

DISCLAIMER

KIMEP University wishes to emphasize that the materials in this catalog, including policies, academic programs, curricula and tuition fees, are subject to change, alteration, or amendment at the absolute discretion of KIMEP. Specifically, all tuition fees and other related charges presented in the Catalog are applicable to the academic year 2013-2014 only. In addition changes applicable to the academic year 2013-2014 that are adopted after the date of this Catalog shall be considered as an addendum and an integral part of this Catalog.

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FOREWORD

The purpose of the 2013-2014 KIMEP Catalog is to provide students, faculty members, administrators and all other interested persons with the details of postgraduate, graduate and undergraduate studies at KIMEP University. While the audience for the KIMEP Catalog is the campus community, we recognize that applicants, prospective students and many other people will read this material. This publication offers them insight into KIMEP, its policies, academic programs, and auxiliary services.

The 2013-2014 Catalog also renders detailed descriptions of academic policies and procedure, rules and regulations, academic departments, programs, curricula, and organization structure of the University. All students should read the Catalog carefully and abide by the rules and policies published by KIMEP. In case students are unsure about particular issues, they should bring those issues to the attention of KIMEP authorities for further explanation and elaboration.

MISSION STATEMENT

The mission of KIMEP University is to develop well-educated citizens and to improve the quality of life in Kazakhstan and the Central Asian region through teaching, learning, community service and the advancement of knowledge in the fields of business administration and social sciences. To fulfill this mission, we offer graduate and undergraduate degree programs at the highest level of international educational standards in business, economics, finance, accounting, public administration, political science, international relations, law, pedagogy, journalism 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.

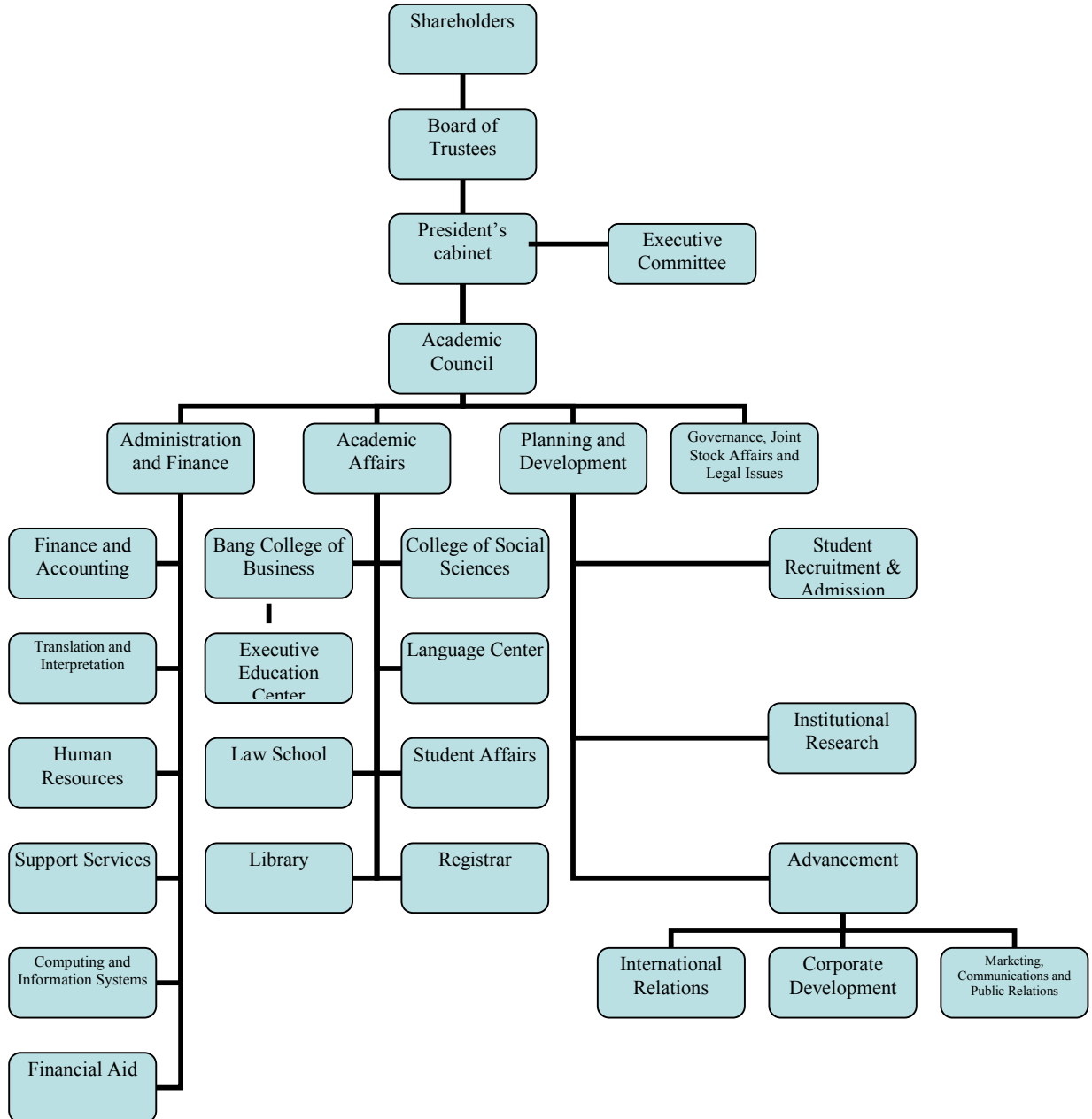
KIMEP University has grown substantially since President Nursultan Nazarbayev established the Institute on January 14, 1992. He gave Dr. Chan Young Bang the responsibility of managing and developing this new academic institute, the first in Central Asia to be modeled on the North American system of education. By attracting local and international scholars, encouraging excellence in all operations and focusing on the long-term well-being of the members of this community, KIMEP University has grown into a vibrant , matching the high standards of leading Western academic institutions.

KIMEP has contributed enormously to the growth and development of the nation and its people by challenging young men and women to draw upon their standards of excellence and to contribute to society after graduation.

PART I- GENERAL INFORMATION

ORGANIZATIONAL STRUCTURE OF KIMEP UNIVERSITY
ACADEMIC CALENDAR
HISTORY AND ACHIEVEMENTS OF KIMEP UNIVERSITY
KIMEP UNIVERSITY'S PROFILE

ORGANIZATIONAL STRUCTURE OF KIMEP



Academic calendar 2013-2014 AY

Fall 1 Semester, 2013 Foundation English

(99 Hours; 6 weeks+3days, Mon-Fri, 150 min classes per day: 2 sessions by 75min + 1 break)

Registration for Newly Admitted students (for one level of Foundation English Course) (100% of payment is required prior to registration for one level of Foundation English Course)	August 12, 2013	Wed
Classes Start	September 2, 2013	Mon
Add/Drop period	September 2-3, 2013	Mon-Tue
Withdraw from a Foundation Course with 100% Tuition Refund (online)	September 2-8, 2013	Mon-Sun
Withdraw from a Foundation Course with 50% Tuition Refund (online)	September 9-15, 2013	Mon-Sun
Withdraw from a Foundation Course with 25% Tuition Refund (online)	September 16-29, 2013	Mon-Sun
Withdraw from a Foundation Course with 0% Tuition Refund (online)	September 30 - October 11, 2013	Mon-Fri
Last Day to Withdraw from a Foundation Course with 0% Tuition Refund (online)	October 11, 2013	Fri
Classes End	October 16, 2013	Wed
Final Grades due from Instructors	October 23, 2013	Wed

Fall 2 Semester, 2013 Foundation English

(99 Hours; 6 weeks+3days, Mon-Fri, 150 min classes per day: 2 sessions by 75min + 1 break)

Registration for Newly Admitted students (for one level of Foundation English Course) (100% of payment is required prior to registration for one level of Foundation English Course)	October 1, 2013	Tue
Classes Start	October 28, 2013	Mon
Add/Drop period	October 28-29, 2013	Mon-Tue
Withdraw from a Foundation Course with 100% Tuition Refund (online)	October 28- November 3, 2013	Mon-Sun
Withdraw from a Foundation Course with 50% Tuition Refund (online)	November 4-10, 2013	Mon-Sun
Withdraw from a Foundation Course with 25% Tuition Refund (online)	November 11 -24, 2013	Mon-Sun
Withdraw from a Foundation Course with 0% Tuition Refund (online)	November 25- December 6, 2013	Mon-Fri
Last Day to Withdraw from a Foundation Course with 0% Tuition Refund (online)	December 6, 2013	Fri
Classes End	December 11, 2013	Wed
Final Grades due from Instructors	December 18, 2013	Wed

Spring 1 Semester, 2014 Foundation English

(99 Hours; 6 weeks+3days, Mon-Fri, 150 min classes per day: 2 sessions by 75min + 1 break)

Registration for Newly Admitted students (for one level of Foundation English Course) (100% of payment is required prior to registration for one level of Foundation English Course)	December 23, 2013	Mon
Classes Start	January 13, 2014	Mon
Add/Drop period	January 13-14, 2014	Mon-Tue
Withdraw from a Foundation Course with 100% Tuition Refund (online)	January 13-19, 2014	Mon-Sun
Withdraw from a Foundation Course with 50% Tuition Refund (online)	January 20-26, 2014	Mon-

Withdraw from a Foundation Course with 25% Tuition Refund (online)	January 27- February 9, 2014	Sun Mon-Sun
Withdraw from a Foundation Course with 0% Tuition Refund (online)	February 10-21, 2014	Mon-Fri
Last Day to Withdraw from a Foundation Course with 0% Tuition Refund (online)	February 21, 2014	Fri
Classes End	February 26, 2013	Wed
Final Grades due from Instructors	March 5, 2014	Wed

Spring 2 Semester, 2014 Foundation English

(99 Hours; 6 weeks+3days, Mon-Fri, 150 min classes per day: 2 sessions by 75min + 1 break)

Registration for Newly Admitted students (for one level of Foundation English Course) (100% of payment is required prior to registration for one level of Foundation English Course)	February 18, 2014	Tue
Classes Start	March 11, 2014	Tue
Add/Drop period	March 11, 12 2014	Tue-Wed
Withdraw from a Foundation Course with 100% Tuition Refund (online)	March 11-17, 2014	Tue-Mon
Withdraw from a Foundation Course with 50% Tuition Refund (online)	March 18-24, 2014	Tue-Mon
Nauryz Day-KIMEP is closed	March 21,22,23 2014	
Withdraw from a Foundation Course with 25% Tuition Refund (online)	March 25 -April 7, 2014	Tue-Mon
Withdraw from a Foundation Course with 0% Tuition Refund (online)	April 8 -18, 2014	Tue-Fri
Last Day to Withdraw from a Foundation Course with 0% Tuition Refund (online)	April 18, 2014	Fri
Classes End	April 24, 2014	Thu
Final Grades due from Instructors	April 30, 2014	Wed

Fall Semester 2013

(15 weeks. Examination period is not included into these 15 weeks)

Advising starts	July 1, 2013	Mon
Registration for 4 th year undergraduate students, Honored students, students with special needs and all Master students begins (1/3 payment is required prior to registration for Fall semester)	August 1, 2013	Thu
Registration for 3 ^d year Undergraduate students begins (1/3 payment is required prior to registration for Fall semester)	August 5, 2013	Mon
Registration for 2 ^d year Undergraduate students begins (1/3 payment is required prior to registration for Fall semester)	August 8, 2013	Thu
Registration for 1 ^t year Undergraduate students begins (1/3 payment is required prior to registration for Fall semester)	August 12, 2013	Mon
Registration for non-degree students begins (100% payment for all courses is required)	August 19, 2013	Mon
Registration ends	September 1, 2013	Sun
Classes start	September 2, 2013	Mon
Add/Drop period	September 2-8, 2013	Mon-Sun
Late Registration period for all students (need Instructors' approval)	September 9-15, 2013	Mon-Sun
Withdraw from a Course with 80% Tuition Refund (online)	September 9-15, 2013	Mon-Sun
Withdraw from a Course with 60% Tuition Refund (online)	September 16-22, 2013	Mon-Sun
Withdraw from a Course with 40% Tuition Refund (online)	September 23 -29, 2013	Mon-Sun
Withdraw from a Course with 20% Tuition Refund (online)	September 30 - October 6, 2013	Mon-Sun
(after this date there are no refunds for withdrawals from courses)		

Second Payment Deadline (second 1/3 of total tuition is due) [1]	October 4, 2013	
First Mid-term Assessments Period (6th week of classes)	October 7 - 13, 2013	Mon-Sun
"I" grades from previous semester convert into "F"s (7 th week of classes)	October 14 - 20, 2013	Mon-Sun
Kurban Ait-KIMEP is closed	October 15, 2013	Tue
KIMEP open for: Make up classes for October 15, 2013*	October 13 or 20, 2013	Sun
Third Payment Deadline (final 1/3 of total tuition is due)	November 1, 2013	
Last Day to Withdraw from a Course with grade of "W" (online)	December 6, 2013	Fri
Second Mid-term Assessments Period (15th week of classes)	December 9-15, 2013	Mon-Sun
Classes End	December 14, 2013	Sat
Final Assessments Starts, Examination Period	December 15-23, 2013	Sun-Mon
Independence Day KIMEP is closed	December 16, 17 2013	Mon-Tue
Semester Ends	December 23, 2013	Mon
All grades officially submitted	December 30, 2013	Mon
Change Grade Forms due	January 15, 2014	Wed
* <i>please see catalogue for KIMEP make up policy</i>		

[1] Payment can be done anytime prior to the semester with the respect to KIMEP U payment deadlines (in general, it is the a Friday of 5th and 9th week of study). In case if day is a weekend or holiday, the payment shall be received by KIMEP before the weekend or holiday. Payment can be made by bank transfer or in cash at KIMEP's cashier office. Please allow 3-4 working days for bank transfers to clear.

Spring Semester 2014

(15 weeks. Examination period is not included into these 15 weeks)

Advising starts	November 4, 2013	Mon
Registration for 4 th year undergraduate students, Honored students, students with special needs and all Master students begins (1/3 payment is required prior to registration for Spring semester)	December 12, 2013	Thu
Registration for 3 ^d year Undergraduate students begins (1/3 payment is required prior to registration for Spring semester)	December 16, 2013	Mon
Registration for 2 ^d year Undergraduate students begins (1/3 payment is required prior to registration for Spring semester)	December 19, 2013	Thu
Registration for 1 ^t year Undergraduate students begins (1/3 payment is required prior to registration for Spring semester)	December 23, 2013	Mon
Registration for non-degree students begins (100% payment for all courses is required)	December 30, 2013	Mon
New Year's Day-KIMEP is closed	January 1, 2, 2014	Wed-Thu
Christmas-KIMEP is closed	January 7, 2014	Tue
Registration Ends	January 12, 2014	Sun
Classes Start	January 13, 2014	Mon
Add/Drop period	January 13-19, 2014	Mon-Sun
Late Registration period for all students (need Instructors' approval)	January 20-26, 2014	Mon-Sun
Withdraw from a course with 80% Tuition Refund (online)	January 20-26, 2014	Mon-Sun
Withdraw from a course with 60% Tuition Refund (online)	January 27-February 2, 2014	Mon-Sun
Withdraw from a course with 40% Tuition Refund (online)	February 3 -9, 2014	Mon-Sun
Withdraw from a course with 20% Tuition Refund (online)	February 10-16, 2014	Mon-Sun
(after this date there are no refunds for withdrawals from courses)		
Second Payment Deadline (second 1/3 of total tuition is due)	February 14, 2014	Fri
First Mid-term Assessments Period (6th week of classes)	February 17-23, 2014	Mon-Sun
"I" grades from previous semester convert into "F"s (7 th week of classes)	February 24 - March 2, 2014	Mon-Sun

Women's Day-KIMEP is closed	March 8, 2014	Sat
Third payment Deadline (final 1/3 of total tuition is due)	March 14, 2014	Fri
Nauryz Day-KIMEP is closed	March 21,22,23 2014	Fri, Sat, Sun
Second Mid-term Assesments Period (15'th week of classes)	April 21 - 27, 2014	Mon- Sun
Last Day to Withdraw from a Course with grade of "W" (online)	April 25, 2014	Fri
International Labor Day-KIMEP is closed	May 1, 2014	Thu
Classes End	May 3, 2014	Sat
Final Assesments Starts, Examination Period	May 4 - 15, 2014	Sun- Thu
Defenders of the Fatherland Day	May 7, 2014	Wed
Victory Day -KIMEP is closed	May 9, 2014	Fri
Semester Ends	May 15, 2014	Thu
All grades officially submitted	May 22, 2014	Thu
Graduation Ceremony	May 24, 2014	Sat
Change Grade Forms due	May 29, 2014	Thu
* <i>please see catalogue for KIMEP make up policy</i>		

[1] Payment can be done anytime prior to the semester with the respect to KIMEP U payment deadlines (in general, it is the a Friday of 5'th and 9'th week of study). In case if day is a weekend or holiday, the payment shall be received by KIMEP before the weekend or holiday. Payment can be made by bank transfer or in cash at KIMEP's cashier office. Please allow 3-4 working days for bank transfers to clear.

Summer 1 Semester, 2014 (7.5 weeks, 60 min classes)

Advising starts	April 1, 2014	Tue
Registration for 4 th year undergraduate students, Honored students, students with special needs and all Master students begins (100% of total summer tuition fee should be paid before registration)	April 24, 2014	Thu
Registration for 3 ^d year Undergraduate students begins (100% of total summer tuition fee should be paid before registration)	April 28, 2014	Mon
Registration for 2 ^d year Undergraduate students begins (100% of total summer tuition fee should be paid before registration)	May 2, 2014	Fri
Registration for 1 st year Undergraduate students begins (100% of total summer tuition fee should be paid before registration)	May 6, 2014	Tue
Registration for non-degree begins (100% of total summer tuition fee should be paid before registration)	May 12, 2014	Mon
Registration for Summer ends	May 25, 2014	Sun
Classes Start	May 26, 2014	Mon
Add/Drop period (for students who already registered)	May 26-27, 2014	Mon- Tue
Late Registration period for all students (need Instructors' approval)	May 28-29, 2014	Wed- Thu
First Mid-term Assesments Period (2'd week of classes)	June 2-8, 2014	Mon- Sun
Second Mid-term Assesments Period (5'th week of classes)	June 23-29, 2014	Mon- Sun
Last Day to Withdraw from a Course with grade of "W" (no refund)	July 4, 2014	Fri
Capital Day-KIMEP is closed	July 6, 2014	Sun
Make up class for 7 July, 2014	July 13, 2014	Sun
Classes End	July 16, 2014	Wed
Final Examinations	July 17-19, 2014	Thu- Sat
Semester Ends	July 19, 2014	Sat
All grades officially submitted	July 25, 2014	Fri
Change Grade Forms due	August 1, 2014	Fri

Summer 2 Semester, 2014 (For Modules by KIMEP and visiting professors) (3 weeks, 150 min classes)

Advising starts	April 1, 2014	Tue
Registration for 4 th year undergraduate students, Honored students, students with special needs and all Master students begins (100% of total summer tuition fee should be paid before registration)	April 24, 2014	Thu
Registration for 3 ^d year Undergraduate students begins (100% of total summer tuition fee should be paid before registration)	April 28, 2014	Mon
Registration for 2 ^d year Undergraduate students begins (100% of total summer tuition fee should be paid before registration)	May 2, 2014	Fri
Registration for 1 st year Undergraduate students begins (100% of total summer tuition fee should be paid before registration)	May 6, 2014	Tue
Registration for non-degree begins (100% of total summer tuition fee should be paid before registration)	May 12, 2014	Mon
Registration for Summer ends	July 20, 2014	Sun
Classes Start	July 21, 2014	Mon
Add/Drop period	July 21-22, 2014	Mon-Tue
First Mid-term Assessments Due (1 st week of classes)	July 21-27, 2014	Mon-Sun
Second Mid-term Assessments Period (2 ^d week of classes)	July 28-August 3, 2014	Mon-Sun
Last Day to Withdraw from a Course with grade of "W" (no refund)	August 1, 2014	Fri
Classes End	August 8, 2014	Fri
Final Examinations	August 8, 2014	Fri
Semester Ends	August 8, 2014	Fri
All grades officially submitted	August 15, 2014	Fri
Change Grade Forms due	August 22, 2014	Fri

HISTORY AND ACHIEVEMENTS OF KIMEP UNIVERSITY

The Kazakhstan Institute of Management, Economics and Strategic Research was established on January 1, 1992, by resolution of the President of the Republic of Kazakhstan, Nursultan Nazarbayev. In early 2012 a new charter was accepted by the Ministry of Justice of the Republic of Kazakhstan, and the Institute became KIMEP University. The main mission of the university is to give the people of Kazakhstan the skills and knowledge to pursue prosperity through leadership in business and government.

Milestones

1992

- KIMEP is founded by resolution of the President of the Republic of Kazakhstan, Nursultan Nazarbayev. Dr. Bang is appointed as the first Executive Director.
- MBA and MA in Economics programs launched

1993

- MPA program launched

1994

- The first class, consisting of 81 MBA and MA students, graduates from KIMEP

1998

- The International Executive Center is created with help from McGill University, Montreal

1999

- KIMEP introduces four-year bachelor programs in Business Administration and Social Sciences. The first 424 undergraduate students begin their studies.

2000

- The Ministry of Education and Science grants KIMEP a permanent state license to conduct educational activity in the field of higher and graduate education
- KIMEP launches a BA in Economics program

2001

- KIMEP becomes the first institution in Central Asia to implement a U.S.-style credit system for all academic programs
- Online registration system introduced

2002

- Renovation of Academic Buildings completed.
- Academic Programs are attested by the Ministry of Education and Science
- Exchange and collaboration programs with leading American, European and Korean Universities launched
- KIMEP launches an MA in International Relations and an MA in International Journalism and Mass Communication

2003

- BA in International Journalism launched
- Academic Departments restructured into three Colleges: The Bang College of Business, the College of Social Sciences, and the College of Continuing Education

2004

- KIMEP receives the 'Platinum Tarlan' award in the 'Enlightenment' category. KIMEP is the only institution of higher education in Kazakhstan to be awarded this prize, which is the highest level of independent recognition given in Kazakhstan
- The Bang College of Business joins AACSB International as a member
- A joint MA in Economics with the University of San Francisco is launched

2006

- Doctor of Business Administration program launched
- New custom-built \$3 million research library completed

2007

- KIMEP launches an MA in Teaching English to Speakers of Other Languages

2008

- KIMEP opens a new \$10 million academic building
- President Nazarbayev visits KIMEP to tour the new academic building and library and meets students, faculty and administrators

2009

- Classes begin in the new LLM in International Law
- A large-scale restructuring program is launched to consolidate KIMEP's educational offering and steam-line academic and management structures
- The library is renamed the Olivier Giscard d'Estaing Library

2010

- Renovation of the Sports Complex and student dormitory
- Leadership certificate program launched
- First International Summer School launched
- Every graduate of KIMEP University is issued a State Diploma (in the format required by the Ministry of Education and Science of the Republic of Kazakhstan) in addition to a KIMEP University diploma.

2011

- The Central Asian Tax Research Center opened
- Executive MBA in Russian is launched
- The Bachelor of Laws (LLB) is launched
- On September 19, 2011, the BSc and MBA programs in the Bang College of Business received Level II (Regional) accreditation from the Asian Forum on Business Education (AFBE)

2012

- On February 12, 2012, the ExMBA program in the Executive Education Center, Bang College of Business, received Level II (Regional) accreditation from the Asian Forum on Business Education (AFBE)
- On September 10, 2012 the College of Social Sciences received unconditional accreditation for its market-leading Master in Public Administration and Bachelor of Social Sciences in Public Administration programs from the European Association for Public Administration Accreditation.
- November 22, 2012, The Executive Education Center's Executive MBA program has been awarded full, Level 3 international accreditation by the Asian Forum on Business Education (AFBE).
- November 30, 2012, the Executive MBA receives Quality Seal and Accreditation from Foundation for International Business Administration Accreditation (FIBAA).
- On December 14, 2012, The American Communication Association (ACA) board of directors has granted the Department of Media and Communication at KIMEP University conditional accreditation status for a period of one year, until December 13, 2013.

2013

- On January 3, 2013, JSC "KIMEP University" received Institutional accreditation from the Independent Kazakhstan Quality Assurance Agency for Education
- On April 19, 2013 the BSc and MBA programs in the Bang College of Business received Level III (international) accreditation from the Asian Forum on Business Education (AFBE).
- KIMEP University in April 2013 received the State Attestation for all undergraduate and graduate programs it has licenses for.
- In September, 2013, all established programs received accreditation from AQ Austria, an international accreditation agency recognized formally by both the European Quality Assurance Register and the Ministry of Education and Science

KIMEP UNIVERSITY'S PROFILE

Accreditation and Specialized Membership

KIMEP University has been approved to apply for Candidacy for accreditation with a prominent American Accreditation Commission. A self-study and strategic plan have been prepared for Candidacy application.

Specialized Membership

- Department of Public Administration: Member of NASPAA, The National Association of Schools of Public Affairs and Administration
- Bang College of Business (BCB): Member of AACSB International, The Association to Advance Collegiate Schools of Business
- Bang College of Business (BCB): Member of AFBE, Asian Forum on Business Education
- Bang College of Business (BCB): Member of American Chamber of Commerce

Professional Membership

The University currently holds membership in the following organizations:

- The Informational Consortium of Kazakhstani Libraries

In 2004 KIMEP University became the only institute in Central Asia to win candidacy status at AACSB, the international accreditation agency. KIMEP University's membership status in AACSB remains, and further plans to achieve college- and program-specific accreditation are underway.

Partnership

The Institute of Chartered Accountants of England and Wales (ICAEW) has approved KIMEP University as a Partner in Learning for Higher Education! ICAEW is a leading audit professional organization which also administers the Associate Chartered Accountant (ACA) professional qualification, recognized worldwide. It gives KIMEP an access to their ACA learning materials and library and opportunity to further develop collaboration with ICAEW.

International Connections

KIMEP is proud of its collaboration, academic links and exchange programs with more than 100 universities worldwide. These connections have allowed the University to:

- establish an international reputation
- provide KIMEP University students with a wide range of international opportunities (exchanges, internships, summer programs, dual degrees)
- serve as a natural partner for international universities with an interest in collaboration with world class universities and the Central Asian region
- serve as a natural "home" for international faculty and researchers to teach and conduct research in Central Asia
- serve as the best place to study in Central Asia for international students from all over the World.

Donor and Corporate Connections

KIMEP has a well-defined policy for maintaining partnership relations with Kazakhstani and international businesses, organizations and donor agencies. The European Union's TACIS, the United States Agency for International Development (USAID) and the Soros Foundation, among others, helped lay the foundation for KIMEP to become one of the leading universities in the CIS.

Current sponsors include:

- ACCELS-CAEF
- Asiana Airlines
- BOTA Foundation
- British American Tobacco
- Capital Asset Management
- Deloitte
- Dream Technology KZ
- Eurasian Bank
- Ernst and Young
- EUROBAK
- Faculty and Staff Giving Campaign
- Joan Cone

- Karachaganak Petroleum Operating B.V.
- Kazmunaigaz
- Kcell
- Kookmin Bank
- KOR company
- KPMG
- LG
- Microsoft
- Ministry of Education and Science of RK
- MonAmie
- N Operating Company
- Nauryz Scholarship
- North Caspian Operating Company B.V.
- PricewarhouseCoopers
- Proctor and Gamble
- Red Castle Pub
- Sabre Foundation
- Samsung Electronics
- Tengizchevroil
- Turgai Petroleum
- White and Case
- Yerzhan Tatishev Foundation

Organization and Management

KIMEP is managed with the participation of faculty members, students, support staff and administrators at various policy-making bodies such as departmental councils, College Councils, the Academic Council, the Executive Committee, President's Cabinet and the Board of Trustees. The President is assisted by three Vice Presidents who are responsible for day-to-day affairs.

Departments responsible for Institutional Research, Corporate Development, Marketing, Communications and Public Relations, International Relations Office all report to the Vice President of Planning and Development.

The Support Services Department, the Office for Student Recruitment and Admissions, HR, Financial Aid Department and the Finance Department report to the Vice President of Administration and Finance.

The Vice President for Academic Affairs is the chief academic officer of the University. He is assisted by the College Deans, the Director of the Language Center, the Deputy to the President for Executive Education Center, the Registrar and the Director of the Library.

The Dean of Student Affairs, who reports to the VPAA, deals with student activities and welfare. Five units report to the Dean of Student Affairs. These are: Student Affairs, Medical Services, the Student Center, the Student Dormitory and the Sport Complex.

Academic Colleges, Departments and Programs at a Glance

Academic programs are planned, administered and delivered by four different units: the Bang College of Business (including the Executive Education Center), the College of Social Sciences, the School of Law, and the Language Center. The Computer Center and the Library are service units common to all colleges.

BANG COLLEGE OF BUSINESS

Programs Offered:

Bachelor of accounting and audit (BACTA)

Bachelor of finance (BFIN)

Bachelor of mangement (BMGT)

Bachelor of marketing (BMKT)

Master of Business Administration (MBA):

MBA students may acquire specialized knowledge in the following areas:

- Accounting and Audit
- Finance
- Management and
- Marketing

However, students may receive an MBA without a major or a minor.

Executive Master of Business Administration (EMBA)

Doctor of Business Administration (DBA)

DBA students may acquire specialized knowledge in the following areas:

- Accounting and Audit
- Finance
- Management and
- Marketing

COLLEGE OF SOCIAL SCIENCES

DEPARTMENT of PUBLIC ADMINISTRATION

Bachelor of Public and Municipal Administration (BPMA)

Majors/career tracks in:

- Financial Management
- Public Policy and Administration
- Governance and Law

Master of Public and Municipal Administration (MPMA)

DEPARTMENT of ECONOMICS

Bachelor of Arts in Economics (BAE)

Majors/career tracks in:

- Business Economics
- Public Policy
- Financial Economics

Master of Arts in Economics (MAE)

DEPARTMENT of INTERNATIONAL RELATIONS and REGIONAL STUDIES

Bachelor of Social Sciences in International Relations (BSS in IR)

Major/career tracks in:

- Global Security and International Affairs
- Regional Studies and Energy Politics

Master in International Relations (MIR)

DEPARTMENT of JOURNALISM and MASS COMMUNICATION

Bachelor of Arts in Journalism (BAJ)

Majors/career tracks in:

- Media Management
- Public Relations

Master of International Journalism (MAIJ)

SCHOOL OF LAW

Bachelor of Laws (LLB)

Master of Laws in International Law (LLM)

EXECUTIVE EDUCATION CENTER

Professional Development and Certificate Programs

- Courses, seminars and workshops
- Custom training

HR and Marketing clubs

CFA Preparatory Courses

Leadership and Development Program

LCCIEB

Mini MBA

Professional Seminars In Corporate Governance

LANGUAGE CENTER

Undergraduate Certificate in Translation and Interpreting

Master of Arts in Foreign Language: Two Foreign Languages (MA FL)

Study Center and Studio for Academic Writing

Language Clubs

COMPUTER AND INFORMATION SYSTEMS CENTER

The Computer and Information Systems Center gives students the opportunity to acquire advanced skills relating to the use of computers and information systems. Its information and computing facilities are unique not only in Kazakhstan but throughout Central Asia. The Center provides students with internet access, WiFi connection, expanding 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 can save their projects, papers and presentations.

DEPARTMENT FOR INSTITUTIONAL RESEARCH

The Department of Institutional Research (DIR) is a corporate unit that supports implementing the quality assurance policy to promote the integrity and effectiveness in KIMEP's activities. The department conducts institutional surveys and reviews that highlight areas of attention and improvement; provides reliable data and analytical reports to senior management, individual departments as well as other interested parties. It also acts as a liaison between state bodies, higher education institutions, and both national and international agencies to share best practices and develop strategies for the benefit of the community as a whole.

INTERNATIONAL RELATIONS OFFICE

The International Relations Office works to expand KIMEP's international activities and to enhance the University's status as a competitive institution and an active member of the global academic community. KIMEP has links with more than 100 universities all over the world, of which one third are in the top 400 world universities. The main areas of collaboration are student exchanges, faculty mobility, joint research and dual degree programs. Annually, KIMEP sends more than 150 students abroad and hosts over 100 international exchange students. KIMEP has 11 dual degree programs with 6 top universities in the UK, France, Germany and South Korea. KIMEP is also home to more than 300 international students from Central Asia, South Korea, European Union, USA, China, Russia and many other countries.

The International Relations Office is responsible for initiation, coordination and implementation of international partnerships, student exchange programs, faculty mobility programs, and other international activities. This includes creating welcoming conditions for international students and visiting faculty to enable them to work and study successfully while they are at KIMEP and to gain maximum benefit from their time in Almaty. It also includes providing advice on relevant academic, cultural and social issues in collaboration with other departments at KIMEP. The International Relations Office provides orientation sessions for international students and organizes a variety of academic and social events.

OUTSTANDING FACULTY

KIMEP University's greatest resource is its Western-trained faculty. As an English language institution offering a North American-model education, KIMEP puts great emphasis on quality instruction. To this end, faculty members are selected for their experience in teaching and research. KIMEP University goes to great lengths to secure and retain the most qualified professors from Kazakhstan and abroad. KIMEP's professors, coming from more than 20 different countries, expose students to international practices and create a vibrant, multicultural learning environment.

STUDENT ADVISING

Because good guidance is central to a quality education, KIMEP puts a strong focus on providing quality academic advising for students. All students are advised by faculty members at the College level, and by the Office of the Registrar at the management level. The Registrar's Office has one of the most sophisticated online advising systems in the CIS. Students have full online access to registration information including schedules, courses offered, graduation requirements and transcripts, enabling them to track the progress of their studies any time.

KIMEP STUDENT ASSOCIATION

Students at KIMEP elect the KIMEP Students' Association (KSA) to represent their interests to the administration. The KSA also deals with students' interests and activities. Elections are held annually. The activities of the KSA are governed by a constitution. The student body is also represented on academic councils and student representatives sit on many of the most important standing committees, ensuring students have a say in the running of their university.

FINANCIAL AID AND SCHOLARSHIPS

Financial aid is designed to meet the needs of our students. KIMEP University offers different types of financial aid based both on merit and financial need. These include scholarships, tuition waivers, teaching assistantships, and on-campus employment. To be eligible for needs-based financial aid, a student must meet two main criteria: 1) be in good academic standing; and 2) demonstrate real financial need. The amount and type of aid depends on a student's need and/or academic performance, and may take different forms. Financial aid is subject to the decision of the KIMEP University's President's Cabinet. Some students find financial support outside KIMEP University. 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 external sponsors by him/herself.

CORPORATE DEVELOPMENT AND ALUMNI RELATIONS

The Corporate Development Department maintains mutually beneficial connections between KIMEP and businesses, foundations and the academic community, in Kazakhstan and abroad. The department's mission is to contribute to KIMEP's development through fund raising, attracting grants, and developing partnership programs with the business and corporate community. In return for sponsorship and partnership companies, organizations, and individuals receive priority access to our educational and human resource development services. The Department also helps arrange student internships and employment after graduation from KIMEP.

The Corporate Development Department facilitates relations between KIMEP University alumni and their alma mater. The university frequently invites its outstanding alumni as guest speakers on campus, and to participate in the Leadership Development Program. The Department organizes alumni reunions each year, and publishes the annual Alumni Magazine. The Department also launched the 'Alumni Ambassadors' program in February 2011, identifying outstanding alumni volunteers from each graduating class from 1994-2012. KIMEP's Alumni Ambassadors launched the "Rakhmet Scholarship" in 2010, and contribute annually to the scholarship fund which supports outstanding current students at the university.

Alumni Ambassadors are an important link between KIMEP and their classmates, informing them of events at the university and encouraging their active participation in university life. Ambassadors serve on KIMEP's advisory board, participate in university graduation, assist new graduates with employment, and contribute to the strategic development of the institute. KIMEP is pleased to currently have alumni ambassadors active in Almaty, Astana and Atyrau.

PART II – ACADEMIC POLICIES AND PROCEDURES

RECRUITMENT AND ADMISSIONS DIVISION
OFFICE OF THE REGISTRAR
ACADEMIC COMMUNICATION POLICY (U-MAIL)
GRADUATION
CODES OF CONDUCT
THESIS GUIDELINES
ADVISING
INTERNSHIP OPPORTUNITIES

RECRUITMENT AND ADMISSIONS DIVISION

Office of Undergraduate Admissions
Office of Graduate Admissions
Office of Enrollment Records

ADMINISTRATION

Deputy to the President for Student Recruitment and Admissions
Larissa M. Savitskaya, MPA, M.ED

Director, Enrollment Records
Anastassiya Manoilenko, MBA candidate

Acting Director of Graduate Admission office
Marzhan Berniyazova, MA, Mini-MBA

Director, Undergraduate Admission
Natalya Miltseva, MA in Higher Education Administration

GENERAL PROVISION

KIMEP University is committed to a policy of equal opportunity for admission to all qualified individuals. It does not discriminate 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.

KIMEP University seeks to enroll outstanding students who have demonstrated the potential to succeed through the leadership and talent as well as have shown evidence of their capability to contribute to the community.

The university has created clear and transparent procedures for applying and accepting individuals with diverse academic history and academic needs: Kazakhstani and international applicants, undergraduate students (graduates of high schools, vocational professional schools, and transfer students), graduate students and non-degree students for short and long-term study terms (international summer school, exchange students visiting, continuous non-degree students, adult learners etc.).

RECRUITMENT AND ADMISSION DIVISION

Recruitment and Admissions division (R&A) report to the Vice President for Strategic Planning, Development and Research. It has three units: Office for Undergraduate Recruitment and Admissions, Office for Graduate Recruitment and Admissions and Office of Enrollment Records.

The R&A is to contribute to the university enrollment goals through leadership in action, community partnerships, variety of services, events and programs to recruit, admit, and enroll students whose academic records, achievements and talents will ensure student success during and after study at KIMEP University. It serves as a central information point for all external inquiries on applications and admissions to academic programs.

Admission Officers, Coordinators and Directors work together with students (on part-time employment basis) on recruitment, applications, admission and 1st enrollment in line with the strategic and operational plans, set goals and targets at institutional, programs and admission office levels.

Staff members are highly committed to integrity, transparency, ethics in all appearances and operations, respectful and customer-focused functions and processes as well as have absolutely no tolerance to any form of favoritism, corruption or nepotism.

All matters related to recruitment and admissions are to be addressed with the Recruitment and Admission Division

KIMEP University

4, Abay Avenue
Almaty 050010
Republic of Kazakhstan

Undergraduate Admission

Email: uao@kimep.kz
Phone: +7 (727) 270 42 13
Fax: +7 (727) 270 43 34

Graduate Admission

Email: gao@kimep.kz
Phone: +7 (727) 237 47 96
Fax: +7 (727) 270 43 34

Deputy to the President for Recruitment and Admissions

Email: asstdpra@kimep.kz
Phone: +7 (727) 270 43 18
Fax: +7 (727) 270 43 34

Follow up with recruitment news, dates and events as well with the Admission Offices at www.kimep.kz/admission and in social networks



ADMISSIONS DECISIONS AND ADMISSION ORDERS

KIMEP is governed in line with its Charter (attached and available at <http://www.kimep.kz/governance/about/kimep/>) through the participation of faculty members, students, support staff and administrators at various policy-making levels.

On behalf of KIMEP the Recruitment and Admissions issues two types of the Orders for new students:

1. “Admission Orders” for new degree students (UGRADs and GRADs)
2. “Placement Orders for granting the access to non-degree educational services”:
 - Non-degree (UGRAD and GRAD) to serve individual educational needs
 - Adult learners to expand access for higher education
 - Exchange students to increase student mobility
 - International summer school visitors to increase student mobility
 - Other groups who will not be enrolled with the purpose of KIMEP degree diploma

KIMEP has a number of dual degrees (internal and external ones). The student wishing to be enrolled in any dual degree will need to go through regular application procedure and satisfy admission requirements for each degree in each university (except if otherwise stipulated in Memorandum of Understanding between KIMEP and concerned partner-university or in related KIMEP policy)

KIMEP University and academic departments review specific requirements for application and admission to each program annually. Those are reviewed and approved at departmental and College Councils, KIMEP Academic Council (its Standing Committee) and the KIMEP President’s Cabinet.

List of new students qualified for admission is prepared and verified by the Undergraduate or Graduate Admission Offices together with Enrolment Records Office. It then is authorized by the Deputy to the President for Recruitment and Admissions and the VP for Strategic Planning, Development and Research. Final list of student qualified for admission to the programs is approved by the President of KIMEP in the form of Admission Order.

This document is the basis for issuing Acceptance and Rejection Letters to all applicants by the Admission Offices; it is also the basis to open access for educational services at KIMEP.

Neither KIMEP nor any group, committee, individual at any level will guarantee admission to KIMEP University or its programs.

APPLICATION PROCESS

KIMEP practices open and transparent process of application to the programs through year-round admission and, therefore, is open to accept applications at any time. Officers will assist you regularly and at any of your requests on application process to ensure your successful experience while applying.

There are three academic terms to start study: Fall, Spring and Summer. Most of the programs accept new students for each of these semesters.

KIMEP operates in tri-lingual environment of English/Kazakh/Russian. Applicants providing application documents in any other languages will need to provide the documents translated and notarized in one of 3 above mentioned languages.

To be considered for admission to KIMEP programs, all individuals will need to file with the Admissions Office relevant application form and required supplements for each academic program and term according to set deadlines: www.kimep.kz/admission -> [application deadlines](#)

Submission of the incomplete package of documents results in delay or reject in consideration and, therefore, in rejection to participate in KIMEP entrance examinations, as well as in rejection for admission to KIMEP program. Any cases of fake or knowingly false documents will be transmitted to the law enforcement bodies in accordance with the legislation of the Republic of Kazakhstan.

Standard for archiving the application files

Every application file consists of the documents submitted by an applicant or his/her representative. Admission officer accepting the file has the responsibility to review and acknowledge the acceptance of each document through:

- Checklist of all documents in the application file and main records is mandatory with the officer's signature
- Special note on the top "checklist" page and personal signature/date to summaries all documents accepted
- Internal hard copy certificate for KEET and KIMEP entrance exams (both UGRAD and GRAD), interviews and essays for each admitted student in the file
- Filling out the special blanks for all original documents submitted (UNT, high school diploma, etc.) to be kept with both an applicant and with KIMEP.
- Other documents required by the state and KIMEP policies

Original application files for all degree programs at KIMEP are kept at the concerned unit in the R&A (UAO and GAO).

There are four steps prior to admission stage. Applicants have extensive support through the Offices of Admissions and regional coordinators.

Step 1: Preparing application documents

Set of application documents may vary between the programs and degrees applied for.

Attachment 1 describes all these specifics. Usually application documents include, but not limited to valid copy of the national ID, prior academic credentials (copies of diplomas and academic transcripts), originals for international tests scores (if applicable), unique experiences, talents and achievements.

Graduate application documents may be extended to CV, recommendation letters and essay (depending on the program).

Application packages for transfer students, returning students, non-degree studies, adult learning differ as well (please see the Attachment 1).

Step 2: Filling out application form/applying on-line.

KIMEP promotes application on-line through <http://www2.kimep.kz/onlineappl/>

In hard copies, the application forms differ by degree, program and type of studentship:

- Undergraduate Programs Application Form
- Transfer Student Application Form
- Graduate Programs Application Form
- Reinstatement Application Form (undergraduate and graduate levels)
- Non-degree Study Application Form (undergraduate and graduate levels, adult Learner)

Each application form has introductory explanations of information and data required to fill out or attach. In general application forms have a number of sections related to personal information, academic background, experience and achievements as well as information on need in financial aid and housing.

All application forms are available for download through admission web-page in English, Kazakh and Russian; clarifications are given as well in other languages (Korean, Chinese, etc.)

Step 3: Submitting the application package

Once the application form filled on-line or hard copy and required documents are ready, the package is to be submitted to Admissions Office:

Way One: download all required documents through the on-line application services

Way Two: Mail application package through post services to
*Admission Office, KIMEP University
4, Abay Avenue, Almaty, 050010
Republic of Kazakhstan*

Way three: Deliver application package through personal visit to the Admissions Office

Documents submitted through personal delivery, on-line application services or through post services are treated equally.

Application documents are not accepted through email due to potential loss of the documents for various reasons. In exceptional cases, when delivery in all above ways are absolutely impossible, the Admission Officer has a right to recommend to use email as the delivery way for the application.

Where the originals are required, they will not be accepted through on-line application services either.

Application forms submitted through on-line shall be signed by the student upon arrival on campus.

Notifications

Once your package arrives, the system will send out automatic notification to the email address given in the original application form. Also, status of submitted application may be easily checked through on-line system (www.kimep.kz/admission).

