the existing formal exchanges, describe their fundamental organization, and examine variations among them. The role of margin systems, exchange regulation, and trading systems will be explored, as will be the styles of trading of individual participants. The major international exchanges like the Chicago Board of Trade, the New York Commodity Exchange, and The London Metals Exchange will be given as cases with comparisons to structures and issues at the two exchanges in Almaty -- AFINEX and the Agro-Industrial Exchange.

### **ECON5357 Financial Economic Modeling**

#### **3 Credits**

*Prerequisites: AC1201 of MBA, ECON5318 or ECON5354*

There are hundreds of financial instruments on the market. Economists study their behavior, develop theoretical models that can be programmed on the computer, and test the models using data. This course concentrates on the step from the models to their implementation on the computer. It has important applications to portfolio hedging and rebalancing.

### **ECON5358 Actuarial Mathematics**

#### **3 Credits**

*Prerequisites: ECON5011*

Actuarial science initially emerged as a foundation for insurance systems. Later it evolved to a set of models that integrate life contingencies into a risk theory, which has applications in science,

engineering, and management of large organizations. This course highlights the main ideas underlying the risk theory and covers individual and collective risk theories as well as short- and long-term insurance, the latter including life insurance and pensions.

### **ECON3359/ 5359 Investment in Emerging Markets**

#### **3 Credits**

*Prerequisites: ECON5031*

The course aims at comprehensive coverage of what became the best performing financial sector during the recent years of turbulence - the CIS Markets. The students should acquire an understanding of the specific features of the CIS economies. They will also look more closely at the range of CIS financial instruments (including novelties such as certificates of deposit, or CD's) that have become havens for global investors. Course materials and reading will be provided in handouts from analyst reports and research pieces prepared by expert teams from the leading global institutions, specializing in CIS Investment (Kommerzbank, Standard Bank, etc). The course will inspect the Kazakhstani and Russian financial systems; this will offer good training to those with ambitions of working in CIS financial markets.

### **ECON5370 Economics of Risk Management**

#### **3 Credits**

*Prerequisites: ECON5354 (may be taken concurrently)*

This course focuses on the role of risk management in both private and public sectors. It includes a discussion of why firms and government should hedge financial risks, the individual and social gains of financial risk management, the identification and quantification of financial risks (including value-at-risk measures), and of how derivative securities can be used in financial risk management.

### **ECON5371 Financial Risk Management**

#### **3 Credits**

*Prerequisites: ECON5370*

This course covers ways in which financial institutions, corporations, and fund managers can quantify and manage risks. It covers the calculation and use of value at risk, ways of forecasting volatilities and correlations, the quantification of credit risk, and credit derivatives.

### **ECON5801 (3104) Research Methods and Methodology**

#### **3 Credits**

A senior faculty member with an excellent research record will teach this course. The methods and methodology of academic research are studied, using samples of work by outstanding economists. Students are urged to develop their own ideas and projects. The course will guide the student through a substantial amount of writing, including a term paper.

### **ECON5802 Applied Economics**

*Prerequisites: ECON5021, ECON5031, and ECON5012*

This course will guide the student through writing a paper that may apply ideas from advanced microeconomics and macroeconomics as well as from econometrics. It will discuss game theory and applied topics. If time permits, it may also review philosophical theories of research.

### **ECON5803 History of Economic Thought**

#### **3 Credits**

This course traces the evolution of types of economic theory from the 15th century to the present. It places current economic ideas in historical context by surveying the development of economic thought from ancient to modern times. Topics include the Classical school from Smith through Mill; Marxian economics; the Marginalists; Institutional economics; and Keynesian Macroeconomics.

### **ECON5814 Economic and Business Forecasting**

#### **3 Credits**

*Prerequisites: ECON5012*

This course studies quantitative forecasting methodologies to understand their data requirements, computational procedures, limitation of results, and various uses in business and (macro) economic environments. It covers judgmental surveys; time series (the Box-Jenkins approach); and causal (regression simulation) techniques and their combination into least-error and conditional forecasts.

### **ECON5815 Mathematical Economics**

#### **3 Credits**

*Prerequisites: MATH5103 or equivalent*

This course studies mathematical tools required for intermediate economic courses: Notions of convex sets and quasi-convex functions, limits and derivatives, constrained optimization and duality; and techniques of single and multivariable calculus as well as of matrix algebra. It gives rigorous definitions of many basic concepts of economic analysis as well as applications to several less frequently studied economic models (activity analysis and optimal portfolio selection).

### **ECON5816 Optimization in Economics**

#### **3 Credits**

*Prerequisites: ECON5022, ECON5815*

This course presents, with mathematical rigor and economic insight, various optimization techniques used to prove most results in micro- and macroeconomic theory. Topics include generalizations of the Lagrange method, separation of convex sets and concave programming, dynamic programming and the maximum principle, fixed-point theorems, positive quadratic forms, and matrix derivatives.

### **ECON5824 Economics for Managers**

#### **3 Credits**

*Prerequisites: ECON5021*

Courses in microeconomic analysis are reputed to be among the most challenging ones. The reputation is deserved; abstraction and analytical rigor characterize economics. However, economic analysis remains the key to many business decisions. In the course we see how corporate managers and public policy administrators use microeconomics in operations. Real world case studies are extensively used. Topics include optimization techniques, estimating demand functions, business forecasting, production and cost analysis, managing research & development projects, linear programming applications, oligopoly and strategic behavior, pricing techniques and regulation by the government, risk analysis, capital budgeting, and public sector project analysis.

**ECON5825 Project Analysis****3 Credits**

*Prerequisites: ECON 5021*

This course explains how to estimate the economic costs and benefits of a project – be it a new dam or a new research program. It will consider how to infer project values directly from market decisions; and how to infer these values indirectly, via the travel cost method, hedonic methods, contingent valuation (i.e., surveys) and other means. The course will also consider the selection of an appropriate rate at which to discount future benefits and costs. Controversial questions, such as the economic value of a life, will also be explored. The undergraduate course “Project Evaluation” will provide good background for this course.

**ECON5828 Information Economics****3 Credits**

*Prerequisites: ECON5022*

This course studies information as an economic object: Its specifics in production and consumption; its economic effects; and individual decisions with or without it. The course analyzes the new information sector of the economy and its consequences for productivity and globalization. It focuses on an analysis of incomplete and asymmetric information in standard topics of microeconomics. (The mathematical sophistication entailed will depend on the proficiency of students.) The course will study, in detail, adverse selection, signaling, and moral hazard paradigms with consequences for contracts and incentives. It will also address the design of various clearing mechanisms to replace the Walrasian equilibrium with complete information, in particular types of auctions. The course culminates with an introduction to experimental economics with examples from labor market, insurance, and industrial organization.

**ECON5888 Internship in Economics for MA****3 Credits**

*Prerequisites: ECON5021, ECON5031, 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.

**ECON5899 Special Seminar in Applied Economics****3 Credits**

*Prerequisites: 30 credits and faculty permission*

This course is an introduction to applied economic analysis. It will cover a range of standard micro- and macroeconomic modeling methods, with applications from a range of areas of economics. The course is a series of seminars. It requires the student to read more economic literature and to expend more effort than do most courses. Classroom discussion is emphasized.

**ECON5990 Master Research Paper****3 Credits**

*Prerequisites: First year MA coursework*

The project includes independent research in the student's major field of study.

## **ECON5999 Master Thesis**

### **6 Credits**

*Prerequisites: Minimum GPA 3.3 for first year coursework in MA*

The student will undertake independent research in his major field of study and defend his thesis in an oral examination.

## **DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION**

Office # 418, Tel.: (3272) 70-42-96 (ext. 3110);  
e-mail: [jmc-asst@kimep.kz](mailto:jmc-asst@kimep.kz); [jmcteach@kimep.kz](mailto:jmcteach@kimep.kz)

### **Administration**

Brian Farley, Ph.D., Chair  
Hal Foster, Ph.D., Graduate Program Director  
Shiraz Paracha, M.A., Undergraduate Program Director  
Baisalbekova Zhanna, Diploma, Assistant

### **Mission**

The Department of Journalism and Mass Communication provides a path for obtaining practical online, broadcast and print journalism skills. The Department has a well-equipped media laboratory for developing specific skills, such as computer design, news writing and editing, television news production, and strategic public relations campaign creation. The media laboratory also has access to BBC World and CNN, which provide models for discussion and development of broadcast skills. No other school of journalism in Kazakhstan except KIMEP offers you these kinds of opportunities to develop into skilled media professionals.

The Department has strong ties with leaders in international media organizations – The International Center for Journalists (ICFJ) in Washington, BBC World, Friedrich Ebert Foundation, Germany, and Eurasia Foundation, USA. The Department established a special project Annual Summer School for regional journalists of Kazakhstan, which is supported by the U.S. Embassy in Kazakhstan, USAID, British Council in Kazakhstan, OSCE Center in Almaty, and Soros -Kazakhstan Foundation

The Department also has contacts with The Kazakhstani Congress of Journalists, the Eurasian Media Forum, and the Kazakhstani Press Club, among others. And it maintains excellent industry relationships, facilitating second-to-none internship and career opportunities. Among organizations that have hired KIMEP Communications graduates are the 31 Channel Media Holding, the Almaty Herald Newspaper, KTK TV Channel, Khabar TV Agency, the Exclusive magazine, the Eurasia Foundation Central Asia, and UNICEF Kazakhstan.

## UNDERGRADUATE PROGRAM

### BACHELOR OF ARTS IN INTERNATIONAL JOURNALISM (BAIJ)

#### Mission

To prepare a new generation of well trained communicators with foreign-language and technological skills to move Kazakhstan in a global and democratic direction.

The Bachelor of Arts in International Journalism (BAIJ) is a four-year program that primarily enrolls recent high school graduates who want to pursue careers in mass media.

The BAIJ degree requires the completion of 129 credits. Students are assigned three credits for the successful completion of each class. The credits are distributed among General Education Requirements (48), such as History of Kazakhstan, Academic English, and Philosophy; Major Requirements (39); College Requirements (12); Major Elective Courses (18) - courses students select from the department's curriculum to meet their specific needs and interests; and KIMEP Free Electives (12) - courses students select from the other departments' curriculum to meet their special needs and interests.

#### Undergraduate Curriculum (BAIJ)

##### Major Required (MR): 39 credits

Course code	Title of the course	Credits
BAIJ1601	Introduction to International Journalism	3
IR1512	Introduction to International Relations	3
BAIJ1602	Introduction to Newswriting	3
BAIJ1603	Beginning Editing	3
BAIJ1604	Beginning Graphics and Design	3
BAIJ1605	New Information Technologies	3
BAIJ1606	English for Journalism and Mass Communication	3
BAIJ2607	Ethics in Journalism	3
BAIJ3606	Press Law in Kazakhstan	3
BAIJ2602 BAIJ2603 BAIJ3602	One of Print Journalism, Broadcast Journalism, or Online Journalism	3
BAIJ3608	Journalism of Kazakhstan and CIS	3
BAIJ3624	Global Issues in the Press	3
BAIJ4611	Professional Projects (final project)	3

##### KIMEP Free Electives (KE): 12 credits

##### College Required (CR): 12 credits

Course code	Title of the course	Credits
PA1513	Introduction to Public Administration	3
Econ1103 G	Introduction to Microeconomics	3
BAIJ2605	Mass Media and Society	3
PS1511	Introduction to Political Science	3

**Major Electives (M/E): 18 credits**

\*Any course offered by JMC Department of the College of Social Sciences can be considered an elective. Below you can find samples of Elective courses. Some of the courses can be required for the student's specialization. Each course may be used to fulfill only one requirement or elective.

<b>Course code</b>	<b>Title of the course</b>	<b>Credits</b>
BAIJ2601	Advanced Newswriting	3
BAIJ2602	Print Journalism	3
BAIJ2603	Broadcast Journalism	3
BAIJ2606	Advanced Graphics and Design	3
BAIJ2608	Introduction to Public Relations	3
BAIJ2609	Psychology in Journalism	3
BAIJ2610	Advanced Editing	3
BAIJ3601	Special Topics in Journalism and Communication	3
BAIJ3602	Online Journalism	3
BAIJ3609	Principles of Media Management	3
BAIJ3610	News and Economics	3
BAIJ3611	Internship	3
BAIJ3621	International Relations and Journalism	3
BAIJ4209	Public Relations Management and Strategies	3
BAIJ4601	Advertising and Media Sales	3
BAIJ4606	KIMEP Times	3

**General Education Requirements (GER): 48 credits**

**Required courses – 24 credits**

**Elective courses – 24 credits**

**Total number of credits required for graduation: 129 credits**

**Break-Down of Credit System for BAIJ Undergraduates**

<b>Course Type</b>	<b>Number of credits</b>
Major Required (M/R)	39
Major Electives (M/E)	18
College Required (C/R)	12
General Education Requirements (GER)	48
KIMEP Free Electives (K/E)	12
<b>Total Required for Graduation</b>	<b>129</b>

**JMC Department offers the following specializations:**

**Print, Broadcast and Online Journalism (18 credits):**

This program is designed to help students develop the knowledge and skills necessary to work as a journalist in this fast-changing industry. The focus of the program is on developing core journalism skills, specific technical capacities, and the critical knowledge to function effectively as a journalist.

BAIJ2601	Advanced Newswriting, 3 Credits
BAIJ2602	Print Journalism, 3 Credits*
BAIJ2603	Broadcast Journalism, 3 Credits*
BAIJ2604	Computer Design and Editing, 3 Credits
BAIJ2610	Advanced Editing, 3 Credits
BAIJ3602	Online Journalism, 3 Credits *
BAIJ3611	Internship, 3 Credits

\* Student will have taken one of these courses (Print Journalism, Broadcast Journalism or Online Journalism) as a major requirement. Students in this specialization must also take the other two.

**Media Management (18 credits):**

This program is designed for students who want to manage news organizations. To work successfully on the management side of media, students need to understand the various information businesses, such as newspapers, magazines, radio, television and online. In addition, students need to have a foundation in management economics and business administration to work effectively in this field.

BAIJ 2609	Psychology in Journalism, 3 Credits
BAIJ 3603/3605	Business or Political Communication, 3 Credits
BAIJ 3609	Principles of Media Management, 3 Credits
BAIJ 3611	Internship, 3 Credits
BAIJ 4601	Advertising and Media Sales, 3 Credits
MG 1201	Introduction to Business, 3 Credits*

If student has taken MG 1201 as a GE Discipline elective, then he or she must take an additional course from the same GE Discipline area.

**Public Relations (18 credits):**

This program will teach students how to serve as intermediaries between organizations and those organizations' publics. They will learn communication skills needed to advise management, set policies, and plan and execute strategic campaigns. The program will also include business administration and management courses.

BAIJ 2601	Advanced Newswriting, 3 Credits
BAIJ 2608	Introduction to Public Relations, 3 Credits
BAIJ 3603/3605	Business or Political Communication, 3 Credits
BAIJ 3611	Internship, 3 credits



BAIJ 4209	Public Relations Management and Strategies, 3 Credits
BAIJ 4601	Advertising and Media Sales, 3 Credits

## **COURSE DESCRIPTIONS**

In keeping with international standards of academic freedom, professors, instructors and lecturers will decide the content and teaching style of the BAIJ courses. However, the following course overviews describe the fundamental concepts each course will typically cover:

### **Major Courses/Required**

#### **BAIJ1601 Introduction to International Journalism**

##### **3 Credits**

*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.

#### **BAIJ1602 Introduction to Newswriting**

##### **3 Credits**

*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.

#### **BAIJ1603 Beginning Editing**

##### **3 Credits**

*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.

#### **BAIJ1604 Beginning Graphics and Design**

##### **3 Credits**

*Prerequisites: None*

This course acquaints students with the principles of creating attractive news pages and creating graphics such as graphs, charts, maps, timeline boxes and illustrations that are used in publications, online news and television news. Student practice the principles by creating graphics and page designs of their own, using a computer.

**BAIJ1605 New Information Technologies****3 Credits**

*Prerequisites: None*

This practicum course is concerned with new information technologies and the impact they are having on journalism and related fields as well as on society at large. Students will develop critical understanding and practical skills related to networked digital information technologies.

**BAIJ1606 English for Journalism and Mass Communication****3 Credits**

*Prerequisites: None*

This course will develop students' skills for journalistic and academic writing. Topics to be covered include: Proper citations (using both the conventions of journalism and of APA academic style); identifying and avoiding plagiarism; proper use and presentation of quotations; and clear writing styles for journalism and academic writing. Students will be introduced to good examples of academic and journalistic writing, and will produce their own examples using each style.

**BAIJ2607 Ethics in Journalism****3 Credits**

*Prerequisites: BAIJ1601 Introduction to International Journalism*

The course addresses such issues as manipulation of the news, bias, unfairness, plagiarism fabrication, conflict of interest and treating news sources respectfully. The course will help students solidify their personal values and emphasize the importance of truth, fairness and respect.

**BAIJ3606 Press Law in Kazakhstan****3 Credits**

*Prerequisites: BAIJ1601 Introduction to International Journalism*

The course introduces students to the core underpinnings of the Kazakhstani legal system by providing students with an introduction to civil, criminal and press law in Kazakhstan. It is designed to help journalists and other communication professionals understand their rights and responsibilities as mass media professionals.

**BAIJ3608 Journalism of Kazakhstan and CIS****3 Credits**

*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.

**BAIJ3624 Global Issues in the Press****3 Credits**

*Prerequisites: None*

The course surveys major issues in international journalism and communication and focuses on press systems around the world. It covers freedom of the press and restrictions against press performance, news flow and control of global information, as well as the New World Information and Communication Order debate.

### **BAIJ4611 Professional Projects**

#### **3 Credits**

*Prerequisites: BAIJ1602 Introduction to Newswriting*

Students will complete newspaper, TV/Radio or PR projects under supervision of an instructor from the Department of Journalism and Mass Communication. To enroll in the course students must obtain departmental permission and have senior standing in the journalism/mass communication program.

### **College Required Courses**

### **BAIJ2605 Mass Media and Society**

#### **3 credits**

*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.

The other three courses are offered by other programs:

PA1513            Introduction to Public Administration

Econ1101        Principles of Economics

PS1511           Introduction to Political Science

### **Major Electives**

### **BAIJ2601 Advanced Newswriting**

#### **3 Credits**

*Prerequisites: BAIJ1602 Introduction to Newswriting*

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.

### **BAIJ2602 Print Journalism**

#### **3 Credits**

*Prerequisites: BAIJ1602 Introduction to Newswriting*

This course covers newspapers and magazine writing. It introduces students to the writing, editing, layout, and production of magazines and newspapers. The course also teaches students the fundamentals of newsgathering, news writing, interviewing techniques, news editing and design.

### **BAIJ2603 Broadcast Journalism**

#### **3 Credits**

*Prerequisites: BAIJ1602 Introduction to Newswriting*

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.

### **BAIJ2604 Computer Design and Editing**

#### **3 Credits**

*Prerequisites: BAIJ1605 New Information Technologies*

In this course students will learn the fundamentals of computer applications used to design and edit journalistic materials. It provides students with the skills needed to edit stories and design newspaper/magazine pages. Topics include drawing setup, drawing and editing techniques, pictorial drawing, how to master dimensions, printing, plotting, and basic 3D modeling.

### **BAIJ2606 Advanced Graphics and Design**

#### **3 Credits**

*Prerequisites: BAIJ1604 Beginning Graphics and Design*

This course builds on what students learned in Beginning Graphics and Design. It is aimed at giving students a mastery of some of today's most sophisticated graphics, design and animation software, such as Flash. Students will use the software to create their own graphics and design projects.

### **BAIJ2608 Introduction to Public Relations**

#### **3 Credits**

*Prerequisites: None*

This course is designed to provide students with introductory 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.

### **BAIJ2609 Psychology in Journalism**

#### **3 Credits**

*Prerequisites: None*

This course examines behavior and experience as it relates to the journalist. Major topics include personality factors, intelligence, perception, motivation, problem solving, social relationships and interpersonal communication. Students will gain an understanding of the importance these factors have for the mass media professional.

### **BAIJ2610 Advanced Editing**

#### **3 Credits**

*Prerequisites: BAIJ1603 Beginning Editing*

This course builds on the basics of editing that students learned in Beginning Editing. It gives them skills dealing with finer detail and more subtle nuances in editing, while also offering them additional practice in the basics. This is a hands-on course, with students working on editing every class period.

## **BAIJ3601 Special Topics in Journalism and Communication**

### **3 Credits**

*Prerequisites: BAIJ1601 Introduction to International Journalism and others as specified*

Generally taught in seminar format, the theme of this course will vary depending upon faculty expertise, departmental priorities and student needs.

Examples of Special Topics in Journalism and Communication that may be taught:

### **BAIJ3601 Reporting Wars and Conflicts**

The proposed course will discuss the history of war reporting. Students will be able to compare how wars were reported over the last two hundred years. They will also look at the media – military relationship and will study issues such as censorship, national security and patriotism. The course will provide clues and guidelines on how to cover ethnic, religious and other conflicts in foreign lands. The course aims to prepare future journalists to work in crisis zones, observing the highest professional standards.

### **BAIJ3601 Reporting on Human Rights Issues**

The purpose is to explore freedom of expression as a universal human right, and the relation between press freedom and wider issues of human rights around the world. During the course students will also discuss human rights and journalism in the context of cultural differences. Students will look at differences and similarities between the roles of journalists and human rights activists. They will learn about the workings of international human rights bodies. They will also learn how to report on ethnic and religious minorities, immigration issues, the disabled, prisoners, and women and children issues.

## **BAIJ3602 Online Journalism**

### **3 Credits**

*Prerequisites: BAIJ1602 Introduction to Newswriting*

This practicum course develops capacities and knowledge essential to anyone entering journalism and related fields. It explores the impact of the Internet and related technologies on journalism and introduces students to tools for online information production with particular attention to interactive technologies. Students will produce an online publication.

## **BAIJ3603 Business communication**

### **3 Credits**

*Prerequisites: None*

This course covers how journalists write and edit business stories, and how business people can use their knowledge of journalists' practices and values to get stories about their enterprises published. It looks at hard-news stories, such as company acquisitions, expansions or layoffs, executive changes, new products, earnings reports and the like. It also covers business feature stories, such as innovative company research, company philanthropy and profiles of interesting company executives.

## **BAIJ3605 Political Communication**

### **3 Credits**

*Prerequisites: None*

This course covers the development and techniques of modern political communication. It examines how politicians or government officials can best frame issues to get other officials and the public to buy into their views. It also looks at the importance of communication in a political

campaign – and how best to communicate to win or hold office. Finally, because so much of the crafting of political communication is based on polling, it looks at how political polling is done and how important it is.

### **BAIJ3609 Principles of Media Management**

#### **3 Credits**

*Prerequisites: None*

This course introduces the basic principles of media management. It reviews the organization of radio, TV, magazine and newspaper enterprises. It also deals with case studies of media organizations.

### **BAIJ3610 News and Economics**

#### **3 Credits**

*Prerequisites: None*

This course introduces students to financial news writing. It examines the fundamentals of economics along with the necessary skills required to write news stories on a variety of business and economics-related issues.

### **BAIJ3611 Internship**

#### **3 Credits**

*Prerequisites: BAIJ1601 Introduction to International Journalism*

This course will help students to develop marketable skills, which they can later apply in a professional setting, and begin career networking. The department, together with the internship supervisor, will evaluate students' performance. Course may be retaken for credit with departmental permission.

### **BAIJ/IR3621 International Relations and Journalism**

#### **3 Credits**

*Prerequisites: IR1512 Intro to International Relations*

This course uses inter-disciplinary approach to explore the role of journalism in international relations. It introduces the theories of international politics and mass communication. The course teaches students to analyze the role of the media in politics and its impact on foreign policy.

### **BAIJ4209 Public Relations Management and Strategies**

#### **3 Credits**

*Prerequisites: BAIJ2608 Introduction to Public Relations*

The course examines the management function of PR, the process of research, planning, communication and evaluation in the field. During the course, students discuss both real and hypothetical PR cases. The course provides students with knowledge and skills to develop strategic communication plans using public relations techniques and tools. It discusses the specifics of different types of PR such as business, non-profit and government, among others.

### **BAIJ4601 Advertising and Media Sales**

#### **3 credits**

*Prerequisites: None*

This course examines advertising and promotional principles and their application in mass marketing. It also analyzes advertising media and the preparation of advertising campaigns. Case studies of advertising production will be examined and students will receive hands-on experience.

## **BAIJ4606 KIMEP Times**

### **3 Credits**

*Prerequisites: BAIJ1601 Introduction to International Journalism, BAIJ1602 Introduction to Newswriting*

This course offers English writing training in the student newspaper KIMEP Times. The course is designed to provide hands-on knowledge and practice in writing news stories, newspaper design and layout, management, marketing, advertising and distribution.

## **GRADUATE PROGRAM**

### **MASTER OF ARTS IN INTERNATIONAL JOURNALISM AND MASS COMMUNICATION (MAIJ)**

#### **Mission**

An independent press is essential to the development and maintenance of civil society. Media diversity and transparency are also vital. This program aims to prepare communication specialists sensitive to the changing nature and demands of Kazakhstan and other Central Asian countries as they continue to transform their economic and political structures.

To achieve these objectives KIMEP is taking the lead by offering this unique Master's degree program.

Care has been taken to design and implement the curriculum in partnership with local and international journalism and mass communication communities in Almaty. These professionals teach, supervise internships, serve on thesis and project committees, and offer input to this dynamic program. Thus, students are exposed to different scholarly, professional and teaching orientations.

To develop skills and conceptual understandings this program couples theoretical knowledge with practical application.