Step 4: Taking entrance exams

KIMEP Academic Affairs offer testing services through the Testing Center for the following tests:

- KEET for all undergraduate and graduate programs
- KIMEP Graduate Entrance Test (for MBA, DBA, MA and LLM/MBA programs), ExMBA
- Journalism Creative Exams in the form of essay and interview (BAIJ and MAIJ programs)
- English Entrance Exam for MA FL

Some undergraduate and most of the graduate programs would require interview with faculty member(s) (BAIJ, MPA, MIR, ExMBA, MA FL as part of professional exam and DBA). The programs design and organize interviews of the applicants throughout the year.

According to the state admission rules, all undergraduate international applicants are required to take interview with the programs.

KIMEP tests scores are valid for the only purpose - admission to KIMEP - for one calendar year.

Applicants participated in the entrance tests of current season and being already admitted to KIMEP degree programs (or if in the process of review for admission to the degree programs) can not participate in the entrance exams again.

Applicants rejected for admission due to failure at KIMEP entrance exams may retake such in the further KIMEP intakes (if applicable and depending on the program). Separate application procedure applies.

Tests exemptions

1. Applicants provided valid original international tests reports for TOEFL or IELTS are exempted from the KEET if the scores are within required for admission. Placement to foundation or credit courses is done based on the score.
2. In case if prior academic degree received from the English-taught school/college, KIMEP Language Center may consider exemption from the KEET based on the applicant's petition (to be submitted simultaneously with the application package). In such a case CTO arranges proper placement to foundation or credit courses.
3. Applicants for MBA, DBA and MA, ExMBA programs provided valid GMAT and/or GRE reports are exempted from the KIMEP Graduate Entrance Test. Executive MBA Oversight Committee reserves the right to waive KGET requirements on the case-by-case basis.
4. Graduates of KIMEP with GPA 3.0 or above or other internationally accredited institution (with English language as a medium of instruction) are exempted from entrance exams and interviews.

On behalf of Academic Affairs, the Chief Testing Officer (CTO) coordinates and provides quality control for KIMEP tests development, conduct and reporting. CTO arranges proper proctoring resources and exam processes at all locations (on and off-campus) according to KIMEP academic standards and rules. CTO also ensures integrity and security of test papers, test procedures, scoring and conflict resolution. With no exceptions KIMEP test scores (including outsourced, for example in other countries) are submitted through secured on-line system, so the Admission Office would use them for the admission purposes.

Admissions Office provides administrative support for exam organization and does not interfere in any of academic domain (test development, tests grading or interpretation of the scores, exam conduct or proctoring, etc.). Main duties of the admission office to support KIMEP-organized exams (both in Almaty, regions and internationally) are:

1. inform all applicants on required examinations
2. sign up applicants for certain dates and city locations where exam is going to be organized
3. prepare Exam Entrance Tickets and distribute accordingly to the applicants

4. provide with proper face control prior to exam (verification between state ID, exam ticket and individual entering the exam room)
5. make venue preparation and organizations (in Almaty through the Registrar, in the regions of KZ and internationally where appropriate through the partners)

Tests descriptions, tips for preparations and test taking skills are provided by CTO each year for each KIMEP exam in the beginning of exam period. Those will appear on KIMEP web page and in the Attachment 2.

Tests are administered in Almaty throughout the year and in Kazakhstani regions and Central Asian countries - usually during Spring months. The schedule is available on main admission site prior to exams. Admissions Office will extend invitation to all applicants, whose records indicate the requirement to take entrance exams.

Results of the tests are posted once CTO formally reports the scores through on-line system. Usually scores are available for individual applicants within 10 working days after test is taken (http://www2.kimep.kz/admissions/exam_res_2010_letters.asp). Externally, the results are not available to anyone, except for the applicant through the secured access.

There is no appeal to entrance scores or admission decisions at KIMEP.

Upon interview, the programs declare the following:

1. Statement on the membership of the interview panel (#, rank, other criteria).
2. Structure of the interview (areas the program will be looking into - motivation, experience, uniqueness, etc.). Attachment 13 displays sample interview form.
3. If any score system applies to assess the interviewee- please develop one; if narrative description will apply – program would state accordingly
4. Clear identification for passing interview as a criteria (scores or general narrative) – program would state accordingly

As a result of interview, the program letter states its decision in terms of passing interview or not, including required justifications and scores if applicable. No individual or group can make or promise any admission decision based on the interview results; admission decision is communicated once for formal Admission Order is signed by the President.

Internal stage 5: Admission decision

Once application files are complete with all required documents and test scores, admission office reads all the files and makes the list of potentially admitted students in accordance with the entry criteria set by state, programs, University and approved by KIMEP. The list goes through the review and approval processes as described in *Part 2. Admission decisions*.

- Applicants' data are entered by the Admission staff through the secured system supported by the Enrollment Records Office. The ER Office applies the admission criteria to make the final list of admitted students and makes double check of all rejected cases with concerned admission office.
- Directors of UAO and GAO hold the responsibility for the content of the Admission Orders (names, stipulations and requirements).

Admission decisions usually are made within 2-5 weeks after complete applications submitted and required exams are taken, including interviews. Academic programs report back to Admission Office on the results of required interviews and essays within ten (10) working days.

Timeline of documents processing is available in the Attachment 9.

Admission criteria may vary by programs (please review Part 8). In general, if applicant satisfies admission criteria for the programs indicated in the original Application Form, the student is admitted to the 1st program choice, but can enroll in 2nd or 3rd program indicated in the application (student statement in writing is required). In case if the applicant is not admitted to the desired program, other programs will have a chance to review the case and, the offer for another program may be made.

Once final list is signed by the President in the form of Admission Order, all applicants may see immediate on-line notification through email address given in the application and through on-line system "Check Your Admissions Status" (available at Admissions web page).

Each Admission Order has a list of requirements that admitted student shall fulfill to ensure eligibility for full admission. The list of requirements and stipulations are listed in the Attachment 1. Those admitted students who did not comply with each and all requirements in the Admission Order are withdrawn from the University within the semester when study intended to begin. They may later reapply as any new applicant. Admitted students, who complied with each and all requirements stipulated in the Admission Order, will have access to course registration and education services in accordance with the program and terms of study.

Acceptance Package will be sent out to all admitted students through post services by addresses given in their original application forms. Acceptance package includes Letter of Acceptance, important contacts, information on Orientation Program, tuition payment details and terms, registration for pre-degree courses in summer and degree courses in fall, the medical requirements, nostrification requirements, highlights on major policies and procedures to start up the study at KIMEP.

After formal admission to KIMEP, all students are subject to sign Education Service Contract with KIMEP University and return one original copy to the Admission Office prior to any 1st registration.

Rejected applicants will be working with concerned admission unit on the process of reapplication where appropriate. All rejected applicants will be welcomed to the special program that will stimulate better preparations, orientation and reapplication, including but not limited to:

- Rejection package will be distributed (“sorry letter”, invitation to the preparatory programs, invitation to respective clubs and events, invitation for individual consultation, including with faculty and LC, etc.)
- Communication plan will cover this group

Admission consideration is separate from any financial or financial aid considerations. By making acceptance decision to academic programs KIMEP University does not mean any financial aid promise to any type of applicant. Financial Aid Office sets separate deadlines, processes and documents required.

ADMISSION CRITERIA AND ENTRY REQUIREMENTS FOR ACADEMIC PROGRAMS

The KIMEP University is highly committed to equality in education. It aims to increase the diversity of its student population seeking to attract a wide range of qualified applicants from different social, cultural and educational backgrounds who have a good prospect of succeeding in their chosen studies.

“Part 4. Admission decisions” presents the process of admission criteria development, review and approvals.

The criteria stay valid for all semesters within targeted Academic Year: Summer Foundation Semester, Fall, Spring and Su 1 semesters.

The following criteria are approved for AY 2013-14 (new entrants to start classes in Summer Foundation Semester, Fall 2013, Spring 2014¹) at the Academic Council (February 1, 2013) as well as at the President Cabinet (February 5, 2013).

UNDEGRADUATE DEGREE PROGRAMS

Undergraduate degree students go through structured program of study within set curriculum and requirements targeting to earn undergraduate degree.

1. Secondary level of education

- a) All applicants must submit the original diploma or attestat confirming completion of secondary education as required by the education legislature of the Republic of Kazakhstan
- b) Admission to KIMEP undergraduate programs is not complete until applicant submits an original certificate of results for the State Unified National Test (UNT) or the Complex Test (CTA) for the current year. The certificate must show a valid passing score as determined for the current year by the Ministry of Education and Science of RK:
 - UNT has 5 subjects, including 4 required as Kazakh or Russian language, Mathematics, History of Kazakhstan, Kazakh language for schools with Russian language of instructions (Russian language for schools with Kazakh language of instructions) and 1 elective subject;
 - KTA has 4 subjects: Kazakh or Russian language (primary language of instruction), History of Kazakhstan, Mathematics and elective subject
 - Minimum score for “specialized” test and other UNT subjects is identified by the Ministry of education annually.
- c) Based on the UNT/CTA Mathematics section score, KIMEP may request the applicant to take additional Math course before any GER/program courses. If a student scores between the Ministry’s minimum score on the KIMEP designated specialization test (i.e., Mathematics) and 60% correct, then he/she will be required to take College Algebra (GEN 1200) before taking advanced Math courses.
- d) For international admits Mathematics placement test will be organised by GE 1 week before classes, based on which results KIMEP may request the applicant to take additional Math course before any GER/program courses.
- e) International applicants received prior education abroad are exempted from UNT/CTA requirement.
- f) International applicants are required to pass interview with the accepting program as a part of the admission process.

2. Prior academic performance

¹ New policy would be approved in Spring annually to apply for new students to start study from Spring II or Summer 1.

- a) Average high school GPA of 3,5 (out of 5) or equivalent 70% of academic performance (calculated by two last years of high school or final school certificate records, whichever is available at the time of the admission decision making). If Average high school GPA is below 3,5, then admission decision is based on UNT/CTA results
 - For vocational schools graduates the average score is calculated based on the final scores in diploma for the whole duration of studies.
 - Admission will consult with the VPAA/Chair of AC on equivalency of academic performance for the applicants from the far abroad countries and will apply country-specific review approach for calculating average high school GPA.
- b) Transfer students shall have a minimum GPA of 1,0 – 50-54 % (out of 4.0 – 95-100%) or higher from the previously attended university (MOE Rules for Transfer and Reinstatement of the Students as of January 19, 2012 # 110)

3. English proficiency

- a) Valid scores in the official report for the international English tests or KIMEP English Proficiency Test (EPT) of the score 35 and above.
- b) Depending on the KEET score, the following Foundation English Courses will be required prior to any degree courses.

Foundation Course level	English	Course code	EPT Score	IELTS	TOEFL IBT
Foundation English 1		ENG0001	35-39%	3.0	Under development by LC ²
Foundation English 2		ENG0002	40-44%	3.5 (no band below 3.0)	
Foundation English 3		ENG0003	45-49%	4.0 (no band below 3.5)	
Foundation English 4		ENG0004	50-59%	4.5 (no band below 4.0)	
Foundation English 5		ENG0005	60-79%	5.0 (no band below 4.5)	
Direct to Academic English	GER credit courses		80% and above	5.5 (no band below 5.0)	

- c) The best of available English scores (at the moment of admission decision and through the 1st registration) will be taken as the basis for placement in Foundation English Courses
- d) Verification procedure during 1st day of classes is obligatory for all newly enrolled students. Those students who missed the verification test will be staying on their level of Foundation and may not be allowed to enroll in classes.
- e) Some groups of applicants may be exempted from the KEET based on their performance and individual petitions as described in *Part 6. Application Process, Tests exemptions*.
- f) In exceptionally rare cases and based on additional valid credentials available in the application pack that would suggest prior solid English preparation, applicants with KEET close to 35, but below required minimum, may be invited for the interview in person or via Skype by the Director and faculty of LC. Based on demonstrated speaking and comprehension skills, English proficiency may be re-evaluated for admission to KIMEP and further placement. ³

4. Specific requirements

- a) Minimum score for the Journalism Creative Exams in the form of essay and interview for BAIJ is 10 (ten) out of 25.
- b) Nostrification. To gain access to educational activity in the Republic of Kazakhstan, all applicants, who received education abroad or in branches of foreign educational institutions in Kazakhstan, are obliged to pass procedure of nostrification and/or verification of foreign educational documents. It includes both a) foreign students with foreign education credentials and b) local students with foreign education credentials (Article 39 of the Law on Education of the Republic of Kazakhstan of 27 July 2007)
- c) Medical. Valid medical certificate (form № 086-Y), copy of Vaccination certificate (form № 063) and a chest X-ray are obligatory documents for all new degree students (date of submission is prior to classes start). Complete chart of medical requirements is in the Attachment 10.
- d) Dual degree students go through regular application and admission procedure to each of two programs regardless of university locations.
- e) Transfer students. Transferring from other Institutions of Higher Education (IHE) is allowed only after completion of the first semester (not less than 15 credits shall be completed). The following documents certifying prior academic records with IHE will be required:
 - Official copy of the academic transcript from the previously attended university;
 - A copy of the Unified National Testing (UNT) or the National Complex Test (CTA);

² LC will review placement on FEC based on individual consideration of TOEFL official scores until the table will be created and approved.

³ This option would be eliminated if KIMEP starts offering ZERO ENGLISH Foundation English Course

- International applicants are exempted from the submission of the Unified National Testing (UNT) or the National Complex Test (CTA)
 - A copy of the request to transfer written to the head of the previously attended institution of higher education (signed and stamped by the head) ⁴;
- f) For applicants subjected to CTA. To participate in CTA, the applicants shall also submit:
- Application of the state format (available in admission office)
 - Original diploma on secondary or secondary professional education
 - Payment confirmation to participate in the CTA
 - Two extra photo 3x4
 - Medical certificate (#086-Y)
 - Copy of the state ID

GRADUATE DEGREE STUDY

Graduate degree students go through structured program of study within set curriculum and requirements targeting to earn graduate degree.

Each application will be considered on an individual basis.

1. Higher education completion

All applicants must submit copy of diploma confirming completion of higher education institution and transcripts as required by the education legislature of the Republic of Kazakhstan. Degrees from foreign universities as well as bachelor degrees with less than 4 years of study would be reviewed in the consultation with MES/ the Center of Bologna Process and Academic Mobility or other relevant state structure.

2. Review of academic performance and experience

Review of academic performance and experience differs by programs.

- g) KIMEP Graduate Admission Test (GMAT) of 14 and more are considered acceptable for admission to MBA and MA in Economics programs as program entrance specialization exam
- h) Minimum score for the Journalism Creative Exam in the form of essay is 10 (ten) out of 25 as program entrance specialization exam for MAIJ
- i) For MA FL program:
 - demonstrated proficiency in English for reading and writing at the graduate level;
 - MA FL English exam as program entrance specialization exam by two faculty members. KEET is the basis to review eligibility to take MAT FL English exam as the following:

EPT Result	MA FL Entrance Exam			Placement to courses
	Reading Result	Writing Result	Interview	
66 and above	At least two scores are above the 49 th percentile	Average score is 3 or above	passed	Access to program courses
60-65	At least two scores are above the 49 th percentile OR	Average score is 3 or above	passed	Academic Reading and Writing II. May concurrently take Introduction to Linguistics and electives.
50-59	At least two scores are above the 49 th percentile OR	Average score is 3 or above	passed	Graduate Foundation English A (must pass with grade of B) and Academic Reading and Writing I & II.
45-49	At least two scores are above the 49 th percentile OR	Average score is 3 or above 3	passed	Graduate Foundation English A and/or B (must pass with grade of B) and Academic Reading and Writing I & II.
44-40	No more than one score is above the 49 th percentile OR	Average score is below 3	passed	Not eligible for MA FL Entrance Exam
Below 40	Not eligible for MA FL Entrance Exam			

- j) There are 4 criteria for admission into the Executive MBA program (full description of admission criteria is at the Attachment :

1. General entry requirements are assessed through the applicant's educational background and special qualifications;
2. Professional experience requirement of at least 5 years

⁴ It is not the requirement for the applicants transferring from international institution

3. Language proficiency (either ENG or RUS depending on the cohort):
 - Applicant with KEET of 50% and above is the requirement for the program; applicant with the of below 50% would start from Foundation Phase (30-39% - level B and 40-49% - level A)
4. KGET is 15 or above (or equivalent score in a similar test)
5. Review and interview by the EXMBA Oversight Committee
 - k) Interviews by departmental committees as program entrance specialization exams will be conducted for admission purposes at MPA and MIR
 - l) For LLM and LLM/MBA the interview would be conducted only if necessary (decision is made by the Program Admission Committee)
 - m) Admission will consult with the VPAA/Chair of AC on equivalency of academic performance for applicants from far abroad countries and will apply country-specific review approach for calculating average high school GPA.
 - n) KIMEP graduates of previous and the current year with an overall GPA of not less than 3.0, applying for KIMEP graduate programs are exempted from the KIMEP entrance examinations if they have fulfilled all graduation requirements for their programs. It also applies only for the students in their last semester of study (verification with the Registrar's office will be done). GAO will welcome and keep all earlier applications until the applicant would confirm his graduation within given semester.
 - o) Graduates of the universities with English as a primary language of instructions may also be exempted from some of KIMEP entrance exams.

3. English proficiency

- a. Valid scores in the official report for the international English tests or KIMEP English Entrance Test (EPT) of the score 40 and above.
- b. Depending on the KEET score, the following Foundation English Courses will be required prior to any degree courses.

Graduate English Course	Foundation Course code	EPT Score	IELTS	TOEFL IBT
Foundation English Level B	ENG 5104	40-49%	Under development by LC ⁵	Under development by LC ⁷
Foundation English Level A	ENG 5105 (CSS, Law, LC)	50-59%		
Foundation English Level A	ENG 5205 (MBA)	50-59%		
No Graduate Foundation English courses or Academic English courses required		60% and above	Exemption from the English Exam if 6.0 and above ⁶	Exemption from the English Exam if 560 and above ⁸

- c. The best of available English scores (at the moment of admission decision and through the 1st registration) will be taken as the basis for placement in Foundation English Courses
- d. Verification procedure during 1st day of classes is obligatory for all newly enrolled students. Those students who missed the verification test will be staying on their level of Foundation and may not be allowed to enroll in classes.
- e. Some groups of applicants may be exempted from the English Entry Test based on their performance and individual petitions as described in *Part 7. Application Process, Tests exemptions*.
- f. In exceptionally rare cases and based on additional valid credentials available in the application pack that would suggest prior solid English preparation, applicants with KEET close to 40, but below required minimum, may be invited for the interview in person or via Skype by the Director and faculty of LC. Based on demonstrated speaking and comprehension skills, English proficiency may be re-evaluated for admission to KIMEP and further placement.

4. Specific requirements

- a) Nostrification. To gain access to educational activity in the Republic of Kazakhstan, all applicants, who received education abroad or in branches of foreign educational institutions in Kazakhstan, are obliged to pass procedure of nostrification and/or verification of foreign educational documents. It includes both a) foreign students with foreign education credentials and b) local students with foreign education credentials (Article 39 of the Law on Education of the Republic of Kazakhstan of 27 July 2007)

⁵ LC will review placement on FEC based on individual consideration of IELTS and TOEFL official scores until the table is created and approved.

⁶ State Admission rules for graduate programs (January 19, 2012), p.1

⁷ LC will review placement on FEC based on individual consideration of IELTS and TOEFL official scores until the table will be created and approved.

⁸ State Admission rules for graduate programs (January 19, 2012), p.1

- b) Medical. Valid medical certificate (form № 086-Y), copy of Vaccination certificate (form № 063) and a chest X-ray are obligatory documents for all new degree students (date of submission is prior to classes start). Complete chart of medical requirements is in the Attachment 10.
- c) Dual degree students will go through regular application and admission procedure to each of two programs regardless of university locations.

REINSTATEMENT (RETURNING/READMITTED STUDENTS)

KIMEP is the University for Life Long Learning Opportunities and, therefore, welcomes all students who are returning to continue their study⁹. Returning student has at least one completed semester at KIMEP.

If the student was in good academic standing at the time of withdrawal (GPA is 2.0 or above for returning undergraduate students and 2.67 or 3.0 and above for returning graduate students depending on the program or passing level on non-credit courses) the following re-admission requirements apply:

1. Normally former KIMEP records are reviewed by the program for the skills and knowledge required and some waivers for entry may be waived (KGET, MAIJ exam, MA FL exam, Interview requirement may apply).
2. The reinstatement process includes passing (EPT)* to the level required by the program
 - A waiver of the KEET test from the Director of the Language Center may be granted. The decision to waive the KEET will be based on the record of academic performance, on the amount of the time since the applicant last attended KIMEP classes, and on the activities since the departure from KIMEP (such as study abroad).
3. Math placement is up to GE assessment (if applicable)
4. UNT/CTA requirement is waived for returning undergraduate students in case if academic official records are available (including Academic Transcript)

If the student was in poor academic standing the time of withdrawal (GPA is below 2.0, but not less than 1.0, for returning undergraduate students and below 2.67 or 3.0 for returning graduate students depending on the program), in addition to requirements, former student has to receive an official permission for readmission from the program to which the student applies. In case if such permission is not granted, regular admission procedure applies as for any new applicant, including required exams, interviews, etc.

NON-DEGREE STUDY

There are a number of options to study at KIMEP as non-degree student: non-degree at the time of application with or without the intent to enter a program in the future, Adult Learners, visitors of International Summer School, Exchange students. All these groups get certain records of courses taken at KIMEP, but not the degree diploma.

Non-degree (undergraduate and graduate courses) option is available for any individual who wishes to take certain classes for personal reasons without the intent of earning a degree. Classes available for this group will be identified by KIMEP rules.

KIMEP University provides with the list of courses and credits taken and earned in the form of official transcript (grades and credits assigned). If later a non-degree student applies and is accepted to a degree program, some credits earned in non-degree status may be transferred to the degree program. However, there are restrictions and limitations (Catalogue AY 2012-13 defines transfer of credits in details).

1. Prior education
 - All applicants should submit the notarised copy of the attestat/diploma with the academic transcript confirming completion of secondary or higher level of education
2. English proficiency is evaluated through both international and KIMEP English tests as for degree applicants (part 7.1).
 - a) EPT passing score for non-degree track is 70 and above (or equivalent in the international tests).
 - b) An applicant may start through studying in Foundation English according to the level, and any other courses are blocked for registration) if the English proficiency is between 35 and 69 on KEET (or equivalent in the international tests)
 - c) If the applicant is former KIMEP student with GPA 3,0 and above waiver of may be granted by LC based on academic performance and work experience in English speaking environment, the amount of the time since the applicant last attended KIMEP classes, and the activities since the departure from KIMEP (such as study abroad, or working in company where practices English language), etc. In such a case CTO arranges proper placement to Foundation or credit courses.

⁹ Unless prohibited by KIMEP in cases of expulsion for serious violation of KIMEP rules, policies and procedures. Those records are kept in the Registrar Office

ADULT LEARNER STUDY

Adult Learner – is a non-degree option offered to all people (above 21 years old) interested in auditing courses currently offered by KIMEP. Adult Learner is not formally the student of KIMEP and, therefore, do not receive any/all benefits that students have though the rules and conducts while taking courses have to be followed (KIMEP and KZ regulations). A person under the adult learning status can only audit the course and no course assessment will apply to these individuals.

There are no admission requirements for Adult-Learners, but simply placement in classes for educational purposes.

INTERNATIONAL SUMMER SCHOOL

There are no admission requirements to attend International Summer School and therefore, there is no admission procedure or outcome, but simply placement in classes for educational purposes. Students admitted to the program can not continue after ISS without re-application for relevant programs (UGRAD, GRAD, non-degree).

Applications to ISS go through separate services at the International Relations Office.

EXCHANGE STUDENTS

There are no admission requirements for exchange students coming to KIMEP based on partnership agreement between KIMEP and foreign universities. Therefore, there is no admission procedure or outcome. Exchange students are selected and study at KIMEP within semester or two services based on specific terms of the partnership agreement. Terms, conditions and selection are monitored by the International Relations Office of KIMEP.

These policies are subject to change according to the state and/or KIMEP changes

OFFICE OF THE REGISTRAR

The Registrar
Uvassilya Samuratova, MBA

Deputy Registrar
Rano Pakhirdinova, MBA

Coordinator
Kamila Mussina, MBA

Mission and Purpose

The Office of the Registrar is dedicated to providing the best possible services to for KIMEP University students, faculty and staff. The office generates student records from the point of first enrollment through graduation and beyond. It offers a wide range of services in the areas of academic records, student status, registration, course enrollment, classroom assignments and scheduling.

The office monitors implementation of KIMEP University policies and procedures to ensure maintenance of well-documented, valid, accurate, permanent, and confidential student records. It also provides certified documentation of academic records through official transcripts.

ONLINE RESOURCES

The Registrar's Office maintains a website with information and resources for students, faculty, administrators, and for the public at large. Through the website, students have access to their own personal records. Confidentiality of individual records is maintained by a personalized password system. The website is available at www.kimep.kz > Office of the Registrar > Student Portal: Here a student can check his/her advising materials, holds and blocks, checklist, personal registration and final examination schedule, wait list status, transcript, grades, payment report, degree requirements, etc.

For Faculty: Here a faculty member can find individual schedules, information on his/her advisees and advising online resources, students on wait lists, registration results, relevant statistics, grade entry pages, attendance sheets, etc.

ACADEMIC POLICIES

From time to time KIMEP University may change or add new academic policies. New and/or revised policies apply to all students regardless of the year of entry into KIMEP University unless specific exemptions are stated in the policy. Policies stated in this catalog replace policy statements from previous catalogs. The KIMEP University Academic Council may, during the course of the year, revise and alter current academic policy.

CREDIT SYSTEM

KIMEP University uses a modified American credit system as the foundation for the curriculum. Degree requirements are stated in terms of credits earned rather than in terms of courses completed. Each credit represents 50 student learning hours, which may include 10-20 hours of in-class instruction. Typically a semester long course will meet for forty-five class contact hours and is worth three credits. However, some courses are worth more than three credits and some worth less.

To earn a degree from KIMEP University, a student completes a set of credit requirements for a particular program. The requirements usually have a list of courses that must be taken, a list of elective courses, and a minimum number of credits to be earned. Elective courses are not a requirement but are necessary in order to complete the minimum number of credits. A program can have subparts, with required courses and a minimum credit requirement for each subpart.

Another requirement for graduation is a minimum level of scholastic performance, which is measured by the grade point average or GPA. The GPA is the average of the grades, but weighted according to the number of credits for each course in which a grade is received. An example of how to calculate GPA is given in a later section.

Credit Equivalents

Some courses are preparatory courses and are worth zero credits. Completion of any of these courses does not earn credits towards graduation. The courses, however, do have a credit equivalent. A three-credit equivalent means that in terms of class time and learning outcomes, the course is approximately the same as a typical three credit course. Some policies (such as maximum course load) are based on credit equivalents rather than on credits.

GRADING SYSTEM

KIMEP University uses a letter grading system A, B, C, D, F, etc. Letter grades are further differentiated with “+” for the top of the grade range or “-” for the bottom of the grade range.

Based on the grades assigned, a grade point average is calculated and recorded on the student’s transcript.

Grades and Grade Points

The following letter grades apply to courses at the undergraduate, graduate, and doctoral levels respectively.

Grade	Undergraduate	Masters	Doctoral	Points
A+	Highest grade	Highest grade	Highest grade	4.33
A	Excellent	Excellent	Excellent	4.00
A-	Very good	Very good	Good	3.67
B+	Good	Good	Passing	3.33
B	Good	Satisfactory	Failing or Passing**	3.00
B-	Good	Passing	Failing or Passing**	2.67
C+	Satisfactory	Failing or Passing*	Failing	2.33
C	Satisfactory	Failing or Passing*	Failing	2.00
C-	Satisfactory	Failing or Passing*	Failing	1.67
D+	Passing	Failing	Failing	1.33
D	Passing	Failing	Failing	1.00
D-	Lowest Passing	Failing	Failing	0.67
F	Failing	Failing	Failing	0.00

* Grade “C” for Masters students can be considered as either passing or failing, depending on the specific program.

** Grade of “B” and “B-” for DBA students will be considered as passing or failing, depending on whether or not the course is required for the student’s major.

Numerical Conversion to Letter Grades

The following table is a suggested equivalency between classroom numerical averages and the “A” – “F” letter grade scale.

Grade	Numerical Scale
A+	90 - 100
A	85 - 89
A-	80 - 84
B+	77 - 79
B	73 - 76
B-	70 - 72
C+	67 - 69

C	63 - 66
C-	60 - 62
D+	57 - 59
D	53 - 56
D-	50 - 52
F	below 50

Administrative Grades

The following KIMEP University wide notations apply to both graduate and undergraduate programs. These notations do not affect the calculation of the grade point average.

Grade	Comments	Points
NA	Not Applicable	N/A
Pass	Pass	N/A
AU	Audit	N/A
IP	In Progress	N/A
I	Incomplete	N/A
W	Withdrawn	N/A
AW	Administrative Withdrawal	N/A

Not Applicable – NA

Credits earned at other institutions transfer to KIMEP University without grades. In such cases the credits are posted to the transcript with the annotation “NA”. Credits with a grade of “Not Applicable” are not included in the calculation of the grade point average.

Grade of Pass – P

In certain cases an undergraduate student may elect to have a course graded on a pass/fail basis rather than receiving a letter grade. Eligibility requirements are discussed below.

1. To receive a grade of “pass” a student must have selected the pass-fail option at the beginning of the semester.
2. After the registration period ends the pass-fail option cannot be changed.
3. An earned grade of C or higher is recorded as “P”; an earned grade of “C-” or less is recorded as “F”.
4. “P” (pass) earns credits which may count towards graduation.
5. “P” (pass) has no grade points and is not included in the calculation of the GPA.
6. “F” earns no credits. (This applies even if the grade would have been “D-”, “D”, “D+”, or “C-” without the pass fail option.)
7. “F” has zero grade points which are included in the calculation of the GPA.

Eligibility for Pass-Fail

1. Full-time 4th year undergraduate students who are not on academic probation are eligible. The option is not available to graduate students.
2. There is a limit of 3 credits per semester.
3. The maximum within a degree is 6 credits.
4. The pass-fail course must be a free elective course and not a requirement.
5. The department offering the course must give written permission for pass-fail.
6. Student must submit signed Pass-Fail form to the Registrar Office till the end of Registration period. Without submitted form Pass-Fail option is not valid.

Grade of Audit – AU

A student who wishes to sit in on a class without receiving a grade may elect to audit a course.

1. Audited courses are recorded on the transcript with the notation “AU”. Audited courses are not included in the calculation of the GPA.
2. The grade of “AU” is automatic. The instructor cannot assign any other grade.
3. Audited courses do not receive credit, cannot be counted towards graduation requirements and cannot be transferred.

Eligibility for Audit

1. Any student may audit any course for which s/he meets the prerequisites.
2. The student must register to audit the course.
3. The student must pay for the course the same as for any other course.

Grade of In Progress – IP

“In Progress” applies to thesis and dissertation courses which are taken in a sequence over one or more semesters. Once the thesis or dissertation has been successfully defended, the “IP” grade is changed to the appropriate grade for the sequence. A thesis receives a letter grade; a dissertation receives a “Pass”.

1. The grade of “IP” does not affect the GPA.
2. If a student does not complete the thesis or dissertation the “IP” grade remains permanent.

Grade of Incomplete

When a student has completed all except the final requirements for a course, but due to uncontrollable factors is unable to complete the final assessment portion, the instructor may assign a temporary grade of Incomplete (“I”).

1. The grade of “I” is assigned 0 (zero) credits.
2. The grade of “I” has no grade points and is not included in the calculation of the GPA.

The following criteria for awarding or refusing an “I” must be adhered to:

1. A grade of “I” may be awarded only for a serious event that occurs in the last few days of a course. Examples include a serious accident to the student, hospitalization, or the death or serious illness of a close relative. Documentary proof has to be produced for the above. Educational reasons, such as participation in an international educational event that coincides with a final examination, may also justify an “I”.
2. The student must have completed all course requirements prior to the uncontrollable event.
3. An “I” may not be awarded for failure to attend class at earlier periods in the semester, as the student will have had sufficient time to make up the time missed.
4. An “I” may not be awarded merely in order to give a student more time to complete a task. This gives him/her an unjustifiable advantage over other students.
5. An “I” may not be used as an excuse for failing to meet the course attendance requirements, which are stated in every syllabus.
6. An “I” may not be awarded as a substitute for a failing or poor grade.
7. A student’s need to seek employment in order to pay for his/her studies does not constitute a justification for an “I”.
8. If an instructor feels that there may be a case for a grade of “I” to be awarded, he/she must first discuss this with the Chair or Dean or Director, who must agree that the “I” is in accordance with both KIMEP University and the college or school policy.

Removal of Incomplete

It is the student’s responsibility to arrange to make up the work that has been missed.

1. It is also the student’s responsibility to contact the instructor and determine what work needs to be completed in order to convert the “I” into a standard grade.
2. The instructor and the student should develop a plan to complete the remaining coursework in a timely fashion.
3. The grade “I” should be changed by the instructor to a letter grade (A, B, C, etc.) immediately after the student completes all course requirements. This should be done as soon as possible but at the absolute latest by the end of the seventh week of the semester following that in which the “I” was assigned. (The summer semester is not considered a full semester.) An electronic “Change Grade Form” shall be used for this purpose. Appropriate documentation must be accompanied with evidentiary support.
4. If a student fails to complete all requirements as assigned by the instructor during the allowed time period after the incomplete grade was received, the “I” will automatically convert to an “F”.
5. If an instructor who has assigned a grade of “I” to a student leaves KIMEP before the time limit, the Dean will assign another faculty member to evaluate the remaining coursework and to convert the incomplete to an appropriate letter grade. The Registrar should receive formal notification of the name of the responsible faculty member and all current assessment records of the student; course syllabus and remedial components shall be transferred from the former to the new instructor. The Registrar will not sign a final clearance form for the departing faculty member without formal notification from the Dean on all of the above.
6. A student may elect to repeat a course rather than remove the incomplete. In such cases the student must register for the course again and pay the regular tuition fees.

Grade of Withdrawal – W (by students)

The grade of W denotes that the graduate or undergraduate student has withdrawn from the course and has not completed the course requirements (Please refer to the academic calendar for the last date to withdraw from a course).

1. The grade of “W” is automatic. The instructor cannot assign any other grade
2. The grade of “W” is assigned 0 (zero) credits and cannot count towards graduation.
3. The grade of “W” has no grade points and is not included in the calculation of the GPA.
4. The grade of “W” does not count in any restrictions or limitations on the number of retakes for a course.
5. A student is not obligated to repeat a course from which s/he has withdrawn. However, if the course is required then the student must complete the requirement in order to graduate.
6. In order to repeat the course a student must register for the course again and pay the regular tuition fees.

Withdrawing from a Course

1. Before the end of the add-drop period a student can use the online registration system to cancel the registration for a course. After the end of the add-drop period, the student must submit to the Registrar’s Office a completed electronic withdrawal form for each course from which the student is withdrawing. The e-form is available at the Students’ Portal
2. Both the instructor and student will receive automatic E-MAIL notification on course withdrawal record in the system.
3. During fall and spring semesters a student who withdraws early may be entitled to a partial refund of the tuition paid. The cutoff dates and amount of refund are stated in the academic calendar. These rules do not apply to summer semesters. There is no refund after registration period for any summer semesters.

4. The withdrawal e-form must be received by the Registrar's Office before the deadline to withdraw. The last date to withdraw is stated in the academic calendar but is approximately the Friday before the last full week of class.

KIMEP University Refund Schedule Based upon a 15-weeks term and is linked to the withdrawal schedule as follows:

Week 2	80% Refund
Week 3	60% Refund
Week 4	40% Refund
Week 5	20% Refund
No Refund Subsequent to that time	

KIMEP University Refund Schedule Based upon a 6-weeks mini term for Foundation English courses only (Not applicable for summer semesters) linked to the withdrawal schedule as follows:

Week 2	50% Refund
Week 3	25% Refund
Week 4	25% Refund
No Refund Subsequent to that time	

Grade of Administrative Withdrawal –AW (by administration)

The grade "AW" is equivalent to the grade of "W" in all respects except that the Dean of Student Affairs initiates the withdrawal.

The non-academic type of administrative withdrawal can be initiated by the Dean of Student Affairs in collaboration with the instructor. Administrative withdrawal applies to emergency situations that do not allow the student to continue his/her studies in a course or at the university. An emergency situation may include medical conditions, family issues that impact the ability to study, excessive financial debt, or other reasons deemed appropriate by the Dean of Student Affairs. This type of withdrawal may be initiated at any time during the semester. The Dean of Student Affairs has the final decision on the appropriateness of an "AW" grade.

GRADE SUBMISSION

Based on the requirement of the Ministry of Education and Science of the Republic of Kazakhstan the course assessment should be divided into 3 parts: 2 assessments/exams which constitute 60% of the total points and the final assessments/exams should not exceed 40%.

Credit courses are to be assessed only (Thesis's, Internship, Dissertation are excluded). Foundation courses are not credit bearing courses, so it is not be applicable to them as well.

- Fall and Spring semesters' 1st assessment must be completed by the 5th week of classes, 2nd assessment by the 13th week of classes and final assessment by 16th week (Final Exam period).
- Summer 1 (7,5 weeks duration). Assessments must be completed by the 2nd and 5th weeks and final by the 8th.
- Summer 2 (3 weeks duration) one assessment must be completed by the 1,5th week and final by 3th week.
- Fixed dates should be indicated in the Academic Calendar

Access to final exams is automatically will be given to the students having at least 50% of the points i.e. 30 out of 60 in their first and second assessments (effective from S2014);

Except in cases of audit (AU) or withdrawal (W), KIMEP University has an online Enter Final Grade system that facilitates the electronic submission of the assessments scores to the Registrar's Office.

Instructors must enter 1st and 2nd assessments scores no later than one week following the date of the assessment. No hard copy is required for 1st and 2nd assessments.

Final assessment scores must be entered no later than one week following the date of the final examination, or one week following the last day of classes for the courses with no final examination scheduled.

On-line grading system will automatically calculate all three assessments results and corresponding letter grade will be assigned, based on KIMEP grading scale.

Once the Final assessment scores are entered, the summary table, including all three assessments results and letter grade, will be provided by the system. Instructor should submit signed hard copy of the summary table to the Registrar office.

No faculty member may leave on vacation or permanently unless scores have been entered and a printed copy sent to the Registrar Office. Late submission of the grades formally affects annual evaluation process of the faculty.

Instructors may not post or publish any final grade results.

Instructors are encouraged to provide feedback to students on exam and evaluation results but information on final grades is disseminated exclusively by the Registrar's Office. The Registrar's Office will not release grades to students with outstanding debts.

Change of Grade

Faculty members are responsible for ensuring that assessment scores are accurate and correct at the time of submission. Nonetheless if a miscalculation was made, a faculty member can initiate a change of scores within set deadlines according to the Academic Calendar. An electronic "Change Grade" form shall be used for this purpose. Faculty members are allowed to change scores only if they have erred in compiling the final grade and the original scores that were submitted were incorrect. Appropriate documentation must be submitted for every change of entered scores in the system. The Instructor, Chair/Program director and the Dean must sign the Grade Change form.

GRADE APPEAL

Within appeal period (48 hours after the grades are posted) as per Academic Calendar, the College Academic Integrity Committee will consider student appeals for the scores change and after that will submit to the Registrar the official decisions of this committee with the evidence for proper change of scores no later than two weeks after the grades were posted.

GRADE POINT AVERAGE (GPA)

To calculate the grade point average in a credit based system, the numerical points for each grade are multiplied by the number of credits for the course. The results are summed for all courses included in the calculations. The total is the "Credit-Hour Value" (CHV). The Credit-Hour Value is divided by the total number of credits which yields the grade point average. The following is an example:

History of Civilizations A 3 credits
4.00 (for A) X 3 (credits) = 12.00
Kazakh Language B 2 credits
3.00 (for B) X 2 (credits) = 6.00
Credit-Hour Value = 18.00, Credits = 5
18.00 / 5 = 3.60 grade point average

Two calculations of the GPA are listed on the student's transcript: a semester-based GPA and a cumulative GPA.

The semester-based GPA is calculated and based only on grades from courses taken in a particular semester. The cumulative GPA is based on grades from all courses taken from the beginning of study.

If a course is taken more than once, only the grade received in the most recent retake is counted in the calculation of the GPA. The GPA is calculated only for degree students. The GPA is not calculated for exchange or for non-degree students.

ACADEMIC AWARDS AND HONORS

KIMEP University provides recognition for those students who achieve the highest level of scholastic performance. At the end of each regular semester, the Office of the Registrar compiles a list of the top performing students. All full time students, undergraduate or graduate, with a semester GPA of 4.0 or higher are placed on the "President's List". All full time students, undergraduate or graduate, with a semester GPA of 3.75 or higher are placed on the "Dean's List".

At graduation, KIMEP University recognizes students with outstanding academic performance by conferring a degree with honors. There are three levels of honors: Cum Laude (With Honors), Magna Cum Laude (With High Honors), and Summa Cum Laude (With Highest Honors). Graduating with honors is noted on the student's transcript and is printed on the Diploma. Honors applies to both undergraduate and graduate students.

To graduate Summa Cum Laude a student must have a grade point average of 4.25 or higher.

To graduate Magna Cum Laude a student must have a grade point average of 4.15 or higher.

To graduate Cum Laude a student must have a grade point average of 4.00 or higher.

A student receives the highest level of honors for which s/he is eligible.

STATE DIPLOMA WITH HONORS

According to the section 65 of the Order #152 from April 20, 2011 of Ministry of Education and Science of the Republic of Kazakhstan, a diploma with Honor is issued to a student with the following grades A, A+, A-, B+, B and B- and whose cumulative GPA (for the entire term of study) is not lower than 3.5, who has passed all State Exams and defended Thesis with A+, A or A- grades (excluding the grades of Military Training) provided there were no retakes within entire term of study.

KIMEP University Diploma with Honors is awarded to graduates in accordance with the policy Academic Awards and Honors.

ACADEMIC RECORDS

The Registrar's Office maintains records of student academic performance. Academic records are available on a continuous basis on four forms: mid semester grade reports, graduation checklists, unofficial transcripts, and official transcripts. Grades and credits earned are posted to academic records only when all required documentation submitted to the office of the Registrar from instructors.

Graduation checklist

The graduation checklist is an internal document which tracks a student's progress towards meeting degree graduation requirements. Completed coursework is organized by the degree requirement rather than by semester.

The checklist is used for advising purposes and should not be circulated outside of KIMEP University. A student's checklist is available to the student and his/her adviser online through the registrar's website: www.kimep.kz > Student Portal.

Graduation request

The student, planning to complete graduation requirements in the current semester, must submit a Graduation Request to the Registrar's Office. After that all graduation approval will start taking place. Without written notification through the Graduation request, registrar office cannot initiate graduation preparation for the student. Failure to submit graduation request by the prescribed deadline will postpone student's graduation till next semester. Candidates who apply for a given graduation and fail to qualify will need to reapply for a later graduation.

Unofficial Transcript

The transcript is the record of a student's academic performance.

The transcript contains the following information:

Student name, student ID, student status, degree program, declared major, declared minor, courses taken (with course code, course title, grade and credit hours), credits completed and GPA (grade point average). The transcript is organized by semester. Grade point average and credits earned are indicated for each semester and as a cumulative total. An unofficial transcript is available online through the registrar's website: www.kimep.kz > Student Portal.

Official Transcript

The official transcript is the formal presentation of a student's record to the external community. The official transcript contains the KIMEP University logo and address. It is printed on secure dark red paper with the official seal in the center and with the name of the university repeated in the background in white type over the face of the entire document. The registrar signs an official transcript and certifies the document with the registrar's official seal. When photocopied a hidden security warning appears over the face of the entire document.

In addition to the information mentioned for the unofficial transcript, the official transcript also contains information for the external community such as an explanation of KIMEP's University credit system, course codes and the grading system. A student may request an official copy of the transcript for any purpose at any time upon payment of the transcript fee. Student may request the official transcript online through the registrar's website: www.kimep.kz > Student Portal provided they have no tuition debt.

Registrar Office provides with the official transcript students from partner universities study at KIMEP University on Exchange Program for one or two semesters upon the official request from the International Office with no transcript fee.

COURSE CODING

KIMEP University uses an alphanumeric coding scheme that consists of 3 alpha and 4 numeric characters. The first two alpha characters represent the department or discipline for the course. The third character can represent a subsection of a department. The first numeric character represents the intended level of the course. The remaining numbers represent the unique identifier of the course. Course codes for discontinued courses cannot be reused.