The graduate program has modeled itself after programs in the West, and throughout the world. It applies cutting-edge ideas and approaches to journalism and communication education.

Thesis and professional project topics are developed with the help of an academic advisor. Working professionals can design an individualized study plan through the evening program.

KIMEP's outstanding Language Center offers English courses that improve students' spoken and written English language skills – tools that are needed in international communication today.

#### **Requirements of the Program**

Journalism and Mass Communication Students will complete 54 credits to receive the Master's degree: 24 credits in Required Courses and 30 credits in Elective Courses. Professional journalists may choose to substitute the internship course with a "classroom" course. Entering Master's students will take the KIMEP English Entrance Test (KEET). English courses and

credits required for the Master’s degree will depend on the KEET score received. Requirements are listed below:

(1) Entering Master’s students receiving 70 or above on the KEET must complete 6 credits (2 credit-bearing courses) of Academic English. The 2 courses will be included as Elective Courses and must be completed in the first two semesters of study, one 3-unit course per semester.

(2) Entering Master’s students receiving a KEET score ranging from 50 to 69 will take one non-credit bearing intensive English course plus 6 credits (2 credit-bearing courses) of Academic English. There are two ways available to complete these requirements. First, the non-credit intensive English course can be completed the summer before beginning the Master’s program. The two credit-bearing Academic English courses will be completed during the first two semesters (Fall and Spring), one course each semester. Second, the non-credit intensive English language course will be completed during the first semester of study (Fall). The two credit-bearing Academic English courses will be completed during the next two semesters of study, one course each semester. Credit-bearing Academic English courses are included as Elective Courses in the Master’s Program.

(3) Entering Master’s students receiving a KEET score of 49 and below will be placed on Provisional Status until they obtain a KEET passing score of 50 or above. Their English language requirements will then depend on the more recent test score and correspond to requirements stated in (1) and (2) above.

One course typically represents 3 credits. Classes meet three hours each week for 15 weeks each fall and spring, except for internships. Internships are usually completed during a 6-week period in one summer. The thesis/professional project is prepared in the second year of this two-year program. It is conceptualized and written with the aid of a faculty advisor and faculty committee. It is customized to meet each student’s interests. If a student chooses to do a professional project instead of a thesis, this project must meet stringent requirements as developed and pre-approved by the faculty advisor, the faculty committee, and the Department Chair.

### **Graduate Curriculum (MAIJ program)**

**Required (R): 24 credits**

<b>Course code</b>	<b>Title of the course</b>	<b>Credits</b>
IJMC5601	International Journalism Seminar	3
IJMC5602	Media/Mass Communication in Society	3
IJMC5603	Introduction to Newswriting	3
IJMC5604	Ethics in Journalism, PR and Advertising	3
IJMC5605	Introduction to Civil, Criminal, and Press Law in Kazakhstan	3
IJMC5606	Research Methods in Mass Media and Mass Communication	3
IJMC5609	Global Issues in Journalism	3
IJMC5661	Thesis/Professional Project	3



**Major Electives (ME): 30 credits**

**Total number of credits required for graduation: 54 credits**

### Break Down of Credit System for Graduate Students

Course Type	Number of credits
Required (R)	24
Major Electives (ME)	30
<b>Total Required for Graduation</b>	<b>54</b>

\*MAIJ students may receive credit for any relevant KIMEP courses 3000-level and above. (Such elective courses are subject to departmental approval).

#### **PR Specialization**

The Specialization comprises 8 Major required, 6 specialization required and 4 elective courses.

**Specialization required courses include:**

IJMC5608	Introduction to Public Relations, 3 credits
IJMC5612	Advanced Newswriting, 3 credits
IJMC5621	Internship, 3 credits
IJMC5627	Public Relations Campaigns, 3 credits
IJMC5653	Public Relations Management and Strategies, 3 credits
IJMC5655	Public Relations: Crisis Communications, 3 credits

The other 4 courses are your choice.

#### **Print, Broadcast and Online Journalism Specialization**

The Specialization comprises 8 Major required, 6 specialization required and 4 elective courses.

**Specialization required courses include:**

IJMC5607	Journalism of Kazakhstan and CIS, 3 credits
IJMC5611	Principles of Media Management, 3 credits
IJMC5612	Advanced Newswriting, 3 credits
IJMC5621	Internship, 3 credits
IJMC5656	Broadcast Journalism Practicum, 3 credits
IJMC5657	Online Journalism, 3 credits

The other 4 courses are your choice.

## **COURSE DESCRIPTIONS**

In keeping with international standards of academic freedom, professors, instructors and lecturers will decide the content and teaching style of the IJMC courses. However, the following course overviews describe the fundamental concepts each course will typically cover:

### **IJMC5601 International Journalism Seminar**

#### **3 Credits**

*Prerequisites: None*

This seminar course explores journalism and its role in society. Topics include: journalism and democratic society; social change; globalization and world trends, and professional practices.

### **IJMC5602 Media/Mass Communication in Society**

#### **3 Credits**

*Prerequisites: None*

This course surveys how media and mass communication impact society and 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 and impact of media in progressively larger social systems. Business issues are parts of the examination of larger social systems.

### **IJMC5603 Introduction to Newswriting**

#### **3 Credits**

*Prerequisites: None*

This course emphasizes news writing and reporting for print media. The course covers news values, news story structure, AP style, 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.

### **IJMC5604 Ethics in Journalism, PR and Advertising**

#### **3 Credits**

*Prerequisites: None*

The course addresses the issues of lies, manipulation, temptation, bias, fairness, power and value systems in the context of social and business environments. The course will help students to improve their personal values and emphasize the importance of truth, fairness and respect.

### **IJMC5605 Introduction to Civil, Criminal, and Press Law in Kazakhstan**

#### **3 Credits**

*Prerequisites: None*

This course introduces students to the core underpinnings of the Kazakhstani legal system by providing students with an introduction to civil, criminal and press law in Kazakhstan. It is designed to help journalists and other communication professionals understand their rights and responsibilities as mass media professionals.

### **IJMC5606 Research Methods in Mass Media and Mass Communication**

#### **3 Credits**

*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.

### **IJMC5607 Journalism of Kazakhstan and CIS**

#### **3 Credits**

*Prerequisites: None*

The purpose of this course is to describe print and broadcast 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.

### **IJMC5608 Introduction to Public Relations**

#### **3 Credits**

*Prerequisites: None*

This course is designed to provide students with introductory 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 used to create real public relations campaigns for real-world clients.

### **IJMC5609 Global Issues in Journalism**

#### **3 Credits**

*Prerequisites: None*

The course surveys major issues in international journalism and communication and focuses on press systems around the world. It covers freedom of the press and restrictions against press performance, news flow and control of global information, as well as the New World Information and Communication Order debate.

### **IJMC5610 News Editing**

#### **3 Credits**

*Prerequisite: None*

The course introduces students to the basics of news editing and design. It provides students with the skills needed to edit stories and design newspaper pages and critically assess the content of the news. It is also designed to teach students both macroediting, i.e., editing with the big picture in mind, and microediting, i.e., editing with precision. Topics include accuracy, completeness, fairness and balance. Design basics will include picas and points, modular design and photo cropping.

### **IJMC5611 Principles of Media Management**

#### **3 Credits**

*Prerequisites: None*

In this course, students learn how to manage media outlets so that they are economically viable and self-sustaining, thus freeing them from the need for outside subsidies that can compromise objectivity. The course focuses on planning, motivating, organizing, staffing and evaluating

within an organizational framework. It introduces print and broadcast management decision-making in operations, personnel, content, promotion, finance and governmental regulations. It also teaches students to manage media firms operating in a multicultural environment and to keep the balance between the business-side and editorial decisions.

### **IJMC5612 Advanced Newswriting**

#### **3 Credits**

*Prerequisites: IJMC5603 Introduction to News 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.

### **IJMC5619 Advertising and Media Sales**

#### **3 Credits**

*Prerequisites: None*

This course covers planning, execution and control of advertising media programs. It studies characteristics of the media, buying and selling processes and introduces students to the methods and techniques used in campaign planning.

### **IJMC5621 Internship**

#### **3 Credits**

*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.

### **IJMC5627 Public Relations Campaigns**

#### **3 Credits**

*Prerequisites: IJMC5608 Introduction to Public Relations*

This course will teach students to plan and execute public relations campaigns. Students will learn to do public relations research, identify and formulate the problem an organization faces and define the type of PR campaign that an organization needs to implement in order to solve this problem. They will also learn to formulate the goal, objectives and strategies of a public relations campaign and come up with practical creative solutions to implement these strategies. Students will have a chance to develop a PR campaign for a real-world client and develop their strategic planning portfolio.

### **IJMC5628 Special Topics in Journalism and Communication**

#### **3 Credits**

*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.

### **IJMC5629 Business Communication**

#### **3 Credits**

*Prerequisites: None*

This course covers how journalists write and edit business stories, and how business people can use their knowledge of journalists' practices and values to get stories about their enterprises published. It looks at hard-news stories, such as company acquisitions, expansions or layoffs, executive changes, new products, earnings reports and the like. It also covers business feature stories, such as innovative company research, company philanthropy and profiles of interesting company executives.

### **IJMC5630 Political Communication**

#### **3 Credits**

*Prerequisites: None*

This course covers the development and techniques of modern political communication. It examines how politicians or government officials can best frame issues to get other officials and the public to buy into their views. It also looks at the importance of communication in a political campaign – and how best to communicate to win or hold office. Finally, because so much of the crafting of political communication is based on polling, it looks at how political polling is done and how important it is.

### **IJMC5653 Public Relations Management and Strategies**

#### **3 Credits**

*Prerequisite: IJMC5608 Introduction to Public Relations*

This is an advanced public relations course that examines the management function of PR, the process of research, planning, communication and evaluation in the field. During the course, students discuss both real and hypothetical PR cases. The course provides students with knowledge and skills to develop strategic communication plans using public relations techniques and vehicles. It discusses the specifics of different types of PR such as business, non-profit and government among others.

### **IJMC5654 International Public Relations**

#### **3 Credits**

*Prerequisites: IJMC5608 Introduction to Public Relations*

This is an advanced course in public relations. It focuses on the specifics of preparation and execution of global public relations campaigns. The course teaches students to recognize potential problems of the campaigns that target international publics and use resources to make multinational PR more successful.

### **IJMC5655 Public Relations: Crisis Communication**

#### **3 Credits**

*Prerequisites: IJMC5608 Introduction to Public Relations*

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.

### **IJMC5656 Broadcast Journalism Practicum**

#### **3 Credits**

*Prerequisites: IJMC5603 Introduction to Newswriting*

This course serves as an introduction to radio and television journalism. It examines gathering, evaluating, writing, and performing broadcast news copy. The emphasis for the course is placed on the writing of broadcast news. The course teaches students to write simple news stories that are accurate, clear, interesting, and concise.

### **IJMC5657 Online Journalism**

#### **3 Credits**

*Prerequisites: IJMC5603 Introduction to Newswriting*

This practicum course develops capacities and knowledge essential to anyone entering journalism and related fields. It explores the impact of the Internet and related technologies on journalism and introduces students to tools for online information production with particular attention to interactive technologies. Students will produce an online publication.

### **IJMC5659 Cross-Cultural Communication**

#### **3 Credits**

*Prerequisites: IJMC5602 Media/Mass Communication in Society*

This course provides students with a theoretical understanding of ethnocentrism and the importance of avoiding it in the mass media. This is an in-depth course designed to educate the student from the aspect of self in relation to others by introducing the techniques of interpersonal communication and tools for communicating cross-culturally. This course will also encourage students to think critically about communication and develop a better understanding of the dynamics that influence communication.

### **IJMC5660 Gender Studies**

#### **3 Credits**

*Prerequisites: None*

This course looks at the changing role of women in the international community, including their growing and influential voice. This course will explore the varied expressions of women's activism at the community, national, and transnational levels. The course addresses the issues of women's rights, activism in right wing movements and religious nationalism, international debates about sexuality and reproduction, campaigns around violence against women at the hands of families and the state, and the impact of the Internet on women's activism. The course explores cases from diverse regions of the world.

### **IJMC5661 Thesis/Professional Project**

#### **3 Credits**

*Prerequisites: IJMC5606 Research Methods in Mass/Media Communication*

The course is designed to provide students with supervision of their capstone thesis/professional project. Students will have the option of writing an academic thesis or of producing a substantial piece of professional work to demonstrate the level of knowledge and skill they have developed in their chosen field. The thesis or professional project will be produced under the guidance of a faculty supervisor and defended before a faculty committee.

## **COLLEGE OF CONTINUING EDUCATION**

2 Abai Avenue,  
Executive Education Center, office 102  
Almaty, 050010, Republic of Kazakhstan  
Tel: +7(3272) 704433 Fax: +7(3272) 704434,  
E-mail: [cce@kimep.kz](mailto:cce@kimep.kz),  
[www.kimep.kz/cce](http://www.kimep.kz/cce)

### **ADMINISTRATION**

Albert Lang, MBA, Dean

Alma Raissova, Cand. Sc., Associate Dean

Rauzhan Zhaparova, MA, Director  
Professional Development Programs

Sharzada Akhmetova, Cand. Sc., Deputy Director  
Open Enrollment and Certificate Programs

Alexander Bogdanov, Diploma, Coordinator  
Professionals Programs, PDP

Strelnikova Olga, Diploma, Coordinator  
Short-Term Programs , PDP

Bakytgul Tundikbayeva, BA, Manager  
Pre-Degree Programs

Azbenova Aizhan, Diploma, Coordinator  
Pre-Degree Programs

Vacant  
Marketing / Budget Manager

Yuriy Shivrín, Diploma  
College Manager

## **Mission**

The College of Continuing Education (CCE) 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. 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. KIMEP's College of Continuing Education helps individuals and organizations develop and sustain this competitive advantage.

The College of Continuing Education also equips those wishing to enter KIMEP's other colleges with preparatory programs in English, Math and other core disciplines to meet KIMEP's high entrance and matriculation requirements.

## **College Council**

The College Council is the collective academic policy-making body of the affiliated departments. All academic matters including program of studies, academic rules and regulations, admissions, scholarships, disciplinary measures, graduation requirements, faculty requirements, academic resources requirements etc. are discussed and approved in this council. Development of courses, curriculum, syllabi and introduction of new academic programs are first the responsibility of the individual departments. Each department then forwards the matter to the Council. The Council will then study the individual proposal through working committees. Reports of the various committees are submitted to the Council for final approval. The Dean determines which matters are sent to the Vice President, Academic Affairs for further course of action.

## **COLLEGE COUNCIL COMPOSITION**

Albert Lang, Dean, Chair of the Council  
Alma Raissova, Associate Dean

### **Advanced Management Program**

Vacant, Manager

### **Open Enrollment and Certificate Program**

Sharzada Akhmetova, Deputy Director

### **Professional Development Program**

Rauzhan Zhaparova, Director

### **Pre-Degree Programs**

Bakhytgul Tundikbayeva, Manager

### **Distance Learning Program**

Vacant, Manager



### **\*Bang College of Business**

For some academic issues the Dean may invite up to two members of the Bang College of Business faculty to participate as voting members.

### **Non-Voting Members**

Yuriy Shivrin, College Manager  
Vacant, Marketing / Budget Manager

## **THE COLLEGE OF CONTINUING EDUCATION (CCE) PROGRAMS**

### **Advanced Management Program**

Tel: +7(3272) 704433 Fax: +7(3272) 704434,  
E-mail: [cce@kimep.kz](mailto:cce@kimep.kz),

### **Mission**

In today's global business environment there is a growing recognition that to maintain competitive advantage a commitment must be made to the organization's human capital. It is people who lead and grow companies and so, not surprisingly, more and more companies are sponsoring professional development opportunities for future potential leaders.

The College of Continuing Education recognizes the role today's leaders play in the growth and success of Kazakhstan and the contribution it can make to create this vision. The Advanced Management Program is designed for business and government executives at the senior level. Through the use of guest speakers, forums for discussion and an open exchange of ideas, the program provides the opportunity to:

- Analyze from a global perspective the best practices of organizations
- Identify and consider the roles of senior executives today
- Share knowledge and skills with other senior level executives
- Explore the issues facing organizations today and to collectively realize solutions
- Establish new relations and networks for participants and their organizations

### **Structure of the Program**

The program consists of a seminar series held once or twice a year according to market demand and speaker availability. Typically the program spans 12 to 20 weeks with meetings one evening a week and on Saturday for larger topics.

The program utilizes speakers of the highest caliber including leaders of business and government and renowned experts in current management theory and practice. Guest speakers are joined by KIMEP faculty and visiting scholars. This distinguished group includes PhDs, researchers and Masters degree holders from some of the most prestigious universities in the world.

### **Seminar Topics**

The program involves sessions specifically structured for senior level business and government executives. Special topics in the areas of Effective Partnering for Global Success, Ethics and Governance Strategy, Financing Instruments in Global Strategy and Leadership for Global Success are covered at the national and global levels.

### **Admission**

Admission is by application. The key criterion is significant experience at the senior executive level.

### **Open Enrollment and Certificate Programs**

Tel: +7 (3272) 37-47-83

Tel/Fax: +7 (3272) 37-47-85

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

### **Mission and Background**

The Open Enrollment and Certificate Programs (OECF) of the College of Continuing Education have been developed and structured to provide working professionals with educational and training options to obtain all the essential skills necessary for them as professionals or managers to make critical business-based decisions. Programs are available in Russian and English depending on the needs of the student and the goals of each program. Courses are offered at times conducive to those who are already mature in their careers and cannot attend regular weekly classes. Courses are available in the evenings, on the weekends and through Distance Learning.

### **Structure of Open Enrollment and Certificate Programs**

The OECF targets mid-career professionals who need to widen or systemize their knowledge in a specific area of business. Therefore, most of the courses provided within the program are very focused and taught by experienced practitioners at evening time.

Students may choose to take individual courses (referred to as ‘Open Enrollment’) or they may choose to bundle related courses to earn a ‘Certificate of Specialization’.

### **Open Enrollment**

Courses are offered in all the key business disciplines and are open to anyone interested in improving their knowledge of the theory and practice of business. Students are free to choose those courses that will have the maximum impact on their career.

Pre-requisites may be required for some advanced courses to ensure that students have mastered the building blocks of a particular discipline before tackling issues in greater depth. See the course description for a notice of pre-requisites.

## **Certificates of Specialization**

Many working individuals may choose to concentrate their study in their field of expertise as opposed to undertaking the full portfolio of business courses required in an MBA program. If you are a professional interested in acquiring a comprehensive understanding of a business discipline, a Certificate of Specialization may be the answer.

The OECP offers courses that can be applied toward a range of specializations. These currently include Certificates of Specialization in: Marketing, Finance and Accounting, Management, and Human Resource Management. As the Kazakhstan economy grows new areas of study may be introduced to meet market demand.

The Certificate of Specialization is awarded upon successful completion of six courses (18 credits). Five of these courses must be specifically related to one field of study. A sixth, 'elective' course can be included from any other discipline to complete the 18-credit requirement. For example, a student wishing to earn a Certificate of Specialization in Marketing must successfully complete 5 courses from those listed below in the field of marketing. The sixth course may also be a marketing course but if desired by the student, it can be one from any of the other business disciplines.

### **List of Courses by Specialization**

Students must take 5 courses in their chosen area of specialization. Courses listed below are subject to availability.

#### **Accounting/Finance**

In the broadest sense, financial and accounting managers are responsible for an organization's money, with finance roles more focused on managing money and financial strategy (the future) and accounting roles more focused on reporting (the historical record).

This specialization provides skills necessary to a broad range of career paths including Accountant, Financial Analyst, Appraiser, Financial Planner, Fund Manager, Controller, Internal Auditor, Investment Banker, Management Consultant and Underwriter to name only some.

#### **List of Courses in Accounting and Finance Specialization**

- BUS5802 Quantitative Methods for Decision Making
- BUS5803 Corporate Finance
- BUS5804 Managerial Accounting
- BUS5805 Financial Accounting
- BUS5809 Microeconomics
- BUS5813 Macroeconomics
- BUS5824 Business Communications
- BUS5830 Insurance and Risk Management
- BUS5834 Business Modeling and Simulation
- BUS5840 Banking Law

BUS5842 Intermediate Accounting  
BUS5846 Financial Management  
BUS5850 Investment Analysis  
BUS5851 Financial Statement Analysis  
BUS5854 Taxation  
BUS5855 Money & Banking  
BUS5858 Financial Analysis Using Computer Technologies  
BUS5877 Project Management  
BUS5986 Auditing  
BUS5989 Quality: Management and Audit  
BUS5999 Credit Risk Management  
BUS5812 Managerial Finance  
BUS5814 International Financial Reporting Standards  
BUS5815 International Investments  
BUS5816 Accounting Information Systems

### **Management Specialization**

This specialization is for working managers and for those who are interested in pursuing a career as a manager in a small business or large corporation, either in general management or in a specialized field. Kazakhstan is in need of highly educated managers who:

Have the ability to visualize and understand the organization, the factors critical for its success, and the processes that can empower employees to realize its objectives  
Are able to organize tasks, delegate responsibilities, communicate priorities, and to lead and motivate others to work together to accomplish shared goals  
Are capable of identifying and analyzing problems, devising effective strategies, and successfully executing strategies

### **List of courses in Management Specialization**

BUS5801 Business Law  
BUS5806 Human Resource Management  
BUS5807 Management Principles  
BUS5810 Organizational Behavior  
BUS5811 Supply Chain Management  
BUS5821 Business Law in Kazakhstan  
BUS5823 Business Strategy and Policy  
BUS5824 Business Communications  
BUS5830 Insurance and Risk Management  
BUS5832 Management Information Systems  
BUS5834 Business Modeling and Simulation  
BUS5868 International Management  
BUS5871 The Customs Business in Kazakhstan  
BUS5876 Leadership Capacity Development  
BUS5877 Project Management  
BUS5878 Managerial Economics  
BUS5888 Franchising  
BUS5889 Selling & Sales Management

BUS5895 Brand Management  
BUS5904 Managing Negotiations  
BUS5910 Logistics Management  
BUS5911 Corporate Strategy  
BUS5939 Database Management Systems  
BUS5960 Performance Appraisal Systems in Organizations  
BUS5989 Quality: Management and Audit  
BUS5815 International Investments  
BUS5816 Accounting Information Systems

### **Marketing Specialization**

Marketing includes all activities that occur from the conception to the delivery of products or services. As such, a successful marketer must be aware of, and involved in, all areas of the business from R&D to finance. He or she must be able to absorb information quickly and to utilize analytical, interpretative and decision-making skills. During courses in this specialization, students will receive theoretical knowledge and practical skills through analysis of current best practices in marketing, international and Kazakhstan trends in marketing, market research projects and through developing promotional campaigns.

Graduates in this specialization enjoy numerous career options. Some typical ones are Brand Manager, Advertising Account Executive, Marketing/Sales Manager, Media Planner, Product Manager, Market Research Analyst, Sales Representative, Public Relations Director, Customer Services Manager and New Product Specialist.

### **List of courses in Marketing Specialization**

BUS5808 Marketing Principles  
BUS5824 Business Communications  
BUS5881 Marketing Research  
BUS5882 Advanced Marketing  
BUS5884 International Marketing  
BUS5886 Consumer Marketing  
BUS5887 Marketing Communication Strategy  
BUS5888 Franchising  
BUS5889 Selling and Sales Management  
BUS5891 Strategic Marketing  
BUS5894 Strategic Internet Marketing  
BUS5895 Brand Management  
BUS5898 Consumer Behavior  
BUS5904 Managing Negotiations  
BUS5929 Services Marketing

### **Human Resource Management Specialization**

The strength of a business is in its people. Human resource management deals with how best to

deploy the firm's human capital. Wages, benefits, supervision and leadership are all important topics in this area. Best practices in hiring law and performance appraisal are also taught. Running a successful business requires learning about human resource management. A firm can only be successful when it works well from top to bottom. This specialization teaches managers how to get the most from their human capital by aligning the interests of both employee and organization and establishing processes to facilitate the success of each.

#### List of courses in Human Recourse Management Specialization

BUS5806 Human Resource Management  
BUS5807 Management Principles  
BUS5810 Organizational Behavior  
BUS5821 Business Law in Kazakhstan  
BUS5824 Business Communications  
BUS5876 Leadership Capacity Development  
BUS5960 Performance Appraisal Systems in Organizations  
BUS5961 Selection and Staffing  
BUS5962 Fundamentals of Compensation  
BUS5963 Building and Managing Employee Relations  
BUS5964 Fundamentals of Employee Benefits

### **DESCRIPTION OF COURSES**

#### **BUS5801 Business Law**

##### **3 Credits**

*Prerequisites: None*

This course exposes students to the fundamentals of the philosophy and practices of western business law. In addition to providing factual information, it is also designed to develop students' abilities to reason and predict the likely legal outcome of business strategies and decisions.

#### **BUS5802 Quantitative Methods for Decision Making**

##### **3 Credits**

*Prerequisites: None*

The purpose of the course is to introduce the basic concepts and applications of Statistics in Business to analyze numerical and graphical data and decision making. Students should understand the various statistical concepts and apply them to real life problems. Students should also be able to work with modern statistical software (Sx, SPSS, etc.) and apply it in solving problems related to descriptive statistics and statistical inference. During the lectures a great number of problems and case studies are to be solved and considered.

#### **BUS5803 Corporate Finance**

##### **3 Credits**

*Prerequisites: BUS5805*

This course will introduce the fundamentals of finance. We will consider theories and tools to address modern corporate finance problems and issues in realistic settings. Specific topics covered include short-term financial management, capital structure theory and practice, dividend policy, and mergers and acquisitions.