Course Level

1000
2000
3000
4000
5000
6000

Intended students

All Students (Mainly First Year)
Second or Third Year Students
Third or Fourth Year Students
Third or Fourth Year Students
Graduate Students Only
Doctoral Students Only

STUDENT STATUS AT KIMEP UNIVERSITY

KIMEP UNIVERSITY employs several criteria for classifying students.

The most important classification is the status while studying at KIMEP University.

Degree Student – is any student who intends to complete a program of study and to earn a degree, which is offered by KIMEP University. To have degree status a student must have successfully passed KIMEP University entrance examinations (if required) and have been formally admitted to a degree program. A degree student can attend either full time or part time.

Non-degree Student – is any student who wishes to take classes for personal reasons without the intent of earning a degree. In order to register a student must apply for admission as a non-degree student and be accepted. Non-degree students can only take courses for which they meet the prerequisites. Registration for non-degree students is opened 3 days after registration for first year students.

If a non-degree student applies and is accepted to a degree program, some credits earned in non-degree status can transfer to the degree program. However there are restrictions and limitations. Details are defined in the section on transfer of credits.

Exchange student – is any student studying at KIMEP University who is a degree-seeking student from another university. KIMEP University has student exchange programs with many partner universities from around the world. Students from partner universities study at KIMEP University for one or two semesters and transfer the credits back to their home university.

Adult Learner – is a non-degree option offered to all people (above 21 years old) interested in auditing KIMEP University courses. A person who is accepted under the Adult Learning status is not formally the student of KIMEP University and, therefore, do not receive any/all benefits that students have. Though the rules and conducts while taking courses have to be followed (KIMEP University and KZ regulations). A person under the Adult Learning status can only audit the course and no course assessment will apply to these individuals. A person under the Adult Learning status take full responsibility on English proficiency to understand course materials. No course Prerequisites apply. No formal transcript is provided upon the completion of the course, just confirmation from the Registrar office, which reflects the name of the course, semester and AU grade. Audited courses cannot be transferred or converted to degree programs at KIMEP University. Registration for the courses is done on a space-available basis (any Undergraduate or Graduate courses in KIMEP University official schedule) during registration period for non-degree students. All other non-degree conditions apply, including full payment in advance with no refunds and maximum number of courses per semester the same as degree students.

ACADEMIC STANDING

Academic standing applies only to degree students. Therefore a student with Regular status is a degree student in good academic standing.

Regular – is a degree student whose academic progress is acceptable towards earning a degree.

Academic Probation (AP) – is a degree student whose performance is below the standards required for graduation (details are stated in the section on Academic Probation).

Full Time - Part Time

KIMEP UNIVERSITY also classifies students as full time or part time. The only distinction between full-time and part-time students is that part-time students may not receive scholarships, grants, or tuition waivers.

Full Time Student – is any undergraduate student who takes 12 or more credit equivalents per semester or any graduate student who takes 9 or more credit equivalents per semester. Foundation course count as a full time load.

Part Time Student – is any undergraduate student who takes less than 12 credit equivalents per semester or any graduate student who takes less than 9 credit equivalents per semester.

Year of Study

In the framework of academic credit system, the year of study is based on the number of credits completed according to the table below. Graduate programs have only a first and second year. In some cases a second year graduate student will have more credits than the upper limit in the table for second year status. Year of study is important for the priority registration system.

Credits earned	Year of Study
0 to 30	First year (Freshman)
31 to 60	Second year (Sophomore)
61 to 90	Third year (Junior)
91 and up	Fourth Year (Senior)

Confirmation of student status

The Office of the Registrar prepares enrollment verification documents (spravka) for students enrolled at KIMEP UNIVERSITY under any status as well as alumni. Documents are available in a timely manner. Students may request it online through the Student Portal.

ACADEMIC COMMUNICATION POLICY (G-MAIL)

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

Note: E-mail addresses are assigned by the Computer and Information Systems Center. The academic communication policy is based on existing KIMEP University e-mail policy. (Please, refer to the Computer and Information Systems Center section of the Catalog.)

CODE OF CONFIDENTIALITY

KIMEP University's policy on the confidentiality of student records is governed by Republic of Kazakhstan law: "On Education" dated July 27, 2007, № 319-III. Any majority age student has the right of non-disclosure of

confidential information (number of registered courses per semester, schedule, tuition, payment, debts, grades, etc.). This information cannot be released to any other party without the student's consent. Permission for the release of information to other parties can be granted in person by the student or by submission of a notarized "Consent Form for Use and Disclosure of Student Information".

ACADEMIC PROBATION

Students on Academic Probation are considered as students at academic risk. AP students may register for restricted number of credits only and cannot be the recipients of the KIMEP University financial aid.

Undergraduate students

1. By the results of the first semester of study at KIMEP University if cumulative grade point average of student is below 2.0 the obligatory academic counseling with the program/college is required.
2. After an undergraduate student has taken 24 credits at KIMEP University, the student will be placed on Academic Probation if the cumulative grade point average is still below 2.0.
3. An undergraduate student on Academic Probation may not register for more than 12 credits equivalents per Fall/Spring semester and for more than 6 (six) credit equivalents in a seven-and-a-half week Summer semester. While student on Academic Probation academic counseling remains obligatory for him/her.
4. A student will be returned to regular status whenever the overall GPA is raised to 2.0 or above.
5. An undergraduate student who has attempted 24 or more credits while on Academic Probation, whose overall GPA is still below 2.0 withdrawn from KIMEP University.
6. Student may return to KIMEP University following the Reinstatement policy.
7. An undergraduate student with GPA of 1.9 or above and 117 or more credits earned, may request an extension of the Academic Probation Period for one semester, if graduation is feasible based on the availability of remaining courses in the upcoming semester and raising the GPA 2.0 or above required for graduation

Graduate students

1. By the results of first semester of study at KIMEP UNIVERSITY if cumulative grade point average of a student is below 3.0 for MBA, ExMBA, MATESOL, DBA and LLM and 2.67 for other Masters programs, the obligatory academic counseling with the program/college is required.
2. After a graduate student has taken 18 credits at KIMEP UNIVERSITY, the student will be placed on Academic Probation if the cumulative grade point average is still below 3.0 for MBA, ExMBA, MATESOL, DBA and LLM and 2.67 for other Masters programs.
3. A graduate student on Academic Probation may not register for more than 9 credits equivalents per Fall/Spring semester and for more than 6 (six) credit equivalents in a seven-and-a-half week Summer semester. While student on Academic Probation academic counseling remains obligatory for him/her.
4. A student will be returned to regular status whenever the overall GPA is raised to 3.0 for MBA, ExMBA, MATESOL, DBA and LLM and 2.67 for other Masters program or above.
5. A graduate student who has attempted 18 or more credits while on Academic Probation, whose overall GPA is still below 3.0 for MBA, ExMBA, MATESOL, DBA and LLM and 2.67 for other Masters program will be withdrawn from KIMEP University.
6. Student may return to KIMEP University following the policy of Returning Students.

REGISTRATION FOR CLASSES

KIMEP UNIVERSITY has a unique online registration system following personalized and secure approach. The dates of the registration period for each semester (including summer sessions) are stated in the academic calendar. The online registration system is accessible only during the registration and add/drop periods.

Priority Registration

KIMEP University uses a priority registration system. Graduate students, fourth-year students, students with a grade point average of 4.0 or above, and students with special needs have the first opportunity to register for classes. The priority system ensures that graduating students are the first to be registered in courses that would be needed for graduation.

Thereafter registration is opened for third-year students, then second year, etc. The date on which registration is opened for each priority group is indicated in the academic calendar.

Add and drop

The first week of the full (Fall/Spring) semester is designated as the add-drop period. During Summer semesters add/drop period is two days. (The exact dates are stated in the academic calendar). Add and drop period is originally designed to add and drop courses for students who already registered.

Late Registration

The second week of the full (Fall/Spring) semester will be opened as on-line late registration for any students whose semester registration is delayed for any reasons. During Summer 1 semester Late Registration period is two days. No Late registration period in 3 weeks Summer 2 Semester. Limited course options are available at this stage. Applications for late registration will not be considered unless first approved by the Instructor.

A set Late Registration Fee applies to a student.

Student Activity Fee

All registered KIMEP University undergraduate students (including non-degree students) have to pay the Student Activity Fee for the Fall and Spring semesters.

The only exemptions are:

- Those be approved and recommended by the KIMEP Students Association (KSA) who must provide a resolution explaining and justifying the recommended exemptions.
- When exchange students (in/out KIMEP University) enter into different financial arrangements as specified in the relevant Memorandum of Understanding.

Duration of Semesters

Fall and Spring Semesters average 15 weeks long, Foundation English Fall, Spring mini semesters 6 weeks long, Summer one is 7.5 weeks long and International Summer Two semester is 3 weeks long.

Maximum Course Load per Semester

The maximum course load is based on credit equivalents which includes both credit and non-credit courses.

Fall and Spring Semesters

The recommended academic load during fall and spring semesters for undergraduate students is 15 credits or credit equivalents. The typical course schedule is five 3-credit courses. The recommended academic load for graduate students is 12 credits or credit equivalents. The maximum number of credits (and/or credit equivalents) for both graduate and undergraduate students in fall and spring semesters is 18 (eighteen). The limit includes retakes and zero credit courses.

Non-degree students and Adult Learners follow the same guidelines and restrictions on maximum course load as regular degree students.

In rare cases an exception can be made for graduating students with an outstanding academic record to take up to 21 credits in the final fall or spring semester. Approval of the dean and the Vice President of Academic Affairs is necessary. No other exceptions are permitted.

An undergraduate student on academic probation may register for up to 12 credit equivalents. A graduate student on academic probation may register for up to 9 credit equivalents.

Summer semester

The maximum number of credits (and/or credit equivalents) that a student may take in a seven-and-a-half-week summer semester is 9 (nine) credits. The limit for a three-week summer module is 3 (three) credit equivalents. The limits include retakes and zero credit courses. Students on Academic Probation are limited to 6 (six) credit equivalents in a seven-and-a-half week semester.

Waiting List

Once a course section is full, the online registration system allows students to sign up for a waiting list, (after verification of required prerequisites, max. number of credits in a semester and tuition availability). Any course drop of an earlier registered student will result in registration of the student who is first in the waiting list, requiring student confirmation within 24 hours. Immediate notification of the waiting-listed student is made through the E-MAIL system. Tuition is charged accordingly, and course registration is treated as for any other course. If a student fails to register within the given period, the eligibility to register for the course goes to the following student on the waiting list.

By the first Wednesday of classes each college management will clean up the waiting list.

Prerequisite Waiver Policy

Many courses have one or more prerequisite courses, which must be completed before a student can register for the course. The purpose of the prerequisite is to ensure that a student has sufficient knowledge to understand the content of a course.

Only in rare situations can a student enroll in a course without having completed the prerequisite(s). If a student feels that there is sufficient justification to waive a prerequisite, the student may submit a petition for a prerequisite waiver to the department chair or program director.

The chair then consults with the instructor of the course. If both agree, then a waiver can be granted. If either the instructor or the chair refuses permission, then the student will not be allowed to enroll in the course.

Retake (Repeat) of a Course

If a student receives a failing grade in a course, the student may retake the course. If the course is an optional elective, the student may choose to repeat the course but is not required to do so. A student who has completed a course with a passing grade may elect to repeat the course in order to improve the grade (except a State Exam for History of Kazakhstan course). All grades for a course and subsequent retakes are recorded on the transcript, but only the last grade is included in the calculation of the cumulative grade point average. This applies even if the last grade is lower than an earlier grade.

To retake a course, students should register for the course and pay tuition the same as for other courses. Student must attend class sessions (lectures and/or tutorials) and complete all assignments and examinations, the same as if they were taking the course for the first time. Student may not recycle assignments or exam scores from a

previous enrollment nor can students use current assignments or exam grades to raise a grade from a previous semester.

To retake a course for a third time a student needs the approval of the dean of the student's college. A fourth and subsequent retakes require the approval of the Vice President of Academic Affairs.

Independent Study

An undergraduate student (in good academic standing on regular status) may enroll in independent study during the final semester before graduation if a course necessary for graduation is not offered or if a course necessary for graduation has been cancelled. Before an independent study can be authorized, the student should consult with the program advisers to determine if a substitute course is available. Independent study is not authorized if the required course was previously offered and the student would have been able to take the course but elected not to do so. No more than three credits of independent study can be used for an undergraduate degree. Independent study may not be used to repeat a course previously completed with a passing grade.

A graduate student (in good academic standing on regular status) may enroll in independent study if a course necessary for graduation is not offered or if a course necessary for graduation has been cancelled. Independent study can be authorized if sufficient courses or substitute courses are not available for the student to make continuous progress towards completing the degree. No more than six credits of independent study can be used for a graduate degree.

The process for completing an independent study is as follows:

1. A faculty member with expertise in the subject area (preferably a faculty member who has previously taught the course) agrees to supervise the independent study.
2. The faculty member submits a study plan detailing the learning objectives, reading assignments, student-faculty contact schedule, and methods of assessment.
3. A faculty panel consisting of the chair or associate dean and one person from the department reviews the study plan. The panel may approve the plan, disapprove the plan, or request additional information.
4. If the faculty panel agrees then a recommendation is made to the dean for final approval.
5. The dean notifies the Registrar's Office in writing of the approval of the independent study. The form for Independent Study is available at Registrar's website.
6. The student registers for the course as independent study and pays the regular tuition fee.
7. At the end of the semester the faculty supervisor submits all documents verifying completion of the independent study along with the grade for the course.

This policy does not apply to ExMBA and DBA students.

Graduate Jump Start

A KIMEP UNIVERSITY undergraduate student with a grade point average of 3.0 or higher may request to enroll in graduate courses in his/her last semester of study. The student must be enrolled in all courses needed to complete the undergraduate degree and the total number of credits for both graduate and undergraduate courses may not exceed the maximum number of credits allowed for graduate students. If the student subsequently enters a graduate program, the graduate credits can be transferred to the graduate program and counted as credits taken in residence.

The graduate credits cannot be used as part of the degree requirements for the undergraduate degree. The graduate tuition fee applies to all courses receiving graduate credit.

Cancellation of classes

KIMEP University has no obligation to run a course with low enrollments. KIMEP University has an established policy on minimum class size and has the right to cancel classes due to low enrollment. To best assist students, the colleges will notify students about all class cancellations prior to a semester start. When a class is cancelled, students should consult with the department or advisers to determine an appropriate alternative and register accordingly.

Scheduling Final Exams

A final exam week shall be a final week of classes or 16th week unless otherwise determined by the College in terms of the mode of assessment or time of assessment. Exams are scheduled at the same time and halls as during the regular semester.

LEAVE AND WITHDRAWAL FROM KIMEP UNIVERSITY

A student may request a leave of absence by submitting a leave of absence form to the Registrar's Office. The maximum time for a leave of absence is one academic year. If a student does not enroll for classes and does not request a leave of absence, the student is administratively withdrawn from KIMEP University at the end of the late registration period of non-enrollment (excluding summer sessions). Such students are welcomed back through Registrar Office, following the State Standard rules.

There are two types of Leave of absence at KIMEP:

Academic Leave

- Medical reasons including maternity leave(up to 3 years)
- Military service (for the period of military service required by their home country)

Administrative Leave

- Financial problems
- Study Leave
- Business reasons

Eligibility for Leave of Absence:

- Degree students are eligible for AL. This means they must have completed at least one semester at KIMEP University.
- A student must submit all supporting documents to justify the reasons for AL.
- Settle all financial obligations to the University.(Except for financial reason). If you have outstanding debts to your account while on leave, you will not be allowed to register until your debts are cleared before returning

Application Instructions and Deadline:

- A student must complete the Leave of Absence Form through the students' portal, sign it and submit to the Registrar Office during the registration period stated in the academic Calendar. If there is a debt then VPaf consideration needed.
- Applications will NOT be considered until grades are posted for the last semester of enrollment.
- If students are enrolled for the term they wish to begin their leave and it is beyond the drop deadline, a student must officially withdraw from course(s) following the withdraw periods and tuition refund period stated in Academic Calendar.
- Registrar Office will process the form and issue an order for leave of absence.

Return from Leave of Absence

- Academic/Administrative Leave status will be converted to Regular status upon completion of the Academic/Administrative Leave period indicated in Leave of Absence Form.
- Registrar Office will process the form.

Withdrawal from KIMEP University

Withdrawal from KIMEP University terminates the agreements between the student and the University.

Withdrawal can be initiated by the student or by KIMEP University. KIMEP University has the right to administratively withdraw students for poor academic performance, for violations of KIMEP University regulations, for disciplinary reasons, for expiration of the time allowed for graduation or for non-registration (unless a leave of absence form has been submitted).

To voluntarily withdraw from KIMEP University, a student should:

1. Process a withdrawal form.
2. Settle all debts and obligations with the University.
3. Pay a withdrawal fee:
 - a) Withdrawal fee is applied to students in the following cases:
 - Students who withdraw from KIMEP University at their own initiative.
 - b) Withdrawal fee is not applied to students in the following cases:
 - Students who are readmitted to regular KIMEP University programs.
 - Students who are administratively withdrawn from KIMEP University.
 - Newly admitted students who did not start study and not registered for any courses
4. Retrieve all official documents (such as UNT certificate)
5. If withdrawn student's later desire to return to KIMEP University, they must apply for reinstatement through Registrar Office, following the State Standard rules. (

Withdrawal period for newly admitted students

1. Newly admitted students have to enroll in the period indicated in their letter of acceptance/Admission order.
2. If newly admitted students have not enrolled in the period indicated in the acceptance letter/Admission order they will be administratively withdrawn from KIMEP University and reported to the Ministry of Education and Science of the Republic of Kazakhstan.

TRANSFER BETWEEN PROGRAMS

At KIMEP UNIVERSITY, degree students are admitted to a specific program. For various reasons a student may later decide to pursue studies in a different program. A transfer to another program is permitted for both undergraduate and graduate students, subject to the following limitations:

1. Undergraduate students must complete one full semester and have passed 15 credits.
2. Graduate students wishing to transfer from one program to another may do so without regard to the number of credits completed.
3. The student must meet all admission and/or transfer requirements of the receiving program.
4. Student has notified the parent college and has written permission of the dean of the receiving college.
5. UNT scores in math or any other subjects can not affect the process and outcome of the transfer between programs requests. Students are free to change the program of study within KIMEP University as per their study aspirations. State transfer rules prevail any internal transfer rules.

Regardless of whether previous courses are counted towards a degree program, all courses taken at KIMEP University (with grades) should appear on the official transcript. Courses not counted towards a degree can be listed in a separate “additional courses” section at the end of the transcript.

For students who transfer from one program to another, or who transfer from non-degree to degree status, the GPA will be calculated using all courses for which credit is given in the degree program. Courses not counted towards the degree program “additional courses” will not be included in the calculation of the GPA, although they will appear on the student’s transcript.

TRANSFER OF CREDITS

Transferring KIMEP UNIVERSITY credits (Internal Transfer)

Credits earned in degree status at KIMEP University are permanent and can be used in any degree program for which the credits are appropriate. If a student is withdrawn from KIMEP University and later reapplies to study under a new student ID, the credits previously earned can be transferred to the records for the new ID.

If requirements have changed, then some credits may not be applicable. The curriculum committee of the department or program makes the final determination of whether previous credits correspond to current requirements and can count towards the degree.

A student who earned credits at KIMEP University as a non-degree student and who was later admitted to a degree program may transfer up to 48 credits.

Grades achieved at KIMEP University can be transferred automatically only if they are “any C” or better.” The curriculum committee of the department or program may consider transferring a student’s “D” grades, in which case a transfer form shall be submitted to the Registrar Office.

All internal transfer should be processed during the admission period.

All internal transferred grades are calculated in overall GPA.
No transfer credits to non-degree status are allowed.

Transfer of Credits from outside of KIMEP University

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

Newly admitted students, who did not indicated their status as student transferring (intentionally or unintentionally) from other universities (from KZ or abroad) will not be able to transfer any courses later during their study term, except for the cases of pre-approved exchange programs or pre-approved study abroad programs. Registrar will, therefore, make the course transfer during study only for above mentioned groups.

The application must be accompanied by a detailed course syllabus showing the topics covered in the course and an official transcript showing the number of credits and the grade or final assessment in the course.

1. If an equivalent course exists at KIMEP University, the transcript will indicate the course code and course title of the KIMEP University course. The course need not transfer for the same number of credits as the KIMEP University course.
2. If a course does not match a current course title then the course can be transferred as Special Topics.
3. Courses in disciplines that are not taught at KIMEP University can still be transferred as free electives.
4. Credits for courses taken at other institutions of higher education will only be transferred if the student has earned a “C” or higher grade in the course. However coursework taken at a partner university as part of a KIMEP University sponsored student exchange program requires only a passing grade in order to be transferred.

5. No letter grade is assigned to transfer courses. Transfer courses are not considered in the calculation of the grade point average.
6. No more than fifty (50) percent of student's degree program requirements can be transferred. No transfer credits to non-degree status are allowed.
7. The course transfer decision is an academic decision, and the final judgment and decision is made by the academic departments (number of credits, level of the course, course equivalent in KIMEP University catalog, etc.).
8. The Registrar may not accept for processing some credit transfers if not satisfied with above. The Academic Council provides oversight of the course transfer procedure and decision-making in case of inconsistencies or student appeals.

ECTS transfer

Coursework completed at European universities is often defined in terms of ECTS (European Credit Transfer System).

ECTS is based on workload and learning outcomes rather than on class contact time. This is the same as KIMEP University credits. Each KIMEP University credit is equivalent to 2 European credits.

ECTS KIMEP UNIVERSITY

1	0.5
2	1
3	1.5
4	2
5	2.5
6	3
7	3.5
10	5

Waiver of Graduate Requirements (Fast-track)

Students admitted to a graduate program who have an undergraduate degree in the same field or a closely related discipline are considered fast-track students. Fast-track students can transfer or receive course waivers according to the guidelines of the graduate program. For KIMEP University graduates each program has a policy on the courses and the minimum grade requirement that applies to the fast-track program.

Students who completed undergraduate programs at other universities should follow the course transfer procedures in order to qualify for waivers under the fast-track policy.

Fast-track courses are transferred without grades. Grades earned in undergraduate courses that are used to waive graduate requirements do not count in a student's graduate grade point average.

Transferred or waived credits cannot exceed fifty (50) percent of the requirements for the degree.

GRADUATION

Curriculum Requirements

In general, a student follows the curriculum requirements in place at the time the student begins to study at KIMEP University. However, KIMEP University has the right to improve or make substitutions to the curriculum. Every effort is made to ensure that any necessary changes do not put the student at a disadvantage or disrupt the program of study. In some cases, students in a particular program may have the choice of completing the program under all or part of the requirements from a later edition of the KIMEP University catalog. Whenever this is the case, students are informed of their options and can consult with advisers to determine the best course of action.

GRADUATION REQUIREMENTS

In order to receive a degree from KIMEP University, a graduate or undergraduate student must:

1. Fulfill all KIMEP University requirements.
2. Settle all financial obligations to the University.
3. Fulfill all requirements, if any, of the College.
4. Fulfill all requirements of the degree program.

KIMEP UNIVERSITY Undergraduate Degree Requirements

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

1. Earn credits with a minimum passing grade of "D–" or better in each course.
2. Earn at least 50% from courses taken at KIMEP University.
3. Have a cumulative grade point average (GPA) of at least 2.00. (It is necessary to have grades above the minimum passing grade in order to meet the 2.0 GPA requirement.)
4. Complete General Education required courses (GER) based on program curricular .
5. Receive a passing grade in all required non-credit prerequisite courses.
6. Complete all of the requirements in a KIMEP University degree program. Degree program requirements are stated in later sections.

KIMEP UNIVERSITY Graduate Degree Requirements

Graduation requirements for Master's degrees vary from department to department. Full details are given in the program sections. However, in general, to earn a graduate degree from KIMEP University , every student must:

1. Complete a minimum of 36 credits of Master's coursework beyond the undergraduate degree. The minimum includes credits for internship, practicum, thesis and research projects.
2. Complete a residency requirement consisting of a minimum of 50% of graduate coursework completed at KIMEP University. Up to 6 credits of graduate coursework completed at a partner university in a KIMEP University -sponsored exchange program can be included in the 24 credits. Additional credits earned at partner universities can be transferred but cannot be applied to the KIMEP University minimum credits. The thesis and internship normally are supervised by KIMEP University.
3. Receive a passing grade in all required credit and non-credit courses.
4. Complete the number of credits required by the degree program with a passing grade in each course. Grades between "A+" and "B-" are passing grades. "C+", "C", or "C-" can be passing subject to the 2 C's policy limitation.
5. 2 C's Policy: For the Bang College of Business and School of Law two grades of "C" are allowed for graduation. For the College of Social Sciences and the Language Center two grades of "C" in elective courses are allowed for graduation. The 2 C's policy does not apply to 0 credit English courses.
6. Have a cumulative grade point average (GPA) at or above the minimum requirement: 2.67 (3.0 for MBA, ExMBA, MATESOL, DBA and MLLM).
7. Research, write and publicly defend a master's thesis.
8. Meet all requirements for the master's program in the student's major field of study.

Graduation requirements for Doctoral degrees are covered in their respective sections.

Time Allowed for Graduation

Undergraduate students are allowed 10 years to complete all requirements for graduation. Graduate students have a 5 year limit for completing graduation requirements. Any period of academic leave from KIMEP University is included in these time limits.

GRADUATION DATES

A student can graduate after Fall, Spring, or Summer semesters once all graduation requirements have been completed. In order to graduate, a student must complete all requirements by the end of the semester of graduation. If there are outstanding debts to the University or incomplete grades then the student is not eligible to graduate until the end of the following semester. In order to graduate, a student should:

1. Submit a Graduation Request to the Office of the Registrar. This initiates the process of certifying that the student has met all degree requirements and is approved for the degree.
2. Submit a Graduation Checkout List to the Office of the Registrar. This verifies that all administrative and financial obligations (library, dormitory, sport center, commandant, etc.) have been met.

Graduation Ceremony

KIMEP University holds an annual graduation ceremony shortly after the spring semester of each year. The graduation ceremony is for all graduates from the entire academic year.

1. Spring graduates may participate.
2. Graduates from the previous fall semester may participate even though they have already received their diplomas.
3. Students who are short 12 credits based on Spring registration may also participate. These students do not officially graduate or receive their diplomas until after the semester in which all requirements are completed.

Graduation Participation

Student who wishes to participate in the graduation ceremony should:

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

PART III – STUDENT AFFAIRS

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STUDENT LIFE
KIMEP STUDENT ASSOCIATION (KSA)
STUDENT ACTIVITY FEES EXPENDITURES GUIDELINES.
ASSISTANCE FOR PARENTS AND STUDENTS
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STUDENT DINING
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DORMITORY
OFF-CAMPUS HOUSING PROGRAM
RESIDENTIAL ASSISTANTS' PROGRAM
UNIVERSITY CODE OF BEHAVIOR
DISCIPLINARY PROCEDURES

ADMINISTRATION

Aigerim Ibrayeva
Executive Director of Student Affairs

Ainura Ashirmetova, MBA,
Acting Director of Student Affairs

Zulfiyat Almukhanova, Diploma,
Director of Dormitory

Natalya Ussorokh, Diploma,
Senior Doctor of Medical Center

Yergazy Orazaliyev, BA,
Director of Sports Center

Ainura Ashirmetova, MBA,
Director of Student Center

STUDENT LIFE

The Office of Student Affairs

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 KIMEP University's mission. The Office of Student Affairs reinforces and extends KIMEP University's influence beyond the classroom. Its services include student support services such as Recreation and Sports, Student Housing, Student Health, and Student Life.

KIMEP STUDENT ASSOCIATION (KSA)

KIMEP University is one of the few universities in the world where students are part of the decision-making process. The KIMEP Student Association (KSA) vigorously protects student interests at all levels and can influence Administration's decisions and policies. Elected student representative sit on almost all major standing committees such as the KIMEP Budget Committee, Disciplinary Committees, Tender Committee and so on. All full-time KIMEP University students automatically become members of the KSA. Every year, in the beginning of the Fall Semester, the KSA members elect the KSA Cabinet that is headed by an elected President for a period of one year. The KSA organizes student events and activities in collaboration with the Student Affairs Office. The KSA plays a key role in student life at KIMEP University. Any KSA member can plan an event or activity, or can launch a project with the approval of the KSA Cabinet and the Executive Director of Student Affairs. The KSA Cabinet and, in fact, all members of the KSA contribute greatly to the intellectual and personal development of the student community.

KIMEP University is an institution that fosters higher education for all students, regardless of gender, age, race, religion and physical condition. KIMEP University promotes the general welfare of students and preserves within the University an atmosphere of free discussion, inquiry and self-expression in order to appropriately organize the responsibilities of participatory governance as a joint effort between students, faculty and the administration of KIMEP University.

STUDENT ACTIVITY FEES EXPENDITURES GUIDELINES

In order to ensure proper control on spending student activity fees budget, and effective and timely preparation of all the necessary documentation, the following guidelines shall be followed to by the persons elected responsible for organizing student activities.

1. Approve persons responsible for preparation and submission of documentation to Finance department.
2. Elaborate and submit plan of activities at the beginning of each semester to the Student Affairs Office.
3. Submit budget, minutes and supporting documentation of approved proposal by the KIMEP Student Association and the Student Affairs office along with payment documentations at least 15 days before the event.

Non-cash payment: Payment request form, copy of contract (mandatory when working with physical entities), payment invoice, approved budget and letters confirming payment expenditures.

- Selection of supplier of goods and/or services shall be coordinated with the Support Services Division, since KIMEP has established the database of different service providers on the market.
- Contracts shall be approved by the legal department and KIMEP Budget Director and Controller then signed by the Executive Director of Student Affairs.
- Act of performed works should be endorsed by the Director of Student Affairs.
- Invoices should be endorsed by the Director of Student Affairs and/or the Executive Director of Student Affairs.

*Timely contract payment is the obligation of initiators. If there are any late payment fines, it is the responsibility of the initiators to resolve.

ASSISTANCE FOR PARENTS AND STUDENTS

The office of Student Affairs will make every effort to provide assistance, or direct the parent or student to the proper office for assistance.

STUDENT FACILITIES

STUDENT CENTER

The Student Center provides cultural, social, leisure and extra-curricular activities for the KIMEP University community and guests. It is also home to various student activities such as: campus clubs, disco nights, job and student organizational fairs, art exhibitions and a host of other events. The “Black and Brown” coffee shop, which is located below the Student Center, serves as a student lounge offering soft drinks, various types of coffee and light snacks.

GREAT HALL

The Great Hall hosts many activities, including biweekly screenings of newly released movies on a large theatre screen and theater-quality sound system run by the KIMEP. Also a variety of conferences and seminars take place in the Great Hall. Well-known people in the areas of culture, education, business, and international relations visit and give talks in the Great Hall. The theater seats 500 people.

Use of KIMEP University Facilities for Activities

The use of KIMEP University 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. Unacceptable behavior might 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. 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 University property, members and their guests. The following rules must be adhered to at any event held using facilities and will be strictly enforced. Students, student organizations, faculty or staff may use facilities for any event they choose. The Executive Director of Student Affairs and Office of Student Affairs must be notified at least three weeks in advance 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 a 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 occur. Ultimately, it is the responsibility of the Event Host to make sure that all participants are obeying KIMEP University rules and regulations. The administration encourages events on the campus to target KIMEP University 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 University security reserves the right to ask for official identification of any participant, including members and their guests. In the event, that such a request is made and the participant does not have such identification, security has the right to refuse entrance of the person. Non-KIMEP University participants must be invited by an acknowledged

member in order to be admitted to KIMEP University events, and members and their guests must seek admittance into the event at the same time. Guests will not be admitted separately from their acknowledged KIMEP University host. Member will be held responsible for the behavior and conduct of their invited guests. In other words, members will be held responsible for any unacceptable or unethical behavior of their guests as if the members themselves misbehaved. This rule will be strictly enforced. The Event Host must provide a registration list for all guests, which will be used only to identify members and their accompanying guests. 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. When Security is satisfied and sees no obvious grounds for refusal of admittance, only then will the guest be admitted. KIMEP University Security discretion and judgments in these regards are final. Only members who bring guests will be required to sign this list jointly with their accompanying guests. All other members are free to enter the event after they have been identified as a member. 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.

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

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 shall be contacted immediately. The Head of Security shall use all resources at his discretion to rectify the situation. In the event that such gross violations pose grave risks to students or KIMEP University property, and the Head of Security is convinced that the safety and security of students are in danger and he is 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 has the right to contact the appropriate law enforcement authorities without further consideration. In the event of such gross violations, the Head of Security shall at the first opportunity inform the administration and shall make a formal report informing all relevant administration officials of the details of the event. These matters shall be reported to the Student Affairs Disciplinary Committee for action. The Student Affairs Discipline Committee will make recommendations to the Executive Director of Student Affairs, who will then pass this on to the President of KIMEP University for appropriate action.

SPORTS CENTER

The Sports Center is conveniently located on the campus and has almost everything to meet the requirements of the sports activities of students, faculty members and staff. Regular weekly activities include: volleyball, indoor basketball, table tennis, self-defense lessons and aerobics. The Sports Center regularly schedules competitions between the students and faculty. The Sports Center 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 rooms. A number of showers and lockers are also available, and entry to the Sports Center is free for KIMEP University students, faculty and staff. The outdoor sports field also offers a variety of outdoor sports activities for KIMEP University students, faculty and staff.

STUDENT DINING

Currently, students have multiple full-time locations where they can choose to eat, ranging from cafeteria-style breakfasts and lunches at the KIMEP University Grill; light snacks and hot and soft drinks at the Coffee Inn, Black & Brown, and K-store; and home-cooked local dishes at the Dormitory Canteen. All locations offer friendly service and delicious and affordable meals. These locations are popular among students who want to eat, drink, or just simply socialize between classes.

MEDICAL SERVICES

The mission of the KIMEP University Medical Center includes the provision of medical care and emergency services to KIMEP students, faculty and staff. The Medical Center is staffed by board certified physicians, psychologists and nurses who provide primary care services including physical exams, preventive care, emergency medical care, and psychology consultations. The Medical Center office is located inside the Dormitory building on the ground floor; it has four rooms, which serve as a waiting room, examination room, a room for injections, and physiotherapy. The Medical Center also offer therapy services to the KIMEP community.

The Medical Center accepts medical certificates (form 086 and 063) and supervises the annual chest X-rays of students and employees.

The Medical Center controls medical certificates for absences of students and employees because of a health-related conditions that may affect their work and require medical attention.

The KIMEP University Medical Center works in partnership with students, faculty and staff to provide medical information and to promote healthy lifestyles.

THE DORMITORY

Student housing is conveniently located on the KIMEP University campus. The capacity of the dormitory is 424 students. There are comfortable and clean rooms served by a polite and friendly staff. The dormitory also has: ironing room, DVD & television rooms, a hairdresser and kitchens, most of which are available for student use 24 hours a day. Dining services provides fresh homemade dishes for breakfast, lunch and dinner. There is 1 computer laboratory located on the first floor with 24 computers in the room. Utilities such as cable television, telephones, electricity and water are included in the Dormitory rate. All rooms are equipped with a telephone. The KIMEP University Housing Department also helps students in finding off-campus housing. The Housing Department is located within the Dormitory.

The entire Dormitory, as well as the entire KIMEP University campus, offers a secure environment 24 hours a day. KIMEP University continues to renovate the dormitory.

The Dormitory, like KIMEP itself, is a smoke free building. Violations will be subject to fines, and if appropriate, expulsion. Each Dormitory resident will be expected to abide by all non-smoking rules and regulations.

Dormitory Accommodation Payment Policy

Students, who intend to take up residence in the dormitory, must confirm their place by making a payment of at least 1/3 of the total cost for the semester by the first day of the semester. The payment must be made within 5 work days after student's check-in. Payment for accommodation in the KIMEP Dormitory for summer semesters should be paid 100% in correspondence with the KIMEP Tuition Fee schedule. This policy is subject to change at the University's discretion. This policy does not prohibit students in extraordinary circumstances from requesting special consideration.

There is no coed dwelling in the dormitory – all rooms are single sex.

Prioritization of Applicants

There is a prioritization ranking for Dormitory room assignment. Please see either the Dormitory Director or the Student Affairs Office for a copy of the policy. This prioritization policy is subject to change at the University's discretion. This policy does not prohibit students in extraordinary circumstances from requesting special consideration.

OFF-CAMPUS HOUSING PROGRAM

Students who were not accommodated in the Dormitory automatically become eligible for Off-Campus Housing Assistance. The Off-Campus Housing Assistance consists of an off-campus database which will be utilized in assisting KIMEP university staff, faculty members, international students, and local students from other regions of the country to find off-campus housing.

RESIDENTIAL ASSISTANT PROGRAM

The Dormitory operates a Residential Assistant (RA) Program to support the mission of the University. 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 help other students with their questions about on-campus living, payment arrangements, housing policies, employment in housing, and other topics. Students should feel free to discuss any concerns with their Residential Assistant.

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

Compensation for RAs includes free room in the dormitory for the length of their term of service, limited to 1-year.

Overview of Duties:

- Regular reporting of dormitory issues.
- Establishment and participation in an RA Council to facilitate and support student events.
- Support in maintenance of dormitory rules and policies.
- Facilitate daily operations of the dormitory – this includes actively being involved in the process of providing security for dormitory residents by reporting violations of dormitory rules along with working to maintain the well-being of each resident. Duties also include: helping dormitory residents with their questions about on-campus living, payment arrangements, housing policies and other topics.

Selection Process

There will be a maximum of eight RAs in the Dormitory, with two RAs per floor. A Committee from the Office of Student Affairs will select RAs. (The selection process for RA positions must be completed by the end of the academic year, usually this is done in April).

Qualification Criteria

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

1. 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 needed to be a Residential Assistant.
2. RAs are expected to remain in good academic standing. Candidates who are on Provisional Status, Academic Probation, Non-academic Probation, Academic Disqualification, or Non-academic Disqualification are not eligible for an RA position. Incomplete grades must be completed before the start of employment in September. If a student is placed on probation or is suspended during his/her service as a Residential Assistant, this will be grounds for termination.
3. RAs must be full-time students and maintain a GPA of **2.67 or better** on an ongoing basis.
4. RAs are required to live in the residence to which they are assigned.

UNIVERSITY CODE OF BEHAVIOR

It is KIMEP University policy to take all steps necessary to avoid disciplinary action. KIMEP University continues to work proactively in order to reduce the need for disciplinary action. Given the complexity of the university, however, the need for disciplinary actions occasionally do arise. It is the general policy of practice at KIMEP University to take such actions with care and to only implement formal disciplinary procedures as a last resort in resolving a difficulty that may arise. The following describes the expectations of KIMEP University regarding academic and personal code of behavior for all students, faculty and staff.

As citizens and residents of the Republic of Kazakhstan, members of this academic community enjoy the same basic freedoms, rights and responsibilities as all other citizens and residents of this Republic. In particular, students and faculty at KIMEP University should exercise freedoms and responsibilities related to the educational process. In order for this to happen, teachers should be free to teach, conduct research and publish findings in the spirit of free inquiry, and to exercise academic responsibility in the classroom in examining and discussing subjects in a spirit of freedom. For students, attendance at KIMEP University is a privilege. In order to maintain the ideals of scholarship, character and commitment to excellence, KIMEP University establishes these rules and regulations to further these ideals within the university community. Students must understand that individual rights bring associated responsibilities and that individual rights must be viewed in relationship to the health, safety and welfare of the university community. Faculty, students and administrators who are found by the appropriately constituted committee(s) to have contravened any KIMEP University regulation designed to protect the above principles will have the right to due process. Due process means the confidential and impartial consideration of their case by the appropriate committee, with the right to appeal any decision taken. These rules apply to all members of the university community equally, no matter who they or their parents may be. All members of the university community are responsible for their enforcement. Any KIMEP University student, teacher or employee who is aware of an offense and who does not act to prevent it, if possible, or to report it to the properly constituted authorities is also considered to be guilty in connection with the offense. All are also required to give evidence of what they saw, heard or perceived by other means before the appropriate committees when a case is under consideration.

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 University requires adult and professional behavior and conduct from everyone on campus. Examples of behavior which contravene this policy include, but is not limited to, the following:

I. Severe Behavioral Misconduct that leads to immediate Suspension and likely Dismissal

	Behavioral Misconduct Includes:	Normal sanction
1	Physically Assaulting Another Student or Faculty/Staff Member or visitor with a Weapon	1st Offense: Immediate suspension and probability of Permanent Dismissal from KIMEP University
2	Physically Fighting or Displaying Physical Aggressiveness & Contact Towards Faculty or staff member or visitor	1st Offense: Immediate suspension and probability of Permanent Dismissal from KIMEP University
3	Being identified as dealer and/or provider of drugs on campus	1st Offense: Immediate suspension and probability of Permanent Dismissal from KIMEP University
4	Possession Of Unlawful Substances on Campus (drugs)	1st Offense: Immediate suspension and probability of Permanent Dismissal from KIMEP University
5	Sexual Harassment/Assault	1st Offense: Immediate suspension and probability of Permanent Dismissal from KIMEP University
6.	Threatening bodily harm to another person with a knife, firearm, club, or another object that could be construed as a weapon.	1st Offense: Immediate suspension and probability of Permanent Expulsion from KIMEP University
7	Theft of Property	Immediate suspension and probability of
8	Physically Fighting or Displaying Physical Aggressiveness & Contact Towards Another Student	1st Offense: immediate suspension and Mandatory Counseling 2nd Offense: Immediate suspension and probability of Permanent Dismissal from KIMEP University

II. Behavioral Misconduct that leads to Disciplinary Probation and after 2d offense to Dismissal

1	Verbally Threatening/Using Abusive Language Towards Another Student or Faculty/Staff Member With Harmful Intent	1st Offense: Mandatory Counseling & Disciplinary Probation 2nd Offense: Immediate suspension and
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		probability of Permanent Dismissal from KIMEP University
2	Being found in possession of any kind of weapon (for example: a knife, firearm, or club).	1st Offense: Mandatory Counseling and Disciplinary Probation 2 nd Offense: Immediate suspension and probability of Permanent Expulsion from KIMEP University
3	Alcohol Intoxication/Possession Of Unlawful Substances on Campus	1st Offense: Immediate confiscation of the substance by security personnel. Mandatory Counseling and Disciplinary Probation 2 nd Offense: suspension and probability of permanent expulsion.
4	Smoking is banned at KIMEP University. Violation of smoking policy anywhere at KIMEP University Campus.	Immediate confiscation of cigarettes by security personnel 1st Offense: Disciplinary Probation 2 nd Offense: immediate suspension and probability of a one year expulsion 3 rd offence: suspension and probability of permanent expulsion.
5	Vandalism or deliberate damage to KIMEP University property or the property of other individuals	1st Offense: Disciplinary Probation 2 nd Offense: Automatic Suspension or Dismissal
6	Offensive behavior in the classroom or corridors of the university (For example: spitting, shouting, offensive behavior towards classmates/faculty members along with ethnic, religious or racial slurs, etc.)	1st Offense: Mandatory Counseling and Disciplinary Probation 2 nd Offense: Automatic Suspension or Dismissal
7	Littering On Campus Grounds (This would include the improper disposal of cigarette butts, chewing gum, and other trash)	1st Offense: Verbal Warning 2 nd Offense: Community Service (Cleaning Campus)
8	The playing of cards for the purpose of gambling and/or gambling on campus grounds	1st Offense: Verbal warning & immediate confiscation of cards by KIMEP University Official 2 nd Offense: Mandatory Counseling and Disciplinary Probation 3 rd Offense: Automatic Suspension or Dismissal
9	Falsification of medical certificates/documents	1st Offense: Disciplinary Probation 2 nd Offense: Automatic Suspension or Dismissal

Policy on Sexual, Religious and Ethnic Harassment

It is the policy of KIMEP University to provide a safe and positive learning environment for all faculty, staff and students. To ensure such an environment, KIMEP University will not tolerate acts of sexual harassment or retaliation for filing a charge of sexual harassment against or by any employee or student. The following provides a definition of sexual harassment, any potential retaliation, and the procedures to be followed in cases related to sexual harassment. Furthermore, it is a violation of KIMEP University policy to knowingly lodge a false complaint of sexual harassment or give false information regarding such a complaint. This policy applies to all faculty, staff, and students of KIMEP University. 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 unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on the circumstances and conditions in which the act has taken place. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. Examples which may indicate a violation include but are not exclusive to a faculty member who suggests that a

higher grade will be given to a student if the student submits to sexual advances; a supervisor who implicitly or explicitly threatens termination if a subordinate refuses the supervisor's sexual advances; a student who repeatedly follows an instructor around campus and sends sexually explicit messages or images to the instructor's voicemail, email or phone; demands by anyone for sexual favors, accompanied by implied or overt threats concerning one's job or letter of recommendation; subtle pressure for sexual activity; unwelcome physical contact; sexual comments and innuendos; visual displays of degrading sexual images; and physical 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 University policy to engage in retaliatory acts against any employee or student who reports an incident of alleged sexual harassment, or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing related to such allegation of sexual harassment. Students and employees who believe they have been retaliated against because of testifying, assisting or participating in a proceeding, investigation, or hearing relating to an allegation of sexual harassment, should meet with and seek the advice of the Chair of KIMEP University 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 or any member of the KIMEP University community for sexual favors or to insult, harass, threaten or assault any person for reason of their religion, ethnicity, gender or sexual orientation.