**BUS5804 Managerial Accounting****3 Credits**

*Prerequisites: BUS5805*

This course covers the interpretation, use, and analysis of cost data for management planning, coordination and control. It includes the application of theories and concepts, which underlie cost accounting and budgeting. It also includes job order costing, spoilage standard cost and capital budgeting.

**BUS5805 Financial Accounting****3 Credits**

*Prerequisites: None*

This course presents the fundamental concepts and techniques of the basic accounting system, including accounting for a complete cycle of business activities for a service enterprise. The course will also review accounting for merchandising companies, the basic principles of internal control and the use of financial systems: assets, current liabilities, payroll accounting, as well as an overview of revenue and expense issues.

**BUS5806 Human Resource Management****3 Credits**

*Prerequisites: None*

The objective of this course is to provide students with general knowledge and the practical skills necessary to deal with human resources problems within an organization. At the same time the course covers the current debate about human resources management at both the strategic and international level and provides easy access to these debates for both non-experts and non-specialists.

**BUS5807 Management Principles****3 Credits**

*Prerequisites: None*

This course is the study of key approaches in organizational management. It will introduce students to the essential issues of modern business management such as planning, organization design, organizational change, leadership, motivation, group dynamics, etc. Theory will be combined with a number of cases, which assist students in gaining a deeper understanding of course materials.

**BUS5808 Marketing Principles****3 Credits**

*Prerequisites: None*

The purpose of this course is to introduce the general concepts of marketing, its business function and the practices of modern marketing. Students will learn how to define a market segment and how to advertise and promote products and services for chosen target segments. Case studies will be considered and solved.

**BUS5809 Microeconomics****3 Credits**

*Prerequisites: None*

This is the study of how markets operate, which is essential for understanding of how our economic system functions. Beyond developing a coherent view of economic reality,

microeconomics provides techniques that increasingly play roles in both public policy formulation and private decision-making.

### **BUS5810 Organizational Behavior**

#### **3 Credits**

*Prerequisites: None*

This course will focus on the important role played by individuals and workgroups in determining the success or failure of a business organization. Special attention will be placed on the creation of a model for the behavioral systems of the organization – the system of elements that ultimately produce behavior pattern and, in turn, organizational performance.

### **BUS5811 Supply Chain Management**

#### **3 Credits**

*Prerequisites: None*

This course examines in detail the strategic principles and practices of physical supply chain management, namely, by tracing the path of the raw materials to the actual physical delivery of the finished product to the final customer. The course will include such specific topics as logistics mix, information technology for total supply chain management, packaging of goods for transportation and the selection of modes of transportation.

### **BUS5813 Macroeconomics**

#### **3 Credits**

*Prerequisites: None*

This course will teach students the basic tools of macroeconomic analysis and how to apply them to understanding current and recent developments in macroeconomic policy. After the completion of the course the students should be able to: a) understand how to evaluate macroeconomic conditions such as unemployment, inflation, and growth; b) understand how monetary policy and fiscal policy can be used to influence macroeconomic conditions; c) understand media accounts of macroeconomic events.

### **BUS5821 Business Law in Kazakhstan**

#### **3 Credits**

*Prerequisites: None*

This course is a general survey of basic legal principles, useful to all educated persons and business persons in particular. The goal is to educate the student to recognize legal problems that arise in today's modern business practice and to become familiar with legal issues that arise in worldwide commerce. Particular attention is given to Kazakhstan legal issues and practice.

### **BUS5823 Business Strategy and Policy**

#### **3 Credits**

*Prerequisites: BUS 5807*

This course is concerned with the determination of the strategic direction of the firm, as well as management of strategic processes within the firm. The relationship between the organizational structure and strategy are examined and tools are developed for examining the firm's industry and competitive environment. Strategy at the business unit, divisional and corporate level is studied.



**BUS5824 Business Communications****3 Credits**

*Prerequisites: None*

The course covers: the role of communication in business relations; basic elements of the communication process; and the components of successful communication – the role of media, advertising and PR.

**BUS5829 Small Business and Entrepreneurship****3 Credits**

*Prerequisites: None*

This course provides an introduction to entrepreneurship, including an understanding of the legal aspects of small business and entrepreneurship, the process of creating and evaluating opportunities for new ventures, the nature and significance of business plans, the skills and resources required for starting and managing new ventures, the challenges faced by new ventures and how to overcome them, and the characteristics of an entrepreneur.

**BUS5830 Insurance and Risk Management****3 Credits**

*Prerequisites: None*

This course will cover such questions as insurance subjects, analyzing various scopes of government's cover and the importance of Risk Management in today's management schemes. In the current business environment insurance is not enough, and companies must adopt various other measures to prevent losses. This course will look into all areas of risk assessment and management.

**BUS5832 Management Information Systems****3 Credits**

*Prerequisites: None*

This course covers the methodology used in manual and computer systems for the accumulation, classification, processing, analysis, and communication of accounting data. Primary focus is to help students understand the information systems development lifecycle and the ways that systems can support the functional areas of a business.

**BUS5834 Business Modeling and Simulation****3 Credits**

*Prerequisites: None*

This course will take the student through all of the major stages in the life of an oil or gas field, from exploration, through appraisal, development planning, production, and finally to decommissioning. The course intends to help the student to understand the major technical and business considerations which make up each part of the life of a typical oil or gas field, and to demonstrate the link between the many disciplines involved. Special attention will be paid to petroleum economics topics, including economic evaluation of perspective oil fields, oilfield production scheduling, cash-flow analysis, etc. Excel spreadsheet applications will be employed to do practical modeling and simulation.

### **BUS5840 Banking Law**

#### **3 Credits**

*Prerequisites: None*

The course is designed to give the students a clear understanding of the subject of Banking Law through 1. Understanding the legal basis of Banking Law, 2. Understanding Private Banking Law, i.e. internal environment of bank legal functioning and 3. Understanding external environment of bank legal operations with participation of client, supervisory authorities, other banks and organizations including international. The course will cover both local and international Banking Law issues. The course will include actual examples from real banking situations to facilitate better understanding and remembering of material by the students. This will help students to become an insider in the legal environment of the banking world. Students shall receive a modern and up-to-date understanding of Banking Law basics not only in Kazakhstan but also at the international level including the latest transactions introduced in the banking world.

### **BUS5842 Intermediate Accounting**

#### **3 Credits**

*Prerequisites: BUS5805*

The course is designed to further develop an understanding of the nature of accounting and its role in the business environment. The course provides deeper and more detailed consideration of accounting valuation techniques and reporting practices existing in the current business environment. The course is designed to introduce the conceptual framework for financial reporting and provide a variety of practical solutions for interpreting and presenting accounting data.

### **BUS5846 Financial Management**

#### **3 Credits**

*Prerequisites: BUS 5805*

This course provides the foundation of finance study needs to support managerial decision-making. The environment of financial management will be studied in detail.

### **BUS5850 Investment Analysis**

#### **3 Credits**

*Prerequisites: BUS5802, BUS5805, BUS5813*

The purpose of the course is to show the investment alternatives that are available today and what is more important to develop a way of analyzing and thinking about investments. The course mixes description and theory. The descriptive material discusses available investment instruments and considers the purpose and operation of capital markets around the world. The theoretical portion details how students should evaluate current investments and future opportunities to develop a portfolio of investments that will satisfy the risk-return objectives.

### **BUS5851 Financial Statement Analysis**

#### **3 Credits**

*Prerequisites: BUS5803*

This course is intended to consolidate students' knowledge about financial reporting and financial statement analysis.

**BUS5854 Taxation****3 Credits**

*Prerequisites: BUS5805*

This course introduces fundamental principles of taxation theory and compliance with local laws and International Standards. The student will develop an understanding of the key underlying concepts that run through the many specific provisions of the tax law and how income tax considerations interact with business decisions.

**BUS5855 Money and Banking****3 Credits**

*Prerequisites: BUS5813*

This course focuses on the function of money and interest rates in the economic environment, and the related roles of commercial and central banks. The emphasis is on bank's activities, management and risk analysis. The course then examines the key responsibilities, decision making process and tools of the central bank.

**BUS5858 Financial Analysis Using Computer Technologies****3 Credits**

*Prerequisites: None*

This course will teach students the MS Excel tools of financial analysis that can be used in getting insight into real problems and making business decisions.

This course continues the study of IT principles as how they apply to financial analysis through the use of MS Excel worksheets, graphs, and step-by-step examples. This course will teach you how to use financial search engines, perform financial analysis and conduct research.

**BUS5863 Crises Management****3 Credits**

*Prerequisites: None*

This course introduces a comprehensive approach to various risk conditions within firms and organizations. The main emphasis will be concentrated on the elements which cause the risk conditions. In order to bring the organization out of the crisis condition, executives and crisis managers together with the risk manager should engineer solutions, in the shortest possible time with the data available. Methods of financial engineering; making strategic decisions; dealing with internal and external crisis will be discussed during the course.

**BUS5868 International Management****3 Credits**

*Prerequisites: None*

This course presents the fundamental concepts of international management and provides an overview of different styles of management in European countries, in the United States, and also in some Asian countries. The various concepts of work, organization, authority and production in the world will be discussed. Significant attention will be devoted to the question of creating an international mindset and international managers and the evaluation of cultural differences when linked to management.

**BUS5871 The Customs Business in Kazakhstan**

**3 Credits**

*Prerequisites: BUS5821*

The aim of the course is to introduce the system of customs business in Kazakhstan, the structure and competence of customs agencies, the role of participants, and the state of present customs legislation. Along with this, the customs sphere is observed as a new area of public administration, which includes the setting of goals of customs policy and ensuring the necessary customs administration. Practical cases in the sphere of customs administration and responsibility will be considered.

**BUS5876 Leadership Capacity Development**

**3 Credits**

*Prerequisites: None*

Upon completion of the course the students will be able to develop time management skills, critical thinking and communication skills that are necessary for business people.

**BUS5877 Project Management**

**3 Credits**

*Prerequisites: None*

Through lectures, discussions, case studies and small projects students learn project management. The course introduces different forms of project management, planning fundamentals, cost estimating and budgeting, project control and project management information systems – in business and technology today.

**BUS 5878 Managerial Economics**

**3 Credits**

*Prerequisites: BUS 5809*

The aim of the course is to show how corporate managers and public policy administrators use microeconomics in their operations. Case studies are used extensively.

**BUS5881 Marketing Research**

**3 Credits**

*Prerequisites: None*

The course introduces students to the basics of marketing research such as planning and conducting marketing research, interviewing techniques, data analysis, drawing reliable conclusions and the presentation of results.

**BUS5882 Advanced Marketing**

**3 Credits**

*Prerequisites: BUS5808*

This course is intended to introduce students to the analytical and organizational principles underlying the marketing process.

**BUS5884 International Marketing**

**3 Credits**

*Prerequisites: None*

This course discusses the international marketing environment, developing international marketing strategies, implementing international marketing strategy, and contemporary issues: studies cutting edge international marketing strategies and practices designed to enable managers

and policy makers to weather the global economic storms by including numerous recent examples from well-known companies, as well as full-length cases that probe international marketing issues in great depth.

### **BUS5886 Consumer Marketing**

#### **3 Credits**

*Prerequisites: BUS5808*

The aim of this course is to introduce students to the analytical and organizational principles underlying the marketing orientation philosophy and to provide them with an overview of the marketing principles underpinning marketing activities. Students will learn how to design strategies that maximize corporate resources, the operating environment and the target public.

### **BUS5887 Marketing Communication Strategy,**

#### **3 Credits**

*Prerequisites: BUS5808*

This course is an introduction to the theory of communication and those aspects of the behavior of people as individuals and as members of small groups and large organizations, of particular concern in a business environment.

### **BUS5888 Franchising**

#### **3 Credits**

*Prerequisites: BUS 5842, BUS 5808, BUS 5801*

Internationally, franchising has become one the United States' major exports. In emerging economies, franchising acts as a stabilizing force, creating jobs, satisfying consumer demand, and fueling development of resources, such as agriculture, manufacturing, and education. More important, franchising creates opportunities for business ownership and personal wealth – both part of the foundation for the growth of economies.

### **BUS5889 Selling & Sales Management**

#### **Credits 3**

*Prerequisites: None*

A major idea underlying this course is that each person has a unique but identifiable zone of comfort which we call social style and that there are certain things that people say and do that provide us with solid clues as to what kind of comfort zone they have. We're going to learn what those clues are - how to identify them and classify them – so that we can have a quick and reasonably accurate picture of the kind of person we're trying to relate to. This course is intended to provide students with basic practical skills in identifying the meaning of the various social styles.

### **BUS5891 Strategic Marketing**

#### **3 Credits**

*Prerequisites: None*

This course will acquaint students with key marketing strategies and their implementation.

The main aims of the course are:

- to study the particularities of strategic marketing,
- to learn the main marketing strategies,
- to analyze different methods of estimating a product's and company's competitiveness,
- to analyze different market possibilities
- to describe different approaches to marketing planning

to study marketing plan structures

### **BUS5894 Strategic Internet Marketing**

#### **3 Credits**

*Prerequisites: None*

This course will enable students to develop effective web-sites and will introduce the concept of marketing on the Internet.

By the end of the course students will be able to:

1. Discuss the environmental factors resulting in “customer dominance”
2. Understand the importance of being customer led and the key stages involved in building “Quality Customer Growth Strategies”
3. Conduct Benchmark Evaluations of existing websites upon developed criteria
4. Evaluate and create marketing strategies for customer effective websites

### **BUS5895 Brand Management**

#### **3 Credits**

*Prerequisites: BUS5808*

The purpose of this course is to develop an understanding and competence in building and managing brands and their equity. Brand management is a course about 'brand' and its measurement. Through this course students will understand the difference between brand and trademark, will learn how to create brands and how to evaluate them. The course is meant for those who are responsible for promoting a product, service or company.

### **BUS 5898 Consumer Behavior**

#### **3 Credits**

*Prerequisites: BUS5808*

This course examines the bases of modeling consumer behavior, types of consumer behavior and the process of decision-making during purchases.

Consumer behavior is based on such disciplines as:

- Sociology and psychology
- Administrative marketing

This course will acquaint students with the basic theories of consumer behavior, purchase motivations and systems of vital values.

### **BUS5904 Managing Negotiations**

#### **3 Credits**

*Prerequisites: None*

This course not only develops negotiation skills but also strategies to successfully communicate and deal with counterparts in the short and long term. This course is intended to provide students with basic practical skills in communicating with people, managing negotiations, comprehension of the processes and factors that affect the flow of negotiations that are crucial for success.

### **BUS5910 Logistics Management,**

#### **3 Credits**

*Prerequisites: None*

Business Logistics includes all the activities to move products and information to, from, and between members of a supply chain. The supply chain provides the framework for businesses and their suppliers who join to bring goods, services, and information efficiently to customers. This course will present the mission, business processes, and strategies needed to achieve integrated

supply chain management.

### **BUS5911 Corporate Strategy**

#### **3 Credits**

*Prerequisites: None*

This course focuses on the competitive 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 issues related to the creation or reinforcement of competitive advantage. The initial focus is on industry analysis and identifying opportunities for competitive advantage. We then move to the recognition of firm specific capabilities, or core competencies, that contribute to competitive advantage. Next, we study ways to use those distinct competencies to establish sustainable competitive advantage in the marketplace. Throughout, we will consider in detail different techniques, tools and approaches necessary for identifying a company's key factors of success.

### **BUS 5929 Services Marketing**

#### **3 Credits**

*Prerequisites: None*

Services Marketing is an advanced course specifically designed for students within the marketing specialization, which explores issues relevant to the marketing of services. Students are expected to enter the course with in-depth knowledge of current marketing concepts and theories. Students must be comfortable with analyzing marketing problems, developing marketing solutions, designing and implementing new creative ideas and applying marketing principles to a broad range of situations.

### **BUS5939 Database Management Systems**

#### **3 Credits**

*Prerequisites: None*

This course incorporated a detailed study of data models, query languages, relational calculus, data normalization and schemas, file organization techniques, data security and integrity and specific commercial database management systems. The course describes how to take advantage of Access's Internet and intranet features, how to use Excel functions, perform data analysis, and conduct research with tools of Microsoft Excel application.

### **BUS5960 Performance Appraisal Systems in Organizations**

#### **3 Credits**

*Prerequisites: None*

Concomitant with the changing social, political and economic environment in Kazakhstan, there has been a shifting focus in the field of human resource management. It is widely accepted that accurate measurement of employee performance is necessary for effective management. The goal of this course is to acquaint students with the foundation, design, and implementation of performance measurement systems.

### **BUS5961 Selection and Staffing**

#### **3 Credits**

*Prerequisites: None*

Hiring the right people is critical to effective operations and organizational potential. In this course we focus on staffing, perhaps, one of the most important HR activities in which line

managers are involved. We examine the hiring process in detail and recommend a set of procedures for dealing with the challenges of the hiring process. Finally, we describe and evaluate specific methods for making decisions.

### **BUS5962 Fundamentals of Compensation**

#### **3 Credits**

*Prerequisites: None*

Compensation managers are immersed in one of society's greatest challenges: the efficient and equitable distribution of returns for work. Compensation decisions are many and varied. They include how much to pay people who perform both similar and different types of work; and how to allocate pay among cash and benefits and services. This course is about the management of compensation. Its purpose is to give you the background required to make pay decisions.

### **BUS5963 Building and Managing Employee Relations**

#### **3 Credits**

*Prerequisites: None*

In this course we explore the roles of managers and employees; describing how they should work together to coordinate an employee relations program. We present a model of communication and explore specific policies that give employees access to important information. Finally, we examine some programs for recognizing employees' individual and group contributions to company goals.

### **BUS5964 Fundamentals of Employee Benefits**

#### **3 Credits**

*Prerequisites: None*

Compensation can be viewed as an expense used to influence employees' work attitudes and behaviors. The way employees are paid may affect the quality of their work; their focus on customer needs; their willingness to be flexible and learn new skills and to suggest innovations and improvements. This potential to influence on employee's work attitudes and behaviors, and subsequently the productivity and effectiveness of the organization, is an important rationale for ensuring that compensation is managed fairly.

### **BUS5986 Auditing**

#### **3 Credits**

*Prerequisites: BUS5805*

The course is an introduction to auditing and assurance services for students who have not had significant experience in providing such services. The main focus of the course is on the auditor's decision-making process. The fundamental issues in auditing relate to determining the nature and extent of evidence the auditor should obtain during the course of performing audit procedures. The purpose of the course is to outline the most important concepts of auditing and other assurance services and to integrate practical concepts to assist students in understanding audit decision-making and obtaining audit evidence. The course also outlines internal control functions and their importance from the auditor's standpoint.



**BUS5989 Quality: Management & Audit****3 Credits**

*Prerequisites: None*

Quality: Management & Audit course is intended to provide students with the practical skills needed to design and build Quality Management and Quality Assurance systems and to conduct external & internal quality audits.

**BUS5999 Credit Risk Management****3 Credits**

*Prerequisites: BUS 5842, BUS 5802, BUS 5803*

This course deals with the main issues of lending institutions management. Covered topics include analysis of financial statements for credit department's decision making, overview of types and terms of various loans, cash flow analysis, credit proposal preparation and business plan analysis, internal risk rating systems (modern ORM tools) and introduction of Basel II principles and UCRs, as well as various international and local real-life cases. The course is designed for current bank industry professionals as well as students aspiring to careers in commercial banking.

**BUS5812 Managerial Finance****3 Credits**

*Prerequisites: BUS 5805*

Because most business decisions are measured in financial terms, the financial manager plays a key role in the operations of the firm. The ultimate aim of this course is to acquaint students with the financial manager's activities and decisions. Managerial Finance is intended for students who wish to pursue financial analyst, capital expenditure manager, project finance manager, cash manager, credit analyst/manager, pension fund manager or foreign exchange manager careers.

**BUS5814 International Financial Reporting Standards****Credits 3**

*Prerequisites: BUS 5805*

This class explains the role of International Standards setting for organizations in the process of globalization. This entails the convergence of different countries' accounting standards, the differences between GAAP and IFRS, and ways of transformation to internationally recognized reporting by local companies.

**BUS5815 International Investments****3 Credits**

*Prerequisites: None*

This course is intended for students who expect their careers to be influenced by trends in international investment. Many program graduates will engage directly in commerce and finance across national borders. Increasingly, political and economic events abroad shape the opportunities and constraints faced by managers in industries such as investment banking, private equity, fund management, and consulting.

**BUS5816 Accounting Information Systems****3 Credits**

*Prerequisites: BUS 5805*

This course addresses issues of computer-based accounting (on the basis of 1C: Enterprise 8.0 accounting platform) in accordance with International Financial Reporting Standards (IFRS/IAS)

accepted in Kazakhstan from January 2006. Throughout the course students will work with complete accounting examples, covering all major aspects of accounting in Kazakhstan, such as cash operations and operations on settlement accounting, accounting for Fixed Assets (including tax accounting), accounting for inventory, materials, finished goods, works and services, accounting for HR & payroll accounting (for residents and non-residents), accounting for advance holders, accounting for currency operations, accounting for goods with additional analytics, computation and payment of taxes and other obligatory payments, and preparation of financial reports.

### **Admission**

Open Enrollment and Certificate of Specialization options are open to all interested parties.

Interested candidates may obtain an application from the OECP Office. Enrollments are accepted until the end of the first week of each semester. All documents and payments must be submitted prior to enrollment in courses.

Note: Some Open Enrollment and Certificate of Specialization courses may be available via KIMEP's Distance Learning Program. For more detail, please see the Distance Learning section of this catalogue.

### **Registration**

The Open Enrollment and Certificate Program has 2 Fall, 2 Spring, and 2 Summer semesters: six semesters in total per one academic year. Each semester, a student can register for up to 3 courses and retakes through the on-line registration system within the registration period indicated in the academic calendar. Open Enrollment and Certificate of Specialization students have one calendar year to register for a class starting from the date of admission. Failure to register for a class will result in removal from the program.

### **Late Registration**

Students may not register for any courses after the Registration period ends. Students may appeal if they strongly believe that their case is an extraordinary one. If late registration is permitted, there is a late registration fee for each course.

### **Maximum number of courses per semester**

Open Enrolment and Certificate Specialization students may take no more than 3 courses (9 credits) in each OECP semester. Students wishing to exceed this limit must appeal directly to the college's academic committee.

### **Withdrawal from courses**

Any Open Enrollment or Certificate of Specialization student who withdraws from one or more courses no later than 30 (thirty) days after the end of the registration period of semesters will receive a grade of W (Withdrawal) for the course(s). The Office of the Registrar will automatically assign this grade and no instructor may change this grade. No student may withdraw from courses after the 30 (thirty) days limit during semesters. After this limit has expired, the instructor must assign a grade for the course.

Students should refer to the current OECP semester calendar for details relating to course tuition refunds. In general, the end of the registration period marks the last day to receive a 100% tuition refund. After this date, the refundable portion of the tuition owed is reduced by a third each three days or after each subsequent class meeting. Again, in general this means a full refund is available before the fourth class meeting, 67% is available before the fifth meeting and 33% before the sixth meeting.

### **Course fees and payment**

Tuition for a semester is to be paid in tenge. This applies to all courses, required or elective. The amount of tuition for citizens and non-citizens of the Republic of Kazakhstan is in accordance with the current tuition policy of KIMEP. In addition, all applicants must pay the applicable admission / application fee.

KIMEP faculty and staff wishing to take CCE classes are entitled to a tuition discount.

Tuition payment procedures:

- 1) Participants must register for the courses to be taken on-line at [www.kimep.kz/cce](http://www.kimep.kz/cce)
- 2) Participants are invoiced for payment
- 3) Full payment must be received within the time frame articulated by KIMEP policy
- 4) Grades will be published only after written confirmation of payment has been brought to the Registrar's office

### **Other Fees**

KIMEP levies other fees (Library, Computer, etc), which may apply.

## **Distance Learning Program**

Tel: +7 (3272) 70-44-27

### **Mission**

KIMEP's mission is to provide the people of Kazakhstan with the skills and knowledge necessary to pursue prosperity and national stability. The Distance Learning program's mission is to support the efforts of the institution in this endeavor by facilitating the delivery of its academic programs online.

As an integral part of KIMEP's instructional framework, the Distance Learning program provides resources for learning regardless of time and place. Our program affords students who may be unable to participate in the traditional educational environment the opportunity to achieve their

educational goals while continuing with their personal or professional obligations. The program maintains the same academic standards, quality and integrity as on-campus courses.

### **The Development of Distance Learning at KIMEP**

Since its founding, KIMEP's goal has been to provide the highest level of graduate and undergraduate degree programs to outstanding students from the region. This objective is extended by the College of Continuing Education to include providing all business-oriented people with customized programs of a similar quality.

However, in recent years KIMEP recognized that geographic, physical, professional or personal obstacles were keeping a number of people from learning with us. It became clear that new strategies were needed to meet the educational needs of some students.

The institution responded by launching the Distance Learning program. Utilizing innovative technologies and best practices in distance education, KIMEP now delivers a powerful learning experience where and when our students need it. Courses are offered via the Internet so that students can study anywhere there is a 'connected' computer and can fit their learning into whatever time of day suits their schedule. This new delivery system is one more way that KIMEP maintains its position as an innovative leader in education.

### **Structure of the Program**

KIMEP has created a 'virtual' campus for its students. In this password protected environment students enjoy a range of benefits and activities including, but not limited to: access to course materials, communication with peers and their instructor, online tests, and group work. While the layout and navigation remain the same and familiar to students, each instructor can customize his/her course to suit its learning materials and educational objectives.

Examination and grading policy follows KIMEP academic requirements. More detail for specific courses can be found in the individual course's syllabus. There you will find course work and examination requirements. Distance Learning students should be aware that they may be required to pass exams in the traditional way (by writing an exam paper) or online (via the Internet).

### **Requirements for Taking an Online Course**

As with all distance-learning classes, good time management skills, motivation and self-discipline are required for online learning. It is also essential for you to take the initiative to communicate with your instructor or the Distance Learning office when you have questions. You must be familiar with navigating the Internet and using tools such as email.

In addition, there are technical requirements. You must have regular access to a computer with a reliable Internet connection. It should meet or exceed the following specifications:

- Pentium III, 128 Mb, 10 Gb
- CD – ROM
- Sound Card
- Microsoft Office

We also recommend that you download the Adobe Acrobat reader available free at [www.adobe.com](http://www.adobe.com)

**Course Offering**

The Distance Learning program supports KIMEP's colleges in offering their courses online. This means Distance Learning courses maintain the same calendar, academic standards and credit value as on campus. Courses offered via distance learning are indicated by the colleges/programs offering the course each semester.

**Admission and Payment**

The admission procedure and payment requirements are those articulated by the college/program offering the course.

**Professional Development Program**

Tel: +7 (3272) 704300, 704301 Fax: +7 (3272) 70-42-89, 70-42-99  
e-mail: [ceepd@kimep.kz](mailto:ceepd@kimep.kz); [http://www.kimep.kz/cce/PD/index\\_pd.htm](http://www.kimep.kz/cce/PD/index_pd.htm)

**Mission**

The main mission of the Professional Development Programs (PDP) is to deliver high quality training to meet customer needs and to support the viability of any business in Kazakhstan. It provides a highly integrated series of courses and seminars that prepare a grounding in the fundamentals and a thorough understanding of topics such as advanced management, banking, accounting, finance, marketing and sales.

**Background**

Since its creation in 1998, PDP, formerly the IETC (International Executive Training Center) has been providing professional training to an ever expanding corporate clientele from the oil, gas, mining, banking, energy, food processing and public sectors. Thousands of corporate executives have participated through a series of seminars and courses that enabled them to assume strategic business leadership positions.

The teaching faculty involves a team of international and Kazakhstani leading experts in the fields of corporate and strategic management, taxation, planning, finance and accounting, banking, marketing and sales. They teach at academic institutions, work and consult for leading business organizations, and have earned the respect of the business media and business leaders.

**Programs**

Training programs have been generally categorized into major areas: Management, Accounting and Finance, Banking, Marketing, Sales, and Taxation.

**Short – Term Seminars**

Training is delivered in the form of short-term intensive courses with durations of usually 2 to 5 days. Short-term training is available via calendar and in-house seminars.

Calendar seminars are offered according to a schedule based on market demand. The calendar is published well in advance to facilitate registration and enrollment. The schedule takes into consideration busy business periods (monthly, quarterly, semi-annual, and annual report times, business cycles). Seminars are generally delivered at KIMEP's state-of-the-art Executive Education Center.

In-house seminars are available upon company / organization request. This allows training to be customized and tailored to meet the specific business needs of any client.

### **List of Seminar Topics**

#### **Management:**

- Administrative Staff Management / Managing Service Providers
- Advanced Management Skills
- Change Management
- Conflict Management
- Customer Service
- Effective Business Communication
- Effective Leadership
- Effective Negotiations Skills / Win-Win Negotiations
- Effective Public Relations
- Essential Management Skills
- Human Resources Management. Performance Evaluation
- Internal ISO Auditor Training
- Making Effective Presentations
- Project Management
- Psychology of Business Communication
- Strategic Planning
- Time Management
- Total Quality Management / HACCP Principles. ISO series 9000 Development & Implementation

#### **Marketing and Sales:**

- Advanced Sales Techniques
- Effective Marketing and Sales Techniques
- Internal Marketing and Customer Care
- Market Research and Company Advertising Budget Optimization
- Marketing Analysis and Sales Forecast
- Marketing Services
- Marketing using the Internet and New Information Technologies
- Strategic Marketing
- Strategic Marketing Planning
- Working with Difficult Customers

#### **Accounting and Finance:**

- Accounting and Finance for Non-Financial Managers
- Accounting for Oil and Gas Production
- Budgeting, Planning and Controlling
- Company Financial Documentation Administration, Filing and Maintenance
- Financial Management

Financial Statement and Ratio Analysis. Industry Analysis. Break Even Point and Working Capital Adequacy Calculation  
Financial Statements and Reporting  
Internal Audit  
International Accounting Standards  
Management Accounting. Cost Accounting

**Banking:**

Banking Marketing  
Fraud in Banking  
International Banking & its Instruments  
Trade Finance and Letters of Credit. Currency Control

**Taxation:**

Corporate Taxation. VAT  
Physical Entity Taxation  
Taxation Practices for Subsoil Users

**Logistics:**

Supply Chain Management

**Information Technologies:**

Auto CAD for Business  
Data Analysis (using MS Excel & SPSS)  
Financial Analysis using Excel  
Project Management with Microsoft Project  
Making Successful Presentations Using Information Technologies

**Legal:**

HR Document Maintenance and Legal Support  
HRM in Compliance with the Labor Code of RK on Protection of Labor  
Labor Code and Regulations in the Republic of Kazakhstan. RK Labor Code and Regulations to Support Employers  
Legal Regulatory Matters on Tenders  
RK Labor Code and Regulations to Support Employers  
Archive Administration in Compliance with Legislation of RK: “On the National Archive Fund and Archives” and “Labor Code in the Republic of Kazakhstan”  
Company Documentation Administration, Filing, Maintenance, Circulation and Archiving.  
Transition to the National Language Correspondence

**Accredited Long-Term Programs**

**AMA – American Management Association**

AMA is the world’s leading executive education program. KIMEP is proud to be the exclusive partner of AMA in Kazakhstan. The language of delivery is English. See below for more detail.

All three levels of the Certified Program in Marketing are offered. The Professional Development Program is accredited to let students sit for CIM examinations. The language of delivery is English.

### **Advantages of the PDP**

Teaching techniques at the Professional Development Program differ from traditional methods in the training market. They consider the specific needs and goals of adult training. An interactive approach is utilized to involve all participants in the training process.

The sessions offer:

- Discussion of case studies tailored to local business conditions;
- Teamwork aimed towards different presentations (individual or group);
- Experience and knowledge sharing; and
- Intensive study.

Interaction, audio-visual techniques, case studies and discussions make learning/training applicable to the actual business environment and support networking expansion.

Courses usually last an entire day or are tailored to meet the specific time needs and learning objectives of the client.

### **Clients**

Clients and participants represent businesses from all the regions of Kazakhstan (Atyrau, Aktau, Ust-Kamenogorsk, Ekibastuz, Kzylorda, Almaty, Astana), Kyrgyzstan, Tadjikistan and other Central Asian Republics, as well as Government Bodies of RK, National Banks of Kazakhstan and Kyrgyzstan.

The Professional Development Program highly appreciates its permanent clients and strives to meet their needs. Major clients are: PetroKazakhstan Kumkol Resources, Aktau Sea Merchant Port, Atyrau Oil Refinery Plant, Karachaganak Petroleum Operating B.V., Kazzink, Turgai Petroleum, Baker Hughes Services International, Inc., Tengizshevroil, PetroKazakhstan Oil Products, Kaztransoil, KaztransCom, Bogatyr Access Komir, Karazhanbas Munai, KazCommerceBank, Nur Bank, Citibank, ABN Amro Bank Kazakhstan, Bank CentreCredit, Almaty Merchant Bank, Halyk Bank and many other organizations.

### **To enroll:**

Enroll by fax, telephone or by personally returning the application form. When registering, complete the application form and please note the seminar name, date and fee payment procedure. Applications can be downloaded from our website or via fax/post upon request.



**Transfer to another session:**

If you should be unable to attend the seminar for which you have enrolled but wish to register for another date, your payment will be credited. Only one such transfer will be granted and then the cancellation policy will apply.

**Cancellation policy:**

Should circumstances make it necessary for you to cancel enrolment, a full refund, less an administration fee, will be made provided notice is given in writing prior to the start of the seminar. If no written notice is given and you fail to attend the seminar, a full tuition fee will be charged. A qualified substitute will be accepted in place of a cancellation.

**American Management Association - AMA@KIMEP**

Tel.: 7(3272) 70-44-13, fax 7(3272) 70-44-21  
e-mail [ama@kimep.kz](mailto:ama@kimep.kz)

**Mission**

The mission of the ‘American Management Association at KIMEP’ (AMA@KIMEP) Program is to help individuals enhance their careers and organizations to improve their performance by providing effective Western based business training and learning resources.

The American Management Association (AMA) has been providing a full range of management development and educational services to individuals, companies and government agencies since 1923. Their programs are developed by industry leaders and are backed by more than eighty years of management training experience. In 2003 the American Management Association chose KIMEP as the exclusive provider of its courses in Kazakhstan.

As the premier business school in the region, KIMEP ensures that you enjoy all the benefits of AMA’s courses by matching them with its world-class resources and faculty. KIMEP now offers AMA courses in two distinct platforms: as self study courses for individual students and as live seminars. What ever format you chose, AMA@KIMEP is dedicated to helping you and your organization acquire the knowledge, skills and practices to grow and prosper.

**Modes of Delivery****Self-Study Program**

The self-study program includes courses in all areas of management including human resources, finance and accounting, sales and marketing, general management and administration as well as others. If you are interested in mastering a specific topic or skill set, you may choose to take individual courses. (Each course is a complete learning experience and designed to have an immediate impact in your professional performance.) If it’s a more comprehensive study plan you want, something that will help you stand out in today’s competitive workplace, you can combine courses to earn a certificate in one of six areas of concentration.

Whether you are taking individual courses or working toward a certificate (see below), AMA@KIMEP offers unique benefits. You can boost your present skills, learn new ones and enrich your career with a flexible learning program that fits your schedule, your strengths and your career goals. You can order one course at a time or contact the AMA@KIMEP office to enquire about a quantity discount.

The self-study program also makes sense for your business. If you are running an organization with a widely dispersed workforce (offices in Almaty, Astana and Atyrau...) it may not be feasible to gather employees in one place for training. AMA@KIMEP offers a cost effective alternative by letting staff learn from any location and at their own pace. And, all programs include evaluation mechanisms verified by KIMEP that allow you to measure your employees' progress.

### **The AMA@KIMEP Self-Study Certificate**

As mentioned above, you can combine courses to earn an AMA@KIMEP Self-Study Certificate. Certificates require the successful completion of six self-study courses in a given field. At the time of publication, certificates could be attained in the following areas: Sales and Marketing, General Management, Strategic Leadership, Human Resource Management, Finance and Accounting and Professional Administration. For details and a list of required courses for each certificate please contact the AMA@KIMEP office.

### **Live Seminars**

Live seminars offer the same great content as self-study courses but with the added benefit of delivery by a recognized expert in the field. KIMEP draws upon its renowned faculty and business community network to host seminars that are dynamic and relevant to your specific circumstances. AMA@KIMEP also utilizes KIMEP's outstanding facilities to deliver a true 'business class' experience.

Individuals and organizations can purchase 'seats' at regularly scheduled seminars. For a current calendar of events visit the KIMEP website or contact the AMA@KIMEP office. Alternatively, companies may request a seminar especially for their organization at a more convenient time and place. AMA@KIMEP has hosted seminars in our own fully equipped conference room, at premier local hotels and 'on location' at the company's premises. Seminar participants who successfully complete course requirements earn the same course certificate as self-study learners.

### **Payment and Registration**

For all payment and registration details contact the AMA@KIMEP office ([ama@kimep.kz](mailto:ama@kimep.kz) or [abgd@kimep.kz](mailto:abgd@kimep.kz)).

### **List of AMA Courses**

At present time AMA@KIMEP offers the following courses:

Fundamentals of Human Resources  
Performance Appraisals: How to Achieve Top Results

Compensation: How to Develop Effective Reward Programs  
How to Build High Performance Teams  
Taking Control with Time Management  
Successful Project Management  
Successful Interviewing: Techniques for Hiring, Coaching, and Performance  
Management Meetings  
How to Manage Conflict in the Organization  
Presentation Success: How to Plan, Prepare, and Deliver Effective Presentations  
Communication Skills for Managers  
The Complete Training Course of Managers  
Leadership Skills for Managers  
How to Read and Interpret Financial Statements  
Finance and Accounting for Non-Financial Managers  
Fair, Square & Legal: Safe Hiring, Managing & Firing Practices  
Skills for Success: A Guide for Secretaries and Administrative Assistants  
Fundamentals of Marketing  
Strategic Supply Management  
How to Negotiate the Sale from Start to Finish  
Telephone Selling: a Consultative Approach  
Motivating Sales People Through Incentives and Compensation

## **Description of Courses**

### **How to Read and Interpret Financial Statements**

This course offers a basic introduction to financial statements. It explains in detail what information is contained in different financial reports, how to extract and analyze this information and how to relate it to the overall health of the business. You will learn to view financial statements in the context of external economic conditions and to read and interpret balance sheets, income statements, and statements of cash flow from a management perspective.

### **Finance and Accounting for Non-financial Managers**

Finance and accounting are the universal languages of business. Regardless of your position in the company, understanding key financial concepts is necessary to making good managerial decisions and to being recognized for promotion. This course clearly explains how to understand financial and operational measures, prepare and utilize budgets, understand the financial consequences of department actions and to speak the language of finance with fluency and ease. You'll learn to use the standard techniques of financial analysis to help your company and advance your career.

### **Fair, Square & Legal: Safe Hiring, Managing & Firing Practices**

This course is a guide for managers to create a fair and ethically strong work environment at their organization. Using best practices and developments in the United States, the course offers advice on key human resource topics such as: recruitment and hiring, evaluations and promotions, discipline and firing, sexual harassment and employee privacy. Learning and applying these management best practices will ensure you get the most out of employees and will keep your organization running smoothly.

## **Successful Interviewing: Techniques for Hiring, Coaching, and Performance Management Meetings**

'Interviewing' occurs in a variety of management situations including hiring, coaching, performance reviews and firing just to name a few. Whether you're a general manager or human resources specialist this course will improve your interviewing skills. You will learn to prepare and document interviews, ask the right questions, improve your listening skills, interpret body language and to coach, counsel, discipline, and evaluate employee performance more effectively.

## **How to Manage Conflict in the Organization**

This course equips you with the strategies, tactics and insights you need to recognize and successfully manage conflict situations within your organization. Five proven conflict-resolution approaches will be introduced and practiced. The course will enable students to understand the difference between structural and interpersonal conflict, to identify the root causes of conflict, to separate people from issues and to focus on interests, not positions when dealing with conflict.

## **Communication Skills for Managers**

The ability to communicate clearly is the critical core competency for successful managers at all levels and in all industries. Through this course you will become a more effective manager by improving your reading, writing, speaking, and listening proficiency. The course focuses specifically on business communications and covers essential topics like planning and delivering presentations, coaching and motivating employees, choosing appropriate modes of communication and using effective language in letters, proposals, memos and e-mail.

## **Taking Control with Time Management**

In this course you will learn to develop a system for managing time by using a self-audit, personal planner, and plan of action. You'll discover how to use proven time management strategies for setting and achieving your goals and reducing on-the-job stress. Topics include implementing a Time Management Plan, delegating appropriately and effectively, setting SMART goals, scheduling and conducting well-run meetings and managing information overload.

## **Presentation Success: How to Plan, Prepare, and Deliver Effective Presentations**

'Presentation Success' introduces a step-by-step approach to planning, preparing and delivering great presentations. You'll learn the best ways to prepare your opening, write smooth transitions, plan your Q&A session, and troubleshoot potential problem areas. Skills taught include how to use body language, communicate clearly, gain and hold attention, listen effectively, and elicit valuable feedback. Being well prepared will help you reduce and control your anxiety and nervousness and deliver the sort of presentations that enhance your career.

## **How to Build High-Performance Teams**

'How to Build High-Performance Teams' focuses on the vital phases of team building: recruiting the right team members, empowering them with authority and leading them to success. By the end of the course you will understand how to manage conflict and to build trust, confidence, and group work skills. The end result will be higher productivity and greater problem-solving ability in the team and the organization.

## **Successful Project Management**

Project management has emerged as the premier solution to today's organizational challenges. In this course project managers will learn how to deliver success by using a structured approach to project planning, scheduling, sourcing, decision-making and control.

### **Skills for Success: A Guide for Secretaries and Administrative Assistants**

Many managers now recognize the key role that a secretary or administrative assistant plays in keeping the organization running smoothly. 'Skills for Success' is designed to help people in these roles meet office challenges and maximize their value to the company. In this course you will learn to: increase your personal productivity, manage your time effectively, problem-solve, manage conflict and adapt successfully to change. After the course you will be more confident and capable fulfilling your tasks and responsibilities in the organization. This will help foster personal career growth opportunities as well.

### **Fundamentals of Human Resources Management**

'Fundamentals of Human Resources Management' is a comprehensive and up-to-date guide to virtually every aspect of human resources management. In this course, you will gain the skills needed to develop a human resources plan based on your organization's needs. Whether you are new to the HR department or an experienced professional, this course will help you improve your organization's staffing, training and compensation practices. For the company, improved recruitment, interviewing, hiring and training policies will ensure you get the most out of your staff.

### **Fundamentals of Marketing**

If you are marketing professional or want to understand the key role marketing plays in ensuring your company's success this course is for you. Students will be introduced to the entire marketing management process, including the most up-to-date issues such as the impact of technology and the growing global economy. After this course you will be better equipped to develop and evaluate marketing strategies and effective marketing plans. For your company, this means understanding the best ways to market your products or services and maximize profit.

### **Strategic Supply Management**

This course teaches procurement professionals how to establish and operate a supply management department that achieves strategic objectives. Students will learn to create a strategy, define resources, develop metrics, manage improvements in the supply chain, and utilize the most up-to-date processes. For your organization, strategic supply management can improve your products and services, optimize the use of resources and lower your costs. This course will explain in practical detail everything you need to know to accomplish these goals for your company and to make you a successful procurement professional.

### **How to Negotiate the Sale from Start to Finish**

This course takes you step-by-step through the proven sales negotiation process—buyer research and preparation, negotiation plan development, face-to-face negotiation and follow-through. The end result is increased sales for you and the organization.

### **Compensation: How to Develop Effective Reward Programs**

This course will give you a solid, fundamental understanding of the field of compensation and serve as a primary resource as you implement new programs or improve existing ones. Compensation is an integral part of human resources management, which in turn is a vital component of the management of the enterprise. Compensation work in all its forms should contribute to the success of the organization and serve the direct participants of the enterprise.

### **Performance Appraisals: How to Achieve Top Results**

This course will reveal what the performance appraisal process entails, why adopting proven performance appraisal practices will help managers meet the challenges of change, and why effective performance appraisals can spell the difference between success and failure for the individual and the organization.

### **The Complete Training Course for Managers**

This course is specifically designed for supervisors, team leaders, department heads, managers, trainers, human resource professionals - everyone who must train fellow employees. This course takes you through a proven four-phase training model to equip you with a strong foundation of basic training skills. After completing the course, you'll be able to decide confidently who, what, when, where, why, and how to train.

### **Leadership Skills for Managers**

Managing in today's complex workplace demands a new type of leadership. Twenty-first century managers must lead as visionaries and entrepreneurs, mentors and change agents, team builders and servant-followers. To succeed, they must increase competitive advantage, improve customer service, nurture a diverse workplace and meet unprecedented global, ethical, and business challenges. This course will expose you to the knowledge, skills and guidance managers require to become effective leaders.

### **Motivating Sales People Through Incentives and Compensation**

This course illustrates how sales managers can use sales incentives and compensations to motivate their sales teams. To motivate salespeople effectively, sales managers must have a thorough understanding of human needs and the concepts of motivation. They must also learn how to use the various forms of sales incentives and compensation to meet their salespeople's needs. This course will introduce these vital motivational practices.

### **Telephone Selling: A Consultative Approach**

A successful consultative selling approach is not scripted. It focuses on building rapport with customers to determine their needs and influence the buying decision. In this course you will learn to identify your own communication style and adjust it to the style of your customer in order to establish essential rapport. This course will enable you to refine your interpersonal skills and master the critical strategies you need to strengthen customer relations and increase sales opportunities for optimum success. This course utilizes both audio-tapes and workbook exercises.

## **Pre-Degree Programs**

### **Provisional Program**

Tel: 7(3272) 70 44 26, 70 44 29, 70 44 25

E-mail: [ppk@kimep.kz](mailto:ppk@kimep.kz), [dolp@kimep.kz](mailto:dolp@kimep.kz)

### **Mission**

The mission of the Provisional Program is to provide pre-undergraduate and pre-graduate level KIMEP students with a semester of intensive instruction so as to prepare them to successfully commence their degree program.

The Provisional Program is designed for students who did not meet KIMEP's minimum requirements on admissions exams but who demonstrated overall potential to be a successful student in the future. It is a one semester program that provides intensive English and/or Mathematics study. On successful completion of the Provisional Program, 'provisional' status is removed.

### **Structure of the Program**

The Provisional Program offers instruction in two disciplines; English language and Mathematics. The English language program of study is for students who scored insufficiently on the KIMEP English Entrance Test, and the Mathematics program is for students who scored below the required minimum on the Math section of the admission exam (Complex, UNT, KUAT or GMAT). Thus a student could be placed in one or both programs of study dependent upon their entrance exam results.

Both areas of study incorporate intensive coaching and support. The programs are offered in both the Fall and Spring semesters with the curriculum and goals the same regardless of the semester it is offered. Students study intensely and class size is kept small to ensure maximum interaction with instructors. While the programs concentrate on a specific academic discipline, they also teach general strategies that will foster the key skills and habits of successful students: in particular, exam preparation and effective study and communication skills. Through the Provisional Program students are exposed to a highly motivational, enthusiastic and disciplined approach to university life.

### **Removal of Provisional Status**

#### **Undergraduate Provisional**

Upon successful completion of the program, 'provisional' status is removed. Provisional (undergraduate) English students are not required to undertake the (pre-entry) summer intensive English course. However all other English language degree requirements apply.

#### **Graduate Provisional**

Upon successful completion of the program, 'provisional' status is removed. Provisional (graduate) English students are subject to the same English requirements as regularly admitted students. Provisional (graduate) Math students are not required to undertake (pre-entry) summer intensive math courses.

**Provisional English Program** - The Provisional English Program encompasses a full semester. Pre-undergraduate students receive a total of 240 contact hours of instruction and pre-graduate students receive a total of 180 hours. Both programs seek to improve the English proficiency of students to a level that will enable them to be successful in their regular degree program. As such the core skills of listening, speaking, reading and writing are emphasized. This is complimented by additional instruction in study skills, research and writing practices and other practical skills to help students in an academic setting.

**Provisional Math Program** - The Provisional Mathematics Program encompasses a full semester. Pre-undergraduate students receive a total of 240 contact hours of instruction and pre-graduate students 135 hours. The topics/themes progress sequentially with students ultimately

reaching the level of skills and knowledge in mathematics necessary to succeed in KIMEP's degree programs.

### **Admissions and Registration**

Admission to the Provisional Program is determined by KIMEP and is based on entrance exam results. Students who do not meet the KIMEP degree program admission requirements but who are deemed by KIMEP to be adequately prepared for the Provisional Program will be invited to register.

The Provisional Program is offered twice a year; in the Fall and in the Spring. Each semester lasts approximately 15 weeks. Students can register through the on-line registration system within the registration period indicated in the academic Provisional Calendar. Calendars are available on-campus from the Office of the Registrar.

### **Late Registration**

While late registrations are not generally permitted, students may appeal if they strongly believe that their case is an extraordinary one. If late registration is permitted, a late registration fee will be charged.

### **Program Fees and Payment**

Amount of tuition is paid according to the current tuition policy of KIMEP.

### **Tuition Payment Procedure**

1. Participants may register for the program on-line at [www.registrar.kimep.kz](http://www.registrar.kimep.kz)
2. Participants are invoiced for payment
3. Full payment must be received within the time frame articulated by current KIMEP Policy and the Provisional Program Academic Calendar

Grades will be published only after written confirmation of payment has been brought to the Registrar's office

### **Successful Completion and Retake Policy**

To successfully complete the Provisional Program a student must achieve a grade of B- or better. Students completing their first semester of study in the provisional program who do not achieve a grade of B- or better have the option of repeating the program. Students must pay the full tuition fee in effect at the time of registration to the second semester of study. Students failing to achieve a grade of B- or better in their second semester of study in the Provisional Program will lose all student status at KIMEP and must begin the admissions process again if they wish to continue studying at KIMEP.

## **KIMEP Preparatory Program**

Tel: + 7(3272) 704229  
E-mail: [ppk@kimep.kz](mailto:ppk@kimep.kz)



## **Mission and Background**

The Preparatory Program helps students to prepare for university entrance exams at both the Bachelor and Masters levels. Not all students who wish to study at the university level are properly prepared and able to realize their academic potential. KIMEP recognizes this and offers a program that teaches students how to achieve their personal best in entrance exams and then to excel in their university life.

The program provides expert instruction in core disciplines tested on entrance exams; English, Mathematics, History and Grammar of Kazakh and Russian. Students can focus their studies, and increase their proficiency, in all disciplines or just ones matching their needs.

Our faculty conducts lectures using the most effective methods of preparation for the entrance exams of KIMEP and other educational institutes. Course length and meeting times are flexible so students can prepare for exams intensively or while still attending their regular daytime classes or daytime job.

Since 1999 students have been using Preparatory courses to considerably increase their chances of passing KIMEP and other university entrance exams.