KIMEP University Drug and Alcohol Policy

The Executive Committee reaffirms legislation that KIMEP University cannot sell alcoholic beverages, including beer, on campus. Based on this, a decision was made to prohibit the possession and consumption of alcoholic beverages, including beer, on campus by students.

It was also the decision of the Executive Committee to prohibit the sale or distribution of alcoholic beverages, including beer, in the Faculty and Staff Lounge. For other events on campus involving faculty, staff and guests, permission to serve alcoholic beverages must be approved in advance by the Office of the President of KIMEP University.

For further clarification, refer to the "Bylaws" of KIMEP University's Policy Regarding Alcohol and Drug Use. (See the "Student Handbook.") Cases where evidence of possession or use of these substances is discovered at "student events" on campus will automatically be referred to our KIMEP University authorities and then reviewed and discussed by the Student Affairs Discipline Committee.

KIMEP University Gambling Policy

Gambling is prohibited on KIMEP University premises, and violators will be subject to sanctions. Based on this, it is important that KIMEP University clearly states guidelines of what is considered gambling and why it has been prohibited.

All students are expected to be familiar with and abide by KIMEP University's policies regarding gambling-related activities. The practice of illegal gambling among students has a disruptive effect and can lead to financial loss and possible retaliation by others. Students are not allowed to organize games of skill or chance where money changes hands. This includes playing cards, in which money is bet, won or lost.

For further clarification refer to the "Bylaws" of KIMEP University's Policy Regarding Gambling. Cases where there is evidence that there has been a violation of this policy will automatically be referred to our KIMEP University authorities and then reviewed and discussed by the Student Affairs Discipline Committee.

Smoking and Chewing Gum Policy

a) Beginning Fall 2009 smoking is prohibited throughout all of the KIMEP University campus. Also, smoking is prohibited in toilet facilities.

b) The use of chewing gum is forbidden during classes. At all other times used chewing gum must be neatly disposed of in garbage and trash cans.

Campus Cleanliness

KIMEP University seeks to keep our campus as clean as possible. The students have a responsibility with regards to their personal conduct. Students must use proper disposal places for their cigarette butts, chewing gum, and other trash. To encourage students to use proper disposal places, KIMEP University has implemented a disciplinary procedure for those who do not comply. After one written warning by the security staff or other KIMEP University personnel, the student will be referred to the KIMEP University 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 Office of Student Affairs.

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 Office of Student Affairs.

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

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

Fifth Disciplinary Action – The student may be suspended from KIMEP University 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 trashcans. The customer must return glasses, plates and other utensils to the cafeteria in a timely manner.

DISCIPLINARY PROCEDURES

All members of the KIMEP University community are required to give true and accurate testimony during any of the procedures listed below. Giving false or misleading testimony to an officer of KIMEP University 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(s), 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. KSA selects a student member. If a member of this committee is involved in the disciplinary action as either the initiator or alleged violator, then he/she will be replaced by an alternative representative chosen by the Dean of the College(s) 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, unless the Colleges have an alternate committee for faculty. The KIMEP University Disciplinary Committee (KDC) serves as the appeals committee.

1. The KIMEP University 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 the College Disciplinary Committees.
2. Violations of published laws; policies or rules and regulations may subject violators to appropriate disciplinary action by KIMEP University 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 University 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 University. 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.

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 University.

Suspension

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

Exclusion

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

Community Service/Work Experience

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

Monetary Compensation For Damages From The Student

In cases where property has been damaged (E.g. computers, software, fixtures etc.), the Committee may offer the student an opportunity to compensate KIMEP University for the damage caused. 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 University 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 University 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 University.

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 Computer and Information Systems Center has discretion in cases of suspension of up to one month. Longer suspensions require action by the KDC.

PART IV – FINANCIAL AID SERVICES

MISSION

TUITION PAYMENT POLICY

SPECIAL STATUS AND INDIVIDUAL PAYMENT PLAN FOR STUDENTS

FINANCIAL AID OFFICE

INFORMATION ON PAYMENT FOR SERVICES OF 'KIMEP UNIVERSITY'.JSC

REFUND POLICY

MISSION

Office of Financial Aid works with all students who apply for KIMEP University financial assistance. It provides students with information and counseling related to financial aid application, distribution and prolongation. It organizes information sessions on a regular basis for students, parents and prospective students.

Customer care and personalized approach is our highest priority. KIMEP University assures that the process of distribution of available funds is the most transparent and deliberate. Selection criteria as well as specific conditions for each type of financial aid are clearly set and approved by the President's Cabinet.

Once in a year KIMEP University organizes an Honorary Financial Aid Award Ceremony where all awarded with scholarships/grants students and their parents together with donors are invited to share student success and kind contributions toward it.

Financial aid is designed to meet the needs of our students. KIMEP University offers different types of financial aid based both on merit and financial need. These include scholarships, tuition waivers, teaching assistantships, and on-campus employment. To be eligible for needs-based financial aid, a student must meet two main criteria: 1) be in good academic standing; and 2) demonstrate real financial need. The amount and type of aid depends on a student's need and/or academic performance, and may take different forms. Financial aid is subject to the decision of the KIMEP University's President's Cabinet. Some students find financial support from outside the University. 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 external sponsors individually.

KIMEP University strives to educate students who are academically qualified regardless of their financial means. Together with families, KIMEP University works on a variety of ways to support students through corporate donations and sponsorships, our own funds, trilateral agreements between industry and students, student work opportunities on and off campus, flexible tuition payment system, including monthly payments and individual payment plans.

KIMEP University makes no promise of scholarships, grants, financial aid to any student or individual. KIMEP University makes no connection between the distributions of any form of financial aid with payment deadlines. Thus, students and prospective students need to be prepared to pay all tuition and other fees according to established KIMEP University regulations and tuition deadlines.

All financial assistance is subject to the availability of funds.

TUITION PAYMENT POLICY

Payment of tuition allows a student to register for courses. No student is permitted to attend class or to take exams unless the student is officially registered for the class and the name appears on class roster produced by the Registrar office. Tuition is based on the number of credit equivalents that a student enrolls in. The total tuition is the tuition rate per credit times the number of credit equivalents.

Tuition Payment Options

KIMEP University adopted flexible system of tuition payment. At the beginning of the academic year, before any registration, students have four options for paying tuition:

1. Pay tuition at once for all credits required for the degree and keep current year's tuition for all years of study. Students willing to pay in advance for the whole period of study should sign an Addendum to the Student's Contract in order to tuition to be fixed.
2. Pay tuition for the semester at the beginning of the semester.
3. Pay the semester tuition in three installments.

Tuition payments must be received by KIMEP University by the due date (please follow the Academic Calendar). As KIMEP University follows cashless operations principle and usually bank transmissions take several days, all payments should be made sufficiently in advance to allow for transmission, processing and posting while before the due date on the payment report of each student. Payments received after the due date are automatically assessed a late payment fee (regardless of when the payment was initiated). It is the students' responsibility to ensure that tuition is paid on time.

With previous letter, Registrar Office ask to include the following text to Late Payment Fee part page 2

Late payment fee

KIMEP University agrees all students must be current in their financial responsibilities for payment of TUITION and FEES to the University will define “current and not owing any outstanding amount” as:

- Fully paid
- Paid or Scheduled to be paid appropriately by installment secondly before the end of the 5th week and thirdly before the end of the 9th week of the semester

Fall Semester and **Spring Semester** Students who are registered for any classes and have a debt outstanding shall be fined a late fee..

Students will be warned the beginning of the **fifth week** of the semester; the late fine will be charged to all who are not current and fully paid or with appropriate clearance, as per the above-listed categories.

- This same process will be allowed at the beginning of the **ninth week** of both the Fall and Spring Semesters when all payments for the both of those Semesters are to be finalized by individuals

Semester Payment and Installment Payment Plan

Tuition can be paid at the beginning of the semester or in three installments throughout the semester. The first payment is due from the start of registration until the beginning of the semester and allows students to register for classes. The due dates of the first, second and third payments are listed in the Academic Calendar. There is no installment payment option for summer tuition (summer tuition is paid in advance before registration).

Non-payment of tuition

KIMEP University has the right to take administrative and legal action against students who fail to make any remaining tuition payments.

1. A student with outstanding debt at the end of the semester will not receive his/her final grades. The Registrar’s office will not issue official transcripts.
2. Registration for subsequent semesters is blocked until the debt is cleared.
3. If the debt is not cleared by the end of the following semester the student will be administratively withdrawn from the university.
4. No student who has failed to complete a semester installment payment plan will be offered the opportunity to participate in a new installment payment plan.

Refunds of overpayment

When an overpayment occurs (except for graduating students), KIMEP University encourages students, parents and sponsors to leave the overpayments in the student’s account and to use these funds for tuition in the subsequent semester or summer sessions.

Refunds are made only in case of withdrawal from KIMEP or graduation. Refunds are returned to the original payer only (student, parent or sponsor) by the method of the initial payment to KIMEP University (cash, bank transfer or bank card) during the refund period. The refund policy and refund schedule is available from the accounting office

Payment Obligation

Every student must accept personal responsibility for the payment of all tuition and fees on time. Where possible, KIMEP University and other organizations will provide support to students who need financial assistance. However, it is important to recognize that financial assistance is not a contractual obligation on the part of KIMEP University or any other organization and is always subject to the availability of funds. If anticipated financial assistance is not received, students will need to find alternative means of meeting their financial obligations.

How to Pay for Education

University education is expensive, but some steps can be taken to lessen the costs

1. Explore the availability of grants and scholarships from internal and external funds.
2. Arrange for educational bank loans in order to make tuition payments on time
3. Apply for scholarships or financial aid through Financial Aid Office.
4. Pay tuition in advance for the whole period of study to get fixed tuition. Students willing to pay in advance for the whole period of study should sign an Addendum to the Student’s Contract in order to tuition to be fixed
5. Find out opportunities available through part-time employment (refer to Financial Aid Office) on campus.

SPECIAL STATUS AND INDIVIDUAL PAYMENT PLAN FOR STUDENTS

If a student cannot pay tuition according to KIMEP University’s payment plan, stated at Academic Calendar, due to valid reasons, such as delayed wage of parents, a bank loan, difficult financial situation, he/she can apply for temporary payment postponement and purpose Individual Payment Plan (or Special Status).

Special Status is a permission granted to student that allows postponement of the deadline of payment for a certain period of time.

In order to be considered for Special Status student must write an application, indicating Individual Payment Plan and student must provide all necessary financial or medical supporting documents that prove the reason stated in application for Individual Payment Plan. Financial Aid Office will consider and decide whether the reason based on documents submitted by student - valid or not. In cases when approval cannot not be made by Financial Aid Office, the application goes to the consideration of Vice-President of Finance.

Special Status Terms

The period of time for Special status and Individual Payment Plan are determined in each particular case and depends on student's financial situation, payment history and other peculiarities. An individual payment schedule must be worked out together with a student and posted in a student's history if approved. It is student's personal responsibility to comply with Academic Calendar deadlines or with the Individual Payment Plan.

An Individual Payment Plan is approved for one semester and cannot be changed. Student must inform Financial Aid Office if other unexpected circumstances arise.

In case a student receives payment by agreement with a company, he/she has to inform and work on that contract with Corporate Development Department (CDD). If student receives benefit as a KIMEP University's employee, Human Resources (HR) can authenticate the discount based on benefit.

Student can divide his/her Individual Payment Plan per semester into a maximum of 5 parts.

If student fails at least one payment of his/her Individual Payment Plan:

- 1) The Individual Payment Plan will be terminated and student will be moved to the general payment plan offered by KIMEP University and detailed in Academic Calendar;
- 2) If student fails general payment plan stated in Academic Calendar, late payment fee will be charged.
- 3) Other conditions stipulated in the Catalog (i.e. non-issuance of transcript, block of further semester registration) will apply.

FINANCIAL AID OFFICE

KIMEP University strives to educate students who are academically qualified regardless of their financial means. Together with families, KIMEP University works on a variety of ways to support students through corporate donations and sponsorships, our own funds, trilateral agreements between industry and students, student work opportunities on campus, flexible tuition payment system, including monthly payments and Individual Payment Plans.

KIMEP University makes no promise of scholarships, grants, financial aid to any student or individual. KIMEP University makes no connection between the distributions of any form of financial aid with payment deadlines. Thus, all students need to be prepared to pay all tuition and other fees according to established KIMEP University's regulations and tuition deadlines.

All financial assistance is subject to the availability of funds.

Types of Financial Aid:

External Financial Assistance

Scholarships

Scholarships are a traditional form of financial aid. Corporations, individual donors, and other sponsors give money to KIMEP University specifically designated for graduate or undergraduate students in the form of tuition subsidies. The Corporate Development Department solicits financial sponsorship and support from national and international donor organizations and companies that may vary from year to year. Grants are awarded based on the verified financial need of an applicant as well as academic standing.

Support from the Ministry of Education and Science of RK

The KIMEP University Corporate Development department administers the state support as well as other types of the outside support. Currently, the Ministry of Education and Science of the Republic of Kazakhstan provides some financial assistance through the Presidential Stipend and through grants to the university.

The Presidential Stipend is an annual award established by the decree of the President of the Republic of Kazakhstan. The program provides a monthly stipend in cash to 10 undergraduate students of the 3rd and 4th years of study. The recipients are selected on a competitive basis in accordance with the criteria established by the Ministry. They include the highest academic performance and participation in extra-curriculum activities, scientific and research work that are supported by the appropriate documentation, international and Republic-level Olympiads and academic competitions, authorship of innovations, scientific articles or original pieces of art, festivals, as well as social, cultural and sport activities at the university.

Candidates should insure that the Corporate Development department has documentation of all activities that may be considered in the selection process for the Presidential Stipend.

Internal Financial Assistance

Focusing on individual student financial and/or merit situation, KIMEP University strategy is to align financial aid with the enrollment goals of the University. To diversify student community, KIMEP University offers financial assistance to a wide range of students including newly admitted and current undergraduate students, graduate (except Ex-MBA) students, Kazakhstani students and International students.

Financial assistance can be need-based, merit-based or a combination of both for full-time KIMEP University's awarded students, those who registered minimum for 4 courses or 12 credits for Bachelors and 3 courses or 9 credits for Masters in Fall and Spring semesters.

Need-based financial aid is not automatic. A student has to display proof that she/he is unable to pay the full tuition fees. In order to be able to compare all students' data regarding financial need Financial Aid Office accepts and considers only documents issued by official state bodies of Republic of Kazakhstan. The amount of need-based financial aid depends on the Expected Family Contribution (EFC) of the students applied and available funds. The EFC is an estimated family/student financial contribution to the higher education costs.

Only applications accompanied by a complete set of documents will be considered. The submitted information is retained by KIMEP University and can be used for any future references or financial aid decisions. If the financial situation or other family information changes the student must notify Financial Aid Office of the change.

Students who submit invalid or falsified information or who submit partial or incomplete information will be disqualified from receiving financial assistance. In addition, disciplinary, legal and/or administrative actions may be taken against those who have submitted misleading documentation.

Financial assistance can be considered for renewal as long as the student maintains eligibility. Continuation of financial assistance cannot be considered if the student no longer meets eligibility criteria. In some situations Financial Aid Office may request additional or updated documentation. Failure to provide the requested documents may result in a loss of financial assistance.

Financial Aid does not cover any withdrawn or retaken courses, any other fees for which the student is liable for: student's fees, late payment fees, late registration fees and other. Financial aid is not transferable and has no cash value. A student awarded external financial aid can receive KIMEP University's financial aid that can be up to the remaining amount of tuition that the student has to pay in the particular semester or Academic Year.

A student cannot be awarded a scholarship or grant and financial aid from internal funds simultaneously; therefore he/she will be qualified to the greatest one. A student cannot receive financial aid that exceeds the total amount of tuition for a semester or academic year. Awarded financial aid will be deposited to the student's account and covers tuition.

For undergraduate students any scholarship awarded for completion of a degree is limited to maximum 5 consecutive years

Applying for Financial Aid

Students apply for financial assistance by completing the online application for Financial Aid at official web site of KIMEP University and submitting the application form with a set of documents to the Financial Aid Office. Based on approved eligibility criteria and/or documents provided, the Financial Aid Office determines students' eligibility for need-based and merit-based scholarships/grants and financial aid. Financial aid could be provided with duration from one semester only to the whole period of study for degree completion (based on the type and terms of scholarship/grant/financial aid). All applications shall be made before official deadlines. Late applications will not be considered.

Eligibility

Applying students are encouraged to present all required documents within the set deadline to ensure fair and timely distribution of the aid. KIMEP University reserves the right not to consider any applications with an incomplete list of documents or submitted after the deadline. Students beginning study at KIMEP University who wish to be considered for certain financial assistance (except merit-based financial aid) has to provide detailed information on their family's situation and/or income. Such information consists of size of the family, number of siblings, and salary confirmation documents of parents, and other financial data. Students who are married will be considered as a separate family and need to provide financial documents for their spouses and themselves only.

Eligibility Criteria

All students receiving financial aid will be reviewed each semester for continued eligibility, based on Grade Point Average (GPA) and satisfactory academic performance (SAP). Students who do not meet the criteria set for their award standard will have Financial Aid removed for that semester. They are welcome to submit an application again at the end of the next semester if the GPA and SAP has met the eligibility criteria.

Once financial aid is awarded, the recipients will have corresponding records on their student payment account. Scholarship/grant recipients need to come to Financial Aid Office and pick up an Awarding Letter as well as prolongation details (if applicable). Awarded students (scholarships/grants/financial aid) have to maintain full-

time status (minimum 4 courses for undergraduate students, and 3 courses for graduate students during Fall and Spring semesters. Scholarship/grant/financial aid covers any 11 courses per academic year only.

Competent Authority

Financial Aid has a policy-making body represented by the KIMEP University President's Cabinet. Approved eligibility criteria can be changed according to the decision of the Admission and Scholarship Committee / President's Cabinet. The distribution of financial aid is made by President Cabinet.

Information on payment for KIMEP University JSC services

"Tuition/accommodations/text rental deposit/WLLP courses/PDCP seminars"

Please, be informed that you can pay for KIMEP University services at the nearest branch of Bank CenterCredit JSC. Locations can be viewed at <http://www.bcc.kz/>. Payment can be made both by KIMEP University students and by third parties (parents, relatives, sponsors, etc.)

Payment can be made either by cash deposit to bank's cash office (from an individual to a legal entity (KIMEP University JSC)), by non-cash bank transfer or through Homebank.kz financial portal.

The following shall be considered when making payment to bank's cash office (from an individual to a legal entity (KIMEP University JSC)):

- 1) Customer must tell bank cashier he/she wants to pay for KIMEP University JSC services;
- 2) Have ID/passport, as well as KIMEP University requisites available;
- 3) The following shall be specified when making a payment:
 - Full name of a person a transfer is being sent to;
 - Student ID (mandatory for KIMEP University JSC students);
 - Indicate one of the following in payment assignation: "Tuition/ accommodations/text rental deposit/WLLP courses/PDCP seminars"

Requisites for paying at Almaty Branch of Bank CenterCredit JSC:

KIMEP University JSC 050010, Almaty, 4 Abai ave. TRN 600 900 063 381 BIN 040740001010 Beneficiary code 17	KZT account: KZ638560000000038823; KCJBKZKX Bank's TRN 600 300 022 316 BIN 981 141 000 668
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For your information (Bank fees are subject to change. More information is available in Bank's information resources).

Example of calculating bank's commission fees:

1. When making cash payments to bank's cash office – 0,25% of the payment amount, 250 tenge minimum (bank fees are subject to change).

When making a payment in the amount below 100,000 tenge, bank fee will be no more than 250 tenge.

For example: payment of 165,000 tenge will have bank fee of 412,3 tenge; payment of 495,000 tenge will have bank fee of 1 237,5 tenge.

2. When making non-cash payments. If you wish to make a large amount payment, we advise you to open checking account at the bank in order to avoid high bank fees. This way payment for services can be made by transferring funds from this account. Bank fee will make 0,2% of the payment about (300 tenge minimum, 1,500 tenge maximum).

3. When making payment through Homebank financial portal (www.Homebank.kz). Fee for paying through Homebank financial portal is 200 tenge irrespective of the amount (50% of which is covered by KIMEP University JSC), i.e. student's bank fee will only be 100 tenge.

Note. More information on how to open checking account at Bank CenterCredit JSC and transfer funds inside of the bank (terms for opening account and service rates) are available at the website www.BCC.kz, Bank CenterCredit JSC and Call-center - 8 (727) 244 30 00

REFUND POLICY

- Tuition refunds shall only be made during the specified period, with the only exception for students leaving KIMEP University permanently or on a leave of absence of at least one semester.
- Tuition refund requests of less than 100,000 tenge shall not be approved, with the only exception for students leaving KIMEP University permanently or on a leave of absence.

- Partial refund requests shall not be approved.
- Refund requests for the dormitory fee shall be approved during tuition refund period only.
- Tuition refunds shall only be made through bank payment to the bank account of the students (parents, sponsors) within the Republic of Kazakhstan only.
- Tuition refund applications shall be checked for legitimacy and signed by the Accounting Department (one accountant), the Registrar (one person) and the Financial Services Unit (one person).

Documents required for tuition refund

Tuition refund is only made to a person made tuition payment. This person may be either a student made payment himself/herself or a person who paid for a student, i.e. legal or physical entity.

Tuition refund is made through a bank transfer.

Tuition refund to a relative or a trusted person of a student in the event when a student made payment himself/herself, is done only upon notarized power of attorney from a student.

Required documents for a student-made payment:

- 1) Copy of ID/Passport. Present original as well.
- 2) Number of payer's bank card account (20-digit card code of a payer) or Number of payer's bank current account.

If a student does not have a bank card/account, he/she can prepare a power of attorney for a person whose card/account he/she is going to send money to. The following documents shall be provided:

- 1) Copy of ID/Passport of a student. Present original as well.
- 2) Notarized power of attorney from a student to a recipient.
- 3) Copy of recipient's ID/passport. Present original as well.
- 4) Number of payer's bank card account (20-digit card code of a payer) or Number of payer's bank current account recipient.

When student's tuition is paid by a third party (legal entity per trilateral agreement, by public funds, physical person as a sponsor or other sponsors) the balance of funds is returned directly to a tuition payer.

When tuition payment is made under a trilateral agreement or by other sponsoring legal entity, the balance of funds is returned directly to a company after completing act of reconciliation.

Required documentation for when tuition is paid by a sponsoring physical person:

- 1) Copy of payer's ID/passport. Present original as well.
- 2) Number of payer's bank card account (20-digit card code of a payer) or Number of payer's bank current account.

PART V- ACADEMIC COMPONENTS OF DEGREE PROGRAMS

LANGUAGE CENTER

ADMINISTRATION

Executive Director:
K. J. Saycell, MA, TTHD

Director:
Bakhytgul Tundikbayeva, MBA

Deputy Director: Academic Programs and Research:
Juldyz Smagulova, PhD

Deputy Director: Preparatory Phase:
Karina Narimbetova, CSc

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Statement of Purpose

The Language Center at KIMEP University delivers high quality language courses for undergraduate and graduate students that assist them in fully and effectively participating in their degree programs. The Center also offers three academic programs aimed at enriching opportunities for KIMEP students to encounter courses in the Humanities.

Mission

The mission of the Language Center is for all students to acquire the key language skills: the ability to listen effectively and understand the meaning of an oral communication, to speak fluently and to communicate clearly and concisely in a given language, to be able to express ideas in correct written format and to be able to read and comprehend university-level texts. In addition, the Language Center aims to integrate high-order analytical and critical thinking skills in all its courses and to provide students with a firm orientation in university study so as to enable them to be successful learners.

Profile

Since the inception of KIMEP in 1992, English has been the language of instruction. The Language Center has therefore always played a dominant role in KIMEP academics. At present the Language Center has a core staff of local and foreign language professionals. In addition, with support from the Soros Foundation, the British Council and TACIS, the Language Center has accumulated a rich and well utilized library of teaching resources. The Language Center now has over 1,250 titles from American and British publishers. In addition to running all-important English courses for both undergraduates and graduates at KIMEP, the Language Center also runs a Master of Arts in Foreign Language: Two Foreign Languages. This is useful not only for teachers of English but also for developing excellence in the teaching of any foreign or second language.

FOUNDATION ENGLISH

English at KIMEP University

One of the reasons students work so hard at KIMEP is that all courses, with the exception of Kazakh and a few other courses, are taught in English. Students quickly learn that a basic knowledge of English is insufficient because the English used in the classroom is academic English. Academic English is different from general English in many significant ways. Because of this, the Language Center conducts a number of courses in English for Academic Purposes to help students succeed in their studies. Every student must participate in some or all of these courses and receive a passing grade.

English Requirements

Although English is the medium of instruction at KIMEP University, it is not an admission criterion. The university admits students on academic merit and the Language Center supports them in reaching the level of English that is essential for success in their studies. As part of the admission process, students must take an English proficiency test. Usually students will take the KIMEP Entrance Placement Test (KEPT), which is administered by KIMEP.

New students who have been exempted from the entrance test (KEPT) and who do not have a valid TOEFL or IELTS certificate must take a placement test prior to the start of classes. It is the student's responsibility to find out when this test can be taken. The Advising Office in the Language Center can provide information about testing.

Placement in Foundation English Courses

Upon admission to KIMEP, undergraduate students are placed in an English course according to their level of proficiency. This level is ascertained by reference to the KIMEP English Entrance Test (KEPT) or an equivalent instrument, such as a TOEFL or IELTS score. In the Foundation English phase, there are five levels of English, each requiring a total of 270 learning hours. The total number of courses that a student needs to complete will depend on his/her proficiency in English.

The Foundation English courses are as follows:

Code	Name of Course	Level of Proficiency	Level of Proficiency at Entry *	Level of Proficiency upon Completion*	Duration in learning hours	Prerequisite
ENG 0000	Foundation English Beginner Level	Near Beginner/Low Elementary	< A1	A1 low	270 hours	Determined by KEPT**
ENG 0001	Foundation English Level 1	Elementary	A1 low	A1 upper	270 hours	ENG0000 (or requisite KEPT)
ENG 0002	Foundation English Level 2	Pre-intermediate	A1 upper	A2	270 hours	ENG0001 (or requisite KEPT)
ENG 0003	Foundation English Level 3	Pre-intermediate to Intermediate	A2	B1 mid	270 hours	ENG0002 (or requisite KEPT)
ENG 0004	Foundation English Level 4	Intermediate to Upper Intermediate	B1 mid	B1 upper	270 hours	ENG0003 (or requisite KEPT)
ENG 0005	Foundation English Level 5	Upper Intermediate	B1 upper	B2 mid	270 hours	ENG0004 (or requisite KEPT)

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

** KIMEP English Placement Test

Confirmation of Level (Verification Test)

Although the KEPT (or equivalent) is used as the primary reference for placement, new students will receive an assessment on the first day of class in order to confirm their suitability to the level in which they have been placed. This verification test is compulsory for all newly admitted students. After due consultation and the approval of the Language Center's Executive Director, an instructor may advise a student to move to a higher or a lower level. All such moves are exclusively in the interests of the student. Students may refuse to move to a higher or lower level but will be required to sign a document in which they take full responsibility for rejecting the advice given.

Once students have been placed in Foundation English, they have to proceed through the required levels. It is not possible to skip a level or to take an external test (such as IELTS) in order to try to gain exemption.

Aims of the Foundation English Courses

These courses are KIMEP students' first encounter with university study. The purpose of the courses is, therefore, threefold:

- To offer intensive practice in the use of English in all four skill areas (speaking, listening, reading and writing).
- To guide students from the outset in the acquisition of effective study methods, sound academic skills, higher-order thinking and problem-solving, and critical thinking.
- To support students in taking responsibility for their learning and becoming increasingly independent learners.

Classes are strongly learner-centered and task-based. Great emphasis is placed on encouraging students to realize the crucial importance of diligent study habits both in and outside the classroom. Assessment is continuous and feedback is constructive and frequent.

Course Duration

Each Foundation English course requires 270 learning hours, including class contact time, homework, individual and group projects, library and Internet research, independent study and other tasks.

Courses offered in the fall and spring semesters run for a half-semester. At the end of the 6-7 week course a final result is issued and students can then move up to the next level (either a Foundation English course or the first two courses in English for Academic Purposes) or repeat the course, if necessary. Courses are planned in such a

way that it is possible to take an English course in both half-semester (i.e. both before and after the mid-semester break). The Language Center Advising Coordinator is available to assist students in making appropriate choices.

Students who pass Foundation English level 5 in the first half of a semester can take Academic Speaking (ENG1100/GEN1100) and Academic Reading and Writing 1 (ENG1120/GEN1120) in the second half of the semester.

Concurrent Study

Students may enroll in the 1-credit Life Security course and/or a course in Physical Education concurrently with any Foundation English course. In other cases concurrent enrollment is permitted only within the following guidelines:

Code	Students may take concurrently:
ENG0000	Only Life Security and/or up to 2 credit hours of Physical Education
ENG0001	Only Life Security and/or up to 2 credit hours of Physical Education
ENG0002	Only Life Security and/or up to 2 credit hours of Physical Education
ENG0003	1-3 credits taught in Russian or Kazakh and/or up to 2 credit hours of Physical Education
ENG0004	1-3 credits taught in Russian or Kazakh and/or up to 2 credit hours of Physical Education
ENG0005	1-3 credits in any medium of instruction in a 1000-level course, and/or up to 2 credit hours of Physical Education

No exceptions to the above table will be considered. Students should refer to the General Education or Academic Program sections for any restrictions that might apply to courses that can be taken concurrently with ENG0005.

Final Results

Students do not receive a letter grade for Foundation English courses. Instead they receive either a Pass or a Fail. The grade of "I" (incomplete) does not apply to Foundation English. In the event of a Fail, the student must repeat the course. KIMEP's policy on grade appeal applies equally to Foundation English courses. Information on the Language Center's appeal procedure can be obtained from the Advising Coordinator of the Language Center or one of the Assistants in Room 228, Dostyk Building.

Foundation English and Academic English in Summer 2

All six levels of Foundation English are offered in Summer 2, 2013. However, Academic English courses are not offered in Summer 2. Students whose results in the verification test indicate that they can be exempted from Foundation English should note that it will not be possible to take Academic English until the Fall Semester. They may choose to remain in Foundation English Level 5 or to take a General Education course in Summer 2, if one is offered.

Note: Owing to changes to the Foundation English program, it is likely that there will be no English courses for newly admitted students in Summer 2, 2014.

ACADEMIC ENGLISH

After completing (or being exempted from) Foundation English, students proceed to four courses in Academic English. Each course is worth three credits. Details and regulations can be found in the General Education section of this catalog and in the sections dealing with specific programs.

The following four Academic English courses are required:

ENG1100/ GEN1100	Academic Speaking
ENG1120/ GEB1120	Academic Reading and Writing 1
ENG1110/ GEN1110	Academic Listening and Note Taking
ENG1121 / GEN1121	Academic Reading and Writing 2 (not offered in Summer)

The four Academic English courses (ENG1100, ENG1120, ENG1110, and ENG1121) form a sequence. ENG1100 and ENG1120 are normally taken in a student's first semester, and ENG1110 and ENG1121 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.

ENG1100 and ENG 1120 form part of the General Education program, whereas ENG 1110 and ENG 1121 are located under Basic Disciplines in each academic program. For further details refer to the General Education section or the specific program.

Students are welcome to approach the Language Center's Advising Coordinator or the Coordinator of Academic English for further guidance.

English Completion

Please note:

- A student must have fulfilled his/her English requirements by the completion of 30 credits or, if he/she has not completed the required English courses at the 30-credit point, he/she must be enrolled in English concurrent with other courses; and
- A student must have totally completed all English courses by 45 credit hours; and
- If a student has not completed his/her English by 45 credit hours, the student will be limited to taking English language courses only until the English language requirement has been met.
- ENG1121 Academic Reading and Writing 2 (formerly GEN1121) is offered only in Fall and Spring, **not in Summer**.

KAZAKH LANGUAGE AND CULTURE

The Kazakh Language unit attaches great importance to the courses it offers both because they are a legal requirement and because students see them as an important part of the curriculum. For this reason the Language Center offers not only courses in Kazakh language from beginner level but also courses that offer insights into Kazakh culture, history and traditions.

Because Kazakh is the state language, all undergraduate students (including international students) are required to take two courses (six credits) of Kazakh language.

Only one Kazakh language course is permitted per semester. No Kazakh language courses are offered in Summer 2.

Students will be given a diagnostic test in the first week to determine their level of proficiency and to ensure that they have registered for an appropriate course. Placement is determined by diagnostic tests, interviews and consultations.

Because of differences in curriculum requirements, students who started their studies in Fall 2007, or thereafter, receive three credits for a Kazakh course, but pre-Fall 2007 students receive only two credits per course.

The following courses are offered:

Beginning Kazakh and **Elementary Kazakh 1** are intended for international students who begin with no knowledge of Kazakh. Students from Turkic-language regions should begin with Elementary Kazakh 1. Beginning Kazakh is aimed only for students whose first language is not in the Turkic language family.

Elementary Kazakh 1 and **Elementary Kazakh 2** are intended for students from Kazakhstani secondary schools who have a simple knowledge of spoken Kazakh.

Pre-intermediate Kazakh 1 and **Pre-intermediate Kazakh 2** are designed for graduates of Russian-medium schools in Kazakhstan whose Kazakh is not fluent but is above elementary level.

Intermediate Kazakh 1 and **Intermediate Kazakh 2** are intended for students from Kazakhstani secondary schools whose Kazakh language proficiency is at intermediate or upper-intermediate level.

Business Kazakh 1, Business Kazakh 2, Kazakh Language and Culture, Business Correspondence in Kazakh and **Public Speaking in Kazakh** are intended for students who can speak Kazakh fluently and who wish to develop their Kazakh to a professional level.

PROFESSIONAL KAZAKH AND RUSSIAN

In addition to required courses in Academic English (12 credits) and Kazakh (6 credits), the KIMEP curriculum includes courses in Professional Kazakh and Russian. Kazakhstani students should choose **one** of the professional language courses according to the type of school they attended. Thus:

- Students who attended a Russian-medium school in Kazakhstan will take a course in Professional Kazakh. Four courses are offered at various levels. Students should read the course descriptions to choose the best course for their needs. Alternatively, they may ask the Language Center's Advising Coordinator or the Kazakh Language Coordinator for guidance.

- Students from a Kazakh-medium school in Kazakhstan will take a course in Professional Russian. At present only one course is offered.
- Students from other schools or from other countries may choose which professional language course they wish to take.

MODERN LANGUAGE COURSES

The Modern Languages unit offers students an opportunity to learn a varied selection of modern languages. Beginner-level courses establish a sound foundation in these languages, enabling students to understand simple spoken and written forms used in everyday situations and to develop basic communication skills. An academic and critical thinking component is included in these courses, aimed at encouraging research on the countries where these languages are spoken, thereby also promoting cross-cultural understanding and respect. Elementary-to intermediate-level courses are also offered for certain languages. Advanced-level business communication in Russian is also on the schedule.

Students can take one or more of these courses as free electives. Depending on demand, instruction is available in Spanish, German and Chinese. Each of these courses is worth 3 credits.

ADVISING OFFICE and STUDENT SUPPORT

In line with its commitment to strong support for students and their success as learners, the Language Center has an Advising Office to which students are encouraged to turn for help in any of the following areas:

- Understanding of course or program requirements
- Communication issues
- Study or learning problems
- Study skills
- Difficulties in meeting course requirements
- Adapting to KIMEP and an international curriculum
- Understanding the meaning of learning hours, as opposed to class contact hours
- Developing a good independent study program
- Taking responsibility for learning
- Becoming an independent learner
- Applications for credit transfers (from Kazakhstani and international universities)
- Applications for exemptions and waivers
- The dates of verification and placement tests

The Language Center's team of advisers will provide support for students themselves or refer students to the appropriate unit at KIMEP, such as the Language Center's own Studio for Academic Writing and Study Center or another department at KIMEP. Students will be guided in making the right choice.

Where to go?

If students are in need of advice about studies in any courses offered by the Language Center or unsure where to go for help, they are always welcome to approach the Language Center Advising Coordinator or his team. They are here to provide expert and constructive support and, where appropriate, will handle matters in a confidential manner.

Coordinator of Advising and Student Support: Turgan Zhanadilov
 Advising Office: Room 221 or Room 228, Dostyk Building

STUDY CENTER and STUDIO FOR ACADEMIC WRITING

The Study Center and Studio for Academic Writing were established by the Language Center in order to help students to improve their language skills and to achieve better results in courses and programs offered at KIMEP. It is open to all students, from those enrolled in Foundation English to Master's and Doctoral level courses.

The Study Center is a place where students can find many multimedia resources and materials to help them improve all aspects of their language learning and other studies. The Center works very closely with Language Center instructors and supports students by making language materials and resources available. All listening materials are installed on the computers and this makes it possible to listen to lectures or assignments and to take notes at the same time. If students want to improve their listening skills, they can listen to audio files and simultaneously read the transcript to make sure they follow what the readers are saying. Students can work on their writing skills, develop reading skills, revise grammar, increase vocabulary, improve pronunciation and record their speeches in English or other languages using software programs or tape-recorders. In addition, KIMEP

students can take advantage of reference books and recordings they need for their classes, and the Center provides 18 computer stations for students to complete these assignments.

The Studio for Academic Writing provides tutorials in a one-to-one setting. Student writers may make a single visit to the Studio or visit on a regular basis. Tutors in the Studio acknowledge the uniqueness of each writer and provide non-evaluative, immediate feedback. The tutor's goal in working on a specific paper with a student is to help develop his/her critical thinking skills. Tutors often ask questions to help students find their own answers, and such interactions encourage students to do as much talking as the tutor, or more. Anxieties about writing are reduced by helpful coaching, positive reinforcement, and friendly listening. Studio tutors are coaches, not teachers. Tutors do not evaluate students in any way because the tutor's role is to help students, not to lecture at them or repeat information available from the teacher or textbook. To accomplish this, tutors offer reader-feedback, suggest revision strategies, diagnose writing problems, discuss course readings, and help students gain a perspective on their writing. The needs of a student writer always come first. The starting point of every tutorial is to find out what that particular student needs or wants. To set the agenda for the tutorial, tutors may ask about a student's present situation, class requirements, past writing history, general composing habits, approaches to learning, attitudes, motivation, and whatever else is needed to determine how the tutor and student might proceed. Both experimentation and practice are encouraged. The Studio is a place where students try out new forms of organization and support. Removed from the evaluative setting of a classroom, writers are free to engage in "trial runs" of ideas and approaches, and to receive informal encouragement for their efforts. This trying-out fosters creativity in the form of talk, and through writing. In conclusion, the Studio is for students at all levels of writing proficiency. We tutor students who are highly competent and those who consider themselves inexperienced. Students visiting the Studio are enrolled in a variety of courses at KIMEP and all are welcome, free of charge, Monday through Friday (both drop-in sessions and fixed appointments are 30-45 minutes long).

The Study Center and Studio work closely with other programs to assist in writing assignments across the KIMEP curriculum. A similar support service is offered for Kazakh language studies. Details are available from the Study Center and the Studio for Academic Writing (Room 208, Dostyk Building).

Writing across the Curriculum

The KIMEP Language Center endorses Writing Across the Curriculum (WAC) to foster certain habits of mind that are both intellectual and practical so that students meet with success in their courses. Through the use of writing as a tool of both exploration and evaluation, of both student understanding and faculty evaluation, instructors in Language Center courses use writing assignments to promote:

Curiosity	–	the desire to know more about the content of academic courses
Openness	–	the willingness to consider new ways of behaving and thinking in the world
Engagement	–	a sense of investment and involvement in the process of learning
Creativity	–	the ability to use novel approaches for generating, investigating, and representing ideas
Persistence	–	the ability to sustain interest in and attention to short- and long-term projects
Responsibility	–	the ability to consider the needs of a reader and to revise to communicate accordingly
Flexibility	–	the ability to adapt communication to situations, expectations, or demands
Meta-cognition	–	the ability to reflect on one's own thinking as well as on the individual and culture processes used to structure knowledge

Therefore, the Center's faculty use writing as a teaching method, often in response to the close reading of texts. The practice of writing develops students' abilities to make sense of course materials and relevant issues in the fields of applied linguistics, literature, and academic writing/reading/speaking/listening. Students should expect frequent writing assignments designed to clarify and deepen understanding of course content.

LANGUAGE CLUBS

Club meetings are open to KIMEP students and employees, as well as members of the general public. For details of meeting schedules, contact the organizing committee.

English Club

The English Club promotes English as a language of communication and provides the KIMEP community and general public with opportunities to enhance and share English-related interests through various events and programs. The English Club holds its meetings on a regular basis and introduces various topics so that the participants can increase their confidence in using English, make lasting new friendships with English-speaking and local club participants, learn about international cultures, and participate in educational, cultural, and social activities. Students are welcome to join the club at any time and enjoy the activities, meet new people, and practice their English.

Contact Person: Jonathan Jay, jay@kimep.kz

Kazakh Club

The Kazakh Club offers various kinds of activities to assist learners of Kazakh in enlarging their vocabulary and practicing their communication skills. The club provides a wide range of information about Kazakh culture, customs and traditions and enables its members to become acquainted with Kazakh literature. The club's regular meetings involve not only class activities, but also trips to different places of interest both in the city and in the countryside. Anyone can join the Kazakh Club and enjoy the famous Kazakh hospitality and at the same time enhance his/her understanding of the Kazakh language.

Contact Person: Dr Zauresh Yernazarova, ezauresh@kimep.kz

Russian Club

The Russian Club is a joint project of two KIMEP units: the Language Center and the International Relations Office. It assists international regular and exchange students as well as international faculty and staff in learning the Russian language through various cultural programs and linguistic activities. The local KIMEP community is also welcome to join the club to help international Russian learners acquire and practice Russian and share their cultural experiences.

Contact Person: Dr Yulia Kulichenko

German Club

The German Club promotes German customs and culture, and offers opportunities for good fellowship—"Gemutlichkeit". German Club members meet regularly to discuss aspects of German culture, improve language skills, and plan German Club events. The German Club offers informal contacts with other students in German as well as German exchange students on campus through such activities as movies, forums, and social gatherings. KIMEP students and staff are welcome to join the club, enjoy a friendly German atmosphere, meet new people and speak German in an informal setting.

Contact Person: Raushan Smagulova, raushans@kimep.kz

UNDERGRADUATE CERTIFICATE IN TRANSLATION AND INTERPRETING

The Language Center offers a *Certificate in Translation and Interpreting* for KIMEP undergraduate and graduate students and for continuing students through the World Languages Program. The Certificate consists of three 3-credit courses (9 credits in total). The required and elective courses are described below

Because smart employers know that translation is essential in a globalizing world, KIMEP students are in high demand for their English-language skills. The Certificate in Translation and Interpreting complements academic majors by providing students with specialized training that is useful throughout their careers. Students receive a thorough grounding in the theory and practice of translation, including:

- translation history
- translation theory
- professional terminology
- grammatical analysis
- textual analysis
- vocabulary building
- systematic research
- team-work

Students who choose the elective in interpreting will be introduced to the basic theory and practice of consecutive and simultaneous oral translation in a variety of professional contexts.

The Certificate in Translation and Interpreting has two core courses: TRN2101 (Introduction to Translation) and TRN4103 (Senior Project). Students complete the Certificate by taking the core courses at the beginning and end of the program respectively, with one elective course in between. All courses are evaluated through a combination of continuous assessment, two midterms, and a final examination.

To qualify for the Certificate program, a student must demonstrate an acceptable level of proficiency in both Russian and English. KIMEP undergraduates must complete all General Education requirements (including all four Academic English courses) as a prerequisite. Students in the World Languages Program must have the approval of the individual instructor. At the discretion of the program coordinator, students who do not speak Russian, but who are proficient in Kazakh or another Central Asian or European language, may also qualify.