## **Structure**

All courses are intended for group study. Class size is typically kept low (12-15 students) to ensure that instructors can provide individual attention to each student. Classes are offered based on student demand.

Duration of courses ranges in length from two-weeks to an entire semester (approximately 15 weeks). All courses are structured to ensure optimal preparation for exam dates. Number of contact hours varies according to the goals of the course/program.

## **Program offering**

The Preparatory Program offerings are described below. These are divided into two categories; 'Full Semester Intensive Studies' and 'Regularly Offered Courses'. New courses and programs may be developed in the future based on market demand.

### **Full Semester Intensive Studies**

Students who wish to commit a semester to studying the disciplines offered by the Preparatory Program may wish to enroll in some or all of the Preparatory 'Intensive' courses. These courses are designed to span the full semester and culminate in the sitting of the KIMEP entrance exams. These courses are offered during weekdays. Every effort will be made to schedule these courses such that students may study any or all disciplines, English, math, history and Russian or Kazakh grammar concurrently.

### **Registration**

The registration period typically begins one week prior to the start of classes and ends 7 to 10 days after the start date.

### **Late Registration**

While late registrations are not generally permitted, students may appeal if they strongly believe that their case is an extraordinary one. If late registration is permitted, a late registration fee may be levied.

### **Admission**

The program is open to any student so long as he/she has graduated from high school. The program specifically targets two groups of students:

1. Those who have written KIMEP's entrance exam and did not qualify for admission.
2. Those students who are preparing to sit their first entrance exam and wish to ensure that they succeed.

### **Program Fees and Payment**

Amount of tuition is paid according to the current tuition policy of KIMEP.

### **Tuition Payment Procedure**

1. Participants are invoiced for payment
2. Full payment must be received within the time frame articulated in current KIMEP Policy and the program's academic calendar
3. Grades will be published only after written confirmation of payment has been brought to the Registrar's office

### **Intensive English**

The Preparatory Intensive English program is an intensive study of English encompassing approximately one semester or 15 weeks. Students study every weekday for a total of 240 hours of instruction. While the program's primary ambition is to assist students in being successful on university English proficiency tests, the curriculum is also designed to instill the full range of proficiency skills that will enable students to be successful in learning in an English language environment. These skills include listening, speaking, reading and writing. At the conclusion of the program students are invited to sit the KIMEP English Entrance Exam.

### **Intensive Mathematics**

The Intensive Math program consists of three subsequent courses of 40 hours each. The three (course) levels sequentially build on the skills and knowledge mastered in the previous level. At the conclusion of the 120 hours of instruction, students should have an understanding and working knowledge of the fundamental math concepts. Instruction is delivered in English, Russian or Kazakh dependent on demand.

### **Intensive History**

Two levels of history instruction are offered, each consisting of 40 hours of instruction. The curriculum is based on the understanding and knowledge of Kazakh history tested against in university entrance exams. Instruction is delivered in English, Russian and Kazakh.

### **Intensive Grammar**

Two levels of grammar instruction are offered, each consisting of 40 hours of instruction. Students may study Russian or Kazakh grammar.

### **Regularly Offered Courses**

The Preparatory Program also offers courses throughout the academic year after regular school hours. These courses are open to all and are scheduled such that they do not interfere with a student's regular daytime classes or daytime job. Duration of courses may range from two weeks of intensive preparation (just prior to examination dates) to courses that are spread over 10 weeks. Regardless of duration, each course has a prescribed and consistent number of contact hours. These are included in the course descriptions below.

### **Fees and Registration**

Please contact the Preparatory Program office at the contact details provided above for current tuition fees and registration procedures.

### **Mathematics**

The mathematics course prepares students at the undergraduate level and consists of 40 contact hours. Instruction is provided in both Kazakh and Russian. Topics covered include: intensive and systematic review of mathematical theory, illustration of problem solving methods and organizing of tests in order to improve testing ability. Students are constantly evaluated to gauge their progress.

### **History of Kazakhstan**

The History of Kazakhstan course provides students with an overview of the key facts relevant to the history of the country. Students should gain a mastery of significant historical events, dates, personalities and geographical names. Constant review and consolidation of material is gauged via tests. The course consists of 40 contact hours and is delivered in both Kazakh and Russian.

### **Kazakh Language**

All aspects of the Kazakh language on which the entrance test questions are based are included in the syllabus. The course consists of practical work and tests in order to improve knowledge and testing ability, and to provide constant evaluation of students' knowledge. The course consists of 40 hours of instruction.

### **Russian Language**

All sections of the Russian language on which the entrance test questions are based are included in the syllabus. The course consists of practical work and tests in order to improve knowledge and testing ability, and to provide constant evaluation of students' knowledge. The course consists of 40 hours of instruction.

### **Geography**

This course helps students understand revisions to, and current status of, Kazakhstan and world geography. Practical work and tests are utilized in order to improve knowledge and testing ability and to provide constant evaluation of students' knowledge. The course consists of 40 hours of instruction and is delivered in both Kazakh and Russian.

### **GMAT**

This course provides instruction in 3 aspects of the Graduate Management Admissions Test and similar tests: Problem Solving, Data Sufficiency and Critical Thinking. The course emphasizes practical applications of mathematics and involves extensive testing. The course consists of 40 contact hours and is only offered in English.

**GRE**

This course provides instruction in 2 aspects of the Graduate Record Examination and similar tests: Problem Solving and Quantitative Comparison. The course consists of practical work with tests and consists of 24 contact hours. Instruction is provided in English.

**The Faculty**

Undergraduate level courses are taught by experienced teachers from secondary educational institutions who are experts in their disciplines and in many cases, authors of the Standard Complex Tests. These educational leaders are invited to teach in the Preparatory Program on the recommendation of the City Teachers Improvement Institute.

Graduate level faculty for this program includes experienced teachers and lecturers and some of KIMEP's best graduates.

# **ACADEMIC SUPPORT UNITS**

**LANGUAGE CENTER  
COMPUTER AND INFORMATION SYSTEMS CENTER  
LIBRARY  
INTERNATIONAL OFFICE**

## LANGUAGE CENTER

Office 227, Tel: 70-43-68 (2263), [www.kimep.kz/english](http://www.kimep.kz/english)  
e-mail: [magas@kimep.kz](mailto:magas@kimep.kz); [utem@kimep.kz](mailto:utem@kimep.kz); [lc@kimep.kz](mailto:lc@kimep.kz);

### ADMINISTRATION

Maganat Shegebayev, M.A. TESOL, DBA candidate, Acting Director  
Zaira Utebayeva, Candidate of Science, Associate Deputy Director  
Kaldygul Utembayeva, B.A., MPA candidate, Undergraduate Program Supervisor  
Agybai Mukataiuly, Candidate of Science, Kazakh Language Program Coordinator  
Nigel B.C. Cox, B.A., Director of World Language Program  
Kim John Heung Jun, MA, Ph.D. Candidate, Director, Center for Korean Studies  
Gulmira Kutumbetova, B.A., Executive Assistant  
Kussainova Guldana, BA, Secretary

### Mission

Our mission is to ensure the highest possible standards of English language instruction, enabling our students to participate fully and effectively in their degree courses. We seek to promote confidence and fluency in English. We believe doing so will help our students in both their academic and professional endeavors.

### Profile

Since the inception of KIMEP in 1992, English has been its language of instruction. It has, therefore, always had a large language center. At present we have a core staff of local as well as British and American language professionals. Over the last few years the local staff has received valuable training in the EU and in Almaty, courtesy of the European Union. In addition, with support from the Soros Foundation, the British Council and TACIS, the Center has built up a rich and highly-utilized library of teaching resources. The Language Center now has over 1250 titles from American and British publishers. In addition to running the all important English courses for both undergraduates and graduates at KIMEP, the Language Center also runs a Master in Teaching English to Speakers of Other Languages (MA TESOL). This is not only useful for teachers of English but for excellence in the teaching of any foreign or second languages.

### Language Laboratory

The Language Lab is a place where students can find all sorts of multi-media resources and materials to help them improve any aspect of their language learning. If students want to improve their Listening skills, they can come and watch a movie and listen to audiotapes whilst at the same time reading the transcript to make sure they follow what the announcers say. Students can work

on their Writing skills, develop Reading skills, revise forgotten Grammar, increase Vocabulary, and improve aspects of Pronunciation. Students can do almost anything they like to improve their language ability in a wide range of Languages. And students don't have to do it on their own. There are friendly and helpful Advisers on duty at the Advice Desk everyday.

### **Mission**

The Language Lab was established at KIMEP by the Language Center in order to:

1. Help students to improve their language skills, to acquire better results in different languages such as English, Kazakh, Korean, French, Spanish, German, Japanese, Chinese, Turkish and Russian.
2. Allow students to learn additional languages
3. Approach learning languages through the available in Language Center materials.

The Language Lab provides the access for students to different materials such as:

- Listening
- Video
- Reference
- Grammar books
- Course books and etc.
- Computer disks
- Teacher's recourse packs-assignments especially for their students (our Lab works very closely with Language Center instructors)
- Internet Resources

## **UNDERGRADUATE PROGRAM**

### **Students entering from Fall 2007**

#### **Admission**

Students entering KIMEP take an English test: the Kimep Entrance English Test (KEET). To qualify for entrance, the students must achieve the required score on this test.

#### **English at KIMEP**

One of the reasons you have worked hard to enter KIMEP is that all your courses, with the exception of Kazakh, are in English. However, the English used is *Academic English*. This is quite different from general English in many ways. Therefore at KIMEP, the Language Center runs a number of academic English courses to help you succeed in your studies. All students must take part in all these courses and pass them. Any students who can document an IELTS 7, Cambridge Advanced Certificate, CAEL, or TOEFL which includes writing/speaking sections can be considered for exemption of the 4 Academic Courses if they also pass the Language Center's

academic English examinations. Students passing these may be considered for specialized, advanced courses.

Upon entry to KIMEP, there is first of all, the extremely important Summer Intensive English Preparation Courses, which must be taken before you can begin your studies as an undergraduate student at KIMEP. After successfully completing this course, you can begin on the General Education (GE) courses. At GE level there are 4 courses: 'Academic Speaking', 'Academic Listening and Note-taking 1' and 'Academic Listening and Note Taking 2', as well as 'Academic Reading and Writing'. Then upon passing these courses, you will have a fifth English course, English for Specific Purposes, (ESP) which is run by the Language Center in conjunction with the Bang College of Business and Social Sciences College. All courses are described later in the catalog.

In order to function at the level required at KIMEP, you must take 'Academic Listening and Note Taking 1' as well as 'Academic Speaking' in the first semester of your first year. Then in the second semester of your first year, 'Academic Listening and Note Taking 2' and 'Academic Reading and Writing'. The ESP course is part of your degree course. For each of the courses, except the Summer Intensive English Preparation Course you will earn 3 credits.

As English is so important, firstly for all of your studies, and later when you are looking for a job, we expect you to pass all the Academic English courses before you can begin on your content courses in your second year. Therefore, you will need to devote a considerable time to English self-study in addition to the homework you receive. It is necessary for you to spend 2-3 hours daily on English, outside classes. To help you, you can meet your teachers in their office hours. Also, there is a self-study laboratory in the Language Center where you can get help with various problems and where there is a variety of materials which you can use to succeed in your English. We can also direct you to a number of English self-study pages on the Internet.

Apart from the differences you will discover between Academic and General English, you will also realize that studying at university requires many new learning techniques which are different from those you used in high-school. Therefore, we recommend that you take the elective This will help you learn how to learn; not only for Academic English subjects but also your content courses.

We look forward to meeting and working with you so that you can reach the levels you need for academic study at KIMEP.

### **Summer/Fall Intensive English Preparation Course (Compulsory)**

The intensive course is the prerequisite for General Education courses. This course is required for all new undergraduate students. Students who for acceptable reasons (e.g. illness, documented by a medical certificate) cannot attend this course must do so in the fall. The summer intensive courses are 150 hours, 5 hours daily for 6 weeks, from July to mid August. The fall intensive takes place between August and December. Students who take English intensives in Fall semester will have to postpone their GE studies till Spring semester.



## **ENG0305 Summer English Intensive Preparation Course, Upper Intermediate 1**

## **ENG0306 Summer English Intensive Preparation Course, Upper Intermediate 2**

*Prerequisites: Qualifying Test Score*

At the end of these courses you will be better able to work in and with Academic English. You will have learnt some of the skills needed for Academic English speaking, reading/writing and listening and note taking. Consequently, you will be able to continue on a higher level in the GE Academic English courses.

### **Undergraduate Program Course Requirements and Descriptions of Language Center Courses**

The GE requirement is 12 credits of Academic English, not including University Life (run by Language Centre) for which there are no credits. 3 more credits are given for the elective GE course and for the compulsory subject: English for Specific Purposes (ESP). Classes average 18 students per group.

Students are assessed throughout their studies. Class attendance and participation is monitored closely. There are also class assignments and mid-term assessments, which contribute to the final grade. There are final tests at the end of each session which students are required to pass. At the end of each semester a grade is given, which is included in the GPA. It is a prerequisite that each English course is passed at the required level in order to continue with studies. Students who are at the low end of the passing scale, will be advised to take part in “booster” summer English courses. Students who fail the required English courses, must pay for the courses they re-take.

In order for all students to self-monitor their own progress, the LC ensures that you have diagnostic tests regularly. These will help you recognize your strengths and weaknesses and adjust your self-study efforts appropriately. The tests also help us to optimally match your abilities with what we teach you.

The diagnostic tests will take place at the beginning of your Summer Intensive Preparation Course, then after the 3<sup>rd</sup> week and at the end of the course. This procedure will be repeated in all the Academic English courses and during the non-GE English course. In addition, in Year 2, Year 3 and Year 4 you will be able to profit from diagnostic tests at the end of each semester. These will allow you to discover any weak areas you have so that you can intensify your studies in order to overcome these deficits.

### **Language Center General Education Courses (Compulsory):**

#### **ORT1300 University Life**

*Prerequisites: None. 0 credits.*

This 15-hour course is required for all new undergraduates. It is designed to prepare them for the challenges of coping with independent living in a University atmosphere. A wide range of social issues will be explored, including the following: time management, budgeting, study habits, and relationships. This course should be taken in the summer preparatory session or in the first semester.

## **ENGLISH**

### **ENS1111 Academic Speaking**

This course helps you to speak with confidence while giving presentations and participating in academic class discussions as well as when answering your teachers' questions.

At the end of this Academic Speaking course, you will have learnt, amongst other things, about the importance of audience and how to organize and give presentations. You will know about the structure of presentations: including how to introduce yourself and your topic, how to give an appropriate overview, how to give information in the correct sequence, how to develop your ideas, to conclude appropriately. Additionally, you will know how to compare and contrast various points, how to develop your argument effectively, how to exemplify, to emphasize and to summarize.

Additionally, you will know about the importance of audience, of how to relate to them via clear delivery, correct speed, of stress and emphasis, appropriate body language and eye contact. You will know how to deal with questions and answer them helpfully. You will know how to maintain audience interest in PowerPoint presentations.

You will be able to effectively take part in academic discussions/debates, how to control the discourse, how to change the subject, how to ask for more information/clarification, query various points, state a point of view, agree and disagree, how to hold the floor and prevent interruptions.

You will also have learnt how to find the main points of questions asked by teachers and others, and answer them effectively.

### **ELN1101 Academic Listening and Note Taking 1**

At the end of this course you will have increased your ability to understand short academic lectures of around 15 minutes length. You will have learnt how to recognize lecture structure, to understand relationships in the lecture and within complex sentences. You will be able to recognize the importance of key messages in lectures, and how to deduce the meanings of unfamiliar words in addition to guessing their meaning from the context. You will know how to listen for gist, and to listen for specific information as well as being able to focus on the entire length of a lecture.

When you are on your degree program, you will be expected to take notes while you are listening to the lecture. After this course, your note-taking skills will have improved so that you can use them as the basis for reviewing your homework and revising for exams. Also you will have learnt how to use your notes as the basis for writing short academic texts.

### **ELN1201 Academic Listening and Note Taking 2**

In this course you will continue to work with the skills you have learnt in 'Academic Listening 1', and expand upon them. Therefore, at the end of 'Academic Listening 2' you will be able to understand complex lectures of approximately 50 minutes length. Also you will hear a variety of World Englishes. Consequently, you will have become familiar with some of the most prevalent

accents and styles of English in the world; not only different types of Canadian, British and American English ones, but also different kinds of accents from the Indian sub-continent, Central Asia and Europe etc.

You will also have learnt to differentiate between what is stated explicitly and implicitly, recognize the speaker's attitude, and how to evaluate information.

Your note-taking skills while listening will have increased and improved. You will be able to write longer essays, reports, critical evaluations based upon them. This course will be closely linked to "Academic Reading and Writing" in that topics from this class will often supplement those you have listened to in the "Academic Listening 2" lectures.

### **EWR1211 Academic Reading and Writing**

This course combines learning how to 'read' academic texts with how to 'write' them. At the end of this course, you will be able to write summaries, various types of essays and reports based on academic materials you have read, in class as well as texts on the subject that you have found in the library or Internet. You will also be asked to use your notes from your "Academic Listening and Note-Taking Skills 2" course. Further, you will be able to present in-text and post-text references appropriately. You will be fully aware of the fact that plagiarism is an *academic offence*, and you will know how to avoid it.

As an effective reader of academic texts you will be able to skim and scan, and to read intensively and extensively. You will be able to recognize important points, to find implicit meaning, and you will be able to analyze texts well and relate to them critically. You will have increased your research skills and be able to evaluate Internet sources better.

In academic writing, you will have learnt to regard writing as a process that involves several drafts before the final version. You will have learnt to review, edit and then rewrite work in improved forms. Also you will know how incorporate legally what you have read into summaries, or as paraphrase, exemplification and synthesis. Further you will be able to write in a linear, organized way and be able to present writing that is cohesive and coherent.

### **EAA1300 Advanced Academic English Skills**

For those who have passed IELTS, CAEL, CAE and TOEFL at accepted levels (*see English at KIMEP*) and have passed the Language Center's Academic English examinations, Advanced Academic English Skills courses will be customized to fit students' needs.

## **CENTER FOR KOREAN STUDIES**

### **A. Rationale**

KIMEP aims to provide the people of Kazakhstan with the skills and knowledge necessary to reach a well-distributed prosperity in the twenty first century. To fulfill this objective KIMEP offers a number of courses in Business Administration as well as Social Sciences. This proposal aims to

demonstrate the need to enhance KIMEP by introducing *Korean Studies and Korean language program*.

The interest for Korea and Korean language is increasing since the Center for Korean Studies has been established in 2004. As there are also numerous Korean companies here and in other Central Asian countries, it is to be expected that the necessity for interest in Korean Language and Studies will proliferate rapidly.

#### **D. The Role of the Center for Korean Studies**

The Center for Korean Studies is to support and coordinate the activities of students and faculty members offering courses and conducting researches related to Korea. The Center's roles are;

- a. to enhance the quality and performance of University faculty with interests in Korean studies,
- b. to stimulate research and teaching Korean issues,
- c. to coordinate the resources of the University with other institutions and individual scholars in the study of Korea.

#### **C. Program Framework**

Korean companies firms welcome graduates who speak Korean in addition to Kazakh and Russian as the Kazakh economy is growing rapidly and Korean/Kazakh corporation is increasing rapidly. Therefore, the Korean Studies Program will consist of:

- a. Korean Language at intermediate and advanced levels.
- b. Korean subjects; Korean Culture and History, Korean Economy, and Korean Politics will be included as main subjects.
- c. The above courses will enhance subjects in the similar areas of students' major.

The first two academic fields intensively support the major Departments to make it more academically specialization for Korean language and studies as shown below diagram. This model refers to recent world wide academic trends toward a multi-disciplinary and demand oriented approach.

#### **F. Programs**

<b>Korean Language; Minor</b>	<b>Korean Studies, Minor</b>
<p><b>1. Mandatory Subjects(15 credits)</b></p> <p><b>Korean Language</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Elementary Korean 1</li> <li><input type="checkbox"/> Elementary Korean 2</li> <li><input type="checkbox"/> Intermediate Korean 1</li> <li><input type="checkbox"/> Intermediate Korean 2</li> <li><input type="checkbox"/> Advanced Korean 1</li> </ul>	<p><b>1. Mandatory Subjects(9 credits)</b></p> <p><b>Korean Related Subjects</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Korean Culture and History</li> <li><input type="checkbox"/> Korea Economy</li> <li><input type="checkbox"/> Korean Politics</li> </ul>
<p><b>2. Elective Subjects(3 credits)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Advanced Korean 2</li> <li><input type="checkbox"/> Korean Phonetics</li> <li><input type="checkbox"/> Korean Literature</li> </ul>	<p><b>2. Elective Subjects(9 credits)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Elementary Korean 1</li> <li><input type="checkbox"/> Elementary Korean 2</li> </ul>

<input type="checkbox"/> Korean Culture and History <input type="checkbox"/> Korea Economy <input type="checkbox"/> Korean Politics <input type="checkbox"/> Korea Development Policy	<input type="checkbox"/> Korea Development Policy <input type="checkbox"/> Political Economy of East Asia <input type="checkbox"/> Business in Korea <input type="checkbox"/> International Relations of East Asia <input type="checkbox"/> Korean Business Internship
Required Credits for a Minor Course; 18	

## Course Description

### Korean Economy

This course is designed to introduce the Korean economy by analyzing on the basis of general economic theories applied to Korea and Kazakhstan. It briefly review the major macroeconomic policies by periods and then try to make an overall evaluation on them in terms of efficiency, equity, stability, and degree of self-support, also examines and seeks to the questions on development issues in Korea and Kazakhstan.

### Korean Politics

This course is an introduction of Korean politics and government system. Starting with the general environment and history of Korean politics, this course covers the modern history, government organizations, political process, social and economic system and international relations of South Korea. The goal of this course is to provide students with general understanding on the institutional arrangement and political process of Korean politics. This course covers legislative, administrative, and judicial branches of Korean government and also deals various topics concerning political process; campaign, election, interest groups, public opinion, party politics, collective actions in Korean politics.

### Korean History and Culture

This course is a comprehensive study of the characteristics of Korea's social structure and the ideals and problems which have developed within Korean society. Special attention is paid to increasing the students' understanding of the nature of Korean society since modernization. It will provide an introduction to the current issues of contemporary Korean society and culture in a rapidly changing world from the socio-political perspectives. Topics to be explored include the definition of society and culture, economic development and modernization, Confucianism and institutional change, religion, Korean families, education, gender issues, aging, mass media, politics, Korean culture, collectivism and individualism, Korean corporate culture, and civil society.

### Business in Korea

This course investigates the economic system and industrial structure of Korea, and it highlights characteristics of Korea's economic policies, with a focus on trade and growth, inflation, employment and income distribution. In this course, the political, economic and cultural environment surrounding Korean business is studied. Students also examine characteristics of business administration in Korea, especially in terms of the relationship between Chaebol and state, personnel, socio-cultural norms and institution, organization and government finance. Theory, case studies, and empirical data is utilized to foster comprehensive analysis and understanding of Korean economic and business environment.

### **Korean Development Policy**

This course is an introductory subject to the Korean economic development including Korean economy in general, economic development planning and implementation as well as the mobilization of her social resources. The course will begin by introducing students to the foundation of Korean economy, economic growth theories and its application to Korean economy from reading materials to be distributed. This course is organized into three parts; Korean economy in general, theories of economic growth/ development and actual implementation of the Korean economic development plan for possibly applying to Kazakhstan.

### **International Relations of East Asia**

This course introduces and applies theories of international relations to inform contemporary debates about major security issues in East Asia. After examining the historical background necessary to understand current events within the region, we will focus on China's emergence as a great power and the regional and global impact; the stability of deterrence in the Taiwan Strait; Japan's security strategy (its roots and future directions); the North Korean nuclear crisis, and the prospects and regional implications of Korean unification; disputes over history and calls for atonement from Japan's past victims of war and colonization; and the US security policy toward the region. The course also examines the development of potentially pacifying trends such as East Asian institution-building, economic integration, and international cooperation in the area.

### **Political Economy of East Asian**

This course is an introduction to the political economy of East Asia. In the past decades the economies of East Asia (South Korea, Taiwan, Singapore, Japan) have generally performed well compared with the rest of the world. Political scientists and economists, among others, have offered various and often opposing explanations (developmentalism, dependency theory, statism, state in society theory) for East Asia's high growth, as well as for the Asian Financial Crisis of 1997 - 1998. A large part of the debates center on the role of the state in the economic development of East Asia. Therefore, starting with an overview of the performance of East Asian economies, this course shall examine the development strategies and policies of the major economies in the region. Conflicting arguments shall be discussed and analyzed and by the end of the semester students are expected to have developed sufficiently sophisticated skills and understanding for their further study of the political economy of East Asia.

### **Korean Business Internship**

A field-oriented study program open to senior major students. It immerse students in the reality of Korean firms where they will put into practice the knowledge acquired. Students work a minimum of 120 hours in structured Korean firms to get more field experiences.

### **KAZAKH LANGUAGE**

All students are required to take 2 courses of the Kazakh Language. Students must receive advice from the Kazakh section advisers before registering for Kazakh courses. Please Note! Students entering fall 2007, receive 3 credits for Kazakh courses per course. Pre-fall 2007 students receive 2 credits per course.

**KAZ1401 Elementary Kazakh**

*Prerequisite: None*

This course is designed for native and foreign students who have never been exposed to the Kazakh language before. It aims at giving a deeper insight into the active vocabulary and speech sounds of Kazakh language, as well as developing spoken language of the students.

**KAZ1402 Beginning Kazakh 1**

**3 Credits**

*Prerequisites: None*

This is the preliminary course for students who have never been exposed to the Kazakh language before. It aims at developing basic skills in four main parts of language acquisition, such as speaking, reading, listening and writing.

**KAZ1403 Beginning Kazakh 2**

**3 credits**

*Prerequisites: KAZ1402*

This course is designed for further development of the communication skills gained in the first course, but on a more complicated level. It also gives glimpses of Kazakh culture, history and traditions.

**KAZ1404 Intermediate Kazakh 1**

**3 Credits**

*Prerequisites: None*

This course aims at giving a deeper insight into grammar and vocabulary, as well as at preparing students to be able to express themselves freely.

**KAZ1405 Intermediate Kazakh 2**

**3 credits**

*Prerequisites: KAZ1404*

This course trains students to understand and use more complex language in different settings. Those areas include decision-making, and communicating in different social and official situations.

**KAZ1406 Business Kazakh 1**

**3 Credits**

*Prerequisites: None*

This course is mainly intended for students who possess a high enough level to deal with a wide range of business aspects, authentic mass-media sources and original literature.

**KAZ1407 Business Kazakh 2**

**3 Credits**

*Prerequisites: KAZ1406*

This is a proficiency level course and is designed for students of native-speaking fluency. This course has a broad range of activities, designed to focus on the specifics of business communication and correspondence skills.

### **KAZ1408 Kazakh Language & Culture**

#### **3 Credits**

*Prerequisites: None*

This is a proficiency level course and is designed for students of native-speaking fluency. This course has a broad range of activities, designed to focus on the Kazakh language and Culture.

### **KAZ1409 Business Correspondence in Kazakh**

#### **3 Credits**

*Prerequisites: None*

This course aims at training students to fill in correctly some official documents in the state language, further developing skills in writing and communicating in different official situations. In addition, students will be able to use freely their literacy in Kazakh on a more complicated and advanced level.

### **KAZ1410 Public speaking in Kazakh**

#### **3 Credits**

*Prerequisites: None*

This course is mainly intended for students who have a perfect command of the Kazakh literary language, as well as for those who have abilities in oratory and creativity. In this course students will learn to express their own opinions freely and use a more complex language.

## **ELECTIVES**

Choose courses with the assistance of advisors and/or departments

## **FOREIGN LANGUAGES**

### **ENG1301G Functional English**

This course is designed to provide new undergraduates with the further development in their Functional English skills. It therefore provides development in traditional areas such as grammar and vocabulary, but all within a skills and topic-based syllabus, which promotes the student's ability to use the language effectively.

### **CHN 1301 Elementary Chinese**

This is a first and most basic course in the Elementary Chinese Program. It is intended for students who have had some exposure to Chinese but not yet have a large vocabulary or a command of grammar. Lessons focus on reading, writing, speaking, and listening.

### **FRN1301 Elementary French**

This is a first and most basic course in the Elementary French program. It is intended for students who have had some exposure to French but not yet have a large vocabulary or a command of grammar. Lessons focus on reading, writing, speaking, and listening.

### **Elementary Korean 1,**

*Elementary Level*

This is the first and most basic course in the Korean Language. This course is designed to provide new students with reading, writing, speaking and listening after



learning Korean consonants and vowels as well as its structure of syllables. The Korean culture and etiquette are also introduced.

### **Elementary Korean 2**

#### *Upper-Elementary Level*

This is the second course of Korean language. It is intended for students to learn basic Korean vocabulary and expression as an elementary grammar course. This is a basic foundation level to improve Korean language.

### **Intermediate Korean 3**

#### *Intermediate Level*

This is the third course of Korean language. It provides intensive practice with emphasis placed on developing student's oral and written fluency as well as learning grammar. The traditional Korean culture and history are also introduced in teaching content

### **Intermediate Korean 4**

#### *Upper-Intermediate Level*

This course is the fourth of Korean language for students who have basic vocabulary and some knowledge of grammar. Lessons focus on reading, writing, speaking, and listening. The course is intended to raise the student's level of Korean to Pre-intermediate Level.

### **Advanced Korean 5**

#### *Advanced Level*

This course is designed to provide students with further development in their general Korean skill. It emphasizes on the practical use of vocabulary and grammar, which promotes the student's ability to use the language effectively not only in daily life but also business.

### **Advanced Korean 6**

#### *Upper-Advanced Korean*

This is the last course offered by the Korean Language Program as a minor course. Therefore it designed to the students who already reached a sufficiently and advanced level in Korean. It leads for students to the level of being able to freely utilize idiomatic phrase, various vocabulary, expression and grammar. Korean culture and customs are also introduced to fully understand Korean meaning.

### **RUS1301 Elementary Russian**

Russian is also available for those international students who do not speak it as a native language. This is the first and most basic course in the Elementary Russian program. It is intended for students who have had some exposure to Russian but not yet have a large vocabulary or a command of grammar. Lessons focus on reading, writing, speaking, and listening.

### **SPN1301 Elementary Spanish**

This is a first and most basic course in the Elementary Spanish program. It is intended for students who have had some exposure to Spanish but not yet have a large vocabulary or a command of grammar. Lessons focus on reading, writing, speaking, and listening.

**GER1301 Elementary German**

This is a first and most basic course in the Elementary German program. It is intended for students who have had some exposure to German but not yet have a large vocabulary or a command of grammar. Lessons focus on reading, writing, speaking, and listening.

**TUR1301 Elementary Turkish**

This is a first and most basic course in the Elementary Turkish program. It is intended for students who have had some exposure to Turkish but not yet have a large vocabulary or a command of grammar. Lessons focus on reading, writing, speaking, and listening.

**JPN1301 Elementary Japanese**

This is a first and most basic course in the Elementary Japanese Program. It is intended for students who have had some exposure to Japanese but not yet have a large vocabulary or a command of grammar. Lessons focus on reading, writing, speaking, and listening.

**GENERAL EDUCATION ELECTIVE OFFERED BY LANGUAGE CENTER****ELA1302 Learner autonomy: development of good learning skills**

Studying at university is different in many ways from studying at school. Students often find it difficult to find the best way to go about their learning at university. This course will therefore help you to learn the best way of studying at this high level.

At the end of this course, you will have developed a variety of good strategies that will help you succeed in the courses you are taking. You will have learnt how to set specific goals, self-monitor and self-evaluate, and to manage your time. Also you will be better able to deal with any nervousness you have about your studies and you will know how to learn in a variety of ways, both with others and individually. In addition, you will have increased your memory skills, you will know how to solve learning problems and you will have developed a range of additional skills that will help you to study successfully in your main subject courses.

**ENGLISH UNDERGRADUATE COURSE run by Language Center****ESP1301 English for Specific Purposes (Compulsory)****3 Credits**

For these classes, English language teachers will work together with your main subject teachers. This will ensure that you become familiar with the specific vocabulary and language structures you need in order to understand and discuss topics presented to you by your college teachers. We will continue to work with your subject teachers to improve your reading and writing skills specifically to help you to succeed in the areas in which you are majoring.

## **Pre-2005 Intake**

### **2 courses of the following are required**

#### **ENG2301 Business English 1, Upper Intermediate level**

##### **3 Credits**

*Prerequisites: ENG1302 General English 2, Intermediate level or ENG1304 General English 4, Upper-Intermediate level*

This course provides students with further progress in English at the Upper Intermediate level. It focuses on developing the students' language skills in a business setting, and it aims to produce students who can effectively cope in English both in their studies and in the real world.

#### **ENG2302 Business English 2, Upper Intermediate level**

##### **3 Credits**

*Prerequisites: ENG2301 Business English 1, Upper Intermediate level*

This course is a continuation of ENG 2301, and it takes a broadly communicative and task-based approach, based on developing the students' abilities in the four skills: reading, writing, speaking, and listening. It is designed to raise the students' level of English to the Advanced level.

#### **ENG2303 Business English 3, Advanced level**

##### **3 Credits**

*Prerequisites: ENG1304 General English 4, Upper-Intermediate level or ENG1306 General English 6, Advanced level*

This course is designed for those students who already reached a sufficiently advanced level in English. It combines tuition in business vocabulary and topic areas with the structures and tasks necessary for coping efficiently in the modern world of international business.

#### **ENG2304 Business English 4, Advanced level**

##### **3 Credits**

*Prerequisites: ENG2303 Business English 3, Advanced level*

This course is a continuation of ENG 2303, although other students may enroll if they have reached the required language level the previous semester. This course offers insights on a wide range of topical business issues.

### **Elective (1 course required):**

#### **ENG3321 Literature**

##### **3 Credits**

*Prerequisites: ENG2302 or ENG2304*

In this course students will read original English-language literature to explore the various written genres of English, as well as deepen their understanding of other epochs and cultures. Students will study the writer's technique as a model for excellence in written English.

#### **ENG3331 Public Speaking**

##### **3 Credits**

*Prerequisites: ENG2302 or ENG2304*

Students who have already attained a high degree of fluency will enjoy learning how to

communicate in a public setting. This course will teach students how to prepare and present speeches to a culturally diverse audience. Students will be listening to professional speakers and reviewing their writings as well as presenting their own speeches.

### **ENG3341 Film Study**

#### **3 Credits**

*Prerequisites: ENG2302 or ENG2304*

Film studies undertake a critical analysis of cinema leading to the understanding of film as literacy and an aesthetic art form. Students learn to critically analyze films for form and content, and to understand how the individual elements that compose a film generate meaning and evoke feelings, which support the theme of the film. Writing assignments are used to exercise the composition skills of students. Through in class discussions, students come to understand the medium of film not only as a mode of entertainment, but as an art form, an industrial product, and an ideological tool.

### **2005 and 2006 Intake**

The following courses are for students entering 2005 and 2006:

#### **Language Center General Education Course (Compulsory):**

##### **ORT1300 University Life**

*Prerequisites: None. 0 credits.*

This 15-hour course is required for all new undergraduates. It is designed to prepare them for the challenges of coping with independent living in a University atmosphere. A wide range of social issues will be explored, including the following: time management, budgeting, study habits, and relationships. This course should be taken in the summer preparatory session or in the first semester.

#### **Electives**

Choose courses with the assistance of the Language Center's advisors.

#### **ELECTIVES (3 credits required)**

##### **ENG1302G Academic Composition**

This course is designed to introduce students to the reading, writing and critical thinking expected of them at the university level. Essays written by experienced writers from a variety of academic disciplines rendering in a variety of rhetorical situations are analyzed; however, these are supplemented by the students' essays. Students are expected to write both thesis-driven and narrative-based prose. The classroom serves as a workshop where students write multiple drafts of their essays and respond to each other's work-in-progress and where they meet to analyze various published works in order to discover how meaning is created in written texts and how the authors' use of language shapes the essays. Students are evaluated on their participation in class and on a final portfolio, which contains of all their drafts, notes, and final versions of their essays.

**ENG1303G Critical Thinking and Writing**

The course is intended to introduce students to philosophical argumentation and reflection, and to develop skills of reading, writing, and argumentation that are valuable in a number of academic and everyday contexts. It is designed to enhance students' abilities to read and listen critically, to respond reflectively to arguments offered by others, to distinguish successful and unsuccessful arguments, and to generate well-formed arguments of their own. Students will learn to analyze the writing of others, noting focus, arrangement, logical development, vocabulary, and style. Students will also be trained to apply the principles of critical thinking and effective writing in expository and argumentative essays.

**ENG1304G Business English**

Given the students' orientation towards business studies, the Business English course is designed to improve students' skills in reading, writing, listening and speaking within skill-based and communicative scenarios utilizing various business contexts. The fundamental knowledge of English grammar, vocabulary, phonetics obtained in the previous English language courses is crucial in the study of Business English.

**ENG1305G Business Communications**

The course emphasizes the importance of communication in business and develops skills in writing effective business correspondence and in oral communication. Accordingly, the course is designed to acquaint the student with the accepted methods and technologies necessary for effective performance in different organizational contexts in modern business environments.

**Fine Arts (2 credits required)****ART1301 Introduction to Films**

This course undertakes a critical analysis of cinema leading to the understanding of film as a literary device and an aesthetic art form. Students learn to critically analyze films for form and content, and to understand how the individual elements that compose a film generate meaning and evoke feelings, which support the theme of the film. Film Studies focuses on genre films and on genre criticism; however, as part of the semester grade students are invited to put together an oral presentation on other critical approaches: Postmodernism Deconstructionists', Marxist, Feminists, and Psychoanalytical. Students are evaluated through in-class short essay writing, a longer essay, and several oral presentations. Through in class discussions, students come to understand the medium of film not only as a mode of entertainment, but as an art form, industrial product, and ideological tool.

**ART1302 Introduction to Music**

A listening-oriented study of a variety of musical experiences, from the earliest notated European Music to contemporary electronic and popular styles. Special attention is given to contemporary music of all kinds, including excursions into the music of other world cultures and the music of popular culture. The course aims at exposing a full range of musical diversity past and present as well as promoting an appreciation for listening to music in depth. The course objectives include developing skill at recognizing and explaining musical experiences as well as exploring the relation of music to society as a whole.

**ART1303 Arts History**

This course is a survey of drawing, painting, sculpture and architecture, from the Prehistoric era to modern times. It traces the history of art from its earliest recorded beginnings until the present. The course teaches how to evaluate the function of art in human society, synthesize and relate how philosophy and culture, religious principles and practices, political and social events, geography and climate affect production and value of art. Students will become acquainted with the artist's vocabulary and various artistic media and techniques. Students will also learn to observe, discuss, and evaluate art pieces and present trends in the art world.

**ART1304 Theater**

The course explores uses of drama as a learning medium. The course will examine the principle areas of theater including a thorough review of significant plays and comment from the important periods in the development of dramatic literature. Students will also study the role of theater in society, as well as the function of the actor, the playwright, the designers and technicians, and the director. The course highlights include designing, creating, directing, and assessing original work.

**ART 1305 Performing Arts**

The course combines exploration of Music, Drama and Dance and links between them. Within each art form students will explore creative styles and techniques, develop skills of analysis and practical skills of improvisation, rehearsal, and performance. Students will also gain understanding of the processes leading to performance. Confidence and presentation skills that students develop through the course will help them succeed in academic and everyday settings.

**Foreign Languages (2 credits required)****ENG1301G Functional English**

This course is designed to provide new undergraduates or with the further development in their Functional English skills. It therefore provides development in traditional areas such as grammar and vocabulary, but all within a skills and topic-based syllabus, which promotes the student's ability to use the language effectively.

**CHN1301 Elementary Chinese**

This is a first and most basic course in the Elementary Chinese Program. It is intended for students who have had some exposure to Chinese but not yet have a large vocabulary or a command of grammar. Lessons focus on reading, writing, speaking, and listening.

**FRN1301 Elementary French**

This is a first and most basic course in the Elementary French program. It is intended for students who have had some exposure to French but not yet have a large vocabulary or a command of grammar. Lessons focus on reading, writing, speaking, and listening.

**KOR1301 Elementary Korean – I**

This is a first and most basic course in the Elementary Korean program. It is intended for students who have had some exposure to Korean but not yet have a large vocabulary or a command of grammar. Lessons focus on reading, writing, speaking, and listening. This course is designed to raise the student's level of Elementary Korean – I to Elementary Korean – II.

### **KOR1302 Elementary Korean – II**

This is the second course in the Elementary Korean. It is intended for students who have basic vocabulary and some knowledge of grammar. Lessons focus on reading, writing, speaking, and listening.

### **RUS1301 Elementary Russian**

Russian is also available for those international students who do not speak it as a native language. This is the first and most basic course in the Elementary Russian program. It is intended for students who have had some exposure to Russian but not yet have a large vocabulary or a command of grammar. Lessons focus on reading, writing, speaking, and listening.

### **SPN1301 Elementary Spanish**

This is a first and most basic course in the Elementary Spanish program. It is intended for students who have had some exposure to Spanish but not yet have a large vocabulary or a command of grammar. Lessons focus on reading, writing, speaking, and listening.

### **GER1301 Elementary German**

This is a first and most basic course in the Elementary German program. It is intended for students who have had some exposure to German but not yet have a large vocabulary or a command of grammar. Lessons focus on reading, writing, speaking, and listening.

### **TUR1301 Elementary Turkish**

This is a first and most basic course in the Elementary Turkish program. It is intended for students who have had some exposure to Turkish but not yet have a large vocabulary or a command of grammar. Lessons focus on reading, writing, speaking, and listening.

### **JPN1301 Elementary Japanese**

This is a first and most basic course in the Elementary Japanese Program. It is intended for students who have had some exposure to Japanese but not yet have a large vocabulary or a command of grammar. Lessons focus on reading, writing, speaking, and listening.

## **GRADUATE PROGRAM**

You have chosen to study at an English medium university. This means that you have to have the Academic English skills to allow you to succeed in your studies. KIMEP helps you attain these by offering a number of Academic Skills courses: Academic Speaking, Academic Listening and Note-taking 1, Academic Reading and Writing and Academic Listening and Note-taking 2. Please refer to “Undergraduate” section for course descriptions. NB. Please note that in the case of graduate studies these courses are **non-credit bearing!**

In order to begin your graduate studies you must have passed Academic Speaking and Academic Listening and Note-Taking 2. It is *highly recommended* that you *also* take Academic Reading and Writing as well as Academic Listening and Note-Taking 2 before you begin your content courses. However, we do realize that graduate students often are combining studies with work, so that if you cannot complete all four necessary courses first then after successfully completing Academic Speaking and Academic Listening and Note-Taking 1, you may take suitable content courses concurrently with Academic Reading and Writing and Academic Listening and Note-Taking 2.

The fifth English course is run in conjunction with the colleges. Staff from your faculty will recommend to the LC which English for Specific Purposes courses we should provide for you to help you in the best way. Please see Undergraduate section for course description.

Students who have an IELTS 7 or Cambridge Advanced, CAEL, TOEFL (complete version) may qualify for exemption from the Academic Skills courses if they also pass the LC diagnostic tests. Successful students will benefit from more advanced Academic Skills courses customized to fit their needs.

### **Masters in Teaching English to Speakers of Other Languages (MA in TESOL)**

An MA in TESOL degree is a Masters in Teaching English to Speakers of Other Languages. This is a graduate degree in Applied or Educational Linguistics. This means that it is not by any means limited to the teaching of English. The theoretical grounding and practical training applies to all languages.

The KIMEP MA in TESOL program encompasses three major strands. One is theoretical, a second research oriented and the third, practical. Excellence in teaching is based on unity between these three areas. All actions performed by teachers must be based on solid theoretical knowledge. Teachers must know why they are following certain pedagogical trends. In addition, in order to enhance the quality of teaching, teachers must also be prepared to undertake research into various areas of their profession. The KIMEP MA in TESOL provides the academic background for these strands in that its program includes the following compulsory courses, which can be divided into 3 main areas:

#### **Theoretical Foundation**

TESL5101 Introduction to Linguistics

TESL5102 Introduction to Sociolinguistics

TESL5201 Language Analysis for teachers of English as a second language 1

TESL5202 Language Analysis for teachers of English as a second language 2

TESL5301 Introduction to Second Language Acquisition

#### **Methodology**

TESL5401 Methods in English as a Second Language

TESL5402 Practicum in English as a Second Language

TESL5403 Curriculum and Materials Design in TESOL

TESL5404 Introduction to Language Assessment 1

#### **Research training**

TESL5302 Second Language Acquisition Research

TESL5601 Academic Writing/Research Methods in TESOL

TESL5602 Thesis

#### **Further, the KIMEP MA in TESOL includes a variety of electives (four required):**

TESL5501 English for Specific Purposes



TESL5502 Educational Technology in the Language Classroom  
 TESL5503 Teaching Writing and Reading  
 TESL5504 Teaching Listening and Speaking  
 TESL5505 Introduction to Bilingualism  
 TESLTopics 5700 Language Policy and Planning  
 TESLTopics 5700 Discourse Analysis  
 TESLTopics 5700 Language Typology  
 TESLTopics 5700 Critical Pedagogy

It is estimated that two electives will be offered each semester.

*TESOL Course Structure, credit system, and total number of lecturers required according to total teaching hours per semester, based on one annual intake of 25 students.*

<b>TESOL Program Course Structure</b>	<b>First TESOL Coho</b>
<b>First Year, First Semester</b>	<b>Credits</b>
Introduction to Linguistics	3
Methods in TESOL	3
Language analysis for teachers of English as a second language I	3
Introduction to Second language Acquisition	3
Elective	3
<b>15 credits equals 15 teaching hours per week requiring 2 lecturers</b>	15 credits
<b>First Year, Second Semester</b>	<b>Credits</b>
Introduction to Sociolinguistics	3
Language analysis for teachers of English as a second language II	3
Introduction to Language Assessment I	3
Elective	3
<b>12 credits equals 15 teaching hours per week requiring 2 lecturers</b>	12 credits
<b>First Year Total Credits</b>	<b>27</b>
<b>Second Year, First Semester</b>	<b>Credits</b>
Second language acquisition research	3
Curriculum and Materials Design	3
Academic writing for TESOL/ Research methods	
Teaching practicum	3
<b>12 credits equal 12 teaching hours per week for 2<sup>nd</sup> year students. 15 for 1st year students. Total 27 teaching hours requiring 3 lecturers.</b>	12 credits
<b>Second Year, Second Semester</b>	<b>Credits</b>
Research project	3
Elective	3

Elective	3
<b>9 credits equals 9 teaching hours per week for 2<sup>nd</sup> year students. 12 for 1<sup>st</sup> year students. Total 21 teaching hours requiring 3 lecturers.</b>	9 credits
<b>Second Year Total Credits</b>	<b>21</b>
<b>Total Accumulated Credits</b>	<b>48</b>

### **Practicum**

Having succeeded in the various theoretical components, candidates have the opportunity to put their knowledge into practice in order to teach effectively. The KIMEP MA TESOL provides excellent practicum opportunities both at KIMEP itself but also at selected other institutions

### **WORLD LANGUAGES PROGRAM**

Office #223 (Dostyk bld.)  
 Tel: 270-43-78, 270-43-79, 270-43-58  
 fax: 270-42-11  
 e-mail: [wlp@kimep.kz](mailto:wlp@kimep.kz)

#### **Administration**

Nigel B.C. Cox, B.A., Director of World Language Program  
 Suleimenova Ziash, Candidate of Sciences, Coordinator of the Program  
 Yerkimbekova Karlygash, Diploma, Manager  
 Kamyspayeva Laura, Diploma, Assistant

### **ENGLISH**

This is the largest and busiest department of the WLP. The WLP closely cooperates with the KIMEP Language Center and offers high quality “pay-as-you-study” English courses for both KIMEP and non-KIMEP attendees and the local Business Community.

We recognize that language skills, especially English, are pre requisites for most companies situated in Kazakhstan today. Since its inception in 1997, the WLP has been expanding rapidly to help meet the demand for quality language training.

Modern teaching techniques (including audio and video materials) are used & modern textbooks are provided to the participants (publishers include Mac Milan, Longman, and Cambridge University Press etc...). At the sessions participants have the opportunity to communicate with native speakers from the UK, the USA, Australia, New Zealand and Canada.

Together with General English and preparatory courses the WLP has launched some specific courses: A Conversational class, an English Grammar class and TOEFL, IELTS preparatory courses. We are also currently providing “In Company” training for many top local companies.

The KIMEP WLP offers high quality training for ambitious business people as well as for high school, college and university students enabling them to be better prepared to develop their career in the future.

The program offers English to be delivered in 7 levels with optional beginners to advanced levels:

General English (with elements of Business English at higher levels):

(Optional Absolute Beginner)

Level 1 – Elementary (low)

Level 2 – Elementary (high)

Level 3 – Pre-Intermediate (low)

Level 4 – Pre-Intermediate (high)

Level 5 – Intermediate (low)

Level 6 – Intermediate (high)

Level 7 – Upper-Intermediate low

Level 8 – Upper-Intermediate high

(Optional Advanced)

Applicants with a low entry test score have to start with the Elementary low level. For those who have never studied English before, a separate zero (0) level is offered.

*TOEFL* – one level

*TOEFL* – computer based

*IELTS* – one level

*In Company Training*

Courses tailored to the Specific Language Requirements of Companies!

Our teachers visit your company at times that best suit you and your staff!

Your language development and achievements are constantly evaluated?

Transfer to the next level is made by a performance assessment and an end of level test.

After completion of all 7 levels participants are awarded Certificates

N.B. {A low score may lead to a level retake}.

The duration of a level is 7 weeks (2 evening sessions a week from 6:30 to 8:45 p.m.)

To ascertain the applicants level an Entrance Test is offered to those having basic knowledge of English.

The WLP currently employs a full-time English native speaker Director, plus a Coordinator and a Manager. We employ up to 40 highly qualified and experienced teachers, including English native speakers from the UK, USA, NZ, Canada, and Australia.

## **FRENCH**

Everyday & Business French

A five level program to improve skills and knowledge:

Level 1 (Elementary)

Intensive introductory course, reading techniques & communication

Level 2 (Pre - Intermediate)

Development of communication skills (Everyday & Business)

Level 3 (Intermediate)

Written business correspondence

Level 4 (Upper-Intermediate)

Advanced conversational skills (Everyday, Business, etc.)

Level 5 (Business French)

Negotiation skills & solving business issues

## **SPANISH**

Everyday Spanish

A four level program to improve skills and knowledge with native speakers from Spain and Cuba.

## **RUSSIAN**

Russian for foreigners

A five level intensive course either individually or in a group.

(We also offer In Company Russian training for foreigners working in international companies)

## **ITALIAN**

Everyday Italian

A four level program to improve skills and knowledge with a highly qualified and experienced teacher who has lived and studied in Italy and published many books and articles in Italian

## **CHINESE**

Chinese is delivered by a graduate of the Beijing Language University, (China). She is also fluent in English, Russian and Farsi.