Under normal circumstances, a student must earn a minimum grade of "B" in TRN2101 before taking other courses in the program. The student becomes certified on successful completion of TRN4103, a senior translation project developed in consultation with an instructor or the program team leader.

Students do not need to pursue a Certificate in order to take individual translation courses. All courses except the senior project are open to any student enrolled at KIMEP or in the World Languages Program, subject to the prerequisites above.

Certificate in Translation and Interpreting

Two courses in Group A, plus any one course from Group B to complete 9 credits:

Group A:	Required Courses for Certificate
TRN 2101	Introduction to Translation
TRN 4103	Senior Project in Translation

Group B:	Elective courses
TRN 3101	Introduction to Interpreting
TRN 3201	Commercial Translation
TRN 3202	Legal Translation
TRN 3203	Translation from Informational Media
TRN 4101	Topics in Translation
TRN 4102	Topics in Interpreting

GRADUATE ENGLISH REQUIREMENTS

English Requirements for Admission

All applicants seeking admission to a graduate program at KIMEP University must satisfy the regulations of the Ministry of Education and Science RK (MES). The language requirements of the MES stipulate one of the following:

- A pass in the Foreign Language Test administered in August each year by the National Testing Center (the test is offered in English, French or German and applicants may choose the language they prefer)
- A score of 6 in IELTS
- A score of 560 in TOEFL

Applicants with an IELTS or TOEFL result have a score that indicates their proficiency in English, the language of instruction at KIMEP University. Those who choose to take the NTC test must also take the KIMEP English Placement Test (KEPT) in order that the university may ascertain their level of proficiency in English.

Using the results of the IELTS, TOEFL or KEPT tests, the Language Center will place graduate students in one of the following courses:

- Direct admission to the academic program—for those with IELTS 6 or TOEFL 560 or a minimum of 70% in KEPT
- Graduate Foundation English Level C—for those with a KEPT score of less than 40%
- Graduate Foundation English Level B—for those with a KEPT score of 40-49%
- Graduate Foundation English Level A—for those with a KEPT score of 50-59%
- Four courses of Academic English for students with 60-69% in KEPT

No concurrent study in a program is possible until students demonstrate a proficiency level equivalent to 6 in IELTS, 560 in TOEFL or ≥70% in KEPT.

Graduate Foundation

Students with less than 60% in the KEPT are placed in the Foundation Phase. They may not take any other courses concurrently with GFE Levels B or A. No exceptions will be considered.

The Foundation English courses are as follows:

Code	Name of Course	Level of Proficiency (at end of course)	Duration	Prerequisite
ENG5103	Graduate Foundation English C	Near Beginner to Mid-elementary A1+ on the CEFR	540 learning hours over a full semester	None
ENG5104	Graduate Foundation English B	Upper Elementary to Pre-intermediate A2 on the CEFR*	540 learning hours over a full semester	ENG5103 or requisite KEPT score
ENG5105	Graduate Foundation English A	Pre-intermediate to Intermediate B1 (mid) on the CEFR*	540 learning hours over a full semester	ENG5104 or requisite KEPT score

* Common European Framework of Reference

The primary goals of the Foundation Phase include not merely the development of English language competence to a level that sustains study at master’s level, but also the improvement of study and organizational skills, critical and analytical thinking, and other skills that contribute to successful university study at an advanced level.

Each Graduate Foundation English (GFE) course takes 540 learning hours, including class study, homework, individual and group projects, library and Internet research, independent study and other tasks. GFE courses are available during the summer for students who wish to be able to begin full-time studies in the Fall semester. Courses are defined in learning hours because students are expected to combine classroom interaction and learning with substantial time spent on work and study outside the class.

Placement in a GFE level is checked on the **first day** of classes. A verification test is administered in order to check the accuracy of the placement. It is compulsory for all new students to take this test. The results of the test will lead to one of three possible outcomes:

1. Confirmation of the placement—the student remains in the assigned course.
2. Transfer to a lower level—this decision is mandatory.
3. Transfer to a higher level—this decision is optional and the student may choose to remain in the level to which s/he was originally assigned.

Course Assessment Criteria: Assessment is based on satisfactory attendance, completion of all course work and an exit test. Students must pass both the course work and the exit test in order to proceed to the next phase (English for Academic Purposes). A pass mark in GFE is a “B” or 73%. Students who encounter a serious problem in the last week will be eligible for an “I”. In the event of a fail (i.e. a “B–” or less), the student must repeat the course.

Graduate English for Academic Purposes

Four Academic English courses are offered for students who have been exempted from or passed the Graduate Foundation English phase. These are zero-credit courses and no concurrent study is permitted. An exit test is required at the end of the second pair of courses in order to ensure that students have met the Ministry of Education’s standards for admission to graduate study.

Four courses are offered over two semesters:

First semester:

Code	Name of Course	Duration	Prerequisite
ENG5101	English Speaking and Listening 1	45 contact hours/135 learning hours	ENG5105 or requisite KEPT
ENG5102	English Reading and Writing 1	45 contact hours/135 learning hours	ENG5105 or requisite KEPT

Second semester:

Code	Name of Course	Duration	Prerequisite
ENG5201	English Speaking and Listening 2	45 contact hours/135 learning hours	ENG5101 or requisite KEPT
ENG5202	English Reading and Writing 2	45 contact hours/135 learning hours	ENG5102 or requisite KEPT

GRADUATE DEGREE PROGRAM

MASTER OF ARTS IN FOREIGN LANGUAGE: TWO FOREIGN LANGUAGES (MA FL)

Statement of Purpose

This graduate degree program is a Master of Arts in Foreign Language: Two Foreign Languages, which aims to prepare students to become qualified educators of foreign languages. The program draws ideas from applied or educational linguistics. Students in the program are prepared to teach a variety of languages since the theoretical basis and practical teaching practices apply to teaching all languages.

Learning Objectives

The MA in Foreign Language program's learning objectives are based on the TESOL International Organization and the US-based National Council for the Accreditation of Teacher Education standards with some revisions taking into consideration the different contextual needs. By the completion of their studies, MA students in this program will be able to:

1. **Describe Language and Language Development.** Students know, understand, and use concepts, theories, and research related to the nature and acquisition of English and other languages to construct educational settings that support foreign language students.
2. **Understand Cultural Influences in Instructional Settings.** Students understand and apply concepts, principles, theories, and research related to culture and cultural groups to construct learning environments that support students' home backgrounds, acquisition of written and spoken foreign languages and content-area achievement.
3. **Plan, Implement, and Manage Foreign Language Instruction.** Students know, understand, and use standards-based practices and strategies for planning, implementing, and managing instruction in English and other languages, including classroom organization, teaching strategies for developing and integrating reading and writing, and choosing and adapting classroom resources.
4. **Understand Instructional Assessments and Evaluation.** Students understand issues of assessment and use standards-based assessment measures with foreign language students.
5. **Serve as Professional Educators.** Students demonstrate knowledge of historical approaches to foreign language teaching. They maintain understanding of new instructional techniques, research results, and innovations in the foreign language teaching field, as well as public policy issues. Students use such information in collaboration with other colleagues to reflect upon and improve foreign language education and provide support and advocacy for foreign language adult students.

Degree Requirements

Requirements for the MA in Foreign Language are as follows:

Program Requirements	24
Electives	8
Internship / Practicum	6
Research Methods and Thesis	9
Comprehensive Examination Preparation	1
Total Required for Graduation	48

Program Requirements

The MA in Foreign Language program encompasses three major areas. One is theoretical, the second is research-oriented, and the third is practical. Excellence in teaching is based on unity among these three areas. This program provides the academic background and practical experience for effective use of theory, research and teaching practices.

The program includes the following required and elective courses:

Course Code	Course Title	Credits
TFL5101	Introduction to Linguistics	3
TFL5102	Introduction to Sociolinguistics	3
TFL5201	Language Analysis for Language Instructors: Formal and Functional Grammars	3
TFL5202	Language Analysis for Language Instructors: Grammar in Social, Cultural Contexts	3
TFL5301	Introduction to Second Language Acquisition	3
TFL5302	Second Language Acquisition Research	3
TFL5401	Methods in Language Teaching	2
TFL5403	Curriculum and Materials Design	2
TFL5404	Language Evaluation and Assessments	2

The following internship is required.

TFL5402a	Practicum	3
TFL 5402b	Practicum	3

The following research methods course is required.

TFL5601	Research Methods	3
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The thesis is 6 worth credits.

TFL5690	Thesis I	3
TFL5691	Thesis II	3

The comprehensive examination preparation course is required by the Kazakhstani Ministry of Education.

TFL5692	Comprehensive Examination Preparation Course	1
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All elective courses are two credits. A total of 8 credits are required.

Requires any four elective courses from below		
TFL5501	English for Specific Purposes	
TFL5502	Educational Technology in Language Classrooms	
TFL5503	Teaching Writing and Reading	
TFL5504	Teaching Listening and Speaking	
TFL5506	Cross-cultural Aspects of Language Teaching	
TFL5700	Seminar in Applied Linguistics	

Program Plan

The following tables are a sample program of study to finish the MA in Foreign Language degree in two years.

1st Year			Fall Semester			1st Year			Spring Semester		
TFL5101	Introduction to Linguistics	3	TFL5102	Introduction to Sociolinguistics	3	TFL5101	Introduction to Linguistics	3	TFL5102	Introduction to Sociolinguistics	3
TFL 5301	Introduction to SLA	3	TFL5302	Second Language Acquisition Research	3	TFL 5301	Introduction to SLA	3	TFL5302	Second Language Acquisition Research	3
TFL5401	Methods in Language Teaching	2	TFL550x	Language Analysis for Language Instructors: Grammar in Social, Cultural Contexts	3	TFL5401	Methods in Language Teaching	2	TFL550x	Language Analysis for Language Instructors: Grammar in Social, Cultural Contexts	3
TFL5201	Language Analysis for Language Instructors: Formal and Functional Grammars	3	TFL550x	Elective	2	TFL5201	Language Analysis for Language Instructors: Formal and Functional Grammars	3	TFL550x	Elective	2
Total			11			Total			11		

One of the following (either/or):

1st or 2nd Year		Summer Semester (one course)	
TFL5403	Curriculum and Materials Design	2	
TFL550x	Elective	2	
Total		2	

2nd Year			Fall Semester			2nd Year			Spring Semester		
TFL5404	Language Evaluation and Assessment	2	TFL5690	Thesis 1	3	TFL5404	Language Evaluation and Assessment	2	TFL5690	Thesis 1	3
TFL 5402a	Practicum (Seminar)	3	TFL5691	Thesis II	3	TFL 5402a	Practicum (Seminar)	3	TFL5691	Thesis II	3
TFL 5402b	Practicum (Student Teaching)	3	TFL550x	Elective	2	TFL 5402b	Practicum (Student Teaching)	3	TFL550x	Elective	2
TFL5601	Research Methods	3	TFL550x	Elective	2	TFL5601	Research Methods	3	TFL550x	Elective	2
TFL550X	Elective	2	TFL5692	Comprehensive Examination Preparation	1	TFL550X	Elective	2	TFL5692	Comprehensive Examination Preparation	1
Total			13			Total			11		

Total for program: 48 credits

BANG COLLEGE OF BUSINESS

PROGRAMS

UNDEGRADUATE DEGREE PROGRAM:
BACHELOR OF ACCOUNTING AND AUDIT (BACTA)
BACHELOR OF FINANCE (BFIN)
BACHELOR OF MANGEMENT (BMGT)
BACHELOR OF MARKETING (BMKT)

GRADUATE DEGREE PROGRAMS:
MASTER OF BUSINESS ADMINISTRATION (MBA)
EXECUTIVE MASTER OF BUSINESS ADMINISTRATION (EMBA)
DOCTOR OF BUSINESS ADMINISTRATION (DBA)

ADMINISTRATION

Acting Dean
John Dixon, Ph.D.
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Fax: +7 (727) 27044 63,
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Associate Dean of Academic Affairs
Bulent Dumlupinar, Ph.D.

Associate Dean of Academic Affairs
David Dickerson, Ph.D.

Acting Chair, Department of Accounting and Finance
Razzaque Bhatti, Ph.D.

Chair, Department of Management and Marketing
vacant

Director of Research
Keun Jung Lee, Ph.D.

Director of Accreditation
Vladimir Garkavenko, Ph.D.

Director of KIMEP Center for Entrepreneurship
Donald Hoskins, MBA, CFA

Deputy to the President for Executive Education
Dilbar Gimranova, MBA, M.Phil.

Director of Executive MBA program
Meruyert Duisengaliyeva, MBA

GENERAL INFORMATION

Vision Statement

The vision of Bang College of Business (BCB) is to be recognized as a world-class business college that is responsive to the needs of a diverse population of students and demands of the society.

Mission Statement

The Bang College of Business:

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

Values

The Bang College of Business **values:**

- Shared governance and transparency;
- Decision making based on consensus;
- Teamwork and collaboration among faculty, staff, and students;
- Contributions of each individual and our relationships with each other;
- Opportunity and desire for life-long learning;
- Innovation and continuous improvement in curriculum and pedagogy ;
- Creation of knowledge and its dissemination to students, businesses and to the community at-large.

Statement of Purpose

The Bang College of Business offers quality business and management programs, prepares students to be committed professional and lifelong learners to contribute to and take leading positions in business and society. Theory and practice are linked together through teaching, scholarship, and service in order to benefit both students and the community.

Profile

The Bang College of Business continues to develop future leaders by providing world-class business education through our cutting-edge Bachelor, MBA, Executive MBA (EMBA), and DBA programs. Further, we are aggressively pursuing accreditation by most prestigious agencies to become an internationally renowned business college. Currently, we hold Level III (International) accreditation for Bachelor, MBA and EMBA programs by the Asian Forum on Business Education (AFBE) and international accreditation from Austria Quality Assurance and Accreditation Agency (AQAAA). In October 2010, the BCB became a member of the most prestigious American accreditation agency - the Association to Advance Collegiate Schools of Business, AACSB International, and we are committed to achieving this accreditation. BCB is also preparing necessary documentation to apply for membership in the European Foundation for Management Development (EFMD) that will allow us to pursue the European Quality Improvement System (EQUIS) accreditation. Recently, BCB has established graduate dual-degree arrangements with IESEG School of Management of France (KIMEP MBA + IESEG Master of International Business) and CASS Business School of the UK (KIMEP MBA + Cass MS in Finance). At the undergraduate level, we have a dual degree arrangement with EM Strasbourg Business School, IESEG School of Management of France and Arizona State University, US. More such arrangements are in progress.

We have the highest proportion of faculty members with doctoral degrees from American and other foreign universities, who have decades of experience not only in teaching and research, but also in industry and innovation, and will add many more to our existing high-credentialed faculty. Our administrators and faculty strive for continuous improvement in curricula, pedagogy, facilities, community relationship, and shared governance. The BCB intends to involve students in greater “Active learning” and plans to have more guest lecturers from the real-world in its classes, stronger corporate connections, and further internationalization. We have further strengthened our Bachelor, MBA, EMBA programs by revising its curriculum to be more application-oriented.

We respect diversity, not only of ethnicity, but also diversity in thinking, creativity, and approach to solving problems. The Administration and faculty encourage and support students to communicate their new ideas, leverage their strengths and perspectives, explore diverse projects, work collaboratively towards a common goal, and apply critical analytical thinking and innovation at work. Our program managers, specialists and faculty members are always willing to advise students pertaining to course and project selection, internship opportunities, and graduation requirements. The Bang College of Business has the student-centered philosophy of teaching/learning and educates world-class business leaders.

The Bang College of Business has grown steadily since its inception in 1992. It currently has around 1500 undergraduate students, 425 master students and 25 doctoral students. BCB has a well-balanced mix of local and foreign faculty members who are academically qualified (AQ) or professionally qualified (PQ) or both. A core of highly qualified Kazakhstani faculty - many with North American and European degrees - is supplemented by more than twenty foreign faculties who bring a wealth of international experience and cross-cultural knowledge to the college’s learning community. Only a few universities worldwide can match the BCB in terms of the diversity of the faculty, and opportunities for learning cross-cultural exposure.

Degree Programs at BCB

The Bang College of Business offers four undergraduate degree programs with various specializations , two graduate Master’s degree programs, and a Doctor of Business Administration (DBA). The degree programs are:

- Bachelor of Accounting and Audit (BACTA)
- Bachelor of Finance (BFIN)
- Bachelor of Management (BMGT)
- Bachelor of Marketing (BMKT)
- Masters of Business Administration (MBA)
- Executive Masters of Business Administration (EMBA)
- Doctor of Business Administration(DBA)

DEPARTMENT OF ACCOUNTING AND FINANCE

Office № 329 Dostyk Building
Tel.: +7 (727) 270-44-40 (Ext: 2146)
fin-asst@kimep.kz

Mission Statement

The Accounting and Finance Department provides students with internationally competitive quality education in the areas of Accounting and Finance. As the constituent unit of the Bang College of Business, its core mission is to prepare students who are trained well in Accounting and Financial skills and tools to cater for the needs of the businesses, financial institutions and other organizations in Kazakhstan and central Asia.

It provides an opportunity to citizens of Kazakhstan and other countries including central Asia to gain specialized knowledge in Accounting and Finance areas, learn how to emerge as competent professionals imbued with high ethical values, to expose themselves to entrepreneurial and leadership qualities to able to work in national and international organizations and assume challenging roles in an ever changing complex economic, social and financial environment.

The Department is also highly committed to promote research interest among its faculty and students with a Central Asian focus to contribute to the development and prosperity of Kazakhstan and the global economy.

Objectives

The Objectives of the Department are:

1. to prepare professionals in Accounting and Finance capable of taking on challenging jobs and roles in all types of business organizations including corporations, financial institutions, regulatory agencies and markets.
2. to provide students with an exposure to critical thinking and analytical skills in the specialized areas to be able to carry out research and solve problems facing businesses, financial institutions, markets and economies around the world.
3. to enable students with a solid foundation to successfully pursue higher studies in the specialized fields of knowledge.

The Department offers Bachelor degrees in Accounting and Audit and in Finance at the undergraduate level. It also supports MBA, EMBA and DBA programs through offerings of foundation, specialization, major and minor courses in the areas of Accounting and Finance.

Administration

Department Acting Chair: Razzaque Bhatti, Ph.D.

DEPARTMENT OF MANAGEMENT AND MARKETING

Office No: 311/Dostyk
Tel: +7 (727) 270 44 40 (Ext. 2164)
mgmt-asst@kimep.kz

Mission Statement

The Department of Management and Marketing provides high level of business education both for local and international companies according to the needs of globalized world. Educating the future leaders, providing students with analytical and practical skills, and making them to be a part of the decision making process as well as foster their critical and analytical thinking are the main goals of the Department.

The Department realizes its goals through a diverse and highly qualified local and foreign faculty and support staff. Faculty members have a wealth of both industrial and academic experience, practicing real-world problems as well as giving a strong background to the students.

Graduates are able to identify and analyze problems, markets, and industries and take corrective actions since they have been trained through case studies in the disciplines through innovative teaching. They understand the concepts, theories, and methodologies used in the disciplines so that they can integrate theoretical knowledge and practical experience.

The Department offers Bachelor degrees in Management and in Marketing at the undergraduate level. It also supports MBA, EMBA and DBA programs through offerings of foundation, specialization, major and minor courses in the areas of Management and Marketing.

Administration

Department Chair: vacant

BANG COLLEGE BUSINESS RESEARCH CENTRE (BCBRC)

Office No: 334/Dostyk
Tel: +7 (727) 270 44 40 (Ext. 2161)
bcb-rsch@kimep.kz

The Bang College of Business Research Centre (BCBRC) identifies and develops innovative theoretical and managerial insights and application-oriented solution for academia and businesses in Kazakhstan, Central Asia and the global community at large. The main objectives of BCBRC are to:

1. to make a substantive contribution both to academic understanding and to policy debate on business environment within Kazakhstan and the CIS countries;
2. to develop a coherent research agenda and create a framework for the acquisition of funding to undertake and expand the research agenda;
3. to provide a structure within which interested individuals and groups can provide mutual support in advancing their research and create a structure within which young researchers (DBA students) can obtain help and advice; and
4. to develop CIS and international links of the highest possible quality with a view to collaborative research and the exchange of personnel in order to establish a major focus of activity on a Central Asia scale

BCBRC strives to be world-leading in all its research activities and output. Our research groups are multi-disciplinary units which focuses the school's academic expertise in defined research themes. These five themes, with fifteen specific topics, under the broad umbrella theme of 'Harmonization of Science and Business Policy' best support the school's research vision "to promote critical thinking, research and publications to meet opportunities and challenges of business and society" with regard to the mission of KIMEP. The themes represent a combination of existing research strength and key emerging fields. They represent the bedrock on which research activities in the BCB will develop over the next five years.

In order to provide a focus for the identification and implementation of high quality research projects and provide a link with other scholars, commercial interests and governments in both the Kazakhstan and CIS countries, BCBRC organizes research and teaching excellence seminar every week during spring and fall semesters. It also organizes KIMEP International Research Conference (KIRC) on an annual basis. The center publishes Central Asia Business Journal (CABJ), a leading research outlet on the Central Asian business and economic issues. The journal, published bi-annually in Spring and Autumn of each year, is the official publication of the Bang College Business.

Administration

Center Director: Keun Jung Lee, Ph.D.

THE KIMEP CENTER FOR ENTREPRENEURSHIP

Office No: 301/Dostyk
Tel: +7 (727) 270 44 40 (Ext. 2341)
dhoskins@kimep.kz

There is both a need and an opportunity for KIMEP to make an impact on entrepreneurship in Kazakhstan. The new Center for Entrepreneurship will be based in the Bang College of Business and reach out to the entire University and the community beyond. Our vision is for the Center to have three pillars: research, education, and practice.

Research in entrepreneurship will commence in collaboration with the Global Entrepreneurship Monitor (GEM) Consortium (www.gemconsortium.org). Since 1999 GEM has led an annual, internationally coordinated, cross country assessment of national and regional entrepreneurial activity. Through the Center's initiative, Kazakhstan will join the other 59 nations in collecting and analyzing this data nationally and then provide the data for a global assessment. This information will be available for KIMEP scholars to conduct further research which may have a profound impact on public policy decisions and economic development in the region.

Education in entrepreneurship will be enhanced with the introduction of an entrepreneurship minor, available to all KIMEP students with the design of additional courses for both business and non-business majors. In addition, we plan to develop workshops and certificate programs on how to launch start-ups in Kazakhstan for the greater community through the Executive Education Center.

The Center for Entrepreneurship will not only enhance research and education in entrepreneurship, it is our intention to help create new businesses in practice. We will do this by initiating an annual business plan competition. The judges of the competition will be actual successful entrepreneurs from KIMEP's vast alumni network. Eventually we would like to create an association of angel investors who are prepared to actually fund students' new venture ideas. In the future we may consider creating an incubator at KIMEP to help nurture start-ups.

Administration

Director: Donald Hoskins, MBA, CFA

GENERAL INFORMATION ON THE BCB UNDERGRADUATE DEGREE PROGRAMS

The Bang College of Business offers the following specialized undergraduate degree programs:

- Bachelor of Accounting and Audit (BACTA)
- Bachelor of Finance (BFIN)
- Bachelor of Management (BMGT)
- Bachelor of Marketing (BMKT)

Common Goals of Programs

All four bachelor programs have a common set of goals, objectives, learning objectives and Intended Learning Outcomes (ILOs). In addition, each program has a unique set of learning objectives and ILOs. In this section, the common sets are specified. The unique sets of each program are stated under the respective program.

The overarching common goals of all undergraduate business programs are to:

- offer undergraduate programs in business administration with integrated multi-disciplinary curriculum and comparable, in terms of quality and standards, to leading programs offered at universities in Europe and the US;
- educate and develop business leaders capable of effectively managing organizations in Kazakhstan and internationally, in an ethical manner; and
- prepare graduates who will make significant contributions to the community in which they work, whether in business or in the public and non-profit sectors.

Common Objectives of Programs

The common objectives of all programs are to:

- provide students with undergraduate-level, cross-functional knowledge in the areas of Economics, Accounting, Finance, Management, Marketing, Information System, Operations Management, Business Law and Taxation;
- foster students' critical thinking, analytical and communication skills;
- provide a solid foundation knowledge to graduates who want to pursue graduate study in the field of business and related discipline;
- educate undergraduate students for ethical service to their society and the broader regional and international community; and
- provide specialized knowledge and develop necessary skills for successful careers in one of the areas of Accounting and Audit, Finance, Management and Marketing.

Common Learning Objectives

(Unique learning objectives of each bachelor program are specified under each program)

The common learning objectives of all undergraduate business programs are to ensure that graduates have:

- A satisfactory knowledge of:
 - the micro-economic business issues and macro-economic business environment;
 - the core business disciplines of Accounting, Finance, Marketing, Management, Operations Management, Information Systems Business Law and Taxation; and
 - quantitative and qualitative techniques of problem solving; and
- And the necessary cognitive, inter-personal and self-management skills to:
 - communicate ideas and information clearly and effectively in written and oral English;
 - use information technology for the retrieval, analysis and presentation of information;
 - work effectively with others in the pursuit of common objectives;
 - undertake supervised independent research and internship, involving the synthesis and application of theoretical constructs to topics in the fields of business, with a specific focus on Kazakhstan and Central Asia; and

- describe interdisciplinary nature and challenges of business operations and apply cross-functional knowledge for strategic management of organizations
- ethics as they apply to general business practices and in the area of specialization.

Common Intended Learning Outcomes (ILOs)

(Unique ILOs of each bachelor program are specified under each program)

At successful completion of each program, students will be able to:

1. describe and articulate key concepts and major paradigms and theoretical perspectives within the discipline of business administration;
2. identify and apply various decision making tools and techniques in functional areas of Accounting, Finance, Management and Marketing;
3. analyze and solve business problems, using the necessary quantitative and qualitative tools;
4. use information technology for the retrieval, analysis, and presentation of information for effective management of business organizations;
5. communicate ideas and information clearly and effectively in written and oral English;
6. describe and apply the concepts and theories of ethics as they apply to business organizations;
7. Synthesize and apply integrated knowledge for effective strategic management of organizations; and
8. undertake supervised practical training and independent research, involving the synthesis and application of theoretical constructs to topics in the fields of business.

Bachelor Degree Requirements

To earn an undergraduate degree from the Bang College of Business, a student must fulfill the following requirements:

1. Fulfill all KIMEP degree requirements, which include the completion of all General Education (GE) requirements and completion of a minimum of 146 credits;
2. Completion of the requirements of a bachelor degree program offered by the Bang College of Business;
3. Completion of an internship (6 credits) as specified by the program requirements;
4. Completion of physical education (8 credits) as specified by the program requirements;
5. Completion of the Final Attestation requirements: Thesis (2 credits) and State Examination (1 credit).

The following table illustrates the general structure of the undergraduate degree programs in the Bang College of Business.

Category of Courses	Credit Hours
General Education Requirements	33
Program Foundation Requirements	64
Program Specialization Requirements	32
Internship	6
Physical Education	8
Thesis	2
State Examination	1
Total Credit Hours Required for Graduation	146

The specific details of General Education Requirements, Program Foundation Requirements, Internship, Physical Education, Thesis and State Examination are provided below. The details of Program Specialization Requirements are provided under each degree program.

General Education Requirements (33 credits)

Students should choose the General Education courses with the assistance of the academic advisors. The specific General Education Requirements are stated in the following table (further details are provided in Language Center section of this catalog for Academic English and other language courses and in the Undergraduate General Education section for other courses):

Program Foundation Required General Education Courses (33 credits)

Course Code	Course Title	Credit Hours
GEN1000/IRL1000	History of Kazakhstan (KAZ, RUS, ENG)	3
GEN2500/IRL	Introduction to Philosophy or	3

2500 or GEN2510/IRL25 10	Principles of Ethics	
ENG/GEN1100	Academic Speaking	3
ENG/GEN1120	Academic Reading and Writing 1	3
KAZ1xx	Kazakh Language (semester 1)	3
KAZ1xx	Kazakh Language (semester 2)	3
GEN1300/OPM1 300 or GEN2301/OPM 2301	Introduction to Computers or Business Computer Applications	3
GEN2030.2/PA D2030.2	Ecology and Sustainable Development	2
GEN2700.2/PA D2700.2	Fundamentals of Sociology	2
GEN1701.1/ POL1511.2	Fundamentals of Political Science	2
GEN1704.2/ECO N1101.2	Introduction to Economics	2
GEN2720.2/LA W2720.2	Introduction to Legal System of Kazakhstan	2
GEN1040.2/PA D1040.2	Life Security (KAZ, RUS, ENG)	2
OTAL		33

Program Foundation Requirements (64 credits)

Program Foundation Requirements consist of three components: (1) Program Foundation Required Language courses (10 credits), (2) Program Foundation Required Basic Discipline Courses (45 credits) and (3) Program Foundation Elective Basic Discipline Courses (9 credits). The specific courses under each of these three components are listed in the following tables:

Program Foundation Required Language Courses (10 credits)

Course Code	Course Title	Credit Hours
ENG/GEN1110	Academic Listening and Note-taking	3
ENG/GEN1121	Academic Reading and Writing 2	3
KAZxxxx or RUSxxxx	Professional Kazakh Language or Professional Russian Language	2
MGT3201	Business Communication	2
TOTAL		10

Program Foundation Required Basic Discipline Courses (45 credits)

Course Code	Course Title	Credit Hours
GEN1201	Mathematics for Business and Economics	3
GEN2402	Business Statistical Analysis	3
ACC2102	Financial Accounting I	3
ACC2201	Management Accounting I	3
FIN2105	Business Microeconomics	3
FIN2106	Business Macroeconomics	3
FIN3101	Financial Institutions and Markets	3
FIN3121	Principles of Finance	3
MGT3001	Principles of Management	3
LAW2202	Business Law	3
MGT4201	Strategy and Business Policy	3
MKT3130	Principles of Marketing	3
IFS2203	Management Information Systems	3
OPM3011	Decision Techniques and Tools	3
OPM3131	Introduction to Operations Management	3
TOTAL		45

Program Foundation Elective Basic Discipline Courses (9 credits)

- Student of a particular specialized bachelor degree program must choose elective courses from a different area or areas. Thus,
 - A student of Bachelor of Accounting and Audit (BACTA) must choose non-Accounting courses (non-ACC coded);
 - A student of Bachelor of Finance (BFIN) must choose non-Finance courses (non-FIN coded);
 - A student of Bachelor of Management (BMGT) must choose non-Management courses (non-MGT coded);
 - A student of Bachelor of Marketing (BMKT) must choose non-Marketing courses (non-MKT coded);
- Please see the section on “Minors and Requirements under Specialized Bachelors Programs” for details on how you can get a minor with the selection of a specific set of elective courses.

Course Code	Course Title	Credit Hours
ACC3101	Financial Accounting II	3
ACC3201	Intermediate Financial Accounting I	3
ACC3202	Intermediate Financial Accounting II	3
ACC3212	Accounting Information Systems	3
ACC3205	Principles of Taxation	3
ACC3210	Taxation in Kazakhstan	3
FIN3210	Corporate Finance	3
FIN3220	Investments	3
FIN3230	Financial Institutions Management	3
MGT3206	Leadership and Motivation	3
MGT3208	Innovation Management	3
MGT3210	International Business	3
MGT3212	Organizational Behavior	3
LDP3201	Leadership: Principles and Best Practices	3
LDP4201	Leadership: Making Principles Work	3
LDP4202	Leadership in Action	3
MGT3204	Human Resource Management	3
MGT4208	Training and Development	3
MGT4210	Compensation and Performance Management	3
MKT3201	Consumer Behavior	3
MKT3202	Marketing Communications	3
MKT3214	Brand Management	3
MKT3150	Strategic Marketing	3
MKT4203	Marketing Research	3
MKT3220	Tourism Marketing	3
MKT3221	Tourism Practices and Principles	3
MKT3279	Cross-Cultural Marketing	3
MGT3215	Hospitality Management	3
OPM3205	Logistics and Supply Chain Management	3
OPM3207	Total Quality Management	3
OPM3215	Business Time Series Forecasting	3
OPM4201	Purchasing & Materials Management	3
OPM4202	Transportation and Distribution Management	3
IFS3202	Database Management Systems in Business	3
IFS3208	Data Communication and Networking	3
IFS3211	Information Systems Security	3
IFS4202	Management of E-business Systems	3
CIT2731	Business Graphics	3
CIT2733	Survey Research with SPSS	3
CIT3734	Web Design	3
GEN2440	Critical Thinking	3
GEN2800	Public Speaking	3
GEN2801	English for Specific Purposes	3
TRN 2101	Introduction to Translation	3
TRN 3102	Commercial Translation	3
TRN 4103	Senior Project in Translation	3
ECN4154	Government and Business	3
ECN3161	Natural Resource Economics	3
ECN4351	Foreign Exchange Markets	3

JMC4209	Public Relations Management and Strategies	3
PAD3541	Natural Resource Management	3
PAD4442	Comparative Public Administration	3
IRL4512	Central Asia in Global Politics	3
IRL4531	Political Economy of Central Asia	3
IRL 4521	Petropolitics	3
IRL 4540	Geopolitics and Political Economy of Natural Resources	3
TOTAL	(Any)	9

Program Specialization Requirements (32 credits)

The details of Program Specialization Requirements are provided under respective degree programs: (1) Bachelor of Accounting and Audit (BACTA), (2) Bachelor of Finance (BFIN), (3) Bachelor of Management (BMGT) and (4) Bachelor of Marketing (BMKT).

Internship (6 credits)

All bachelor degree students are required to complete an internship. The Internship requirement gives students the opportunity to gain real world business experience and the chance to apply, in practical business contexts, the knowledge they have acquired during their course work.

To earn internship credit the student must have completed 90 credits of coursework and must register in the appropriate degree program course prior to beginning the internship. It is recommended that the internship be completed during the summer between the third and the fourth years of study. It is, however, possible for students to satisfy this requirement during the fourth year. To prepare for the internship, students should contact the Career Services Center, which maintains information on firms offering internships. Further details on BCB Internship policies and procedures are available from the BCB Internship Specialist's Office.

Physical Education Requirements (8 credits)

Students should take the appropriate Physical Education required courses. The details of Physical Education Requirements are explained in the Undergraduate General Education section of this Catalog.

Final Assessment (3 credits)

Final Attestation Requirements consist of two components: (1) Thesis (2 credits) and (2) State Examination (1 credit).

Thesis (2 credits)

Students are required to write a thesis on a topic that is relevant to their degree program program. Students will be supervised by faculty members in the process. Further details on thesis requirements are provided under the KIMEP University regulations on this matter.

State Examination (1 credit)

Students are required to take the state examination. Further details on this requirement are provided under the KIMEP University regulations on this matter.

Choosing a Specialization or Minor

Students usually declare a specialization or minor in the second, third or fourth year of study. At the time of declaration, students can choose from any specialization or minor that is being offered. The Bang College of Business is responsive to changes in student interests and there may be additional specializations or minors available in the future. On the other hand any of these with very low demand can also be suspended. Thus, when declaring a specialization or minor, the available options may be different from those stated in the catalog of the year of entry.

Each area sets the requirements for earning a specialization or minor. In addition to course requirements, some disciplines have Grade Point Average requirements that must be met in order to qualify for the specialization or minor. The requirements for a specialization or minor are stated in the sections that list the course requirements for each discipline. In a few instances a course can be applied to more than one specialization /minor. A student cannot, however, use the same course in more than one specialization or minor; an approved substitute must be taken for one of the requirements.

Once a student declares a specialization or minor and enrolls in one or more of the required courses, KIMEP is committed to allowing the student to complete the program under the stated requirements. If specialization or minor requirements or course availability change before a student graduates, the program office can assist in finding substitute courses or in arranging for independent study. As a matter of policy, students have the option of

completing the specialization or minor based on the requirements that are current at the time of graduation. This choice is usually to the student's advantage but is not required.

The specialization and minor are independent of the General Education requirements and the program foundation requirements which are based on the requirements in the catalog of the year of entry.

Specializations and Requirements under Specialized Bachelors Programs

Each degree program has option for various specializations. A specialization requires a set of required and elective "Specific Discipline" courses for a total of 32 credits. However, in none of the programs, a student is required to choose a specialization. A student who graduates without a specialization has more flexibility in selecting elective courses within the specialized discipline of the program. The description and specific requirements of each specialization are provided under each degree program.

Degree Program	Specializations
Bachelor of Accounting	Professional Accountancy
	Auditing
	Taxation
Bachelor of Finance	Corporate Finance
	Investment Management
	Financial Institutions and Regulations
Bachelor of Management	Human Resource Management
	Leadership
Bachelor of Marketing	Marketing Communications
	Brand Management
	Tourism and Hospitality Management

Minors and Requirements under Specialized Bachelors Programs

Each degree program has option for various minors. A minor requires a set of required and elective "Basic Discipline" courses for a minimum of 12 credits. Again, in none of the bachelors programs, a student is required to choose a minor. A student who graduates without a minor has more flexibility in selecting elective courses within the basic discipline of the program.

Degree Program	Minors
Bachelor of Accounting	Finance, Management, Leadership, Human Resource Management, Marketing, Tourism and Hospitality Management, Taxation, Operations Management, Information Systems and Computer Applications
Bachelor of Finance	Accounting, Management, Leadership, Human Resource Management, Marketing, Tourism and Hospitality Management, Taxation, Operations Management, Information Systems and Computer Applications
Bachelor of Management	Accounting, Finance, Marketing, Tourism and Hospitality Management, Taxation, Operations Management, Information Systems and Computer Applications
Bachelor of Marketing	Accounting, Finance, Management, Leadership, Human Resource Management, Taxation, Operations Management, Information Systems and Computer Applications

A student can not choose a minor in the same area as the degree program or in the same area of specialization. A particular course cannot be counted towards both a specialization and a minor.

Minors	Requirements		
	Course Code	Course Title	Credits
Accounting (any 3 courses)	ACC3101	Financial Accounting II	3
	ACC3201	Intermediate Financial Accounting I	3
	ACC3202	Intermediate Financial Accounting II	3
	ACC3212	Accounting Information Systems	3
Finance	FIN3210	Corporate Finance	3

<i>(all 3 courses)</i>	FIN3220	Investments	3
	FIN3230	Financial Institutions Management	3
Management <i>(any 3 courses)</i>	MGT3206	Leadership and Motivation	3
	MGT3208	Innovation Management	3
	MGT3210	International Business	3
	MGT3212	Organizational Behavior	3
Marketing <i>(MKT3150 and any 2 other courses)</i>	MKT3201	Consumer Behavior	3
	MKT3202	Marketing Communications	3
	MKT3214	Brand Management	3
	MKT350	Strategic Marketing	3
	MKT4203	Marketing Research	3
Leadership <i>(all 3 courses)</i>	LDP3201	Leadership: Principles and Best Practices	3
	LDP4201	Leadership: Making Principles Work	3
	LDP4202	Leadership in Action	3
Human Resource Management <i>(all 3 courses)</i>	MGT3204	Human Resource Management	3
	MGT4208	Training and Development	3
	MGT4210	Compensation and Performance Management	3
Tourism and Hospitality Management <i>(all 3 courses)</i>	MKT3220	Tourism Marketing	3
	MKT3221	Tourism Practices and Principles	3
	MGT3215	Hospitality Management	3
Taxation <i>(all 3 courses)</i>	ACC3205	Principles of Taxation	3
	ACC3210	Taxation in Kazakhstan	3
	ACC4240	Taxation of Multinational Enterprises	3
Operations Management <i>(any 3 courses)</i>	OPM3205	Logistics and Supply Chain Management	3
	OPM3207	Total Quality Management	3
	OPM3215	Business Time Series Forecasting	3
	OPM4201	Purchasing & Materials Management	3
	OPM4202	Transportation and Distribution Management	3
Information Systems <i>(any 3 courses)</i>	IFS3202	Database Management Systems in Business	3
	IFS3208	Data Communication and Networking	3
	IFS3211	Information Systems Security	3
	IFS4202	Management of E-business Systems	3
Computer Applications <i>(all 3 courses)</i>	CIT2731	Business Graphics	3
	CIT2733	Survey Research with SPSS	3
	CIT3734	Web Design	3

MERIT CERTIFICATES

In order to be eligible for the merit certificates under Specialized Bachelors programs, a student must:

- I. Take a set of three courses, offered by the BCB undergraduate programs, in a respective area.
- II. Meet exit criteria of a minimum overall GPA 4.00 in all courses required for a respective certificate.
- III. All pre-requisites must be met (waive of pre-requisites, concurrent registration, CSS courses as equivalence of BCB courses are NOT allowed).

Merit Certificate in Auditing

Merit Certificate in Auditing requires all three courses from the list below (9 credits)	
ACC4203	Auditing
ACC4209	Fraud Examination
ACC4216	Professional Auditing

Merit Certificate in Taxation

Merit Certificate in Taxation requires all three courses from the list below (9 credits)	
ACC3205	Principles of Taxation
ACC3210	Taxation in Kazakhstan
ACC4240	Taxation of Multinational Enterprises

Merit Certificate in Risk Management

Merit certificate in Risk Management requires all three courses from the list below (9 credits)	
FIN3230	Financial Institutions Management
FIN4224	Introduction to Financial Derivatives
FIN4232	Risk Management

Merit Certificate in Brand Management

Merit certificate in Brand Management requires all three courses from the list below (9 credits)	
MKT3202	Marketing Communications
MKT3201	Consumer Behavior
MKT3214	Brand Management

Merit Certificate in Tourism and Hospitality

Merit certificate in Tourism and Hospitality requires all three courses from the list below (9 credits)	
MKT3221	Tourism Practices and Principles
MGT3215	Hospitality Management
MKT3220/ or MKT3222	Tourism Marketing/ or Cross-Cultural Marketing

Merit Certificate in Logistics

Merit certificate in Logistics requires all three courses from the list below (9 credits)	
OPM3205	Logistics and Supply Chain Management
OPM4201	Purchasing and Material Management
OPM4202	Transportation and Distribution Management

BACHELOR OF ACCOUNTING and AUDIT (BACTA)

Statement of Purpose

The Bachelor of Accounting and Audit (BACTA) program prepares students to meet the diverse needs of the contemporary Kazakhstan and the worldwide employment markets. Upon graduation students will be able to compete with other highly qualified candidates in these markets. Furthermore, they will demonstrate a firm specialized theoretical knowledge in the fields of Accounting and audit. They will also acquire fundamental knowledge in Finance, Management, Marketing, Operations Management, Information Systems and Computer Applications. By applying their skills and knowledge, Bachelor of Accounting and Audit graduates will make significant contributions to the community in which they work, whether in business or in the public sector.

Mission Statement

The program's mission is to equip students with a strong specialized knowledge in Accounting and Audit and a solid foundation of business skills and knowledge, to develop their ability to apply this knowledge, and to enable them to transfer the knowledge to business and industry.

Unique learning objectives of the BACTA program

To prepare graduates who have a thorough knowledge of (in addition to the common knowledge and skills set in business administration):

- the basic principles of financial accounting in making efficient management decisions to value for organizations;
- the fundamental concepts of cost and management accounting and their use by managers for decision making and control;
- the theoretical and technical aspects of financial reporting and auditing in organizations including audit of financial statements and audit of internal control over financial reporting; and
- the tax structure and policies for corporate organizations and individuals and legal and regulatory environment within which accounting is performed.

Unique Intended Learning Outcomes (ILOs) of the BACTA Program

At successful completion of the BACTA program, students will be able to:

- describe and apply the accounting cycle including recording transactions and preparing financial statements for proprietorship, partnership and corporations;
- report and explain income and retained earnings and earning per share;
- analyze and report cost accounting including financial and non-financial information;
- apply management accounting principles analyzing resource allocation and performance of organizations;
- describe and apply technical and theoretical aspects in financial reporting and auditing;
- determine the nature and amount of evidence of internal control over financial reporting;
- prepare tax returns for individuals and corporate firms in compliance with requirements of tax authorities; and
- Describe and apply the concepts and theories of ethics as they apply to the field of Accounting.