Everyday Chinese

A program in 3 steps

Step 1 Elementary level “Pin Yin System” you will acquire Everyday

Conversational “Mandarin Chinese”. You will also learn to read and write using both the Pin Yin and the traditional Chinese Alphabet.

Step 2 further developments of conversational and writing skills using more complex grammar constructions enabling you to converse with native speakers

Step 3 Advanced language skills in oral & written correspondence to build confidence when communicating in Chinese or visiting China.

## **OTHER COURSES**

### **PREPARATORY**

The WLP also offers a range of English Language Preparatory Courses for both Undergraduate & Graduate applicants who want to raise their level of English before entering KIMEP or some other universities here or abroad. Students in the 10<sup>th</sup> and 11<sup>th</sup> school years are also offered Preparatory courses for entering KIMEP. These courses are very well attended and all students report them as being most helpful to their studies on entering university.

# COMPUTER AND INFORMATION SYSTEMS CENTER

Office 324, 326, 328, 330, 331, 332, 333, 336; Tel: 70-42-91 (3300), 70-42-94 (3107)  
e-mail: sergei@kimep.kz; www.kimep.kz

## ADMINISTRATION

Sergei Katsovich, MBA, Director  
Galina Stepanova, Diploma, Deputy Director  
Michael Kalinogorsky, Diploma, Network Manager  
Marina Novossyolova, Diploma, Computer & Database Manager  
Alexander Lebedev, Diploma, Software Development Coordinator  
Rimma Sujundukova, Diploma, Senior Lecturer

## Mission

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; and offers basic computer and information technology courses for the students.

When fully staffed, CISC employs 50 staff. 15 are full time system administrators/ engineers/ programmers - the remaining 35 include 6 full time educators, 27 full time and part time lab supervisors, and 2 administration staff.

## Facilities

Currently, there are 990 computers at KIMEP, 860 of which are connected to LAN, and 817 are connected to the Internet. Hardware facilities also include 370 printers, 12 scanners, 4 cameras, 38 LCD-projectors, 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 14 computer laboratories on campus, which include 315 computers. 25 additional computers are available for students' use in the reading halls and multimedia lab in the Library. The current student to computer ratio is 12. 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, 7 days per week.

There are also 38 classrooms equipped with LCD-projectors and computers, which allows multimedia presentations, access to file servers, electronic materials, and the Internet during lectures. The multimedia lab in the Department of Journalism and Mass Communications provides means for graphics and publishing, as well as the necessary hardware and software for video editing. The multimedia lab in the Library provides opportunities to research multimedia materials stored on any

types of carriers. The Language Laboratory at the Language Center provides opportunities to use computer technology in learning foreign languages. The conference and lecture facilities at the CCE allow for simultaneous translation and videoconferencing. Finally, a number of conference halls, such as the Great Hall and the High-Tech Conference Hall, are equipped with all necessary hardware to run multimedia presentations for groups of various numbers.

Access to the Internet is provided through 3 dedicated lines. A 2Mbps line connects all office computers, another 2Mbps line connects all computer labs, and a 512Kbps line connects the CCE facilities and videoconferencing. The computers are connected through a certified Category 5 local area network, and a Wi-Fi connection is available in some of the public areas.

Faculty members have the opportunity to publish their lecture and teaching materials in electronic format for the students on the file-server known as L-Drive. The L-Drive is accessible for the students from any computer in the world via the Internet, upon logging in. Students have the opportunity to store their papers and projects on the file-server known as H-Drive, which provides up to 100Mb of space for every student.

The internal and external electronic communication is carried out through e-mails. Every faculty member, 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.

KIMEP offers an opportunity for distance learning for those students who are away from campus, or for those with tight schedules. The DL server operates at the CCE using the Moodle course management system.

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 system, students can exercise the following features from any location in the world 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; and check their individual academic requirements. The faculty members can exercise the following features directly from their offices online: check the actual number of students registered for the course during the registration period; obtain the list of students registered for the course; carry out advisory services; enter final grades. The Office of the Registrar can obtain the following current and exact information on any student directly from the office online: number of credits obtained; GPA; list of courses completed; individual schedule; and financial obligations. Finally, the administration can obtain the following information directly from their offices online, which is necessary for decision making, planning, and forecasting: number of registered students by colleges, academic programs, courses, and years of study; financial obligations of students by colleges, and academic programs.

Additionally, KIMEP uses the following systems, some of which have been developed internally, and some have been outsourced: Automated Accounting and Finance System, Online Admissions, Online Course Evaluations, Online Student Government Elections, Dormitory Database, Online Directory, Automated Library System, and HR. KIMEP is strictly following the 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.

### **Rules of Use of Computer Laboratories**

The purpose of the following rules is to insure reasonable order of operation of computer laboratories, as well as to protect KIMEP local area network from viruses and unauthorized access.

1. 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 diskettes in use to the computer laboratory supervisor for virus checking.
  - When working with the local area network, comply to the instructions located at each workstation.
  - The students may work with the information located at the following network disks: Default on cl327n(K:), Default on cl329n(E:), Lecture on 'kimep\_fs'(L:), and H-Drive. Accessing other disks is subject to penalty (see note\*\*).
  - In the case of a line, students may work in computer laboratories up to 2 hours at a time only.
  - The volume of information kept by each student at H-Drive is limited to 50 Mb.
  - Log-off when finishing working on a computer.
  - In case of any nonstandard 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:
    - Install software of any kind on servers and workstations, as well as on H-Drive.
    - 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, or H-Drive 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.
    - Printout lecture and unrelated materials.
    - 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, as well as enter the computer laboratory in overcoats

3. In the case the of violation of the above rules, the student loses his/her privilege to use KIMEP computer laboratories according to the following scheme:

1. Accessing Internet websites not related to the academic process (Chat, Games, Forums, star fan websites, anecdotes, entertainment, pictures, videos, postcards, etc.) – 1 week.
2. Failure to register in the journal (indicating the time in and out) – 1 week.
3. Loss of username and/or password – 1 week.
4. Exceeding the H-Drive limit – 1 week.
5. Bringing food or drinks to the computer laboratory – 1 week.
6. Printout of online handouts, or of nonacademic materials – 1 week.
7. Use other person's username and/or password, as well as providing username and/or password to other person(s) – 1 month.
8. 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.
9. Installation of software, or changing system or network configuration – 1 year.
10. Accessing pornographic or hacker websites – 1 year.

Notes:

\* In the case of repetitive violation according to articles 1-7 the student loses his/her privilege to use KIMEP computer laboratories for a period of 1 year.

\*\* Students who perform activities, which damage the consistency of the KIMEP computer system, lose their privilege to use KIMEP computer laboratories without the right to recover these privileges.

**CIT Courses**

CISC offers courses to undergraduate and graduate program students to provide training in computer areas ranging from the basic use of Microsoft applications to the effective use of more advanced statistical and modeling software.

Course numbering (KIMEP reserves the right to change the code of course): The first digit refers to the year of study (level of complexity):

1 = Year 1; 2 = Year 2; 3 = Year 3; 4 = Year 4.

The second digit refers to the Department:

7 = Computer and Information Systems Center.

The third digit refers to the concentration:

1 = Introductory course; 2 = Programming languages; 3 = Software applications for practical use; 4 = Information systems; 5 = Mathematical background; 6 = Network technologies.

The fourth digit refers to the course.

The abbreviation CIT means Computer and Information Technology.

## **COURSE DESCRIPTIONS**

Every CIT course is 3 credit hours. The introductory course CIT1712 is a pre-requisite for all other CIT courses, and is required for all students.

### **CIT1712 Introduction to Computer Science and Information Systems**

#### **3 Credits**

*Prerequisites: None*

The purpose of the course is to introduce the background of computer and information technology principles to beginners and pre-intermediate level students. The course involves uses of modern software, such as Microsoft Windows, Word, Excel, PowerPoint, Internet and E-mail programs, which are necessary for studying at KIMEP.

### **CIT2721 Data Structures and Algorithms (in C)**

#### **3 Credits**

*Prerequisites: CIT1711/CIT1712*

This course covers software design including sorting and searching algorithms; implementation of trees, graphs, and other advanced data structures; algorithm analysis, running times and storage requirements; principles of organization of data structure in practical environment. Topics include types of abstract data, internal representation of data, stacks, queues, linked lists, sparse arrays, hash coding, searching and sorting algorithms, dynamic storage allocation, and computing time of programs.

### **CIT2725/CIT5725 Databases and Database Systems**

#### **3 Credits**

*Prerequisites: CIT1711/CIT1712*

This course is a study of the relational approach to a database: underlying theory, implementation and use. It is also a detailed study of data models; query languages; relational calculus, data normalization, and schemas; file organization techniques; data security and integrity; and study of specific commercial database management system.

### **CIT2731/CIT5731 Business Graphics**

#### **3 Credits**

*Prerequisites: CIT1711/CIT1712*

This course involves studies of graphics software, display lists, device independence, two-dimensional and three-dimensional graphics, display of curves and surfaces, hidden line and hidden surface removal, shading and rotation techniques, graphics languages, and introduction to image processing (CorelDraw).

### **CIT2732/CIT5732 Financial Analysis Using Computer Technologies**

#### **3 Credits**

*Prerequisites: CIT1711/CIT1712*

This course is a study of building Formulas to Calculate Values with MS Excel. Topics include Auditing, Goal Seek, Solver, Pivot Tables, Managing Data in List, Forms, Filters, Subtotals, Data Consolidation and Macros.

### **CIT2733/CIT5733 Survey Research with SPSS**

#### **3 Credits**

*Prerequisites: CIT1711/CIT1712, ECON1183 or ECON5011, or PS1504, or PA5212, or OP5201, or OP1201, or IJMC5606*

This course is providing an essential introduction to various functions of SPSS such as data management, analysis and plotting graph etc. on the basis of statistics. It is especially focused on survey research that covers critical topics such as how to design a questionnaire, to code and enter responses, to manipulate and analyze data and eventually to prepare a final report that concisely and clearly summarizes results. At the end of the course, a group project will be assigned to conduct virtual survey on the subject which group has chosen.

### **CIT2761/CIT5761 CISCO I. Net Technologies**

#### **3 Credits**

*Prerequisites: CIT1711/CIT1712*

This course covers Introduction to Computing; the OSI Model; Local Area Networks; Design and Documentation; Structured Cabling Project; Addressing and Routing; The Transport, Session, Presentation and Application Layer.

### **CIT2762 CISCO II. Net Technologies**

#### **3 Credits**

*Prerequisites: CIT1711/CIT1712 & CIT 2761*

This course covers WANs and Routers; Router Components; Router Configuration; IOS Images; TCP/IP; IP Addressing; Routing Protocols; and Network Troubleshooting.

### **CIT3722 Creating Object-Oriented Applications for Business (in C++)**

#### **3 Credits**

*Prerequisites: CIT1711/CIT1712*

The course introduces the discipline of computer science, providing an overview of computer systems and design of applications and also programming in C++. Software life cycle, algorithms and their role in software design. The course includes the following C++ extensions to C: stream I/O, classes, constructors, destructors, function and operator overloading, the operators new delete, inheritance, polymorphism, and templates. It provides instruction in object-oriented design and implementation of a wide range of data structures and their use in practical programming.

### **CIT3723 User Applications Development for Business (in Delphi)**

#### **3 Credits**

*Prerequisites: CIT1711/CIT1712*

Students are taught the correct way of applying object oriented programming principles for the developing of Delphi applications. Students will learn how to develop generic forms, objects and components, which can be used in multiple applications, saving development time, increasing program reliability, and improving maintainability. Students will be more productive after completing this class. They will learn how to develop Delphi applications in lesser time that are more reliable, consistent, and maintainable.

### **CIT3724 Advanced Business Computer Applications**

#### **3 Credits**

*Prerequisites: CIT1711/CIT1712*

It introduces the concept of Macros, macro-recorder in Word, Excel and Access, and programming in Visual Basic. Emphasis is given to Windows programming using the Visual Basic environment: use of

forms, boxes, buttons, labels, menus, scroll bars, and drawing objects. This course will teach students to develop professional looking and deployable visual basic applications: advanced controls, data aware controls, OLE containers, SQL access, building help files, and accessing the Windows API functions.

### **CIT3734/CIT5734 Web Design**

#### **3 Credits**

*Prerequisites: CIT1711/CIT1712*

Topics include an overview of the www, e-mail, news groups, www browsers, basic web page elements and organization of virtual communities. Thus, our students learn today how to work with those instruments, which they will face at their workplaces tomorrow.

### **CIT2735/CIT5735 Multimedia Graphics for Business Communications (in Flash)**

#### **3 Credits**

*Prerequisites: CIT1711/CIT1712*

This course covers graphics and animation using Macromedia's Flash. Flash 5 is an extremely powerful vector graphics program that allows you to assemble dynamic animated and interactive content to create everything from basic linear animations to complete interactive websites. In this course students will become familiar with the basics of Flash, so that they can create simple yet impressive animations that can be added to websites, or exported as self-running files.

### **CIT 3736 Computer Publishing Systems**

*Prerequisites: CIT1711/CIT1712*

This course studies main principles and rules of computer imposition on the basis of the desktop publishing system Adobe PageMaker. Major attention is given to the processes of data exchange between the program of imposition, text and graphic editors. Students receive skills of work in all basic programs used in publishing. Students study the basic working methods, which are applied in newspaper and publishing sphere, in advertising and design companies. Students carry out practical tasks for the mastering of separate commands and operations and complex practical works on creation of originals - breadboard models and imposition of editions of various kinds. Students will receive practical advice by rules of registration and imposition of various kinds of editions (books, magazines, newspapers, advertising leaflets etc.).

### **CIT 3737 3D Graphics for Application Development**

*Prerequisites: CIT1711/CIT1712*

The offered Course will teach students about the opportunities of modern computer animation. The basis for study is the computer program 3D Studio Max, which offers opportunities for modern animation Systems. This program allows the student: to create advertising rollers, animation stage in Internet, musical clips, animation films, to process video materials, to create a video installation, to display movements in animation, allows to build animation stage and subject, and to work with video and sound files.

# LIBRARY

Tel.: 7 (3272) 37 47 61, 37 47 56, Fax: 7 (3272) 37 47 58

E-mail: library@kimep.kz

## ADMINISTRATION

Leslie Champeny, MLIS, Director

Olga Zaitseva, Diploma, Library Management, MA, Economics, Deputy Director

Joseph Luke, MLIS, Instructional Services Manager

Alexander Kazansky, Candidate of Sciences, ICT Manager

Yelena Samuilova, Diploma, Translation, Assistant

## Service Department Managers

Access Services: Aliya Kozibayeva, Diploma, History and Philology

Acquisitions: Anna Bergaliyeva, Diploma, English Language and Pedagogy

Instructional Services: Joseph Luke, MLIS

Reference and Bibliographical Work: Nataliya Mavromatis, Diploma, German Language and Pedagogy

Technical Services: Valentina Shivrina, Diploma, Library Management

Textbooks: Gulzhan Naimanova, Diploma, English Language

## Mission

The mission of the KIMEP Library is to serve the academic information needs of the KIMEP community. To fulfill this mission, the library is building a permanent research collection and providing access to electronic resources that support KIMEP academic requirements, as well as exchanging information resources with other organizations locally and internationally. The library is committed to helping all patrons use and evaluate the available information resources.

## Profile

The KIMEP Library offers open access to local and global information resources for its patrons seven days a week. In the academic year 2005-2006, KIMEP renovated a campus building to house expanded library services. The new building contains approximately 2,600 square meters of useable floor space on four levels, and is designed to serve up to 400 students at a time. There are public reading areas for the library's circulating collection and for reference, periodicals, and reserves materials. Electronic resources are accessible in two independent study laboratories with computer and multimedia workstations. Additional workstations are provided in other study areas for using the online catalog and reference and periodicals resources, and librarians are available to assist students with finding and evaluating the information in these resources. Other public use areas include a conference room, a copy center for the preparation of reserves materials, and a lounge in the lobby with vending machines for study breaks.

Across campus in the Valykanov building, the library operates an additional reading room for reserves materials, with 80 seats and 15 computer workstations, in conjunction with KIMEP's Textbook Rental Center.

### **Collections**

Currently, the library has more than 80,000 volumes: more than 45,000 are in English, and the remainder are in Kazakh and Russian. Students may search this collection using KIMEP's online, Web-accessible catalog, and borrow items from the collection through an automated circulation process. The main collection contains works on all of the academic disciplines taught at KIMEP: business, social sciences, and a variety of general education subjects. The reserves collection contains required readings for KIMEP courses.

### **Reference and Periodicals**

The reference collection is constantly being updated. Reference material is selected with the goal to augment and supplement the book and periodicals collections. KIMEP librarians have created and update a database of reference material on Kazakhstan and other countries that focuses on topics of particular interest to KIMEP students. For those interested in continuing their education abroad, the reference librarians gather information about universities in Europe, the United States and Canada and help students to contact those universities. In the periodicals area students can find a variety of publications, from popular magazines and scholarly journals to local and international newspapers.

### **Electronic Resources and Multimedia**

The KIMEP Library is making use of technology to bring to students information sources not readily available in Kazakhstan. Students have access to several databases with bibliographic citations and in some cases full text articles from hundreds of referred academic journals. As of Spring 2007, these databases include Springer-Verlag's *INTAS-LINK* (strong on hard sciences such as math, engineering, chemistry and biology), *EBSCOHost* (a collection of databases that include scholarly journals, popular magazines and newspapers, reference works, and business, health, and education information), *Social Science Research Network* (a repository of scholarly research on finance, economics, law, accounting, management and marketing), *JSTOR* (a worldwide archive of scholarly journals maintained by academic and research institutions), *JURIST* (a database of Kazakhstani laws with continuous updates), and *Ebrary* (over 30,000 e-books in all academic subject areas).

Students may also use the library's collection of audio and videocassettes, CDs and DVDs in the Electronic Resources Laboratory.

### **Campus-wide Information Resources**

The library works closely with several other KIMEP units to meet KIMEP's information needs, including the Computer and Information Systems Center, the Language Center, Distance Learning, and the Center for Research and Development. These units maintain collections relevant to their missions, and the library contributes to those collections.

### **Course Textbooks**

At KIMEP, as at other Western-style institutions of higher education, students purchase the course textbooks and other materials they require for study throughout the semester. The library does not loan textbooks or other course materials to individual students for the entire semester. Reserve copies of required course readings are available for use in the library reading rooms, which are open every day.

### **Textbook Rental**

KIMEP operates a Textbook Rental Center to assist students who cannot purchase their required course materials. Students place a textbook security deposit at the Center at the beginning of each semester. Students then receive the required materials for their courses at the Textbook Rental Center.

The Center charges a rental fee for all materials provided; the rental fee is collected from the textbook security deposit. When the student returns all rented materials to the Textbook Rental Center in good condition at the end of the semester, the student may apply for a refund of the balance of the security deposit, or may apply the balance to the security deposit for renting the next semester's materials.

The security deposit and rental fee amounts are adjusted periodically to reflect changes in the quantity and cost of textbooks and other course materials. In Spring 2007, the security deposit will be 15,000 tenge, and the textbook rental fee will be calculated at 25% of the replacement value of all materials rented for the semester.

### **Library Rules and Regulations**

The KIMEP Library Administration determines the library's rules and regulations according to the mandates of the KIMEP Executive Committee, and following policy set by the KIMEP Library Committee, which is composed of representatives from all of KIMEP's academic units, and the general Code of Behavior, which is described in this Catalog. The rules and regulations, particularly the fee and fine schedules, are adjusted periodically according to changes in the quantity and cost of library resources; fees and fines listed here are for the academic year 2007-2008.

#### **1. Library Identification Card**

A Library Identification Card (ID) is issued to all individuals affiliated with KIMEP. The library ID card gives access to the library, and may have to be presented upon entering the library as well as when borrowing materials. (Students enrolled in KIMEP's various short-term, certificate, or evening programs may also be asked for a security deposit in tenge or an additional official identification document when borrowing library materials.) The ID card is issued free of charge; replacement fee is 1,500 tenge.

The library ID card is issued to the person named. Its use is strictly limited to that individual and it is non-transferable. Allowing another person to use the ID card will result in the loss of the bearer's right to hold an ID card, and thus to use the library and library resources.

The library ID card is the property of KIMEP. The card must be surrendered to KIMEP upon termination of the status of the bearer or upon violation of library rules and regulations.

#### **2. Library Loan**

##### **Circulation**

Library materials circulate according to item status (main collection, reserve item, reference item, etc.) and type of borrower. For students, main collection library materials circulate according to these guidelines:

- Undergraduate students: 2 weeks, 1 renewal, 5 item limit
- Graduate students : 4 weeks, 1 renewal, 10 item limit

Books in the fiction collection circulate for 4 weeks with 1 renewal, 3 item limit.

Any library material not returned in time will accrue an overdue fine of 300 tenge per day.

Books borrowed by a student for any period of time are the responsibility of that student. The student should inspect the book prior to taking it out of the library to ensure that it is in good condition. The library staff will note and record any deficiencies in the condition of the book. Any damage to a book

incurred by a student will be charged to the student. Damaged books will be charged on the following basis:

- Mutilated item – current replacement cost of the book (current retail price plus taxes plus shipping plus import duties)
- Badly marked or torn pages – proportional to the amount of damage based on current replacement cost of the item, as calculated by the library
- Minor wear and tear – cost of repair

Failure to return an item for any reason will result in a fine not exceeding the current replacement cost of the item, which is typically 3 to 5 times the original cost of the item.

### **Recalls**

A student can request that a library book on loan to another user be recalled. The recalled item must then be returned to the library by the date stated in the recall notice. Failure to return a recalled item on time will incur overdue fines of 300 tenge per day until the item is returned, and the current replacement cost of the item if not returned within 7 days of the recall notice due date.

### **Reserves collection**

The purpose of the reserves collection is to make limited information resources available to all students who enroll in a course.

When a department notifies the library that a specific title is assigned reading for a course, the library withdraws that title from circulation and places it on reserve in one of the reading rooms. Reserve titles can be used only in the library reading rooms.

To use a reserve title in the reading room students should deposit their ID with the circulation librarian before receiving the item. There is a time limit on using the item, determined by the circulation librarian, after which it should be returned to the circulation desk for another person's use.

When there are multiple copies of a reserve title on the reading room shelves, the circulation librarian may permit a student to use the reserve title outside of the reading room for 2 hours maximum. The student must deposit ID with the circulation librarian during this time. An overdue fine of 300 tenge per hour will be charged for reserve titles not returned within 2 hours.

The overnight loan of reserve titles can be arranged 2 hours before the library closes, typically 19:30. The student must deposit ID with the library overnight. Items are due the next morning by 10:15 a. m. Items not returned on time will incur an overdue fine of 300 tenge per hour until they are received by the circulation librarian.

### **Reference and periodicals**

Reference works, periodicals and journals are non-circulating materials and may be used only in the Reference and Periodicals areas.

### **3. Library Use**

The library is a place for independent research and study. In consideration of students' needs for quiet and study space, the following regulations are enforced:

- The use of cellular telephones is not permitted in the library reading areas and laboratories. Ringers must be turned off in the building.



- Outer coats, bags and briefcases, and food and drink must be deposited in the coat room before entering the library reading areas and laboratories.
- The consumption of food and drink is not permitted in the library reading areas and laboratories.
- Students observed violating these regulations may be asked to leave the library. In case of repeated violations, the student will be denied access to the library and library resources, and may be referred to the Dean of Student Affairs and Academic Disciplinary Committee.

#### **4. External Users**

The KIMEP Library maintains collections to support the University's educational activities in the fields of business and social sciences. Individuals and organizations in the wider community are welcome to use the library's collections for the purpose of academic or professional research in these fields.

External user library privileges are:

- to use the KIMEP collection, in KIMEP library facilities, during regular working hours, according to policies and procedures established for all patrons
- to borrow items from the collection according to policies and procedures established for all patrons, within the following limits:
  - the borrowed item is not needed for current KIMEP teaching or research
  - the borrowed item is returned within the loan period (typically seven days), or within 48 hours if recalled for a KIMEP patron
  - the borrowed item is secured by the refundable security deposit of the sponsoring organization

The number of borrowed items will not exceed three items at one time, one renewal per item.

External user requirements are:

- to register at the library service desk when entering the facilities
- to pay a non-refundable fee for the use of facilities
- to leave a refundable security deposit for the borrowing of collection items
- to pay for the repair or replacement of borrowed items that are damaged or lost

Library privileges will be terminated for external users who do not meet these requirements.

#### **Registration:**

On the first visit to the library, external users must register the following information at the service desk:

- Name
- Almaty address
- Permanent [billing] address (if different from Almaty address)
- Almaty telephone number
- Other telephone number (if available)
- Fax number (if available)
- E-mail address (if available)

The information must be verified with an official photo ID (e. g., passport). Users must leave this ID at the circulation desk whenever they are using the library facilities and collections.

**Use Fees:**

Fee amounts are set periodically by the library. New users should enquire at the service desk for a current fee schedule.

**Borrowed Item Security Deposit:**

The security deposit for a borrowed item is typically equal to the current replacement cost of that item (current retail price plus taxes plus shipping plus import duties). The deposit is refunded upon return of the borrowed item in good condition.

**Organizations:**

Organizations that have a working relationship with KIMEP should contact the library Director or Deputy Director to arrange library privileges for their members.

# INTERNATIONAL RELATIONS OFFICE

2 Abai Avenue, Office 409/N  
Almaty, Kazakhstan  
050010  
Tel: (+7) 3272 704230, 704480  
Fax: (+7) 3272 704211  
E-mail: [international@kimep.kz](mailto:international@kimep.kz)  
Web-site: <http://www.kimep.kz/international>

## ADMINISTRATION

Dana Stevens, PhD, Director  
Elmira Suleimanova, Specialist, International Officer

## Mission

The International Relations Office strives to expand KIMEP's international activities and to increase its overall awareness as a competitive institution in the global academic community.

## Goals and Objectives

- To increase an awareness of KIMEP at the international level by participating in international educational fairs and collaborating with universities worldwide on international conferences, seminars, and student summer programs.
- To initiate, coordinate, implement, and maintain international exchange and dual programs with academic institutions abroad in such areas as student and faculty exchange programs, joint academic programs and research projects, and international conferences and networks;
- To advise international regular, exchange, and non-degree students on academic and cultural topics, to provide international student, faculty, and staff orientation, to organize a variety of academic and social events, and to assist with visa support;
- To provide pre- and post-program advising on international exchange programs for KIMEP students, faculty, and staff willing to study or work abroad for a term;
- To collaborate with foreign embassies and international organizations on international activities
- To work collaboratively with academic and student affairs departments in order to provide better services and programs to international students, faculty, and staff.

## International Activities

KIMEP has signed memorandums of understanding on academic cooperation with over 35 international universities. Some of the most active partnerships are with the following institutions:

Aarhus School of Business, Denmark  
American University in Central Asia, Kyrgyzstan

Arnhem Business School, the Netherlands  
University of Pretoria, South Africa  
Collegium Civitas, Poland  
Corvinus University of Budapest, Hungary  
Hankuk University of Foreign Studies, South Korea  
Hong Kong Baptist University, Hong Kong, China  
Jonkoping International Business School, Sweden  
Korea University Business School, South Korea  
Kyung Hee University, South Korea  
Pai Chai University, South Korea  
Sookmyung Women's University, South Korea  
Stockholm School of Economics, in Riga, Latvia  
Sung Kyun Kwan University, South Korea  
University of Applied Sciences in Schmalkalden, Germany  
University of Ljubjana, Slovenia  
University of Northern Colorado, the USA  
University of Reading, the UK  
University of San Francisco, California, the USA

### **KIMEP International Students Association**

KIMEP International Students Association (KISA) is a student organization created to help international students better adjust to the KIMEP's environment, Almaty, and Kazakh culture. KISA appoints a comrade for every international student to assist him or her with different issues that the student may have throughout the entire period of study at KIMEP. KISA holds various cultural activities for both international and local students as well as contributes greatly into the planning and implementing of International Student Orientations and Welcome Parties for International Students, Faculty, and Staff that the International Relations Office organizes in Fall and Spring semester for new international students.

### **International Admission to KIMEP**

International students planning to enter KIMEP, as regular students should send their *Application for Admission for Foreign Students* and all other required materials to the Office of Admissions. Please visit KIMEP's website for more information on general admission.

### **Student Exchange Application Procedure**

KIMEP students planning to study abroad as exchange students can apply for and read about different exchange programs on our website. Generally, applicants are selected based on their GPAs, English skills, extracurricular activities, and recommendation letters. Preference is given to students in their 2<sup>nd</sup> and 3<sup>rd</sup> year at KIMEP.

International exchange students should contact the International Office in their institution to obtain information on the exchange program to KIMEP. They are also advised to visit our website to learn more about KIMEP, Almaty, and Kazakhstan.

# PART VI

## Department of Quality Assurance and Institutional Research

**Office** 409, Valikhanov Bldng;  
**Tel:** (7-327) 270 42 53 ext.3118;  
**E-mail:** [ResearchCenter@kimep.kz](mailto:ResearchCenter@kimep.kz);  
**URL:** [www.kimep.kz/research](http://www.kimep.kz/research)

### ADMINISTRATION

John Bramwell, Pg. D., Director  
Mansiya Kainazarova, Candidate of Science, Deputy Director  
Bratenkova Diana, LLB, Assistant

**Mission**  
**Goals and Objectives**  
**Profile of Department**  
**Quality Assurance Policy**  
**Institutional Activity Brief**

## **Mission**

The Department of Quality Assurance and Institutional Research has been established in September 2006, based on the previous Center for Research and Development, with a mission to provide quality assurance systems, processes and procedures that will ensure the integrity and effectiveness of KIMEP's activities.

The Department aims to ensure that KIMEP

- meets, and exceeds, international standards for its academic and support activities
- continues vibrant and innovative development whilst protecting the rigour and security of high quality provision
- has the fullest possible confidence in the awards that it issues, thereby providing KIMEP students with internationally recognized and accepted qualifications

## **Goals and Objectives**

The Department works in partnership with the academic colleges and centers to ensure that KIMEP offers the highest possible quality of teaching, learning and assessment for its student community.

It aims to develop systems of evaluation and review that highlight areas for attention and which provide a clear direction for improvement and development of its courses, programs and awards.

The Department supports the academic units by providing a secure quality framework within which KIMEP can develop new and innovative courses of study and methods of learning.

The Department also works closely with the support and corporate functions of the university to provide systems that ensure integrity and quality in its wide range of services for the academic community.

Through its Institutional Research activity the Department monitors, analyses and evaluates institutional performance as well as provides secure information on KIMEP activities for external agencies, and supports planning and decision-making within the university.

Additionally, the Department liaises with external partners, such as other higher education institutions, to share good practice and develop wider ranging strategies and practices for the benefit of the community as a whole.

## **Profile of the Department**

The Department of Quality Assurance and Institutional Research is a corporate unit, working directly under the leadership of the President of KIMEP. The Director manages a well-qualified and experienced team of researchers and support staff, led by Deputy Director, who ensures that the analytical and investigative work is implemented following high professional standards.

The department's team carries out audits and reviews of KIMEP activities, as well as student surveys, staff evaluations and factual investigations. It provides summaries and detailed analyses for senior management, individual departments and others.

It also manages institutional conferences and symposia, attracting high-grade contributors from the

national and international community, offering insight, support and information to KIMEP and the local community.

### **Quality Assurance Policy**

KIMEP is justifiably proud of its status in the Higher Education community, locally and internationally. Therefore, KIMEP will ensure that it continues to provide education at the highest level, meeting international standards.

The university is committed to work to rigorous systems, policies and procedures that will deliver a high quality experience for students. Furthermore, it will put in place measures to continually assess and evaluate its performance, through a corporate independent Department.

The role of the Department of Quality Assurance and Institutional Research is, thus, as follows: -

1. To develop and implement quality assurance systems and procedures across KIMEP activities
2. To monitor the implementation of quality assurance procedures and processes across the institution
3. To undertake such reviews and audits as are necessary to provide assurance to the institution of the integrity and quality of its activities
4. To provide information and analyses necessary to support decision making at institutional level, and within colleges / divisions
5. To advise the institution on the quality implications of proposals, policies and strategic plans

### **Institutional Research Activity Brief**

The Institutional Research (IR) activity has been active since January 2005, when the Center for Research and Development was recognized as a planning and processing unit for Institutional Research and Assessment, aiming at the continuous improvement of programs and services of the Institute and safeguarding the high level of satisfaction of its clients.

In this capacity, the Department is called upon to provide data, information, and expertise in support of the mission, vision, and strategic priorities of the Institute.

Some recent IR activities include the following: -

#### **a. Faculty Teaching Evaluation Survey (FTES)**

This survey, run each semester, is completed by the students, and provides their individual evaluations of teaching and learning across above 650 class sessions and courses. The results provide a comprehensive understanding of the in-class learning experience of all students at KIMEP. In addition to providing a corporate perspective, the Survey contributes to individual staff review and for the annual KIMEP Teaching Award.

#### **b. Student Satisfaction Surveys (SSS)**

The purpose of the SSS is to get the annual feedback from students on the quality of services of all departments at KIMEP. To achieve the appropriate sample size, the Survey covers about 30 classes taking place in KIMEP at one time in one day near the draw of the Spring semester. Since Spring 2006 the Survey uses a modified questionnaire, extended and re-formatted to include the



suggestions of the Student Affairs office and the self-study groups 4 and 5 (Students; and Library and Information Resources).

#### **c. Student Quality Monitoring Survey (SQM)**

The main goal of the SQM is to analyze three-year deep data in order to understand the current situation and trends in KIMEP according to six chosen criteria: admission, enrollment, academic probation, student attrition, student withdrawal and grade point average.

#### **d. Faculty Satisfaction Survey (FSS)**

The purpose of the Survey is to gauge how satisfied KIMEP faculty members are with their work and conditions. The analysis of the information received helps to make KIMEP a vibrant, challenging, interesting, and rewarding place of work. The Survey consists of questions divided into six clusters covering: day-to-day faculty activities, promotion, tenure, and advancement, KIMEP policies and procedures, collegial relationships, and overall satisfaction level.

#### **e. KIMEP Alumni Surveys (KAS)**

This annual Survey determines the employment status of alumni and their level of satisfaction with the outcomes of their KIMEP programs, it also allows them to reflect on their KIMEP experience overall and make an informed judgment of how KIMEP can continue to improve.

#### **f. KIMEP Fact Book**

Following the tradition of Western universities, the Department has produced a KIMEP Fact Book that reflects the Institute's unique character and presents a set of information about KIMEP for the attention of its' corporate partners, students, alumni, applicants, and their parents. Starting 2007 the Department will move to a systematic evaluation of Performance Indicators that will provide a continual perspective on KIMEP's performance against targets and international benchmarks.

#### **g. Statistical returns for the Ministry of Education and Science (MES) and Almaty City Committee on Statistics**

The Department is delegated the task of compiling the Institute's responses to the number of surveys annually conducted by the MES of Republic of Kazakhstan with regard of different aspects of university life.

The Department, with technical support from the Financial Department, Computer Center and other departments, also submits statistical reports on innovation activities to the Almaty City Committee on Statistics twice a year.

# **PART VII**

# **KIMEP ADVANCEMENT**

**CAREER & EMPLOYMENT CENTER**  
**MARKETING AND PUBLIC RELATIONS DEPARTMENT**  
**CORPORATE DEVELOPMENT DEPARTMENT**

## **ADMINISTRATION**

Vice President of Advancement  
(Vacant)

Balzhan Suzhikova, Candidate of Science  
Director of Corporate Development Department

Meruert Adaibekova, MBA  
Director of Career and Employment Center

Anna Mitikhina, MBA  
Director of Marketing and Public Relations

# CAREER & EMPLOYMENT CENTER

Office 410, 412, “Dostyk” building, Tel/Fax: +7 327 270 42 15, 270 42 16

E-mail: [plof@kimep.kz](mailto:plof@kimep.kz), [www.kimep.kz/placem](http://www.kimep.kz/placem)

## ADMINISTRATION

Meruert Adaibekova, MBA, Director

Elmira Kabiyeva, MBA, Recruitment Coordinator

## Mission

CAREER & EMPLOYMENT CENTER is one of the leading National Executive Search and Selection Companies in Almaty. For professional employment requirements, the CAREER CENTER is able to market KIMEP students and graduates professional qualities to the broadest range of potential clients. We also offer a wide range of uniquely related personnel services.

KIMEP's placements are focused on young business professionals seeking opportunities with large multinational companies, international companies operating in Kazakhstan and new emerging and well-established national companies, institutions and organizations. For business professionals working in the Kazakhstan market, the KIMEP CAREER & EMPLOYMENT CENTER provides recruitment solutions for some of the fastest growing and most respected businesses, enabling us to offer excellent opportunities to highly skilled professionals.

Because the KIMEP CAREER & EMPLOYMENT CENTER has concentrated its efforts on assisting the respectable companies in the world to source the most successful and dynamic talent, we have attracted an important and regular corporate clientele seeking employees.

Having established standards in permanent recruitment, we are now offering the same levels of commitment, quality, service and integrity as other major international recruiting companies. Our electronic database ensures access to a broad range of personnel and employment opportunities.

Career and Employment Center provides KIMEP students, graduates and non-KIMEP job seekers with the career skills and employment services. We have a broad perspective on opportunities for students, non-KIMEP job seekers, and companies' employers.

The Center cooperates with other major recruitment agencies in Almaty and Western Kazakhstan.

## For KIMEP Students we offer:

- Job placement for students of undergraduate and graduate programs

- Career skills development

- Organization of Annual KIMEP Job Fair for familiarizing students with companies - future employers and for information on employment opportunities

- Organization of in-company projects

- Organization of guest lectures

Internship program as a mutually beneficial integration of the educational system into the business community

**For Job Seekers we offer:**

Company employment opportunities  
Training services on:  
Applying for a job  
Writing CVs and cover letters  
Interviewing techniques

**For Companies Employers we offer:**

Job announcement compositions  
Candidate interviews  
Candidate pre-selection  
Organization of company presentations  
Annual KIMEP Job Fair

## **DEPARTMENT OF MARKETING AND PUBLIC RELATIONS**

Office 406, “Dostyk” building, Phone: +7 327 270 42 21 (2032, 2033, 2174

marketing@kimep.kz

### **ADMINISTRATION**

Anna Mitikhina, MBA, Director

Meruert Sadmanova, MBA, Coordinator of External Events

Zhanna Baisheva, BSS, Advertising and PR Officer

Anna Volkova, Diploma, Marketing PR Coordinator

### **Mission**

The mission of the Marketing and Public Relations Department is to provide a systematic exchange of information between KIMEP and its target audience, potential customers of educational services, business community, stakeholders, and any other interested parties.

## **Goals and objectives**

- To communicate the KIMEP mission to the target audience using appropriate marketing tools thus building positive perceptions about KIMEP in the market place;
- To develop and control entire external communication mix including advertising, personal selling, public relations, sales promotions, and direct marketing;
- To collaborate with other departments and administrative units for marketing support, such as Corporate Development, Recruitment office, Career and Employment center, International office, office of Student Affairs;
- To initiate and implement marketing and public relations activities to support the admission campaign promoting KIMEP as an institution of international standards;
- To strengthen KIMEP brand name and its identity and communicate the brand value to the target audience;
- To expand the market exposure through reaching out not only Kazakhstan but Central Asia and other CIS countries.

## **CORPORATE DEVELOPMENT DEPARTMENT**

Office 401, 402, 407 “Dostyk” building  
Tel.: 270 42 26, 270 42 27, 270 44 46, 270 43 96; Fax: 270 44 59  
e-mail: [cdd@kimep.kz](mailto:cdd@kimep.kz), [diana@kimep.kz](mailto:diana@kimep.kz)

### **ADMINISTRATION**

Balzhan Suzhikova, Candidate of Sciences, Fulbright & RSEP Scholar, Director

Raushan Kanayeva, MA, Deputy Director

Victoria Tazhmagambetova, Diploma, Specialist

Diana Sultanbekova, Diploma, Assistant

### **Mission**

The Corporate Development Department was established at KIMEP in 1998 in order to create and maintain long-term beneficial relationship with business community. The mission of the department is to develop and support an image of KIMEP as the leading institution and to make a contribution to its sustainable development by generating external resources, promoting mutually beneficial partnership relations between KIMEP and the corporate community, non-government organizations and government agencies in Kazakhstan, Central Asian region, NIS and worldwide.

### **Goal and objectives**

The goal of the department is to promote KIMEP among businesses, foundations, organizations in Kazakhstan and all around the world, and invite them to cooperate with KIMEP as well as to offer them an opportunity to contribute into development of KIMEP. The department seeks financial sponsorship and support from national and international donor organizations, companies. All

connections established by the Corporate Development Department with business community, donor organizations strictly adhere to the principle of mutual benefit.

### **Activities**

The department works to raise funds for KIMEP academic and institutional development. Through various activities and projects the department engages corporate community in the campus life.

The activities of Corporate Development Department include:

- Establishing partnership relations with business community, foundations in Kazakhstan, CIS and abroad;

- Seeking for 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 business community with opportunities to advertise their businesses and find prospective interns/employees in KIMEP;

- Translating corporate needs into educational solutions;

- Bringing companies to the campus;

- Coordinating KIMEP Alumni Association activities.

# PART VIII

## ADMINISTRATION, FACULTY AND SUPPORT STAFF

**BOARD OF TRUSTEES  
KIMEP COUNCIL  
THE PRESIDENT'S ADMINISTRATION  
EXECUTIVE COMMITTEE OF KIMEP  
THE EXECUTIVE VICE PRESIDENT  
ACADEMIC AFFAIRS  
ADMINISTRATION AND FINANCE  
KIMEP ADVANCEMENT  
STUDENT AFFAIRS  
CENTRAL ADMINISTRATIVE STAFF  
COLLEGES, DEPARTMENTS AND FACULTY  
AUXILIARY DEPARTMENTS AND STAFF**

## **BOARD OF TRUSTEES / BOARD OF DIRECTORS**

**(2006-2007)**

The Board of Trustees /Board of Directors is responsible for the overall direction and conduct of the Institute. The Board possesses the necessary powers vested in it by the JSC KIMEP Charter to perform its duties, achieve the objectives and purposes of the Institute, and to create policies for the education of its students.

### **Members:**

Chair:

Chan Young Bang, Ph.D.  
President of KIMEP

Daniel Connelly, Bachelor of Arts  
Chief Executive Officer, Citibank Kazakhstan

Chae Ho Kim, Honorary Doctor of KIMEP, Bachelor of Arts in Economics  
Chairman of Hae Kwang Co., Ltd., Seoul, Korea

Andrew Wilson, MBA  
Vice-President of Eurasia Foundation, Central Asia

Lee Kyung Jae, Bachelor of Mechanics  
Vice-President, USKO International, Kazakhstan

Nadezhda Pogorelova, Diploma of Higher Education  
General Director, "Economical Center" Company, Kazakhstan

Igor Tupikov, MBA  
President of the JSC "Buran Boiler", Kazakhstan

Victor Khrapunov, Honorary Doctor of KIMEP  
Minister for Emergency Situations of the RK

Grigoriy Marchenko, Diploma of Higher Education  
Chairman of the Board of the National Bank of Kazakhstan

Daulet Sembayev, Honorary Doctor of KIMEP  
Deputy Chairman of the Kazkommertsbank Board of Directors

Eduard Utepov, Candidate of Science  
Chairman, Committee of State Property and Privatization under the Ministry of Finance of the RK

Kalimzhan Ibraimov, Diploma of Higher Education  
Head of the Department, Committee of State Property and Privatization under the Ministry of Finance of the RK



Elena Saharova, Diploma of Higher Education  
Deputy Head of the Department, Committee of State Property and Privatization under the Ministry  
of Finance of the RK

Winfred L. Thompson, Ph.D.  
Chancellor of American University of Sharjah

Hartmut Fischer, Ph.D.  
Professor of Economics, University of San Francisco, California, USA

Jaemin Han, Ph.D.  
Professor, Associate Dean, Graduate School of Business, Korea University

### **KIMEP COUNCIL**

Chan Young Bang, Ph.D., President, Chair

Habib Rahman, Ph.D., Executive Vice President, Vice Chair

Bruce Taylor, Ph.D., Vice President of Academic Affairs

James Wood, MA, Vice President of Administration and Finance

Vice President of Advancement (Vacant)

Ewan Simpson, Ph.D., Executive Director, President's office

Hugo Gaggiotti, Ph.D., Dean, Bang College of Business

Mahboob Khawaja, Ph.D., Dean, College of Social Sciences

Albert Lang, MBA, Dean, College of Continuing Education

Jonathan Pixler, MA, Dean of Student Affairs

John Bramwell, Pg.D, Director of Quality Assurance and Institutional Research

Yerzhan Bilyalov, MBA, Advisor to the President on Government Relations and Joint Stock  
Affairs

Mujibul Haque, Ph.D., Associate Chair, Department of Finance

John Clark, Ph.D., Professor, Department of Political Science

Dilbar Gimranova, MBA, M.Phil, Senior Lecturer, Department of Management and Marketing

Aigerim Ibrayeva, MPA, M.Phil, Chair, Department of Public Administration.

Raushan Zhaparova, MA, Director of the Professional Development Program

Maganat Shegebayev, MA, Deputy Director of Language Center

Rimma Sujundukova, CISC faculty

Rysbek Tolysbayev, Foreman, Maintenance and Construction

### **Student Representatives**

Azamat Yegizbayev, President of Student Government

Yerlan Baimukanov, BCB Representative

Nur Myrzamurat, BCB Representative

Diana Kudaibergenova, CSS Representative

Dinara Rustemova, CSS Representative

### **PRESIDENT'S ADMINISTRATION**

Chan Young Bang, Ph.D., President

Ewan Simpson, Ph.D., Executive Director of the President's Office

John Bramwell, Pg.D., Director of Quality Assurance and Institutional Research

Charles Armitage, Ph.D., Director of Kazakhstan Development Center

Brooke Shiffler, MA, Deputy Director of the President's Office

Yerzhan Bilyalov, MBA, Adviser to the President on Govt. Relations, Joint Stock and Foundation Affairs

Roza Tulepbayeva, LL.M, MA, Chief Legal Counsel

### **EXECUTIVE COMMITTEE OF KIMEP**

Chan Young Bang, Ph.D.  
President and Chairman of the Committee

Habib Rahman, Ph.D.  
Executive Vice President

Bruce Taylor, Ph.D.  
Vice President of Academic Affairs

James Wood, M.A, CPA  
Vice-President of Administration and Finance

Vice President of Advancement  
(vacant)

Ewan Simpson, Ph.D.  
Executive Director of the President's Office

Hugo Gaggiotti, Ph.D.  
Dean of the Bang College of Business

Mahboob Khawaja, Ph. D.  
Dean of the College of Social Sciences

Albert Lang, MBA  
Dean of the College of Continuing Education

Jonathan Pixler, MA  
Dean of Student Affairs

### **THE EXECUTIVE VICE PRESIDENT**

M. H. Rahman, Ph.D.  
Executive Vice President

Bruce Taylor, Ph.D.  
Vice President of Academic Affairs

James Wood, MA, CPA  
Vice President of Administration and Finance

Vice President of Advancement (Vacant)

Jonathan Pixler, MA  
Dean of Student Affairs

### **ACADEMIC AFFAIRS**

Bruce Taylor, Ph.D., Vice-President of Academic Affairs

Associate Vice President of Academic Affairs (Vacant)

Hugo Gaggiotti, Ph.D., Dean of Bang College of Business

Mahboob Khawaja, Ph.D., Dean of College of Social Sciences

Albert Lang, MBA, Dean of College of Continuing Education

Maganat Shegebayev, M.A in TESOL, Acting Director of Language Center

Larissa Savitskaya, M.Ed., MPA, Registrar

Dana Stevens, Ph.D., Director of International Relations

Leslie Champeny, MLIS, Director of the Library

Richard Naccarato, Ph.D., Director of the Testing Center

Sergei Katsovich, MBA, Director of Computer and Information Systems Center (Academic)

Meruert Duisengaliyeva, MBA, Senior Director of Admission and Recruitment

Dana Alibekova, MMS, Director of Student Financial Services

#### **ADMINISTRATION AND FINANCE**

James Wood, MA, CPA, Vice President of Administration and Finance

Altynai Saparova, MBA, Director of Finance and Controller

Yelena Danilova, MBA, Chief Accountant

Sergei Katsovich, MBA, Director of Computer Information System Center (Administrative)

Nurlan Bolysbekov, MA, Director of Support Services Division

Anna Marinushkina, Diploma, Human Resource Manager

Irina Demiyanova, Diploma, Senior Personnel Officer

Anatoliy Koshenkov, Diploma, Director of Plant Department

Kudaibergen Assimzhanov, Diploma, Head of the Security Department

Zhetpistai Bulekbayev, Diploma, Director of Publishing Department

Victor Kretov, Diploma, Chief of Communication and Technical Department

#### **ADVANCEMENT**

Vice President of Advancement (Vacant)

Balzhan Suzhikova, Candidate of Science, Director of Corporate Development

Anna Mitikhina, MBA, Director of Marketing and Public Relations Department

Meruert Adaibekova, MBA, Director of Career and Employment Center

Director of Alumni Relations (Vacant)

## **STUDENT AFFAIRS**

Jonathan Pixler, MA, Dean of Student Affairs

Janel Bayastanova, Diploma, Senior Director of Student Affairs

Sholpan Sugurbekova, Diploma, Director of Student Center

Yergazy Orazaliyev, BA, Director of Sports Complex

Gulshara Moldakhmetova, M.D., MBA, Director of Medical Center

Zulphiyat Almukhanova, diploma, Director of Student Dormitory

## **Central Administrative Staff**

### **Office of the President**

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Executive Assistant to EVP (Vacant)

## **Office of the Vice President of Academic Affairs**

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Executive Assistant to VPAA (Vacant)

## **Office of the Vice President of Administration and Finance**

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## **Office of the Vice President of Advancement**

Executive Assistant to the VPA (Vacant)

## **Office of the Dean of Student Affairs**

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Executive Assistant to the Dean of Student Affairs  
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## **OFFICE OF JOINT-STOCK COMPANY AFFAIRS**

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Olga Uzhegova, MBA

Director of the Office of JSC Affairs

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Yuliya Alimkulova, Diploma

Visa Coordinator

Tel: 270-42-29 (2048)

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# Colleges, Departments and Faculty

## Bang College of Business

### Administration

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Sang Hoon Lee, PhD  
Associate Dean and Director of DBA Program  
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Mariya Vaganova, BA  
Executive Assistant to the Dean  
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Afina Koldurmidi, Diploma  
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Library  
Text Book Rental Center  
Registration  
Computer and Information Systems Center  
Recruitment and Admission  
Student Financial Services  
International Relations  
Accounting and Finance  
Communication and Technical Department  
Publishing and Printing Department  
Security Department  
Plant Department  
Support Services  
Human Resources and Personnel Department  
Translation and Interpretation Department  
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