BACTA Curriculum

To earn a Bachelor in Accounting and Audit degree, students must complete 146 credits as follows:

Category of Courses	Credit Hours
General Education Requirements	33
Program Foundation Requirements	64
Program Specialization Requirements	32
Internship	6
Physical Education	8
Thesis	2
State Examination	1
Total Credit Hours Required for Graduation	146

General Education Requirements (33 credits) Program Foundation Requirements (64 credits)

The details of these requirements are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

Program Specialization Requirements (32 credits)

Program Specialization Requirements consist of two components: (1) Required Specialization Courses (20 credits) and (2) Elective Specialization Courses (12 credit). The details are provided in the following tables:

Program Required Specialization Courses (20 credits)

Course Code	Course Title	Credit Hours
ACC3200	Ethics in Accounting	2
ACC3101	Financial Accounting II	3
ACC3201	Intermediate Financial Accounting I	3
ACC3202	Intermediate Financial Accounting II	3
ACC3110	Management Accounting II	3
ACC4203	Auditing	3

ACC3210	Taxation in Kazakhstan	3
TOTAL		20

Program Elective Specialization Courses (12 credits)

Course Code	Course Title	Credit Hours
ACC3204	International Financial Reporting Standards	3
ACC3205	Principles of Taxation	3
ACC3212	Accounting Information Systems	3
ACC3299	Selected Topics in Accounting	3
ACC4201	Advanced Financial Accounting	3
ACC4205	Cost Accounting	3
ACC4208	Advanced Financial Statement Analysis	3
ACC4209	Principles of Fraud Examination	3
ACC4210	International Accounting	3
ACC4211	Cases in Accounting	3
ACC4216	Professional Auditing	3
ACC4220	Tax Planning	3
ACC4240	Taxation of Multinational Enterprises	3
ACC4210	International Accounting	3
TOTAL	(Any)	12

Additional Education (14 credits)

Course Code	Course Title	Credit Hours
ACC4250	Internship	6
GEN1101	Physical Education	8

Final Attestation (3 credits)

Course Code	Course Title	Credit Hours
ACC4275	Thesis	2
ACC4277	State Examination	1

The details of these requirements are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

Specializations and Requirements under the BACTA Program

The general details of specializations are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

Exit Criteria for Accounting Specializations: To complete specializations in Accounting, a student, at the time of graduation, must have an overall GPA of at least 2.67 in Accounting courses (two college core courses in Accounting and the seven required and the four elective Accounting courses for specializations).

Under the Bachelor of Accounting and Audit (BACTA) program, students have the opportunity to choose one of three specializations: (1) Professional Accounting, (2) Auditing and (3) Taxation. The description and specific requirements of each specialization are provided below:

Professional Accounting Specialization (32 credits)

Specialization in Professional Accountancy is designed for students interested in pursuing a career as professional accountants in a wide variety of organizations. This specialization provides students with rigorous accounting education with a careful blend of theory and requirements of professional practice. It is focused on extensive training of students in the core professional areas of accounting, finance and law, including implications of international business, profound knowledge of IFRS and use of information technologies in accounting. Majoring in Professional Accountancy prepares student adequately to successfully sit for the CPA examinations. For specialization in Professional Accounting, students are required to choose the following specialized courses:

Course Code	Course Title	Credit Hours
-----	All 7 Program Required Specialization Courses	20
ACC3204	International Financial Reporting Standards	3
ACC3212	Accounting Information Systems	3
ACC4201	Advanced Financial Accounting	3

ACC3299 ACC4211 ACC4208 ACC4205	Selected Topics in Accounting or Cases in Accounting or Advanced Financial Statement Analysis or Cost Accounting	3
TOTAL		32

Auditing Specialization (32 credits)

Specialization in Auditing is designed for students interested in a career as auditors, who may join Big4 or other audit and consulting firms, or as internal auditors in large domestic and international companies. This specialization enhances students' skills in auditing techniques, providing them with additional tools to understand company's accounts and their consistency with the business operations, as well as in accounting techniques, necessary to both successful performance as auditor and provision elaborated business advice as professional accountant. Majoring in Auditing, students will be able to successfully sit the professional auditing examinations. For specialization in Auditing, students are required to choose the following specialized courses:

Course Code	Course Title	Credit Hours
-----	All 7 Program Required Specialization Courses	20
ACC3212	Accounting Information Systems	3
ACC4209	Principles of Fraud Examination	3
ACC4216	Professional Auditing	3
ACC3204/ ACC4201/ ACC4211/ ACC4210	International Financial Reporting Standards or Advanced Financial Accounting or Cases in Accounting or International Accounting	3
TOTAL		32

Taxation Specialization (32 credits)

Specialization in Taxation is designed for students interested in a tax-related career - as tax consultant, tax accountant or in-house tax specialist in a wide variety of domestic and international companies (the demand for which is not satisfied with local specialists) – or as a specialist in Tax Committee. In addition to accounting background, this specialization provides students with both the theoretical knowledge of underlying principles and policy rationales in taxation and the practical skills of reading, analyzing and interpreting the provisions of tax legislation and applying them to specific business situations and transactions. Students develop profound knowledge of the domestic tax system of Kazakhstan as well as understanding of the principles applicable to cross-border taxation and their application in Kazakhstan. They will also acquire the important skills of using the tax knowledge when making strategic business and investment decisions and also makes them capable to come up with alternative solutions and ideas to optimize tax costs. Majoring in Taxation, students will be able to successfully pursue the professional tax qualifications, such as the Advanced Diploma in International Taxation (ADIT), or tax papers of other professional qualifications. For specialization in Taxation, students are required to choose the following specialized courses:

Course Code	Course Title	Credit Hours
-----	All 7 Program Required Specialization Courses	20
ACC3205	Principles in Taxation	3
ACC4240	Taxation of Multinational Enterprises	3
ACC4220	Tax Planning	3
ACC3212/ ACC4209/ ACC4211/ ACC4210	Accounting Information Systems or Principles of Fraud Examination or Cases in Accounting or International Accounting	3
TOTAL		32

Minors and Requirements under the BACTA Program

Students of the BACTA program can choose one of the following minors:

- Finance
- Management
- Leadership
- Human Resource Management
- Marketing
- Tourism and Hospitality Management
- Taxation
- Operations Management
- Information Systems and
- Computer Applications

A minor requires a set of required and elective “Basic Discipline” courses for a minimum of 12 credits. A student is not required to choose a minor. One who graduates without a minor has more flexibility in selecting elective courses within the basic discipline of the program.

The specific requirements and other details of minors are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

BACTA: 4-Year Study Plan

A student will be able to graduate within a 4-year period by taking courses successfully according to the following study plan. By taking courses during the summer sessions of the 1st and 2nd years of study, one may graduate within a shorter period. BACTA students must continuously enroll in the English and Mathematics courses until all required courses are completed with a passing grade. This plan ensures that prerequisite courses are taken appropriately.

1 st Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
GEN1000	History of Kazakhstan	3	ENG/GEN1110	Academic Listening and Note Taking	3
ENG/GEN1100	Academic Speaking	3	ENG/GEN1121	Academic Reading and Writing 2	3
ENG/GEN1120	Academic Reading and Writing 1	3	GEN1300/	Introduction to Computers or	3
GEN1201	Mathematics for Business and Economics	3	GEN2301	Business Computer Applications	3
KAZxxxx	Kazakh Language	3	GEN2402	Business Statistical Analysis	3
GEN1101	Physical Education I	2	KAZxxxx	Kazakh Language	3
			GEN1101	Physical Education II	2
			GEN1040	Life Security	2
Total		17	Total		19
2 nd Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
GEN1030	Introduction to Environmental Studies	2	GEN2702/	Introduction to Geography or	2
GEN2500	Principles of Ethics	3	GEN2711	Introduction to International Relations	3
GEN2700/PA	Fundamentals of Sociology	2	GEN2720	Introduction to Law of Kazakhstan	2
D2700		2	ACC2201	Management Accounting I	3
GEN2701/	Fundamentals of Political Science	2	FIN2106	Business Macroeconomics	3
POL2511			IFS2203	Management Information Systems	3
KAZxxxx	Professional Kazakh Language or	3	MGT3001	Principles of Management	3
RUS2101	Professional Russian Language	3	GEN1101	Physical Education IV	2
ACC2102	Financial Accounting I	2			
MGT2105	Business Microeconomics				
GEN1101	Physical Education III				
Total		19	Total		18
3 rd Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
FIN3121	Principles of Finance	3	LAW2202	Business Law	3
FIN3101	Financial Markets and Institutions	3	OPM3131	Introduction to Operations Management	3
OPM3011	Decision Tools and Techniques	3	XXXXxxx	Program Foundation Elective Basic Discipline	3
MGT3201	Business Communication	2	Acc3110	Management Accounting II	3
MKT3130	Principles of Marketing	3	ACC3201	Intermediate Financial Accounting I	3
ACC3101	Financial Accounting II	3	ACC3210	Taxation in Kazakhstan	3
Total		17	Total		18
Summer Session: ACC4250 Internship			6 Credits		
4 th Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
XXXXxxx	Program Foundation Elective Basic Discipline	3	XXXXxxx	Program Foundation Elective Basic Discipline	3
ACC3200	Ethics in Accounting	2	ACCxxxx	Program Elective Specialization	3
ACC3202	Intermediate Financial Accounting II	3	ACCxxxx	Program Elective Specialization	3
ACC4203	Auditing	3	MGT4201	Strategy and Business Policy	3
ACCxxxx	Program Elective Specialization	3	ACC4275	Thesis	2
ACCxxxx	Program Elective Specialization	3	ACC4277	State Examination	1
Total		17	Total		15

BACHELOR OF FINANCE (BFIN)

Statement of Purpose

The Bachelor of Finance (BFIN) program prepares students to meet the diverse needs of the contemporary Kazakhstan and the worldwide employment markets. Upon graduation students will be able to compete with other highly qualified candidates in these markets. Furthermore, they will demonstrate a firm specialized theoretical knowledge in the field of Finance. They will also acquire fundamental knowledge in Accounting, Management, Marketing, Operations Management, Information Systems and Computer Applications. By applying their skills and knowledge, Bachelor of Finance graduates will make significant contributions to the community in which they work, whether in business or in the public sector.

Mission Statement

The program's mission is to equip students with a strong specialized knowledge in Finance and a solid foundation of business skills and knowledge, to develop their ability to apply this knowledge, and to enable them to transfer the knowledge to business and industry.

Unique learning objectives of the BFIN program

To prepare graduates who have a thorough knowledge of (in addition to the common knowledge and skills set in business administration):

- the theory and application of corporate finance;
- the fundamentals of investment analysis and portfolio management;
- nature, structure, and functions of financial institutions.
- regulation, supervision and management of financial institutions.

Unique Intended Learning Outcomes (ILOs) of the BFIN Program

At successful completion of the Bachelor in Finance program, graduates will be able to:

- describe and apply capital budgeting techniques in evaluating investment decisions;
- demonstrate analytical and computational skills in determining the optimal level of capital structure;
- analyze the current business and investment environment (domestic and international), including the effect of changes in exchange rates, interest rates, and inflation, in making investment and portfolio management decisions;
- explain and apply the methods of evaluating portfolio performance;
- demonstrate knowledge in analyzing financial statements of banks and banking operations and performance;
- describe financial regulations and supervision requirements and demonstrate computational skills in calculating the capital adequacy ratio; and
- Describe and apply the concepts and theories of ethics as they apply to the field of Finance.

BFIN Curriculum

To earn a Bachelor of Finance degree, students must complete 146 credits as follows:

Category of Courses	Credit Hours
General Education Requirements	33
Program Foundation Requirements	64
Program Specialization Requirements	32
Internship	6
Physical Education	8
Thesis	2
State Examination	1
Total Credit Hours Required for Graduation	146

General Education Requirements (33 credits)
Program Foundation Requirements (64 credits)

The details of these requirements are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

Program Specialization Requirements (32 credits)

Program Specialization Requirements consist of two components: (1) Required Specialization Courses (11 credits) and (2) Elective Specialization Courses (21 credit). The details are provided in the following tables:

Program Required Specialization Courses (11 credits)

Course Code	Course Title	Credit Hours
FIN3200	Ethics in Finance	2
FIN3210	Corporate Finance	3
FIN3220	Investments	3
FIN3230	Financial Institutions Management	3
TOTAL		11

Program Elective Specialization Courses (21 credits)

Course Code	Course Title	Credit Hours
FIN3222	Personal Finance	3
FIN4211	Financial Modeling	3
FIN4212	Mergers and Acquisitions	3
FIN4214	Financial Statement Analysis	3
FIN4220	Real Estate Finance	3
FIN4224	Introduction to Financial Derivatives	3
FIN4221	Investment Banking	3
FIN4225	Fixed-Income Securities	3
FIN4231	Commercial Bank Management	3
FIN4232	Risk Management	3
FIN4235	International Financial Management	3
FIN4240	Security Analysis and Portfolio Management	3
FIN4241	Case Studies in Finance	3
FIN4242	Selected Topics in Finance	3
FIN4244	Entrepreneurial Finance	3
FIN4246	Insurance	3
FIN4247	Financial Regulation and Supervision	3
FIN4248	Islamic Banking and Finance	3
OPM3215	Business Time Series Forecasting	3
TOTAL	(Any)	21

Additional Education (14 credits)

Course Code	Course Title	Credit Hours
FIN4250	Internship	6
GEN1101	Physical Education	8

Final Attestation (3 credits)

Course Code	Course Title	Credit Hours
FIN4275	Thesis	2
FIN4277	State Examination	1

The details of these requirements are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

Specializations and Requirements under the BFIN Program

The general details of specializations are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

Exit Criteria for Finance Specializations: To complete specializations in Finance, a student, at the time of graduation, must have an overall GPA of at least 2.67 in Finance courses (two college core courses in Finance and the four required and the seven elective Finance courses for specializations).

Under the Bachelor of Finance (BFIN) program, students have the opportunity to choose one of three specializations: (1) Corporate Finance, (2) Investment Management and (3) Financial Institutions and Regulations. The description and specific requirements of each specialization is provided below:

Corporate Finance Specialization

Specialization in Corporate finance is designed for students interested in a finance-related career in the corporate world. Majoring in Corporate Finance, students will be equipped with the tools and skills required in the financial analysis of corporate firms. Students will also obtain an intensive training for evaluating corporate financial and investment decisions and corporate values with the objective to invest in stocks, initial public offering and mergers and acquisitions in a highly internationalized economic and financial environment. For specialization in Corporate Finance, students are required to choose the following specialized courses:

Course Code	Course Title	Credit Hours
-----	All 4 Program Required Specialization Courses	11
FIN4211	Financial Modeling	3
FIN4214	Financial Statement Analysis	3
FIN4224	Introduction to Financial Derivatives	3
FIN4235	International Financial Management	3
FIN4212 FIN4221	Mergers and Acquisitions or Investment Banking	3
FINxxxx	Any 2 other Program Elective Specialization courses	6
TOTAL		32

Investment Management Specialization

Specialization in Investment Management is designed to prepare students for a career in investment analysis and funds management. Majoring in Investment Management, students will obtain intensive training in the application of the advanced tools and skills needed to evaluate financial risks and returns in investment decisions and manage funds and investment risk. In addition, this specialization will prepare students to successfully sit for the CFA examination. For specialization in Investment Management, students are required to choose the following specialized courses:

Course Code	Course Title	Credit Hours
-----	All 4 Program Required Specialization Courses	11
FIN4211	Financial Modeling	3
FIN4214	Financial Statement Analysis	3
FIN4224	Introduction to Financial Derivatives	3
FIN4225	Fixed-Income Securities	3
FIN4240	Security Analysis and Portfolio Management	3
FIN4220 FIN4244	Real Estate Finance or Entrepreneurial Finance	3
FINxxxx	Any 1 other course Program Elective Specialization course	3
TOTAL		32

Financial Institutions and Regulations Specialization

Specialization in Financial Institutions and Regulations is designed to prepare students for a career in financial institutions and public regulatory institutions for financial markets and financial intermediaries. Majoring in Financial Institutions and Regulations, students will receive an intensive training in the tools of restructuring, regulation and supervision of financial markets and institutions. For specialization in Financial Institutions and Regulations, students are required to choose the following specialized courses:

Course Code	Course Title	Credit Hours
-----	All 4 Program Required Specialization Courses	11
FIN4211	Financial Modeling	3
FIN4214	Financial Statement Analysis	3
FIN4224	Introduction to Financial Derivatives	3
FIN4231	Commercial Bank Management	3
FIN4247	Financial Regulation and Supervision	3
FIN4232 FIN4246	Risk Management or Or Insurance	3
FINxxxx	Any 1 other Program Elective Specialization course	3

Minors and Requirements under the BFIN Program

Students of the BFIN program can choose one of the following minors:

- Accounting
- Management
- Leadership
- Human Resource Management
- Marketing
- Tourism and Hospitality Management
- Taxation
- Operations Management
- Information Systems and
- Computer Applications

A minor requires a set of required and elective “Basic Discipline” courses for a minimum of 12 credits. A student is not required to choose a minor. One who graduates without a minor has more flexibility in selecting elective courses within the basic discipline of the program.

The specific requirements and other details of minors are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

BFIN: 4-Year Study Plan

A student will be able to graduate within a 4-year period by taking courses successfully according to the following study plan. By taking courses during the summer sessions of the 1st and 2nd years of study, one may graduate within a shorter period. BFIN students must continuously enroll in the English and Mathematics courses until all required courses are completed with a passing grade. This plan ensures that prerequisite courses are taken appropriately.

1 st Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
GEN1000	History of Kazakhstan	3	ENG/GEN1110	Academic Listening and Note Taking	3
ENG/GEN1100	Academic Speaking	3	ENG/GEN1121	Academic Reading and Writing 2	3
ENG/GEN1120	Academic Reading and Writing 1	3	GEN1300/	Introduction to Computers or	3
GEN1201	Mathematics for Business and Economics	3	GEN2301	Business Computer Applications	
KAZxxxx	Kazakh Language	3	GEN2402	Business Statistical Analysis	3
GEN1101	Physical Education I	2	KAZxxxx	Kazakh Language	3
			GEN1101	Physical Education II	2
			GEN1040	Life Security	2
Total		17	Total		19
2 nd Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
GEN1030	Introduction to Environmental Studies	2	GEN2702/	Introduction to Geography or	2
GEN2500	Principles of Ethics	3	GEN2711	Introduction to International Relations	
GEN2700/P	Fundamentals of Sociology	2	GEN2720	Introduction to Law of Kazakhstan	2
AD2700		2	ACC2201	Management Accounting I	3
GEN2701/	Fundamentals of Political Science	2	FIN2106	Business Macroeconomics	3
POL2511			IFS2203	Management Information Systems	3
KAZxxxx	Professional Kazakh Language or	3	MGT3001	Principles of Management	3
RUS2101	Professional Russian Language	3	GEN1101	Physical Education IV	2
ACC2102	Financial Accounting I	2			
MGT2105	Business Microeconomics				
GEN1101	Physical Education III				
Total		19	Total		18
3 rd Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
LAW2202	Business Law	3	OPM3131	Introduction to Operations Management	3
FIN3121	Principles of Finance	3	XXXxxxx	Program Foundation Elective Basic Discipline	3
FIN3101	Financial Markets and Institutions	3	FIN3210	Corporate Finance	3
OPM3011	Decision Tools and Techniques	3	FIN3220	Investments	3
MGT3201	Business Communication	2	FIN3230	Financial Institutions Management	3
MKT3130	Principles of Marketing	3	FINxxxx	Program Elective Specialization	3

Total			17	Total			18
Summer Session: FIN4250 Internship				6 Credits			
4th Year							
<i>Fall Semester</i>			<i>Spring Semester</i>				
Code	Title	Credits	Code	Title	Credits	Credits	
XXXXxxx	Program Foundation Elective Basic Discipline	3	XXXXxxx	Program Foundation Elective Basic Discipline	3		
FIN3200	Ethics in Finance	2	FINxxxx	Program Elective Specialization	3		
FINxxxx	Program Elective Specialization	3	FINxxxx	Program Elective Specialization	3		
FINxxxx	Program Elective Specialization	3	MGT4201	Strategy and Business Policy	3		
FINxxxx	Program Elective Specialization	3	FIN4275	Thesis	2		
FINxxxx	Program Elective Specialization	3	FIN4277	State Examination	1		
Total		17	Total		15		

BACHELOR OF MANAGEMENT (BMGT)

Statement of Purpose

The Bachelor of Management (BMGT) program prepares students to meet the diverse needs of the contemporary Kazakhstan and the worldwide employment markets. Upon graduation students will be able to compete with other highly qualified candidates in these markets. Furthermore, they will demonstrate a firm specialized theoretical knowledge in the field of Management. They will also acquire fundamental knowledge in Accounting, Finance, Marketing, Operations Management, Information Systems and Computer Applications. By applying their skills and knowledge, Bachelor of Management graduates will make significant contributions to the community in which they work, whether in business or in the public sector.

Mission Statement

The program's mission is to equip students with a strong specialized knowledge in Management and a solid foundation of business skills and knowledge, to develop their ability to apply this knowledge, and to enable them to transfer the knowledge to business and industry.

Unique learning objectives of the BMGT program

To prepare graduates who will have a thorough knowledge of (in addition to the common knowledge and skills set in business administration):

- the core management concepts such as decision making, human resource management, leadership and motivation, global business and strategic management;
- a solid understanding of managing diversity, critical thinking, and managerial ethics;
- a solid grounding in the knowledge, theory and practice of general management.

Unique Intended Learning Outcomes) ILOs of the BMGT Program

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

- describe the core concepts of management theory, knowledge and practice;
- communicate on a professional level using contemporary communication technologies;
- apply appropriate analytical tools for planning, development and implementation of strategy;
- demonstrate managerial competences for leading people and organizations toward organizational success in competitive environments, local and global;
- identify diverse managerial roles and exercise judgment in highly dynamic and complex business environments; and
- Describe and apply the concepts and theories of ethics as they apply to the field of Management.

BMGT Curriculum

To earn a Bachelor of Management degree, students must complete 146 credits as follows:

Category of Courses	Credit Hours
General Education Requirements	33
Program Foundation Requirements	64
Program Specialization Requirements	32
Internship	6
Physical Education	8

Thesis	2
State Examination	1
Total Credit Hours Required for Graduation	146

General Education Requirements (33 credits)
Program Foundation Requirements (64 credits)

The details of these requirements are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

Program Specialization Requirements (32 credits)

Program Specialization Requirements consist of two components: (1) Required Specialization Courses (17 credits) and (2) Elective Specialization Courses (15 credit). The details are provided in the following tables:

Program Required Specialization Courses (17 credits)

Course Code	Course Title	Credit Hours
MGT3200	Managerial Ethics	2
MGT3204	Human Resource Management	3
MGT3206	Leadership and Motivation	3
MGT3208	Innovation Management	3
MGT3210	International Business	3
MGT3212	Organizational Behavior	3
TOTAL		17

Program Elective Specialization Courses (15 credits)

Course Code	Course Title	Credit Hours
MGT3202	Principles of Business Ethics	3
MGT3205	Decision Making	3
MGT3207	Managing Negotiation	3
MGT3209	International Management	3
MGT3211	Small Business Management	3
MGT3213	Managing Change	3
MGT3215	Hospitality Management	3
MGT3216	Leisure and Recreational Management	3
MGT3299	Selected Topics in Management	3
MGT4210	Compensation and Performance Management	3
MGT4208	Training and Development	3
MGT4204	Cases in Management	3
LDP3201	Leadership: Principles and Best Practices	3
LDP4201	Leadership: Making Principles Work	3
LDP4202	Leadership in Action	3
OPM3215	Business Time Series Forecasting	3
TOTAL	(Any)	15

Additional Education (14 credits)

Course Code	Course Title	Credit Hours
MGT4250	Internship	6
GEN1101	Physical Education	8

Final Attestation (3 credits)

Course Code	Course Title	Credit Hours
MGT4275	Thesis	2
MGT4277	State Examination	1

The details of these requirements are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

Specializations and Requirements under the BMGT Program

The general details of specializations are provided under the *GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS*.

Under the Bachelor of Management (BMGT) program, students have the opportunity to choose one of two specializations: (1) Human Resource Management and (2) Leadership. The description and specific requirements of each specialization is provided below:

Human Resource Management Specialization

The specialization in HRM will provide students theoretical foundations and practical knowledge in different functional areas of HRM responsibilities, such as (1) recruitment and selection practices (2) training and development at individual, group and organizational level, (3) compensation and salary administration and (4) conflict management, negotiation and industrial relations activities, with a strong sense of ethics and social responsibility. Courses in this major include training and development, compensation and performance management, conflict management and negotiation, decision making, etc. For specialization in Human Resource Management, students are required to choose the following specialized courses:

Course Code	Course Title	Credit Hours
-----	All 6 Program Required Specialization Courses	17
MGT3213	Managing Change	3
MGT4208	Training and Development	3
MGT4210	Compensation and Performance Management	3
-----	<i>Any 2 courses from the following:</i>	6
MGT3205	Decision Making	3
MGT3207	Managing Negotiation	3
MGT3209	International Management	3
MGT3299	Selected Topics in Management	3
MGT4204	Cases in Management	3
TOTAL		32

Leadership Specialization

Leadership is one of the most critical functions that constitute the essence of management competence in modern organizations. It takes mainly strong leaders to prepare the organization to go through essential changes and help it effectively resolve all the difficulties on its way to successful transformation. The Leadership specialization is aimed to develop a new generation of tomorrow's leaders who will be able to: (1) provide strategic vision to their organizations, (2) establish trust and commitment, (3) lead throughout all managerial areas of the organizations, (4) understand the present challenges and trends of the industries, (5) provide effective business solutions, (6) understand and inspire employees, and (7) understand personal capacities of effective leaders. This specialization is intended for highly motivated students who have capacity for leadership and determined to become effective in leading others. For specialization in Leadership, students are required to choose the following specialized courses in auditing:

Course Code	Course Title	Credit Hours
-----	All 6 Program Required Specialization Courses	17
LDP3201	Leadership: Principles and Best Practices	3
LDP4201	Leadership: Making Principles Work	3
LDP4202	Leadership in Action	3
MGTxxxx	Any 2 other Program Elective Specialization courses	6
TOTAL		32

Minors and Requirements under the BMGT Program

Students of the BMGT program can choose one of the following minors:

- Accounting
- Finance
- Marketing
- Tourism and Hospitality Management
- Taxation
- Operations Management
- Information Systems and
- Computer Applications

A minor requires a set of required and elective “Basic Discipline” courses for a minimum of 12 credits. A student is not required to choose a minor. One who graduates without a minor has more flexibility in selecting elective courses within the basic discipline of the program.

The specific requirements and other details of minors are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

BMGT: 4-Year Study Plan

A student will be able to graduate within a 4-year period by taking courses successfully according to the following study plan. By taking courses during the summer sessions of the 1st and 2nd years of study, one may graduate within a shorter period. BMGT students must continuously enroll in the English and Mathematics courses until all required courses are completed with a passing grade. This plan ensures that prerequisite courses are taken appropriately.

1 st Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
GEN1000	History of Kazakhstan	3	ENG/GEN1110	Academic Listening and Note Taking	3
ENG/GEN1100	Academic Speaking	3	ENG/GEN1121	Academic Reading and Writing 2	3
ENG/GEN1120	Academic Reading and Writing 1	3	GEN1300/	Introduction to Computers or	3
GEN1201	Mathematics for Business and Economics	3	GEN2301	Business Computer Applications	3
KAZxxxx	Kazakh Language	3	GEN2402	Business Statistical Analysis	3
GEN1101	Physical Education I	2	KAZxxxx	Kazakh Language	3
			GEN1101	Physical Education II	2
			GEN1040	Life Security	2
Total		17	Total		19
2 nd Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
GEN1030	Introduction to Environmental Studies	2	GEN2702/	Introduction to Geography or	2
GEN2500	Principles of Ethics	3	GEN2711	Introduction to International Relations	3
GEN270	Fundamentals of Sociology	2	GEN2720	Introduction to Law of Kazakhstan	2
o/PAD27		2	ACC2201	Management Accounting I	3
OO		2	FIN2106	Business Macroeconomics	3
GEN2701	Fundamentals of Political Science	3	IFS2203	Management Information Systems	3
/		3	MGT3001	Principles of Management	3
POL2511		2	GEN1101	Physical Education IV	2
KAZxxxx	Professional Kazakh Language or				
RUS2101	Professional Russian Language				
ACC2102	Financial Accounting I				
MGT2105	Business Microeconomics				
GEN1101	Physical Education III				
Total		19	Total		18
3 rd Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
LAW2202	Business Law	3	OPM3131	Introduction to Operations Management	3
FIN3121	Principles of Finance	3	XXXxxxx	Program Foundation Elective Basic Discipline	3
FIN3101	Financial Markets and Institutions	3	MGT3204	Human Resource Management	3
OPM3011	Decision Tools and Techniques	3	MGT3206	Leadership and Motivation	3
MGT3201	Business Communication	2	MGT3212	Organizational Behavior	3
MKT3130	Principles of Marketing	3	MGTxxxx	Program Elective Specialization	3
Total		17	Total		18
Summer Session: MGT4250 Internship			6 Credits		
4 th Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
XXXxxxx	Program Foundation Elective Basic Discipline	3	XXXxxxx	Program Foundation Elective Basic Discipline	3
MGT3200	Managerial Ethics	2	MGTxxxx	Program Elective Specialization	3
MGT3208	Innovation Management	3	MGTxxxx	Program Elective Specialization	3
MGT3210	International Business	3	MGT4201	Strategy and Business Policy	3
MGTxxxx	Program Elective Specialization	3	MGT4275	Thesis	2
MGTxxxx	Program Elective Specialization	3	MGT4277	State Examination	1

Total	17	Total	15
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BACHELOR OF MARKETING (BMKT)

Statement of Purpose

The Bachelor of Marketing (BMKT) program prepares students to meet the diverse needs of the contemporary Kazakhstan and the worldwide employment markets. Upon graduation students will be able to compete with other highly qualified candidates in these markets. Furthermore, they will demonstrate a firm specialized theoretical knowledge in the field of Marketing. They will also acquire fundamental knowledge in Accounting, Finance, Management, Operations Management, Information Systems and Computer Applications. By applying their skills and knowledge, Bachelor of Marketing graduates will make significant contributions to the community in which they work, whether in business or in the public sector.

Mission Statement

The program's mission is to equip students with a strong specialized knowledge in Marketing and a solid foundation of business skills and knowledge, to develop their ability to apply this knowledge, and to enable them to transfer the knowledge to business and industry.

Unique learning objectives of the BMKT program

To prepare graduates who will have thorough knowledge of (in addition to the common knowledge and skills set in business administration):

- the basic marketing concepts such as customer value, customer satisfaction, marketing mix, promotion mix, and environmental scanning for marketing opportunity;
- marketing strategies as applied to segmentation, targeting, and positioning;
- branding (as a differentiator), brand equity and dealing with competition;
- marketing research, distribution channels, retailing, and integrated marketing communication; and
- local, regional, and global strategies as to design and implement tactical and strategic marketing tools as well as differentiating adaptation and standardization.

Unique Intended Learning Outcomes (ILOs) of the BMKT Program

At successful completion of the BMKT program, graduates will be able to:

- describe sales and marketing process and conduct market research;
- explain the importance of customer satisfaction, creating customer value and the customer relationship management;
- apply tactical and strategic marketing for acquiring and retention of customers in an ethical manner;
- analyze consumer behaviour, consumer and industrial markets, and new product development process;
- evaluate local, regional, and global markets' strategies in the context of globalization; and
- Describe and apply the concepts and theories of ethics as they apply to the field of Marketing.

BMKT Curriculum

To earn a Bachelor of Marketing degree, students must complete 146 credits as follows:

Category of Courses	Credit Hours
General Education Requirements	33
Program Foundation Requirements	64
Program Specialization Requirements	32
Internship	6
Physical Education	8
Thesis	2
State Examination	1
Total Credit Hours Required for Graduation	146

General Education Requirements (33 credits)
Program Foundation Requirements (64 credits)

The details of these requirements are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

Program Specialization Requirements (32 credits)

Program Specialization Requirements consist of two components: (1) Required Specialization Courses (17 credits) and (2) Elective Specialization Courses (15 credit). The details are provided in the following tables:

Program Required Specialization Courses (17 credits)

Course Code	Course Title	Credit Hours
MKT3200	Ethics and Social Responsibility in Marketing	2
MKT3201	Consumer Behavior	3
MKT3202	Marketing Communications	3
MKT3214	Brand Management	3
MKT3150	Strategic Marketing	3
MKT4203	Marketing Research	3
TOTAL		17

Program Elective Specialization Courses (15 credits)

Course Code	Course Title	Credit Hours
MKT3205	Retailing	3
MKT3210	Services Marketing	3
MKT3212	Fundamentals of Selling	3
MKT3213	Public Relations	3
MKT3220	Tourism Marketing	3
MKT3221	Tourism Practices and Principles	3
MKT3223	Niche Tourism	3
MKT3275	Advertising Management	3
MKT3277	Sustainable Marketing	3
MKT3279	Cross-Cultural Marketing	3
MKT3280	Social Media	3
MKT4201	Cases in Marketing	3
MKT4208	International Marketing	3
MKT4210	Digital Marketing	3
MKT4219	Event Marketing	3
MKT4225	Qualitative Research in Marketing	3
MKT4299	Selected Topics in Marketing	3
OPM3205	Logistics and Supply Chain Management	3
OPM3215	Business Time Series Forecasting	3
TOTAL	(Any)	15

Additional Education (14 credits)

Course Code	Course Title	Credit Hours
MKT4250	Internship	6
GEN1101	Physical Education	8

Final Attestation (3 credits)

Course Code	Course Title	Credit Hours
MKT4275	Thesis	2
MKT4277	State Examination	1

The details of these requirements are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

Specializations and Requirements under the BMKT Program

The general details of specializations are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

Under the Bachelor of Marketing (BMKT) program, students have the opportunity to choose one of three specializations: (1) Marketing Communications (2) Brand Management and (3) Tourism and Hospitality Management. The description and specific requirements of each specialization is provided below:

Marketing Communications Specialization

The marketing communications major integrates the activities of advertising, public relations, sales promotion, direct marketing, personal selling and digital marketing into a single professional field of expertise. Students will develop knowledge and skills in oral, written and visual modes of communication. In addition to an introductory course in marketing communications, students will take various specialized courses like PR and event marketing. Internship program is intended to ensure that students have not only strong academic preparation, but also practical experience in marketing communications activities. Graduates of this program are expected to be skilled in communicating in various mediums and contexts; have a working knowledge of the basic principles and capabilities of advertising, digital marketing, social media; and have a broad understanding of contemporary marketing theory and business practices. They are expected to be hired by global advertising PR and event agencies as account managers, media planners, media planners and event managers. They may also be employed in marketing departments of local and international companies, developing integrated marketing communications strategies and activities. For specialization in Marketing Communications, students are required to choose the following specialized courses:

Course Code	Course Title	Credit Hours
-----	All 6 Program Required Specialization Courses	17
-----	Any 3 courses from the following:	9
MKT3212	Fundamentals of Selling	3
MKT3213	Public Relations	3
MKT3275	Advertising Management	3
MKT3279	Cross-Cultural Marketing	3
MKT4210	Digital Marketing	3
MKT4219	Event Marketing	3
-----	Any 2 from Program Elective Specialization courses	6
TOTAL		32

Brand Management Specialization

The brand management major integrated various courses like social media, cross-cultural marketing, and retailing. Students will develop knowledge and skills in brand audit, negotiations with retailers, communications with international partners and conducting or evaluating marketing research projects. Students are expected to gain broader understanding of all liaisons brand managers need to develop and maintain as well all functions depending on the specifics of the industry they will operate in. Graduates are expected to be hired by international and local companies for managing the brands and growing brand equity. Alternatively they may start their career as marketing managers. For specialization in Brand Management, students are required to choose the following specialized courses:

Course Code	Course Title	Credit Hours
-----	All 6 Program Required Specialization Courses	17
-----	Any 3 courses from the following:	9
MKT3205	Retailing	3
MKT4208	International Marketing	3
MKT4210	Digital Marketing	3
MKT4225	Qualitative Research in Marketing	3
OPM3205	Logistics and Supply Chain Management	3
-----	Any 2 other Program Elective Specialization courses	6
TOTAL		32

Tourism and Hospitality Management Specialization

The Tourism and Hospitality Management specialization prepares students to understand, analyze, synthesize and apply practical skills and theoretical concepts to the successful management and marketing in a diverse range of organizations including hotels and other accommodations, airlines, attractions, consulting companies, travel agencies, regional tourism organizations, educational institutions and government. For specialization in Tourism and Hospitality Management, students are required to choose the following specialized courses:

Course Code	Course Title	Credit Hours
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-----	All 6 Program Required Specialization Courses	17
MKT3220	Tourism Marketing	3
	Or	
MKT3279	Cross-Cultural Marketing	
MGT3215	Hospitality Management	3
MKT3221	Tourism Practices and Principles	3
-----	Any 2 other courses from the following	6
MKT3210	Services Marketing	3
MKT3223	Niche Tourism	3
MKT4208	International Marketing	3
MKT4210	Digital Marketing	3
MKT4219	Event Marketing	3
TOTAL		32

Minors and Requirements under the BMKT Program

Students of the BMKT program can choose one of the following minors:

- Accounting
- Finance
- Management
- Leadership
- Human Resource Management
- Taxation
- Operations Management
- Information Systems and
- Computer Applications

A minor requires a set of required and elective “Basic Discipline” courses for a minimum of 12 credits. A student is not required to choose a minor. One who graduates without a minor has more flexibility in selecting elective courses within the basic discipline of the program.

The specific requirements and other details of minors are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

BMKT: 4-Year Study Plan

A student will be able to graduate within a 4-year period by taking courses successfully according to the following study plan. By taking courses during the summer sessions of the 1st and 2nd years of study, one may graduate within a shorter period. BMKT students must continuously enroll in the English and Mathematics courses until all required courses are completed with a passing grade. This plan ensures that prerequisite courses are taken appropriately.

1 st Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
GEN1000	History of Kazakhstan	3	ENG/GEN1110	Academic Listening and Note Taking	3
ENG/GEN1100	Academic Speaking	3	ENG/GEN1121	Academic Reading and Writing 2	3
ENG/GEN1120	Academic Reading and Writing 1	3	GEN1300/	Introduction to Computers or	3
GEN1201	Mathematics for Business and Economics	3	GEN2301	Business Computer Applications	
KAZxxxx	Kazakh Language	3	GEN2402	Business Statistical Analysis	3
GEN1101	Physical Education I	2	KAZxxxx	Kazakh Language	3
			GEN1101	Physical Education II	2
			GEN1040	Life Security	2
Total		17	Total		19
2 nd Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
GEN1030	Introduction to Environmental Studies	2	GEN2702/	Introduction to Geography or	2
GEN2500	Principles of Ethics	3	GEN2711	Introduction to International Relations	
		2	GEN2720	Introduction to Law of Kazakhstan	2
		2	ACC2201	Management Accounting I	3
GEN2700	Fundamentals of Sociology	2	FIN2106	Business Macroeconomics	3
/PAD270		2	IFS2203	Management Information Systems	3
0		3	MKT3130	Principles of Marketing	3
GEN2701/	Fundamentals of Political Science	3	GEN1101	Physical Education IV	2
POL2511		2			
KAZxxxx	Professional Kazakh Language or				
RUS2101	Professional Russian Language				
ACC2102	Financial Accounting I				
MGT2105	Business Microeconomics				
GEN1101	Physical Education III				
Total		19	Total		18
3 rd Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
FIN3121	Principles of Finance	3	LAW2202	Business Law	3
FIN3101	Financial Markets and Institutions	3	OPM3131	Introduction to Operations Management	3
OPM3011	Decision Tools and Techniques	3	XXXXxxx	Program Foundation Elective Basic Discipline	3
MGT3201	Business Communication	2	MKT3201	Consumer Behavior	3
MGT3001	Principles of Management	3	MKT3202	Marketing Communications	3
MKT3150	Strategic Marketing	3	MKTxxxx	Program Elective Specialization	3
Total		17	Total		18
Summer Session: MGT4250 Internship				6 Credits	
4 th Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
XXXXxxx	Program Foundation Elective Basic Discipline	3	XXXXxxx	Program Foundation Elective Basic Discipline	3
Mkt3200	Ethics and Social Responsibility in Marketing	2	MKTxxxx	Program Elective Specialization	3
Mkt3214	Brand Management	3	MKTxxxx	Program Elective Specialization	3
Mkt4203	Marketing Research	3	MGT4201	Strategy and Business Policy	3
MKTxxxx	Program Elective Specialization	3	MKT4275	Thesis	2
MKTxxxx	Program Elective Specialization	3	MKT4277	State Examination	1
Total		17	Total		15

GRADUATE DEGREE PROGRAMS

MASTER OF BUSINESS ADMINISTRATION (MBA)

Statement of Purpose

The Master of Business Administration (MBA) program at KIMEP is dedicated to train leaders who can effectively manage and successfully transform organizations both in Kazakhstan and internationally and solve contemporary business problems in a dynamic and competitive global marketplace, in a socially responsible manner.

Mission

The mission of the Master of Business Administration program is to train and prepare full-time and part-time graduate students for leadership positions and service in business, public and non-profit organizations and for further postgraduate study, and to develop entrepreneurs. This is accomplished through an intellectual and practical multi-disciplinary approach to learning.

Goals

The overarching goals of the MBA program are:

- to promote excellence in the study and practice of business administration through the building and strengthening of the analytical, problem-solving, and leadership capacities of its graduates;
- to train leaders who can effectively manage and successfully transform organizations both in Kazakhstan and internationally; and
- to prepare high-quality decision-makers and business leaders capable of solving contemporary business problems in a dynamic and competitive global marketplace, in ethically and socially-responsible manner.

Program Objectives

The objectives of the MBA program are:

- to provide students with graduate-level knowledge and analytical skills needed to employees in business, public and non-profit organizations as well as higher education institutions. In particular, it aims to develop cross-functional knowledge among its graduates in the areas of Accounting, Finance, Management, Marketing, Information System, Operations Management and International Business;
- to educate graduate students for ethical service to their society and the broader regional and international community; and
- to provide graduates with a solid foundation knowledge and skills necessary for pursuing higher studies in areas relevant to business administration.

Learning Objectives

The MBA program's learning objectives are to ensure that graduates have:

- A satisfactory knowledge of:
 - the micro-economic business issues and macro-economic business environment;
 - the core business disciplines of Accounting, Finance, Marketing, Management, Operations Management, and Information Systems;
 - the local, regional and international business perspectives;
 - interdisciplinary nature and challenges of business operations and strategic management of organizations, in a global context;
 - quantitative and qualitative techniques of problem solving; and
 - ethics as they apply to business practices.
- And the necessary cognitive, inter-personal and self-management skills to:
 - undertake supervised independent research, involving the synthesis and application of theoretical constructs to topics in the fields of business, with a specific focus on Kazakhstan and Central Asia;
 - communicate ideas and information clearly and effectively in written and oral English;
 - use information technology for the retrieval, analysis and presentation of information; and
 - work effectively with others in the pursuit of common objectives.

Intended Learning Outcomes (ILOs)

At the successful completion of the MBA program, graduates will be able to:

- describe micro- and macro-economic perspectives on operation of business organizations, in a global context;
- identify and apply various systems of accounting practices and tools for effective decision-making;
- describe and apply various financial tools and techniques for effective investing and financing decision-making;

- define and apply the concepts and theories of managing people and organizations;
- describe and apply the concepts and theories of strategic marketing;
- describe and apply the concepts and theories of ethics as they apply to business organizations;
- analyze and solve business problems, using the necessary quantitative and qualitative tools;
- use information technology for the retrieval, analysis, and presentation of information for effective management of business organizations;
- communicate ideas and information clearly and effectively in written and oral English;
- undertake supervised independent research and practical training, involving application of theoretical constructs related to business administration in the context of Kazakhstan and the Central Asian and CIS region; and
- synthesize cross-functional knowledge of business administration and apply for strategic management of organizations, in a global context.

Degree Requirements

In order to obtain an MBA degree, a student must complete all necessary coursework with an overall GPA of 3.00 (with a maximum of 2 C grades). Specific course requirements for the MBA program are as follows:

Courses	Credits
Core Courses	27
Specialization Courses	6
Internship	3
Final Attestation	4
Comprehensive Exam	1
MBA Thesis	3
Total	40

Pre-Program Foundation Courses

Admitted students without necessary business education background are required to take appropriate leveling courses prior to starting program courses as listed above. There are seven pre-program courses as illustrated in the following table:

Course Code	Course Title	Credits
ACC5001	Foundations of Accounting	1.5
FIN5001	Foundations of Finance	1.5
MKT5001	Foundations of Marketing	1.5
MGT5001	Foundations of Management	1.5
IFS5001	Foundations of Information Systems	1.5
OPM5001	Foundations of Operations Management	1.5
FIN5200	Managerial Economics (Micro and Macro)	3
Total		12

Core Courses

Course Code	Course Title	Credits
MGT5200	Business Communications	3
MGT5201	Organizational Behavior and Leadership Ethics	3
ACC5203	Financial Reporting and Management Control	3
FIN5202	Advanced Corporate Finance	3
MKT5202	Advanced Marketing Management	3
OPM5201	Quantitative Methods and Business Research	3
OPM5203	Logistics and Supply Chain Management	3
MGT5211	International Business	3
MGT5250	Strategic Management	3
Total		27

Internship, MBA Thesis and Comprehensive Exam

An Internship and Research Work including Thesis related to the major is required. Students without a major will undertake Internship and Thesis in general business or in any major/minor area.

Course Code	Course Title	Credits
ACC/FIN/MGT/MKT5270	Internship	3
ACC/FIN/MGT/MKT 5275	MBA Thesis	3
ACC/FIN/MGT/MKT5277	Comprehensive Exam	1
Total		7

Specializations

MBA students may acquire specialized knowledge in the following areas (**6 credits**):

- Accounting and Audit
- Finance
- Management and
- Marketing

However, students may receive an MBA without a specialization.

Program Plan

Students may take courses in any order they wish as long as courses meet all prerequisites. The following schedule is suggested to ensure that students make orderly progress towards degree completion, by taking prerequisites before the courses that require prerequisites.

A Suggested Schedule Assuming Fall Entry and No Business Education Background (August 2013 – December 2014 = 1.5 years)				
Fall		12 credits	Summer I & II	9 credits
ACC5001	Foundations of Accounting		FIN5202	Advanced Corporate Finance
FIN5001	Foundations of Finance		MKT5202	Advanced Marketing Management
MKT5001	Foundations of Marketing		MGT5211	International Business
MGT5001	Foundations of Management			
IFS5001	Foundations of Information Systems			
OPM5001	Foundations of Operations Management			
FIN5200	Managerial Economics (Micro and Macro)			
Spring		15 credits	Fall	16 credits
MGT5200	Business Communications		MGT5250	Strategic Management
MGT5201	Organizational Behavior and Leadership Ethics		XXXXXX	Specialization Elective
ACC5203	Financial Reporting and Management Control		XXXXXX	Specialization Elective
OPM5201	Quantitative Methods and Business Research		ACC/FIN/MGT/MKT5270	Internship
OPM5203	Logistics and Supply Chain Management		ACC/FIN/MGT/MKT5275	MBA Thesis
			ACC/FIN/MGT/MKT5277	Comprehensive Exam

A Suggested Schedule Assuming Fall Entry and Business Education Background (August 2013 – August 2014 = 1 year)				
Fall		15 credits	Summer I & II	10 credits
MGT5200	Business Communications		ACC/FIN/MGT/MKT5270	Internship
MGT5201	Organizational Behavior and Leadership Ethics		MGT5250	Strategic Management
ACC5203	Financial Reporting and Management Control		ACC/FIN/MGT/MKT5275	MBA Thesis
OPM5201	Quantitative Methods and Business Research		ACC/FIN/MGT/MKT5277	Comprehensive Exam
MKT5202/ FIN5202	Advanced Marketing Management/ Advanced Corporate Finance			
Spring		15 credits		

FIN5202/ MKT5202	Advanced Corporate Finance/ Advanced Marketing Management
OPM5203	Logistics and Supply Chain Management
MGT5211	International Business
Elective	Specialization Elective
Elective	Specialization Elective

MBA: ACCOUNTING AND AUDIT SPECIALIZATION

Accounting involves the measurement, recording and reporting of financial information that is critical for management decision-making in organizations. Managers need to understand how accounting information may be used to make decisions, control processes and people, and motivate employees. In addition to use this information effectively, managers need to be familiar with the manner in which Annual Financial Statements, Budgets and Variance Reports, etc. are constructed. Crucially also, managers need to understand their personal and legal responsibilities for internal control and for reporting financial information.

The MBA program offers a 4-course specialization (including the MBA Thesis and Internship courses) in “Accounting” that addresses the broad range of issues described above. The specialization prepares students both for careers as managers, and for careers in accounting, auditing, controllership, treasury functions and budgeting. The Accounting specialization will help prepare students to sit for such professional exams as the CPA, CMA, ACCA, etc.

ACCOUNTING AND AUDIT SPECIALIZATION COURSES

Specialization requires the course from Group A and 1 course selected from Group B	
Group A: Required courses for specialization	
ACC5212	Financial Statements Analysis
Group B: Elective courses for specialization	
ACC5209	Advanced Accounting
ACC5206	Auditing
ACC5207	International Financial Reporting Standards
ACC5210	Taxation in Kazakhstan
ACC5211	Principles of Taxation
ACC5216	Professional Auditing
ACC5217	Fraud Examination
ACC5260	Selected Topics in Accounting

Exit Criteria for Accounting Specialization

Exit criteria: At the time of graduation, a student will be required to have a minimum overall GPA of 3.00 in Accounting courses (GPA of the core Accounting course and the four courses for Specialization in Accounting, including Thesis and Internship).

MBA: FINANCE SPECIALIZATION

Students with a specialization in Finance can seek career opportunities, either domestically or internationally, in the following areas:

- Financial institutions and markets such as banks and other depository institutions, insurance companies, mutual funds, pension funds and the central bank;
- Small or big corporations, typically within the treasury functions of these firms that involve cash, credit, receivables and inventory management, capital budgeting, financial analysis and forecasting, dividend and capital structure policy-making, etc.;
- Investment sectors, typically, working as sales agent of financial securities, security analyst, portfolios manager, investment advisor, etc.

FINANCE SPECIALIZATION COURSES

Specialization requires the course from Group A and 1 course selected from Group B	
Group A: Required courses for specialization	
FIN5206	Investment Management
Group B: Elective courses for specialization	
FIN5204	Financial Institutions Management
FIN5209	International Finance
FIN5210	Financial Derivatives
FIN5211	Bank Management
FIN5213	Credit and Market Risk Management
FIN5214	Risk Management and Insurance
FIN5215	Investment Banking
FIN5260	Selected Topics in Finance

Exit Criteria for Finance Specialization

Exit criteria: At the time of graduation, a student will have to have a minimum overall GPA of 3.00 in Finance courses (GPA of Finance courses including the core course and four Finance courses for specialization, including Internship and Thesis).

MBA: MANAGEMENT SPECIALIZATION

The Management specialization prepares students for a career as a manager. As Kazakhstan develops, the need for trained and capable managers in the area of international and cross-cultural management will continue to grow. This will create a need for managers who are able to work effectively with ideas and with people through strategic decisions, negotiations, projects, and human resources management. This specialization intends to fully develop the capability of Managers to understand and make decisions regarding the globalization of business. After completing this program, participants will

- Have the ability to visualize and understand the organization, the factors critical for its success, and the processes that can empower people to reach their objectives;
- Be able to organize tasks, delegate responsibilities, communicate priorities, and to lead and motivate others to work together to accomplish shared goals;
- Be capable of identifying and analyzing problems, taking corrective actions, and rewarding performance.

MANAGEMENT SPECIALIZATION COURSES

Specialization requires one course from Group A and 1 course selected from Group A or B	
Group A: Required courses for specialization	
MGT5206	Leadership and Motivation
MGT5212	Decision Making
MGT5207	Human Resources Management
Group B: Elective courses for specialization	
MGT5227	Change Management
MGT5229	Competitive Advantage Strategy
MGT5230	Innovation Management
MGT5260	Selected Topics in Management

MBA: MARKETING SPECIALIZATION

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.

MARKETING SPECIALIZATION COURSES

Specialization requires 1 course from Group A and any 1 course from Group B	
Group A: Required courses for specialization	
MKT5203	Consumer Behavior and Marketing Strategy
Group B: Elective courses for specialization	
MKT5206	Marketing Research
MGT5225	Hospitality Management
MKT5204	Integrated Marketing Communications
MKT5210	International Marketing
MKT5213	Event Marketing
MKT5214	Strategic Brand Management
MKT5221	Tourism Marketing
MKT5260	Selected Topics in Marketing

DOCTOR OF BUSINESS ADMINISTRATION (DBA)

Mission

The main mission of the program is to train scholars, academics and professionals in the design and development of original business research. The program involves a combination of course and research work over a period of approximately six years. This degree will build the graduate's capacity in the areas of teaching and professional business research, and ensures that graduates are placed in the leading positions in academia and businesses. The main objective of the program 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 partnership with some of the top business schools in the world, we are well prepared to deliver a quality DBA program unrivalled in the entire region.

Learning Goals and Objectives

The DBA program at BCB aims at achieving the following goals:

- Create scholars who can advance business theory and practice,
- Develop effective business educators,
- Encourage analytical thinking, critical analysis and innovative problem solving.

In consideration of the program mission and goals the DBA program has established a set of learning objectives. Upon completion of the program the DBA graduate should be capable of:

- Making significant intellectual contributions to the body of knowledge in their chosen field.
- Applying relevant theoretical knowledge to contemporary business problems.
- Applying a range of qualitative and quantitative research methods.
- Critically evaluating business research studies.
- Demonstrating superior oral and written communication skills.
- Gain expertise in respective areas such as management, finance and accounting

Admissions

Admission to the DBA program is highly competitive. Admission is granted to candidates deemed most likely to complete and benefit from the program. The final decision on admission is based on a comprehensive assessment of the applicant's overall qualifications and commitment to the program.

Requirements for admission to the DBA program include:

- A master's degree or equivalent from a nationally attested or internationally recognized university
- Official GMAT score of at least 600 or equivalent
- Official TOEFL score of at least 600 or equivalent
- At least three years of experience in a corporate, government, academia or non-profit organization.
- At least two professional letters of recommendation.
- A typed statement of purpose (500 words or less) that states the applicant's academic and professional interests; how the applicant will benefit from the DBA program professionally and personally; the applicant's strengths and qualities that will enable him/her to complete a rigorous doctoral program; and the specific reasons for choosing KIMEP.
- A professional resume.
- An Admissions Interview

Degree Requirements¹⁰

Requirements for the DBA program are as follows:

Requirements	Credits
Course Work	36
Core Courses	18
Specialization Courses	18
Internship	6
Experimental Research work Including Dissertation	28
Experimental Research Work	13
Dissertation	15
Final Attestation	5
DBA Dissertation Defense	4
Comprehensive Exam	1
Total	75

Grade Point Average

A student must maintain a cumulative 3.33 GPA throughout the program. Courses in which grades below "B-" are received but are not accepted for the DBA degree. Grades received in courses transferred from another institution are not included in calculation of the grade point average. If a grade of "C+" or lower is received, the student should repeat the course. More than one retake should acquire an approval from the Council. When the GPA is calculated, the grade for the repeated course will substitute for the original grade. Grades of "I" turn to "F" if work is not completed by the 7th week of the following semester.

Core Courses (Total of 18 credits)

Course Code	Course Title	Credits
BUS6201	Modern Problems of the Economy	3
BUS6301	Qualitative Research Methods	3
BUS6302	Quantitative Research Methods	3
BUS6303	Econometrics	3
MGT6304	Strategic Management and Competitive Advantage	3
MGT6309	International Business Strategies	3

Specialization

¹⁰ Students without sufficient business education background are required to undertake additional coursework as previously mentioned.

DBA students may acquire specialized knowledge in the following areas:

- Accounting and Audit
- Finance
- Management and
- Marketing

Specialization Courses: Accounting and Audit (Total of 18 credits)

Course Code	Course Title	Credits
ACC6301	Accounting Research	3
ACC6302	Accounting Related Capital Markets Research	3
ACC6303	Management Accounting Research	3
ACC6304	Judgment and Decision Making in Accounting	3
ACC6306	Auditing	3
ACC6307	Taxation	3

Specialization Courses: Finance (Total of 18 credits)

Course Code	Course Title	Credits
FIN6301	Theory of Finance	3
FIN6302	Research in Finance	3
FIN6303	Corporate Finance	3
FIN6304	Financial Markets and Institutions	3
FIN6306	Investment Management	3
FIN6307	Financial Derivatives	3

Specialization Courses: Management (Total of 18 credits)

Course Code	Course Title	Credits
MGT6301	Business and Entrepreneurship	3
MGT6302	Organizational Behavior and Leadership Theories	3
MGT6303	Management and Organization Theory	3
MGT6306	Leadership and Corporate Governance	3
MGT6307	Human Resource Management	3
MGT6308	Change and Innovation Management	3

Specialization Courses: Marketing (Total of 18 credits)

Course Code	Course Title	Credits
MKT6301	Theory of Marketing	3
MKT6302	Theories of Consumer Behavior	3
MKT6303	Strategic Marketing	3
MKT6304	Strategic Brand Management	3
MKT6306	Integrated Marketing Communication	3
MKT6307	International Marketing	3

Pedagogic and Industry Internship and Research Work including Dissertation (Total of 34credits)

Course Code	Course Title	Credits
ACC/FIN/MGT /MKT6370	Pedagogic and Research Internship	6
ACC/FIN/MGT /MKT6372	or Organizational Internship	6
ACC/FIN/MGT /MKT 6380- 6388	Experimental Research Work Including Dissertation	28

Final Attestation

Course Code	Course Title	Credits
ACC/FIN/MGT /MKT6390	Dissertation Formatting and Defense	4
ACC/FIN/MGT /MKT6393	Comprehensive Exam	1

Industry and Pedagogic Internship or Organizational Internship

Internship gives DBA students an opportunity to put into practice the knowledge acquired during their studies, get some business and academic experience and be better prepared for their future career. Details of this requirement are specified in the DBA Handbook.

Experimental Research

Under this component of the DBA program, requirements are twofold: (1) a student must take a qualifying exam in order to demonstrate proficiency in the knowledge acquired through course work and be admitted to the candidate status; and (2) undertake appropriate research activities that lead to conference presentations and journal publications. Details of this requirement are specified in the DBA Handbook.

Dissertation and DBA Dissertation Defense

DBA dissertation is a scholarly research work, involving the analysis of a specific problem in the area of specialization, evaluation of the results of the analysis, which serves as a basis for developing specific proposals and implementing the appropriate solution to the problem. The student will present an oral defense of their dissertation in front of the members of the dissertation committee, in a public forum. Details of this requirement are specified in the DBA Handbook.

Comprehensive Exam

Before graduation, a doctoral student must pass a comprehensive exam in the field of specialization. Details of this requirement are specified in the DBA Handbook.

Program Plan

Students may take courses in any order they wish as long as courses meet all prerequisites. The following schedule is suggested to ensure that students make orderly progress towards degree completion, by taking prerequisites before the courses that require prerequisites.

<i>A Suggested Schedule Assuming Fall Entry and Business Education Background (August 2013 – August 2016 = 3 years)</i>			
(All courses are 3 credits unless indicated otherwise)			
<i>Fall</i>		<i>Spring</i>	
<i>12 credits</i>		<i>12 credits</i>	
BUS6201	Modern Problems of Economy	BUS6303	Econometrics
BUS6301	Qualitative Research Methods	MGT6304	Strategic Management and Competitive Advantage
BUS6302	Quantitative Research Methods	MGT6309	International Business Strategies
XXXXXX	Specialization Elective	XXXXXX	Specialization Elective
<i>Fall</i>		<i>Spring</i>	
<i>12 credits</i>		<i>12 credits</i>	

ACC/FIN/MGT/ MKT 6370/6372 XXXXxxx XXXXxxx XXXXxxx	Pedagogic Internship/Organizational Internship I Specialization Elective Specialization Elective Specialization Elective	ACC/FIN/MGT/ MKT 6370/6372 XXXXxxx ACC/FIN/MGT/ MKT 6380 ACC/FIN/MGT/ MKT 6381	Research Internship/Organizational Internship II Specialization Elective Research Work I Research Work II
Fall		Spring	
10 credits		9 credits	
ACC/FIN/MGT/ MKT 6382 ACC/FIN/MGT/ MKT 6383 ACC/FIN/MGT/ MKT 6384	Research Work III Research Work IV (Qualifying Exam; 4 credits) Dissertation I (Proposal Write-up and Defense)	ACC/FIN/MGT/ MKT 6385 ACC/FIN/MGT/ MKT 6386 ACC/FIN/MGT/ MKT 6387	Dissertation II (Literature Review and Methodology Development) Dissertation III (Data Collection) Dissertation IV (Data Analysis)
Summer I & II			
8 credits			
ACC/FIN/MGT/ MKT 6388 ACC/FIN/MGT/ MKT 6390 ACC/FIN/MGT/ MKT 6393	Dissertation V (Dissertation Write-up) Dissertation Formatting and Defense (4 credits) Comprehensive Exam (1 credit)		

DBA PROGRAM ACADEMIC POLICIES

In general academic policies on registration, course load, class attendance, withdrawal, etc. apply to doctoral students the same as to other graduate students. In other cases there may be a separate policy for doctoral students which take precedence over general academic policy.

Independent Study Policy

An Independent Study is a course in which the instructor will direct student(s) in a non-classroom environment to replace a regular (traditional) course when the regular course cannot be offered by the program for the current semester due to various reasons. The purpose of an Independent Study course is to help the student complete their course requirements in a timely manner. Any course in the curriculum can be taken as an independent study if there is consent from the instructor who offers the course and approval from the DBA Council. The Independent Study workload should be equivalent to a regular DBA course. Students must submit an Approval for Independent Study Form. A DBA Student may take a maximum of 9 credits as independent study.

Transfer of Credit

Unless coursework has been transferred, students must take a minimum of 75 credits to satisfy the requirements of the DBA program. A transfer of credit may be given for a post graduate level course completed by the student especially if taken as part of an official exchange program. A maximum of nine credits of coursework may be transferred upon petition to the DBA Council. Transfer credits are allowed only for courses from accredited institutions with a grade of B or higher. A doctoral student must successfully complete one semester in residency at BCB before the coursework is eligible for transfer. The transfer of credit must be approved by DBA council.

COLLEGE OF SOCIAL SCIENCES

ADMINISTRATION

GENERAL INFORMATION

DEPARTMENT OF ECONOMICS

DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION

DEPARTMENT OF INTERNATIONAL RELATIONS AND REGIONAL STUDIES

DEPARTMENT OF PUBLIC ADMINISTRATION

UNDERGRADUATE DEGREE PROGRAMS:

BACHELOR OF ARTS IN ECONOMICS (BAE)

BACHELOR OF ARTS IN JOURNALISM (BAJ)

BACHELOR OF ARTS IN PUBLIC AND MUNICIPAL ADMINISTRATION (PMA)

BACHELOR OF ARTS IN INTERNATIONAL RELATIONS (IR)

GRADUATE DEGREE PROGRAMS:

MASTER OF ARTS IN ECONOMICS (MAE)

MASTER OF ARTS IN INTERNATIONAL JOURNALISM AND MASS COMMUNICATION (MAIJ)

MASTER OF PUBLIC AND MUNICIPAL ADMINISTRATION (MPMA)

MASTER OF INTERNATIONAL RELATIONS (MIR)

ADMINISTRATION

Interim Dean

Allesandro Frigerio, PhD

Associate Dean

AigulAdibayeva

Research Coordinator

Kristopher White, PhD

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GENERAL INFORMATION

Statement of Purpose

The College promotes understanding about society, its structure, its relationship to both the state and the marketplace, and the means by which information is disseminated throughout society. The College accomplishes its purpose by:

- developing graduates who are independent and highly qualified critical thinkers, who are well prepared for graduate social sciences study in English, and who can become the future leaders of the public and private sectors, including news media, in a modern Kazakhstan;
- conducting and disseminating applied and academic research for the betterment of Kazakhstan and Central Asia more generally; and
- contributing, through our graduates, to the securing of the foundations for democratic government, strong civil society, good laws and fair law enforcement in the region.

Mission Statement

The goal of the College is to aid in the building of civil society in Kazakhstan and, through our graduates who move beyond its borders, in Central Asia and elsewhere. The College strives to play a significant role in promoting societal and political liberalization throughout the region, thereby contributing to the quality of people's lives both materially and culturally.

The Strategy for achieving the mission is to develop and disseminate knowledge of diversified human economic, social and political experience relevant to Central Asia. We recognize that life is complex and that not all the situations our graduates will face will be easily understood. That's why we prepare them to think analytically and

critically about past and present human experience at the individual, group national and global level. That is also why we provide our students with the values, the basic analytical knowledge and techniques, and the employment-relevant and problem-solving skills they needed to be able to address both the anticipated and the unknown challenges that lie ahead in the twenty-first century. Our students are prepared for a wide variety of graduate programs in the social sciences and for career opportunities in business, journalism, government, social services and education.

We want all our students to experience a vibrant academic community, one in which they have opportunities:

- to mix with foreign exchange and visiting field-work students;
- to learn from, and to be mentored by, visiting professors and our well qualified and experienced foreign and local faculty;
- to study abroad for credits at one of our world-class partner universities; and
- to be paid teaching and research assistance working with faculty committed to delivering high quality teaching and learning, and research.

Profile

The College is a union of four disciplines that range from classical social science theory to professionally-oriented curricula. The faculty is a mix of both foreign faculty and Kazakhstani faculty. Not only are the faculty academically qualified but they possess a wealth of professional experience which is important in developing and mentoring the professionals of the future.

To provide a focus for College's research and scholarship activities, there is an active academic research centers – The Central Asian Studies Center.

More than 1000 students are enrolled in the College of Social Sciences degree programs at the undergraduate and graduate levels.

Degree Programs

The College is administratively divided into five departments: Economics, Journalism and Mass Communication, International Relations and Regional Studies, Public Administration and General Education. Each department, except the latter, currently has both undergraduate and a graduate degree program.

DEPARTMENT OF ECONOMICS

Office № 222 (Valikhanov building)
Tel.: +7 (727) 270-42-63
(ext: 3043, 3041)
e-mail: gpech@kimep.kz

Administration

Department Chair
Gerald Pech, PhD

Mission Statement

The Department provides international-standard education in economics. It is a center of education with relevance to the region and beyond.

Its core mission is to train students in the economic way of thinking and apply analytical tools to social, business and economic policy issues. It aspires to enable its students to compete on an equal footing with graduates from top-ranking departments anywhere in the world. It trains graduates to lead and support decision making processes at all levels in organizations in business and society and inculcates them with a set of concepts and ideas which transcend cultural boundaries.

The department prepares its students for a wide range of career choices in government, financial institutions, private and public sectors, intergovernmental as well as multilateral institutions. It provides its students accordingly with personal development and a choice of courses and specializations, such that they can match their educational profile to the career they wish to pursue. The greatest strength of an education in economics, however, is the variability of how it can be applied and the rigor and clarity of thinking which it imparts.

Degree Programs

The Department of Economics offers a Bachelors of Economics at the undergraduate level and a Master of Arts in Economics for post graduate students.

DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION

Office № 418 (Valikhanov building)
Tel.: +7 (727) 270-42-96
(ext. 3110),
e-mail: jmc-asst@kimep.kz

Administration

Department Chair
SholpanKozhamkulova, Ph.D.

Mission Statement

The Department of Journalism and Mass Communication offers the skills and understanding needed for success in professional communication, in such fields as Public Relations, online and print Journalism, Management of media organizations, and Broadcasting. In an age of Internet-propelled change, effective communication is essential. We are the leading program in Central Asia for preparing students for professional and academic excellence. Courses are taught in English, giving graduates the strong language skills that help them achieve their dreams around the world.

The Department offers international-level opportunities to aspiring communication specialists. We have strong ties with Journalism, Broadcast and Public Relations leaders, both internationally and in Kazakhstan. This helps J&MC graduates gain key positions in a full range of media companies. Beyond media employment, many graduates become leaders in commercial, governmental and non-governmental organizations, which increasingly demand communication and media expertise.

At the same time, the Department prepares students for academic prominence. Our graduates earn Ph.D.s in leading Western universities. Analytical and research skills, valued by employers all over the world, are a central part of each course.

Students learn from highly qualified international professors with a wealth of both professional and academic experience. Instructors from Kazakhstan combine Western training with extensive local knowledge. The J&MC department is strongly student-focused and supportive. We treat each student as an individual, helping them complement practical skills with a superb knowledge base. Departmental facilities are exceptional, giving graduates outstanding hands-on skills and problem-solving abilities.

The Department of Journalism and Mass Communication is Kazakhstan's leader in professional communication education at an international level. It has been conditionally accredited by the American Communications Association (ACA). We are committed to the success and satisfaction of our students, and to the development of Kazakhstan in an interconnected world of information.

Degree Programs

The Department of Journalism and Mass Communication offers a Bachelor of Arts in Journalism and a Master of Arts in International Journalism and Mass Communication.

DEPARTMENT OF PUBLIC ADMINISTRATION

Office № 306 (Valikhanov building)
Tel.: +7 (727) 270-42-66
(ext. 3049),
e-mail: dpmngr@kimep.kz

Administration

Department Chair
TaiaburRahman PhD.

Mission Statement

The mission of the Department of Public Administration is to deliver international-standard education and research in public policy, administration, and management relevant to Kazakhstan and the Central Asian region.

The department's operational goals are:

- to educate Kazakhstani and Central Asian professionals for future leadership in government, business, and the NGO sector;
- to provide students with the analytical and practical skills needed for them to be successful researchers, policymakers, and managers; and

- to foster within students an ethos of public service and active citizenship.

The Department realizes its goals through a diverse and highly qualified local and foreign faculty and support staff. It offers an interdisciplinary range of courses in areas such as financial management, public administration, environment, health, and education, while encouraging students in a broad range of research endeavors of their own choice. Its program is rounded out through a Public Administration Internship that places candidates in their choice of public, private, and non-government organizations, including the Parliament of Kazakhstan. Graduates of the Department of Public Administration are accepted into top Western universities.

The Department's programs are fully accredited by the European Association for Public Administration Accreditation (EAPAA). It is an institutional member of various organizations, such as the National Association of Schools of Public Affairs and Administration (NASPAA), the Network of Asia-Pacific Schools and Institutes of Public Administration and Governance (NAPSIPAG), and the Network of Institutes and Schools of Public Administration in Central and Eastern Europe (NISPAcee).

Degree Programs

The Department of Public Administration offers a Bachelor degree in Public and Municipal Administration for undergraduate students and a Master in Public and Municipal Administration for postgraduate students.

DEPARTMENT OF INTERNATIONAL RELATIONS AND REGIONAL STUDIES

Office № 108 and 110 (Valikhanov building)

Tel: +7 (727) 270-42-79/88

(ext. 3001/3050)

Email: spehr@kimep.kz

Administration

Department Chair
Scott Spehr, PhD.

Mission Statement

The Department of International Relations and Regional Studies is designed to produce graduates capable of taking on leadership roles in the challenging arena of world affairs, including positions within the diplomatic corps, multinational corporations, education and non-governmental organizations. Our multidisciplinary program provides a cutting-edge, well-rounded education, modeled on and delivered according to the highest international standards. Our program of study has received international recognition from top programs such as the Internal Masters in Russian, Central and Eastern European Studies program in Glasgow University, UK, which now offers a joint degree with our Master of International Relations program. By closely cooperating with a KIMEP-based research institute, the Central Asian Studies Center (CASC), the Department is establishing itself as an internationally-recognized base of excellence in research and the training of future scholars.

Objectives

The Objectives of the Department are:

1. to train professionals capable of taking on challenging jobs and playing leadership roles in the international arena, as diplomats, consular agents, communications officers, international affairs analysts and advertising specialists; and
2. to provide a solid foundation for future scholars who want to pursue graduate study and research in international relations and related fields in the social sciences and humanities.
3. To foster students' critical and analytical thinking and to expand their linguistic, technical, research and communication skills.
4. To analyze the core fields and sub-fields in the discipline through innovative teaching
5. To develop student/faculty collaboration that allows students to attain the political literacy necessary for good citizenship.
6. To help students understand the concepts, theories and methodologies used in the disciplines so that students can integrate theoretical knowledge and practical experience.

Degree Programs

The Department of International Relations and Regional Studies offers a Bachelor of Social Sciences in International Relations (BSSIR) for undergraduate students and a Master in International Relations (MIR) for post graduate students.

Research Center

Since the Academic Year 2010-11 the College of Social Sciences (CSS) of KIMEP University has created the Central Asian Studies Center (CASC) based in the College of Social Sciences (CSS) and led by the Department of International Relations and Regional Studies, for fostering cooperation on research with international scholars.



Central Asian Studies Center (CASC)

Facebook: CASC Almaty

Website: <http://www.casc.kz>

Director:

Associate Professor NargisKassenova

Deputy Director:

Assistant Professor ZharmukhamedZardykhan

UNDERGRADUATE DEGREE PROGRAMS

To earn a degree from the College of Social Sciences, a student must fulfill the following requirements:

1. Fulfill all KIMEP degree requirements, which include the completion of all General Education Requirements and completion of a minimum of 146 credits.
2. Completion of 33 credits of General Education Required courses
3. Completion of 64 credits of Program foundation courses.
4. Completion of 33 Major requirements
5. Completion of an internship (6 credits) as specified by the program requirements.
6. Completion of the requirements of a degree program offered by the College of Social Sciences.
7. Completion of the physical education, internship, thesis and exit test requirements

The College of Social Sciences offers the following undergraduate degree programs:

- Bachelor of Arts in Economics (BAE)
- Bachelor of Arts in Journalism (BAJ)
- Bachelor of International Relations (IR)
- Bachelor of Public and Municipal Administration (BPMA)

Each degree program has one or more options for a major. In some programs the student is not required to complete a major. A student who graduates without a major has more flexibility in selecting elective courses within the program.

The following table illustrates the general structure of the degree programs in the College of Social Sciences. The exact details are given under each degree program.

General Education Requirements	33
Program Foundation Courses	64
Program Requirements or Major	32
Internship	6
Physical Education	8
Thesis	2
State Examination	1
Total Required for Graduation	146

Total	6/24
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BACHELOR OF ARTS IN ECONOMICS (BAE)

STATEMENT OF PURPOSE

The BAE program teaches students how to analyze social and economic systems. This gives them flexibility in thinking and in choice of career. The program emphasizes intuition and empirical foundations of economic analysis.

LEARNING OBJECTIVES

In order to ensure that graduates have the critical perspective necessary to lead and the skills to support decision making, the BAE program aims to impart

- knowledge of core concepts and theories of economics sciences and the ability to put them into perspective, that is to compare their predictions and to critically assess their applicability in different circumstances;
- the ability to structure and analyze situations and to critically assess and evaluate solutions;
- practical skills to establish relationships between economic variables;
- the ability to communicate ideas and information clearly and effectively in oral and written English;
- the ability to work effectively with others in the pursuit of common objectives.

BAE CURRICULUM

To earn a Bachelor of Arts in Economics a student must complete 146 credits.

General Education Requirements	33
Physical Education	8
Program Foundation Courses	64
Major Requirements	41
Total Required for Graduation	146

Students should choose the General Education courses with the assistance and advice of the academic advisors. For details, see Undergraduate General Education requirements.

Program Foundation Courses (64 credits)

Program Foundation Required Courses (37 credits)

Course Code	Course Title	Credits
KAZ21021.2 RUS2101.2	Professional Kazakh (Russian) Language	2
ENG2101	Professionally Oriented Foreign Language	2
ENG1110	Academic Listening and Notetaking	3
ENG1121	Academic Reading and Writing II	3
GEN1201/ ECN1201	Mathematics for Business and Economics	3
ECN2083	Introduction to Statistics	3
ECN2103	Principles of Microeconomics	3
ECN2102	Principles of Macroeconomics	3
ECN3081	Intermediate Microeconomics (Microeconomics)	3
ECN3082	Intermediate Macroeconomics (Macroeconomics)	3
ECN3184	Econometric Methods	3
ECN3103	Quantitative Methods	3
ECN4104	Research Methods and Methodology (Data Analysis)	3
TOTAL		37

Program Foundation Elective Courses (27 credits)

Course Code	Course Title	Credits
ECN4125	Monetary Economics	3
ECN4086	Applied Microeconomics (Microeconomics II)	3
ECN4085	Applied Macroeconomics (Macroeconomics II)	3
ECN4185	Applied Econometrics	3
ECN3083	Mathematical Economics	3
ECN3151	Managerial Economics (Entrepreneurship)	3
ECN2202	Business Law (Entrepreneurial Law)	3
ECN2201	Accounting and Auditing	3

ECN3105	Marketing	3
ECN3104	Operations Management (Production Planning and Economics of Production)	3
ECN2360	Introduction to Personal Finance	3
ECN4111	International Finance	3
Total		27

Major requirements

The BAE program offers three majors: Business Economics, Public Policy and Financial Economics. Students who want a flexible curriculum may choose to graduate without a major by earning 9 credits from economics elective courses.

Public Policy prepares students to work with international organizations such as IMF, World Bank, WTO, multinational organizations, international law firms, financial institutions, government agencies, such as ministry of commerce and trade and research organizations.

Business Economics prepares students for work in the private sector with an emphasis on courses which combine decision theory with the analysis of interaction in markets. Several electives allow a more focused specialization in institutions and organizations in financial markets.

Financial Economics prepares students for work in the financial sector. The courses are designed to meet the qualification profile of financial analysts, risk-performance analysts, investment bankers, investment brokers, and financial consultants.

Major Required Courses (26 credits)

Course Code	Course Title	Credits
ECN3189	Economy of Kazakhstan	3
ECN4112	International Economics	3
ECN3350	Financial Economics I (Finance)	3
ECN4154	Government and Business (Government Regulation of the Economy)	3
ECN4121	Public Economics	3
ECN3888	Internship	6
ECN4183	Thesis	4
ECN4999	State Examination	1
Total		26

Major Elective courses

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

Major in Business Economics (15 credits)

Course Code	Course Title	Credits
ECN3193	Project Appraisal	3
ECN4351	Foreign Exchange Markets	3
ECN4359	Investment in Emerging Markets	3
ECN4153	Law and Economics	3
ECN4122	Labor Economics	3
ECN4350	Advanced Financial Economics	3
ECN4152	Industrial Organization (Economics of Enterprise)	3
ECN3161	Natural Resource Economics (Environmental Economics)	3
ECN4181	Special Topics in Economics	3
ECN3155	Money and Banking	3

ECN3230	Financial Institutions Management (Financial Institutions and Markets)	3
Total		15

Financial Economics (15 credits)

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

ECN4350	Advanced Financial Economics	3
ECN4351	Foreign Exchange Markets	3
ECN4352	Financial Econometrics	3
ECN4359	Investment in Emerging Markets	3
ECN4181	Special Topics in Economics	3
ECN3210	Corporate Finance	3
ECN3155	Money and Banking	3
ECN3230	Financial Institutions Management (Financial Institutions and Markets)	3
Total		12

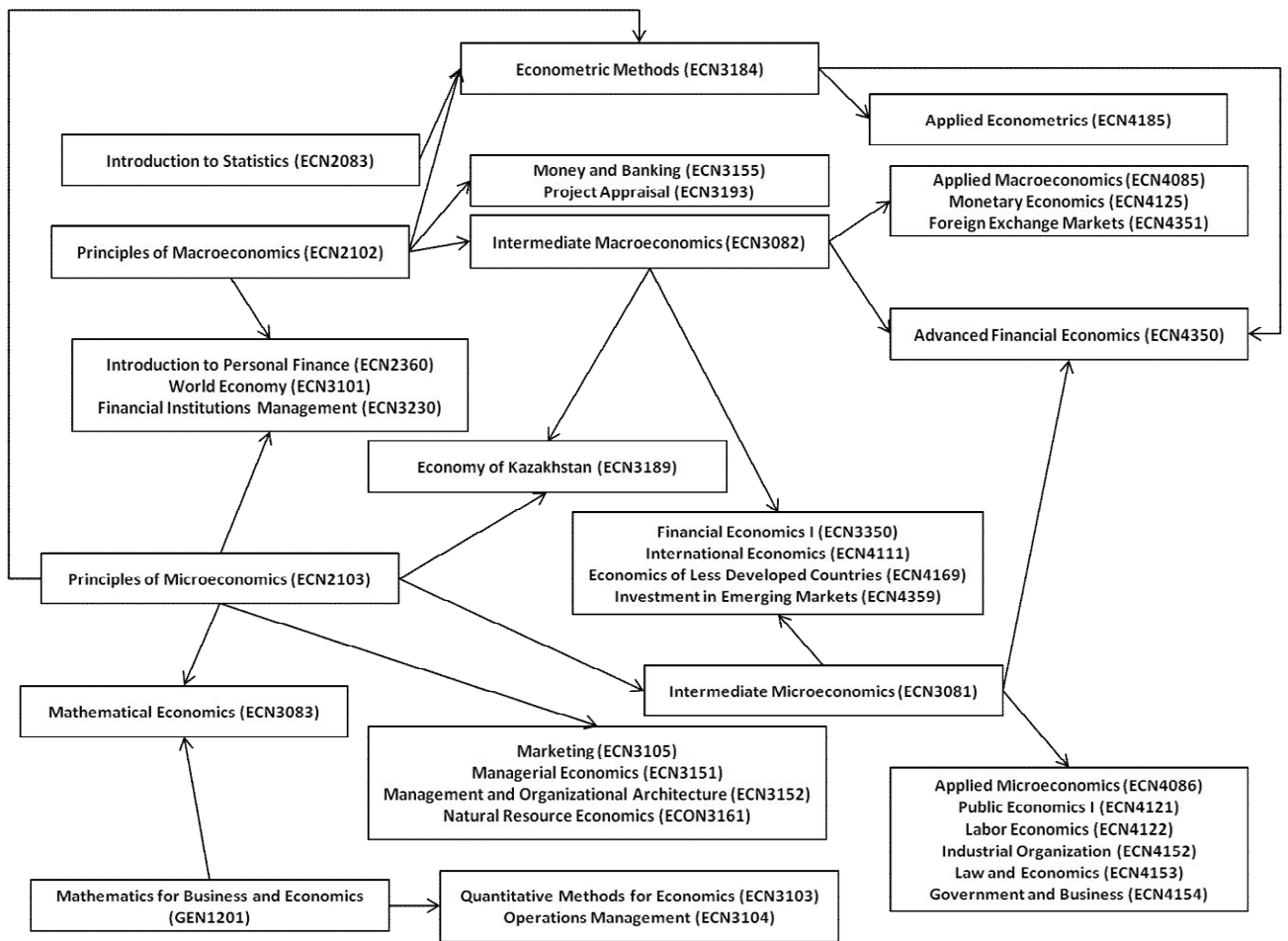
Major Electives for Public Policy (15 credits)

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

Course Code	Course Title	Credits
ECN3193	Project Appraisal	3
ECN3101	World Economy	3
ECN4153	Law and Economics	3
ECN4122	Labor Economics	3
ECN4359	Investment in Emerging Markets	3
ECN4152	Industrial Organization (Economics of Enterprise)	3
ECN3161	Natural Resource Economics (Environmental Economics)	3
ECN4181	Special Topics in Economics	3
Total		12

Prerequisites

The following chart illustrates which Economics courses have prerequisites. For details see course descriptions. All required English courses must be completed before taking Microeconomics or Macroeconomics.



Thesis requirements¹¹

Thesis (ECN4183.4) Students have to write a thesis on an independent research which they undertake in consultation with a faculty advisor. Students must set up an appointment with a faculty member who may specialize in the student's potential topic, submit a proposal and obtain written approval of the faculty advisor. In order to register for a thesis, students must have completed 90 credits, including ECN 4104 Research Methods and Methodology and an econometrics methods course.

Writing the thesis

The thesis analyzes an economic problem. It should follow the structure of a journal article: Introduction, Explanation of the Methodology Used, Evaluation of the Data (if any), and Conclusion. As a guideline, the paper should be about 10,000 words in length, with supporting data, graphs and appendices.

Grading of the Thesis

The thesis is graded on a letter scale with plus and minus grades (e.g., A+, A, ..., D, D-). 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:

- Is the argument of the thesis sound?
- Does valid evidence and do examples support the argument of the thesis?
- Is the essay well organized? Are the parts arranged in a clear sequence?
- Is the essay well researched?
- Is the thesis well presented?
- Are there mistakes in usage or spelling?

State Examination (Exit Exam) Students are required to take the examination.

Internship requirements

All BAE students are required to complete a 6-credit internship.

Course Code	Course Title	Credits
ECN 3888	Professional Internship in Economics I	3
ECN 3888.1	Professional Internship in Economics II	3
Total		6

BACHELOR OF ARTS IN JOURNALISM (BAJ)

Statement of Purpose

The department prepares well-trained communicators, providing them the practical, technical and language skills necessary to develop Kazakhstan's media environment. The Bachelor of Arts in Journalism (BAJ) is a four-year program that primarily enrolls recent high school graduates who want to pursue careers in mass media and mass communication.

Mission

The BAJ program is committed to provide students with a clear understanding of the fields of Public Relations, multimedia journalism, with practical preparation for success as professionals or academics in these or related areas.

Learning Objectives

Students who graduate with a BAJ degree will be prepared to enter employment in mass and online communication fields including journalism, public relations, or broadcasting. This preparation is based on developing understanding and practical skills, including the abilities to:

- comprehend the role of professional communication in Kazakhstan and the world;
- investigate and become skilled at the practices of media and mass communication;
- study and apply major ethical standards related to the practices of professional communication;
- learn and apply legal issues related to the practice of communication in Kazakhstan;
- understand the impact of new information technologies on the practice of Public Relations, Management, Broadcasting and Journalism;

¹¹ For details see the Guideline for BAE Theses in Economics.

- comprehend historical and contemporary practices in CIS and Kazakhstan and in other regions of the world, as well as major social, economic, and political issues affecting those practices;
- develop the analytical skills to critically evaluate verbal and visual communication;
- gain the analytical skills to conceive and produce professional and/or academic communication materials;
- enhance practical skills for effective traditional and online communication;
- learn the skills and understanding needed to conduct journalistic research, using a variety of method; and
- gain practical experience as an intern in a professional communication workplace.

Department of Media and Communication policies

Graduate students may enroll in 4000-level courses for graduate credit so long as the chosen course does not substantially reproduce the content of another course the student has taken or is currently taking. Graduate students may be allowed to enroll in courses at the 3000-level or below for graduate credit with permission of the department. Graduate students who enroll in undergraduate-level courses will be required to complete additional course requirements to justify graduate credit.

Advanced undergraduate students may enroll in graduate-level courses for undergraduate credit with permission of the Department. The content of such courses must not substantially duplicate the content of a course the student has previously taken or is currently taking.

BAJ Curriculum

To earn a Bachelor of Arts in Journalism, a student must complete 146 credits.

General Education Requirements	33
Physical Education	8
Program Foundation Courses	64
Program Requirements or Major	41
Total Required for Graduation	146

GENERAL EDUCATION REQUIREMENTS (33 CREDITS)

See Undergraduate General Education requirements

BAJ PROGRAM FOUNDATION COURSES (64 CREDITS)

BAJ Program Foundation Courses (64 credits) are required by all students in the BAJ program.

BAJ Program Foundation Courses (64 credits) are grouped into two components:

Program Foundation Required Courses: 43 credits

Program Foundation Elective Courses - 21 credits

Program Foundation Required Courses: 43 credits

Course Code	Course Title	Credits
JMC3615.2 Or JMC3616.2	Writing for Russian Language Media or Writing for Kazakh Language Media	2
JMC 1601.2	English for Media Communication I	2
JMC2607.4	Ethical and Legal Issues in Press	4
JMC 3201	Media Writing	3
JMC3608	Journalism of Kazakhstan and CIS	3
JMC 3609	Principles of Media Management	3
JMC 3622	Print Journalism	3
JMC2605	Media and Society	3
JMC2604	Computer Design and Editing	3
JMC 2611	Introduction to Journalism	3
JMC 2612	New Information Technologies	3

JMC2608/ GEN2812	Introduction to Public Relations	3
ENG1110	Academic Listening and Note Taking	3
ENG1121	Academic Reading and Writing II	3
JMC 2430.2	Research, Reading and Writing	2
TOTAL:		43

Program Foundation Elective Courses: 21 credits

Students must choose any 7 (seven) courses from the following:		
Course Code	Course Title	Credits
JMC 4701.4	Communication Research	4
JMC 2609	Psychology in Communication	3
JMC 2704	Persuasive Communications	3
JMC 2703	Photojournalism	3
JMC3211	Editing	3
JMC 4615	Online Multimedia Technologies	3
JMC 4705	Introduction to Documentary	3
JMC 4707	Broadcast Production and Editing	3
JMC 4706	Creative Workshop	3
JMC 3707	Broadcasting in Russian (Kazakh)	3
JMC 3708	Independent Studies in Communications	3
JMC 3709	Audio Production	3
JMC 4610	Advanced News Editing	3
TOTAL:		21

PROGRAM REQUIREMENTS OR MAJOR (41 credits)

The BAJ program offers two majors: **Media Management** and **Public Relations**. Students who want a flexible curriculum may choose to graduate without a major. In such cases, students should complete **41** credits in BAJ Major Program Requirements or Major section.

BAJ Program Requirements or Major courses are grouped into two components:

Major Required Courses – 32 credits

Major Elective Courses- 9 credits

Media Management 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.

Public Relations 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 includes business administration and management courses.

Major in Media Management

Major Required Courses: 32 credits

Course Code	Course Title	Credits
JMC 3623	Broadcast Journalism	3
JMC 4613.2	Online Journalism	2
JMC 3611	Internship I	3
JMC 3612	Internship II	3
JMC 4070.2	Thesis	2
JMC 4080	State Examination	1
JMC4601	Advertising and Media Sales	3
JMC 4209	Public Relations Management and Strategies	3

JMC 4611.01	Media Management Professional Project	3
JMC3605	Political Communication	3
JMC 4690	Special Topics in Journalism and Mass Communication	3
JMC 4614	Media Analysis	3
TOTAL:		32 credits

JMC 4070.2 Thesis

Students will write an undergraduate thesis on independent research undertaken in consultation with a faculty advisor, who may specialize in the student's potential thesis topic. Students must submit a proposal and obtain the written approval of the faculty advisor.

Major Elective Courses: 9 credits

Students must choose any 3 (three) of major electives courses:		
JMC 3603	Business News	3
JMC 4201	Advanced Media Writing	3
JMC 4704	Brand/Image Management	3
JMC 4702	Government Media Relations	3
JMC 4708	Broadcast Public Speaking	3
JMC 4713	Persuasive Visual Communication	3
JMC 4622	Advertising Writing, Layout and Strategies	3
JMC 2704	Persuasive Communication	3
TOTAL		9

Major in Public Relations

Major Required Courses: 32 credits

Course Code	Course Title	Credits
JMC 3623	Broadcast Journalism	3
JMC 4613	Online Journalism	2
JMC 3611	Internship I	3
JMC 3612	Internship II	3
JMC 4070.2	Thesis	2
JMC 4080	State Examination	1
JMC 4703	Crisis Communication	3
JMC 4209	Public Relations Management and Strategies	3
JMC 4611.02	PR Professional Project	3
JMC4201	Advanced Media Writing	3
JMC 4690	Special Topics in Journalism and Mass Communication	3
JMC 2704	Persuasive Communication	3
TOTAL:		32 credits

Students must choose any 3 (three) of major electives courses.

Major Elective Courses: 9 credits

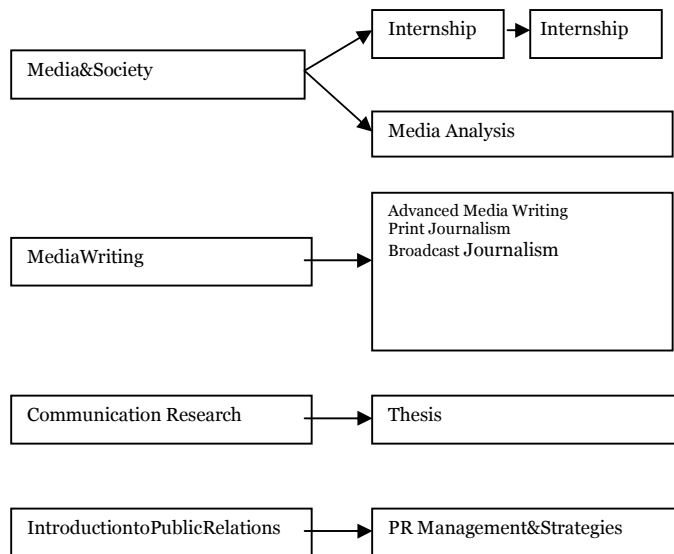
Students must choose any 3 (three) of major electives courses:		
JMC3605	Political Communication	3
JMC 3603	Business News	3
JMC 4614	Media Analysis	3
JMC 4704	Brand/Image Management	3
JMC 4702	Government Media Relations	3

JMC 4708	Broadcast Public Speaking	3
JMC 4713	Persuasive Visual Communication	3
JMC 4622	Advertising Writing, Layout and Strategies	3
TOTAL		9

Total required for graduation is 147 credits.

Prerequisites

The following chart illustrates which Journalism courses have prerequisites. Journalism courses not listed on the chart do not have any prerequisites.



BACHELOR OF PUBLIC AND MUNICIPAL ADMINISTRATION (BPMA) (Code of the Major: 5B051000)

Statement of Purpose

The purpose of the Bachelor of Public and Municipal Administration at KIMEP is to prepare professionals for careers in the public, non-profit, and private sectors through an intellectual and practical interdisciplinary approach. The program aims to prepare prospective managers with skills that enable them to adapt to changing demands within different sectors.

Learning objectives

In order to equip students who graduate from the BPMA program with the essential knowledge and skills they need to gain employment in professional, managerial, and, ultimately, executive positions in the public, non-profit and private sectors, the program's learning objectives are to ensure that undergraduates have a satisfactory level of knowledge of:

- the concepts and theories that have informed the development of public administration, public policy and public management;
- the nature of the public sector and its relationship to government, civil society and the marketplace, and how it can be institutionally arranged and reformed;
- the concepts and theories of public finance (taxation and expenditure), governmental budgeting and financial management;
- the nature of public organizations and impact of their structure and culture on organizational performance;
- the concepts and theories of motivation, leadership, job design and organizational change that can be applied to improve the performance of public organizations; and

- one or more areas of public policy specialization (including natural resources, urban development, social policy, environmental policy, and health policy).

The undergraduates also acquire the necessary cognitive, inter-personal and self-management skills to:

- 1) undertake research involving the synthesizing, integrating and applying of theoretical constructs to define, analyze and address issues in the fields of public administration, public policy and public management;
- 2) communicate ideas and information clearly and effectively oral and written English;
- 3) make appropriate use of information technology for the retrieval, analysis and presentation of information; and
- 4) work effectively with others in the pursuit of common objectives.

BPMA Curriculum

To earn a Bachelor Public and Municipal Administration a student must complete 146 credits.

General Education Requirements	33
Program Required Courses	62
Major Requirements	32
Internship	7
Physical Education	8
Thesis	3
State Examination	1
Total Required for Graduation	146

General Education Requirements (33 credits)

Students should choose the General Education courses with the assistance and advice of the academic advisors. The following are some guidelines for students in the BPMA program. The General Education Requirements are explained in Undergraduate General Education section of this Catalog.

Program Required Courses (62)

Course Code	Course Title	Credits
KAZ2101.2/ RUS2101.2	Professionally oriented Kazakh (Russian) Language	2
PAD 2430	Research, Reading, Writing (Professional Foreign Language)	3
GEN1201/ ECN1201	Mathematics for Business and Economics	3
PAF2211	Public Marketing	3
ECN2102	Macroeconomics	3
PAD4443	Public Management	3
PAF3531	Public Finance	3
PAD 3533	Organization Theory and Design	3
ENG 1110	Academic Listening and Note Taking	3
ENG 1121	Academic Reading and Writing II	3
PAD 3113	Quantitative Data Analysis	3
PAD 3116	Methods of Social Research	3
PAF3511	Fundamentals of Public Financial Management	3
PAD 3523	Human Resource Management	3
PAD 3524	Leadership and Management	3
PAD 3542	Public Policy Analysis	3
PAD4520	Program Evaluation	3
PAF4534	Public Budgeting	3

PAD4541	Gender and Public Policy	3
PAD3522	Decision-making	3
PAD4442	Comparative Public Administration	3
Total		62

Major Requirements

The Department of Public Administration offers the following specializations to students: Public Policy and Administration, Financial Management, Governance and Law, and International Customs Administration.

Financial Management 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.

Public Policy and Administration is 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.

Governance and Law is designed to prepare capable, innovative professionals to pursue careers in the public and non-profit sectors. The program equips future managers with knowledge and practical skills for effective governance in an era of globalization. The joint major permits students to pursue either an LLM at the Law School or a Master in Public Administration at the College of Social Sciences. **This is a new major and shall be implemented in Fall 2015.**

Major in Financial Management (32 credits)

Major Required Courses (5 credits)

Course Code	Course Title	Credits
PAD2111	Theories of Public Administration	3
PAD4553.2	Local Government (Municipal Management in GOSO)	2

Major Electives Courses (27 credits)

Major Prerequisite Courses (6)-2 from here

Course Code	Course Title	Credits
PAD4556	Senior Research Project	3
PAF4532.2	Fiscal Governance (for Financial Management Major)	3
PAD3536	Organizational Behavior (for Public Policy Major)	3
PAD3540	Governance and Development (for Law and Governance Major)	3

Major Electives in Financial Management (21 credits)

Following are the options from which 7 electives can be selected. Any 6 from the following

Course Code	Course Title	Credits
PAF3534	Taxation and Spending in Selected Countries	3
PAF4531	Investment Management	3
PAF4532	Current Topics in Financial Management	3
PAF4533	Financial Management in the	3

	Public Sector	
PAF4535	Public Sector Auditing	3
PAF4536	Project Appraisal and Management	3
PAF4532.4	Managerial Accounting	3
PAF3532	Government and Business	3

Plus any 1 from the following

Course Code	Course Title	Credits
PAD3541	Natural Resources Management	3
PAD3543	Urban Development	3
PAD3540	Governance and Development	3
PAD3547	Social Policy in Transitional Countries	3
PAD 3548	Health Care Policy	3
PAD4441	Oil and Gas Policy	
PAD4542	Current Issues in Public Policy and Administration	3
PAD4553.2	Local Government	2

Major Electives in Public Policy and Administration (21 credits)

Following are the options from which 7 electives can be selected. Any 6 from the following

Course Code	Course Title	Credits
PAD3540	Governance and Development	3
PAD3541	Natural Resources Management	3
PAD3543	Urban Development	3
PAD3547	Social Policy in Transitional Countries	3
PAD3546	Comparative Educational Policy and System Design	3
PAD3547	Social Policy in Transition Countries	3
PAD3548	Health Care Policy	3
PAD4441	Oil and Gas Policy	3
PAD4542	Current Issues in Public Policy and Administration	3
PAD4553.2	Local Government	2
PAD4003	Public Policy of Kazakhstan	3

Plus any 1 from the following

Course Code	Course Title	Credits
PAF3534	Taxation and Spending in Selected Countries	3
PAF4531	Investment Management	3
PAF4532	Current Topics in Financial Management	3
PAF4533	Financial Management in the Public Sector	3
PAF4535	Public Sector Auditing	3
PAF4536	Project Appraisal and Management	3
PAF4532.4	Managerial Accounting	3
PAF3532	Government and Business	3

PAD3546	Comparative educational Policy and Systems Design	3
PAD4521	Current Issues in Public Management	3

Major Electives in Governance and Law (21 credits)

Following are the options from which 7 electives can be selected. Students are free to choose any 3 from the governance and any 4 from Law areas

Governance Area (any 3 from the following)

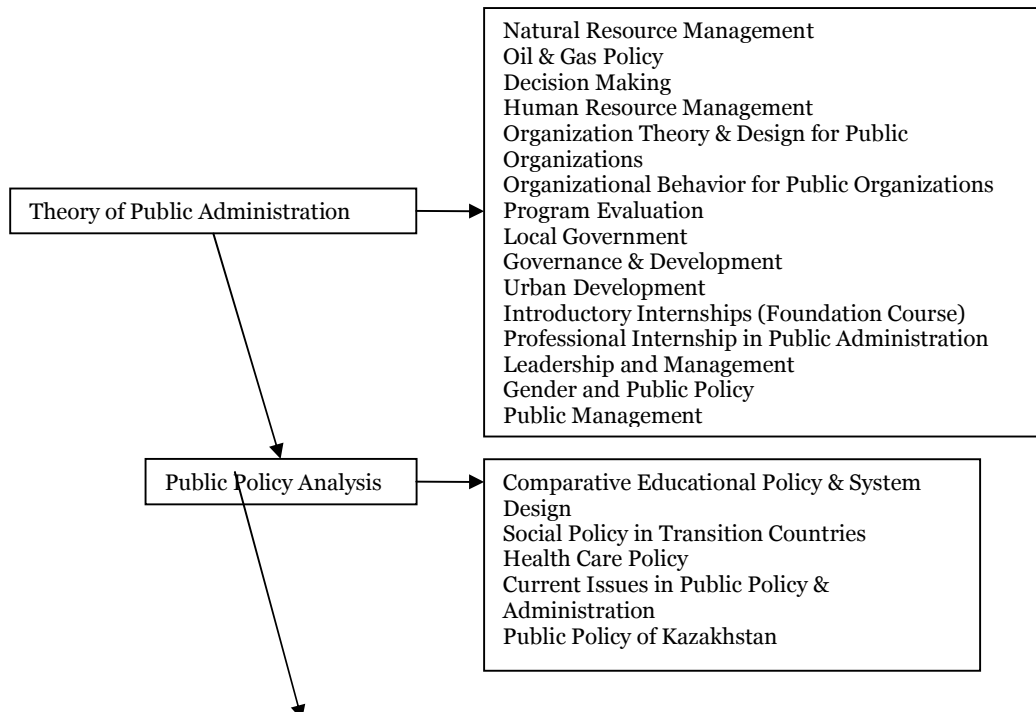
Course Code	Course Title	Credits
PAD4003	Public Policy of Kazakhstan	3
PAF3532	Government and Business	3
PAD4562	Current Issues in Governance and Law	3
PAD4702	CSR and International Development	3

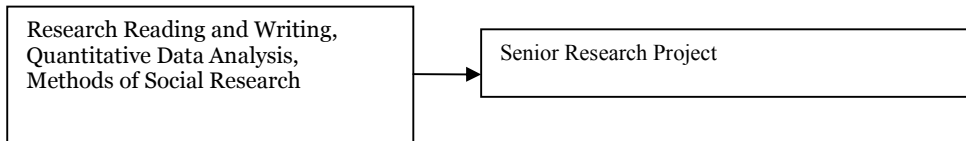
Law Area (any 4 from the following)

Course Code	Course Title	Credits
GEN1630	Theory of State and Law	3
Law3511	Public International Law	3
Law2101	History of State and Law in Kazakhstan	2
Law2201	Civil Law of Kazakhstan: General Law	3
Law3520	Tax Law of Republic of Kazakhstan	3
Law2102	History of State and Law in Foreign Countries	2

Prerequisites

The following chart illustrates which courses have prerequisites. In general, students must complete PAD2111 **Theory of Public Administration** before taking other public administration courses.





Additional Education (14 credits):

Physical Education	8
Internship	7

Final Attestation (3 credits):

Course Code		
PAD4557	Thesis Defense	3
	State Examination (Exit Exam)	1

Internship requirements

All BPMA students are required to complete a 7-credit internship.

	Introductory Internship (Kazakhstan Parliament)	3
CSS3001.1	Foundation Course and Introductory Internship (Kazakhstan Parliament)	4
CSS3001.2	Or	
CSS3002.1	Introductory Internship (Ministry of Economics)	3
CSS3002.2	Foundation Course) and Introductory Internship (Ministry of Economics)	4
PAD3115.1	Or Professional Internship in Public Administration I and	3
PAD3115.4	Professional Internship in Public Administration II	4

MINORS OFFERED BY THE PUBLIC ADMINISTRATION DEPARTMENT

A minor is a body of study that is taken outside of the major area. Each program within the College of Social Sciences offers one or more minors that are available to students from other programs within CSS and to students from the Bang College of Business. Some interdisciplinary minors are also available. All minors from the College of Social Sciences require 15 credits of coursework. Students must carefully select General Education and elective courses to ensure that prerequisites are met for required courses in some minors. The Public Administration department offers a minor in Public Financial Management, a minor in Public Policy and Administration and a minor in Public Management. In order to familiarize the minors offer by the Department of Political Science and International Relations, the Department of Economics, and the Department of Journalism and Mass Communication, please visit the relevant pages in this catalog.

For Students outside the Department

Public Financial Management

Minor requires the following two courses and additional courses in Financial

Management to complete 15 credits	
PAD2111	Fundamentals of Public Administration
PAF3531	Fundamentals of Public Financial Management

Public Policy and Administration

Minor requires the following two courses and additional courses in Public Policy and Administration to complete 15 credits	
PAD2111	Fundamentals of Public Administration
PAD3542	Public Policy Analysis

Public Management

Minor requires the following two courses and additional courses in Public Management to complete 15 credits	
Required courses (6 credits)	
PAD2111	Fundamentals of Public Administration
PAD4443	Public Management

Elective courses (9 credits)	
PAD3536	Organization Behavior for Public Organizations
PAD3524	Leadership and Management
PAD3533	'Organization Theory and Design for Public Organization'
PAD3522	Decision Making
PAD3523	Human Resource Management
PAD4520	Program Evaluation
PAD4443	Public Management
PAD4521	Current Issues in Public Management

BACHELOR OF INTERNATIONAL RELATIONS (BIR)

MISSION OF THE BIR PROGRAM

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

STATEMENT OF PURPOSE OF THE BIR PROGRAM

The BIR Program is designed to:

- produce graduates capable of taking on leadership roles in the challenging arena of world affairs, including positions within the diplomatic corps, multinational corporations, education and non-governmental organizations.
- offer an integrated multidisciplinary curriculum program that compares favorably in standards and quality to comparable programs in Western universities.

OBJECTIVES OF THE BIR PROGRAM

The objectives of BIR program are:

1. to train professionals capable of taking on challenging jobs and playing leadership roles in the international arena, as diplomats, consular agents, communications officers, international affairs analysts and advertising specialists; and
2. to provide a solid foundation for future scholars who want to pursue graduate study and research in international relations and related fields in the social sciences and humanities.
3. to foster students' critical and analytical thinking and to expand their linguistic, technical, research and communication skills.
4. to analyze the core fields and sub-fields in the discipline through innovative teaching
5. to develop student/faculty collaboration that allows students to attain the political literacy necessary for good citizenship.
6. to help students understand the concepts, theories and methodologies used in the disciplines so that students can integrate theoretical knowledge and practical experience.

LEARNING OBJECTIVES OF THE BIR PROGRAM

In line with the Institute's development strategy to 2014, which has at its heart the development of a transparent learning process, learning objectives have been developed. The BIR program's learning objectives are to ensure that graduates have:

A satisfactory level of knowledge of:

- the concepts and theories that inform the field of international relations, political theory, comparative politics and regional studies;
- the nature of the international system and its relationship to individuals, socio-economic and cultural groups, states, international organizations, international law, global civil society, and private multinational corporations;
- the economic perspectives on global, international and regional governance;
- ethics as they apply to international affairs;
- the differences between political systems in terms of constitutional frameworks, social and cultural traditions and practices, and political participation;
- one or more areas of specialization in international and regional studies (including security, natural resources, geopolitics, foreign policy history and decision-making, bilateral relations, diplomacy, and governance of international organizations);

And the necessary cognitive, inter-personal and self-management skills to:

- undertake research that synthesizes, integrates and applies theoretical constructs to define, analyze and address issues in the fields of international relations, comparative politics, and regional studies;
- communicate ideas and information clearly and effectively in oral and written English;
- make appropriate use of information technology for the retrieval, analysis, and presentation of information;
- work effectively with others in the pursuit of common objectives.

INTENDED LEARNING OUTCOMES OF THE BIR PROGRAM

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

1. describe and articulate the key concepts, major paradigms and theoretical perspectives within the discipline;
2. appraise the impact of cultural, historical, geographic, and economic factors on the formation of different states, regions and civilizations within the international system;
3. analyze the structure and dynamics shaping the contemporary international system and regional structures such as the European Union, NATO, the Eurasian Economic Community, the Shanghai Cooperation Organization, the Asia Pacific Economic Cooperation, and others;
4. explain the behavior and interactions of the primary actors within the international system and regional subsystems, so as to be able to explain their impact on state-level policy decision-making, risk assessment and conflict resolution;
5. appraise the structure of political systems and the impact of social classes, ethnic groups, social/political movements and interest groups on the formation of foreign and domestic policy in various states;
6. evaluate the role of global institutions, international law, and fundamental values or ethical considerations in the formulation of foreign and domestic policy;
7. assess the impact of major threats to the global order, including the breakdown of the global financial system, economic and social polarization, geopolitical rivalry, resource scarcity, environmental degradation, terrorism and nuclear proliferation;
8. utilize the skills and knowledge noted above to frame the policies of Kazakhstan and other Central Asian states in a global context;
9. implement basic social scientific research skills, critical thinking models and effective communication techniques in the preparation of original compositions in the field of international relations and regional studies; and
10. work effectively with others in the pursuit of common objectives.

BIR Curriculum

To earn a Bachelor of International Relations a student must complete 146 credits

General Education Requirements	33
Physical Education	8
Program Foundation Courses	64
Major Requirements	41
Total Required for Graduation	146

General Education Requirements (33 credits)

Students should take the General Education required courses.

The General Education Requirements are explained in Undergraduate General Education section of this Catalog.

Physical Education Requirements (8 credits)

Students should take the Physical Education required courses.

The Physical Education Requirements are explained in Undergraduate General Education section of this Catalog.

Program Foundation Courses (64 credits)

Program Foundation Required Courses (55 credits)

Pre-requisites: All International Relations majors are required to take POL1511.2/GEN1701.2 “Fundamentals of Political Science” and IRL1512.2 “Fundamentals of International Relations” prior to admission into other program-foundation and program-major classes.

All language courses offered by the Language Center are exempted from these prerequisites (GEN1110, GEN1121, Kazakh or Russian Professional Language).

Also exempted from these prerequisites are GEN/POL2600 “History of Civilizations 1”, GEN/POL2601 “History of Civilizations 2” and IRL3541 “Contemporary World History”.

NOTICE: Program foundation required courses are normally offered once a year. Students should carefully decide what courses to take on a yearly basis.

Course Code	Course Title	Credits
GEN 1110	Academic Listening and Note-taking	3
GEN 1121	Academic Reading and Writing II	3
KAZ2101.2/ RUS2101.2	Professionally oriented Kazakh (Russian) Language	2
IRL2510.2	Professional Foreign Language: Strategic Communications in International Affairs	2
GEN1711/IR L 1512	Fundamentals of International Relations	3
IRL3517	International Institutions and Law	3
IRL 3521	Theories of International Relations	3
IRL 3545	Diplomatic Protocol and Documents	3
IRL3544	Diplomatic and Consular Service	3
IRL 3523	International Political Economy	3
IRL3539	History of Diplomacy 1648 to 1815	3
IRL3540	History of Diplomacy 1815 to 1945	3
IRL/POL 3515	Political Geography	3
IRL3547	Security Studies	3
POL 3534	Social and Political Theory	3
IRL4526	Comparative Foreign Policy	3
POL3512	Comparative Politics	3
IRL3541	Contemporary World History 1945 to Present	3
IRL 4527	Ethics in International Affairs	3
IRL3595	Research Design and Methods	3
Total		58

Program Foundation Elective Courses (6 credits)

All International Relations majors are required to take **two** of the following courses following the requirements of the table.

Program foundation elective courses are normally offered once a year. Students should carefully decide what courses to take on a yearly basis.

Course Code	Course Title	Credits
IRL/POL 4534	Politics of the European Union	3
IRL4519	Globalization: Current Issues	3
IRL3550	United Nations: Structure and Practices	3
GEN/POL 2600	History of Civilizations 1	3
GEN/POL 2601	History of Civilizations 2	3
Total		6

Program Major Requirements (41 credits)

Major requirements

The Department of International Relations and Regional Studies offers the following two specializations to students:

Major in Global Security and International Affairs

Major in Regional Studies and Energy Politics

Students of this major are required to take the 26 credits major required courses and 15 credits among the elective courses specific of the major (following also the specifications reported in the tables).

Common Major Required Courses (26 credits)

The following courses are required for all students of all majors in the BSSIR program.

Major required courses are normally offered once a year. Students should carefully decide what courses to take on a yearly basis.

Course Code	Course Title	Credits
IRL 3520	Foreign Policy of Kazakhstan	3
IRL4590	Undergraduate Seminar in International Relations	3
IRL4512	Multivector Diplomacy: Central Asia in Global Politics	3
IRLXXX	Any Major Elective of the BIR Program ¹²	3
IRLXXX	Any Major Elective of the BIR Program ¹³	3
See table below for the codes	Internship	3+3 (see table below)
IRL4599.4	Thesis	4
IRL4599.1	State Examination	1
Total		26

Internship requirements

All students are required to complete 6 credits of internship choosing among the options below:

CSS3001.1	Introductory Internship (Kazakhstan Parliament) Foundation Course (3)
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¹² Students of a Major can take either a course from the electives of the other Major or from the electives of their own Major. For example, a student with a Major in Global Security and International Affairs can take a course from the list of major electives of his own Major or from the list of electives of the Major in Regional Studies and Energy Politics.

¹³ Students of a Major can take either a course from the electives of the other Major or from the electives of their own Major. For example, a student with a Major in Global Security and International Affairs can take a course from the list of major electives of his own Major or from the list of electives of the Major in Regional Studies and Energy Politics.

AND CSS3001.2	credits) AND Introductory Internship (Kazakhstan Parliament) (3 credits)
CSS3002.1	Introductory Internship (Ministry of Economics) Foundation Course (3 credits)
AND CSS3002.2	AND Introductory Internship (Ministry of Economics) (3 credits)
IRL4596 AND IRL4597	Academic Internship (3 credits) AND Professional Internship in International Relations (3 credits)

Major in Global Security and International Affairs Elective Courses (15 credits)

Major elective courses are normally offered once a year. Students should carefully decide what courses to take on a yearly basis.

Students need to take:

- Any two courses from Group A
- Any two courses from Group B
- One course from any Group (A, B, C)

Course Code	Course Title	Credits
GROUP A		
IRL3526	Domestic Politics and Foreign Policy of the USA	3
IRL3527	Domestic Politics and Foreign Policy of the Russian Federation	3
IRL3528	Domestic Politics and Foreign Policy of the People's Republic of China	3
GROUP B		
IRL 4525	Asian Security: Theory and Practice	3
IRL3524	Global Security and International Conflict Resolution	3
IRL 3516	Terrorism and Security	3
GROUP C		
IRL4550	Emerging Powers	3
IRL 3546	Selected Topics in International Relations	3
Total		15

Major in Regional Studies and Energy Politics Elective Courses (15 credits)

Major elective courses are normally offered once a year. Students should carefully decide what courses to take on a yearly basis.

Students need to take:

- Any two courses from Group A
- Any two courses from Group B
- One course from any Group (A, B, C)

Course Code	Course Title	Credits
GROUP A		

IRL4531	Domestic Politics and Foreign Policy of Central Asia and the Caucasus	3
IRL/POL 4530	Middle East Politics	3
POL 4537	Society and Culture of Central Asia	3
GROUP B		
IRL4531	Political Economy of Central Asia	3
IRL 4521	Petropolitics	3
IRL 4540	Geopolitics and Political Economy of Natural Resources	3
GROUP C		
IRL 4528	Central Asia-Russia Relations	3
POL 3546	Selected Topics in Regional Studies	3
Total		15

GRADUATE DEGREE PROGRAMS

MASTER OF ARTS IN ECONOMICS (MAE)

Statement of Purpose

The Master of Arts in Economics is a western-style graduate program in economics and prepares graduates to understand the complex interplay of economic activities in businesses, policy making and other analytical functions related to the performance evaluation of a business enterprise, a government project, or to the forecasting of various economic and business scenarios.

Mission

The Master of Arts in Economics provides its graduates with a strong foundation in economic knowledge, both theoretical and applied, that is required to advance their professional careers or to continue their studies in doctoral programs in economics or in related disciplines. Graduates possess the analytic skills that are necessary in the workplace whether as managers or as economic analysts for business, government, and nonprofit organizations.

Learning objectives

The Program's learning objectives are to ensure that graduates have

1. an understanding of how a market economy organizes production and exchange
2. an understanding of how the national economy works and how its performance is measured;
3. the ability to evaluate macroeconomic policies;
4. analytical reasoning skills;
5. effective problem solving skills;
6. an understanding of the economic issues of Kazakhstan and Central Asia.

Degree Requirements

The MAE program comprises 48 credits, made up of 45 required course credits and 3 elective course credits for those students with adequate background.

Requirements for the MA in Economics are as follows

Program Required Courses	36
Program Foundation Electives	6
Program Electives	6
Total Required for Graduation	48

Required Courses

The following courses are required for a total of 36 credits.

Course Code	Course Title	Credits
ENG5301.2	Professional English	2
ECN5041.1	Management	1
ECN5042.2	Psychology and Behavioral Economics	2
ECN5013	Advanced Econometrics	3
ECN5022	Advanced Microeconomics	3
ECN5032	Advanced Macroeconomics	3
ECN5093	Project Planning and Welfare	3
ECN5801	Research Methods and Methodology	3
ECN5990	Research Seminar	3
ECN5991	Thesis	6
ECN5888	Internship	6
ECN5999.1	Comprehensive Examination	1
TOTAL		36

Foundation Electives

Students must complete two courses (6 credits) in this category. ECN5021 Microeconomics and ECN5031 Macroeconomics are prerequisites for Advanced Microeconomics and Advanced Macroeconomics. Students who have done intermediate level coursework at undergraduate level with satisfactory results can request these prerequisites to be waived.

Course Code	Course Title	Credits
ECN5021	Microeconomics	3
ECN5031	Macroeconomics	3
ECN5052	Statistical Methods	3
ECN5053	Game Theory	3
ECN5054	Mathematical Modeling	3
TOTAL		6/18

Program Electives

Students must complete 6 credits in graduate Economics electives. With permission of the chair some FIN graduate courses or ECN foundation electives can be used as program elective credits. ECN5012 Econometrics is also prerequisite for ECN5013, Advanced Econometrics. Students who have done coursework in econometric methods at undergraduate level with satisfactory results can request this prerequisite to be waived. Graduate Economic elective courses include:

ECN 5012	Econometrics
ECN5051	Money and Banking
ECN5142	International Trade
ECN5143	International Finance
ECN5226	Industrial Organization
ECN5261	Public Economics
ECN5296	Labor Economics
ECN5334	Monetary Economics
ECN5354	Financial Economics

Course Waiver Policy and Procedures

Students with undergraduate coursework in Economics may have up to 4 courses requirements waived based on their undergraduate academic record. Any students may qualify for a waiver of required courses and Internship (on the bases of current or past employment), **but additional electives must be substituted**. Waivers can only be granted by departmental admissions committee. Often students with grades of “B+” or equivalent will have an opportunity to be considered for a waiver. Thus, the credit waiver policy is applied on a case-by-case basis by the Department of Economics. The maximum number of credits that can be waived for any student in the MAE program is 12 credits.

MASTER OF INTERNATIONAL JOURNALISM (MAIJ)

The Graduate Program in International Journalism and Mass Communications leading to a Master of Arts in International Journalism (MAIJ) was first offered in August 2002.

This is a three-semester program of full-time study that must be completed within five years of commencement. There are two specializations or majors in the program: media management and public relations.

Mission and Goals

This three-semester (**48 credits**) program is designed to appeal to media scholars or professional employees seeking career development or advanced education, and to recent recipients of undergraduate degrees in communication arts or other fields seeking to advance their competitiveness and research and communication skills. Its central goals are:

1. to provide graduate-level education in the discipline of communications as consistent with the mission statement of KIMEP;
2. to produce competent professionals who demonstrate a thorough knowledge of the theory and practice of print journalism, broadcasting and/or new media, media management, public relations and advertising; and
3. to foster within students an ethos of professionalism and citizenship.

Objectives

The objectives of the MAIJ program are to:

1. provide the knowledge and communication skills necessary for students to succeed as leaders in their chosen area of mass communication, and/or as scholars and researchers in academic or other spheres;
2. develop student understanding and competence in key skills of media management and PR;
3. strengthen critical thinking and analytical skills needed to investigate trends and issues in journalism and mass communication;
4. help students develop as constructive and ethical members of their local, national, regional and international communities.

Learning Objectives

The learning objectives of this program study are to ensure that students understand:

1. the major concepts and theories of the production, distribution, and impact of mediated messages in a range of contexts and technologies, including traditional and online communication;
2. the nature of mass communication processes and production and their relationship to society, the marketplace and Kazakhstani media systems, and how professional projects can be conceived, designed, planned and implemented; and
3. the characteristics and structures of media organizations, and the impact of their activities and culture on information flow within individuals, groups, and society.

Program Intended Learning Outcomes

The program is a national and regional leader in developing and implementing transparent and effective academic learning outcomes as a core element of the development strategy of KIMEP University. Therefore, on the successful completion of the program, MAIJ graduates will be able to:

1. describe the function of mass media in society, and integrate their understanding into their own advanced professional and academic work;
2. apply advanced practices in professional communication, such as conducting research, planning, report writing, and analysis;
3. describe and evaluate the elements of ethical and professional practices related to journalism and mass communication;
4. manage and explain the changing and formative role of new information technologies in mass communication;

5. engage with, and advance, communication practices in CIS and Kazakhstan and in other regions of the world, reflecting the major social, economic, and political aspects and impacts of those practices;
6. develop the analytical skills needed to critically evaluate professional communication materials and performances;
7. adopt the language, management and technical skills needed to communicate effectively as a leader in their selected field;
8. describe, assess and apply the concepts and procedures of commercial and academic research, and master the use of key research methods;
9. design and complete a professional or academic thesis, based on an original theorization and resulting in high-quality analysis and/or professional product;
10. undertake at least one semester of work in a mass communication role or field.

Program Majors' Intended Learning Outcomes

Major in Journalism and Media Management ILO

On completion of the MAIJ with a Major in Journalism and Media Management, students will demonstrate the following learning outcomes at an advanced level:

1. conceive, plan and execute relevant, publishable articles or other materials that demonstrate professional values, standards and ethics;
2. find information and evaluate, organize and present it efficiently and clearly, with fairness and balance;
3. use advanced reporting/writing techniques in print, broadcast and online journalism;
4. gather information, using methods relevant to the discipline and the topic;
5. investigate civic issues through original research and analysis of official and public materials;
6. meet the operational needs of media organizations;
7. assume leadership in strategic and operational opportunities and problems;
8. design and implement plans that help organizations transform their vision into reality;
9. plan and execute activities for public relations, advertising and other communication, media and other organizations;
10. design marketing that full utilizes traditional and interactive marketing techniques; and
11. use strategic planning and communication to analyze their organization's current conditions and how to reach goals;
12. consult for media companies and organizations, and the communication departments of other companies.

Major in Public Relations and Advertising ILO

At the completion of the MIJMC with a Major in Public Relations and Advertising, students will demonstrate the following learning outcomes at a high level:

1. write a comprehensive public relations plan and effective traditional and electronic press releases and media kits;
2. apply reporting/writing techniques in broadcasting and online journalism;
3. design and implement effective public relations strategies, and evaluate results, to improve the image of a corporation or business;
4. apply a range of effective planning and communications strategies during a crisis;
5. formulate targeted marketing plans and develop a company's marketing communications strategy;
6. write in a clear, lively, visual, stimulating and concise style;
7. plan and manage cost-effective media that reach selected targets through advertising and sales promotion;
8. demonstrate a range of copywriting, photographic, video and design techniques and skills for a PR campaign;
9. develop a professional integrated marketing communications plan;
10. design, compile, and produce a professional-quality marketing plan using traditional and new direct marketing techniques;
11. formulate a cost-effective marketing communications budget;
12. gather and apply information on consumer behavior to create a marketing plan using traditional and new direct marketing techniques.

Department of Media and Communication policies

Graduate students may enroll in 4000-level courses for graduate credit so long as the chosen course does not substantially reproduce the content of another course the student has taken or is currently taking. Graduate students may be allowed to enroll in courses at the 3000-level or below for graduate credit with permission of the department. Graduate students who enroll in undergraduate-level courses will be required to complete additional course requirements to justify graduate credit.

Advanced undergraduate students may enroll in graduate-level courses for undergraduate credit with permission of the Department. The content of such courses must not substantially duplicate the content of a course the student has previously taken or is currently taking.

MAIJ Curriculum

MAIJ Program Structure

Program Required Courses	30 credits
Program Major Courses	18 credits
Total Required for Graduation	48 credits

Program Required Courses: 24 credits

Course code	Title of the course	Credits
JMC 5708.2	English for Media Communication II	2
JMC 5013.1	Communication Management	1
JMC5014.2	Psychology in Communication	2
JMC 5666	Introduction to Kazakhstani Media Market	3
JMC 5621.01	Internship 1	3
JMC 5621.02	Internship 2	3
JMC 5661	Thesis I	3
JMC 5662	Thesis II	3
JMC 5663	Thesis III	3
JMC 5080	Comprehensive Exam	1
TOTAL		24

Program Core Electives: 6 credits

Students must choose any 2 (two) of Program Core Electives:		
JMC 5690	Special Topic in Mass Communication	3
JMC 5657	Online Journalism	3
JMC 5655	Crisis Communication	3
TOTAL		6

Program Major Courses: 18 credits

The Graduate Program in International Journalism offers two majors:
Journalism and Media Management Major and *Public Relations and Advertising Major*.

Journalism and Media Management Major: 18 credits

Major Required Course: 3 credits

All students will complete:		
JMC5612	Advanced Media Writing	3

Major Core Courses: 9 credits

Students must choose any 3 (three) from :		
JMC 5656	Broadcast Journalism Practicum	3
JMC 5610	Advanced News Editing	3
JMC 5611	Principles of Media Management	3
JMC 5623	Writing for Russian (Kazakh) Language Media	3
JMC 5624	Broadcasting in Russian	3
TOTAL		9

Major Electives: 6 credits

Students must choose any 2 (two) from:		
JMC 5619	Advertising and Media Sales	3
JMC 5690	Special Topic in Mass Communication	3
MKT 5201	Marketing Management	3
MGT 5201	Organizational Behavior	3
MGT 5203	Strategic Planning	3
JMC 5704	Persuasive Communication	3
JMC 5630	Political Communication	3
JMC 5622	Advertising Writing, Layout and Strategies	3
JMC 5714	Media Analysis	3
JMC 4702	Government Media Relations	3
JMC 5606	Research Methods in Mass Communication	3
TOTAL		6

Public Relations and Advertising Major: 18 credits

Major Required Course: 3 credits

All students will complete:		
JMC5612	Advanced Media Writing	3

Major Core Courses: 9 credits

Students must choose any 3 (three) from :		
JMC 5653	PR Management and Strategies	3
JMC 5627	Public Relations Campaigns	3
JMC 5622	Advertising Writing, Layout and Strategies	3
JMC 5623	Writing for Russian (Kazakh) Language Media	3
JMC 5624	Broadcasting in Russian	3
TOTAL		9

Major Electives: 6 credits

Students must choose any 2 (two) from:		
JMC 5705	Image and Brand Management	3
JMC 5656	Broadcast Journalism Practicum	3
JMC 5619	Advertising and Media Sales	3
JMC 5623	Writing for Russian (Kazakh) Language Media	3
MKT 5204	Integrated Marketing Communications	3
MKT 5203	Consumer Behavior and Marketing Strategy	3
JMC 5704	Persuasive Communication	3
JMC 4614	Media Analysis	3
JMC 5610	Advanced News Editing	3
JMC 4702	Government Media Relations	3
JMC 5606	Research Methods in Mass Communication	3
TOTAL		6

Internships

Student internships, which are a mandatory component of the program curriculum, are an important part of the learning process. They can take two forms:

- professional (for students contemplating a career in journalism, media management, public relations or advertising);
- organizational (for students contemplating employment in the public, non-profit, and business sectors).

To support its internship program, the College has:

- an Internship Coordinator, who is responsible for finding suitable Professional Internship opportunities and placing students in such internships;
- a dedicated Senior Lecturer in Governmental Internships, a former Minister of Labor, who is responsible for designing, delivering, and assessing Introductory Internships to the Kazakhstan Parliament and the Ministry of Economic Development and Trade; and
- a MAIJ core faculty, appointed on a semester basis, to oversee and assess student internships.

The DMC Internship Program aims to provide students with an opportunity to work in real-world organizations (media outlets, PR and marketing and advertising companies, production and film studios, corporate media, government agencies, embassies, etc.) and acquire marketable skills in the areas of their specialization.

Internships are available in the following areas:

- communication,
- broadcasting,
- public relations,
- marketing,
- advertising,
- multimedia journalism,
- SMM
- media management, and
- event management.

The professional internship program is designed to:

- Immerse the students into the reality of Kazakhstani and international multimedia and communication field.
- Get introduced to the work of mass communication professionals; learn more about career choices;
- Give students hands-on reporting and writing experience in a professional newsroom; experience in planning and implementing strategic campaigns;
- Help students build a portfolio that will strengthen their applications for post-graduate jobs; employers will require previous experience and gauge a candidate's ability through their work samples;
- Develop a network of professional contacts that will help students launch a career in mass communications, public relations, marketing, and advertising.
- Improve their understanding of how market-based analysis can help them better understand economic and social problems;
- Enhance interns' awareness of the real-life situation in the chosen field;
- Help identify necessary skills and knowledge in order to focus in their academic program;
- Help develop interns' analytical, communication, team-working, decision-making and other professional skills;

The DMC internship program prepares students for such jobs as:

- Multimedia journalists
- Media producers
- PR managers
- Magazine editors
- Marketing specialists
- Communication consultants
- Corporate communication specialists
- Account managers
- Media planners
- News anchors
- Copywriters
- Social media coordinators
- Event managers, among many others.

Students have the opportunity to undertake an internship abroad or study abroad as part of their MIJMC program. This can be arranged with one of KIMEP's partner universities by the International Relations Office.

Sample Study Plans

Journalism and Media Management Major Sample Study Plan

Code	Fall semester	credits	Code	Spring semester	credits
JMC 5708.2	English for Media Communication II	2	JMC 5611	Principles of Media Management	3
JMC 5013.1	Communication Management	1	JMC 5657	Online Journalism	3
JMC 5014.2	Psychology in Communication	2	JMC 5610	Advanced News Editing	3
JMC 5630	Political Communication	3	JMC 5704	Persuasive Communication	3
JMC 5666	Introduction to Kazakhstani Media Market	3	JMC 5656	Broadcast Journalism Practicum	3
JMC5612	Advanced Media Writing	3	JMC 5662	Thesis II	3
JMC 5661	Thesis I	3			
TOTAL:		17	TOTAL:		18
				Summer/Fall semester	
			JMC 5628	Special Topic in Mass Communication	3
			JMC 5621.01	Internship	3
			JMC 5621.02	Internship	3
			JMC 5663	Thesis III	3
			JMC 5080	Comprehensive Exam	1
			TOTAL		10
TOTAL:					48

PR and Advertising Major Sample Study Plan

Code	Fall semester	credits	Code	Spring semester	credits
JMC 5708.2	English for Media Communication II	2	JMC 5653	PR Management and Strategies	3
JMC 5013.1	Communication Management	1	JMC 5627	Public Relations Campaigns	3
JMC 5014.2	Psychology in Communication	2	JMC 5622	Advertising Writing, Layout and Strategies	3
JMC 5704	Persuasive Communication	3	JMC 5655	Crisis Communication	3
JMC 5666	Introduction to Kazakhstani Media Market	3	JMC 5705	Image and Brand Management	3
JMC5612	Advanced Media Writing	3	JMC 5662	Thesis II	3
JMC 5661	Thesis I	3			
TOTAL:		17	TOTAL:		18
				Summer/Fall semester	
			JMC 5628	Special Topic in Mass Communication	3
			JMC 5621.01	Internship	3
			JMC 5621.02	Internship	3
			JMC 5663	Thesis III	3
			JMC 5080	Comprehensive Exam	1
			TOTAL:		10
TOTAL:					48

MASTER OF PUBLIC AND MUNICIPAL ADMINISTRATION (MPMA)

Statement of purpose

The MPA Program's purpose is to prepare graduates for careers, leadership positions, and ethical service in public, non-profit, and business organizations. It seeks to demonstrate to Kazakhstan and the Central Asian region the value of high-quality, research-informed teaching of public administration, policy, and management.

The Master in Public Administration (MPA) program started in 1994 shortly after the inception of KIMEP. Since then, over 300 MPAs have graduated, contributing skills, knowledge and abilities to public, non-profit service at *the national as well as the international level*. We are currently working to internationalize the student body to bring people together to share ideas from across the world, and particularly China and South Asia, as well as former Soviet republics.

The program:

- Promotes excellence in public, non-governmental, and private management and policy-making through the building and strengthening of the analytical and leadership capacity of graduate students;
- Provides graduate students with the generic and specialized management and policy knowledge and skills needed for successful careers in the public, non-governmental, and private sectors; and
- Educates graduate students for ethical service to their society and the broader regional and international community.

The Master of Public Administration degree requires 48 credits of coursework for students new to the field or a minimum of 36 credits for students with significant experience in public management and/or KIMEP graduates. The program includes 42 credits of required component courses, 6 credits of concentration and electives courses.

The courses taught for MPA students are conducted in a number of ways: as advanced lecture courses, as seminars in which faculty and students present critical studies of selected problems within the subject field, as independent study or reading courses, or as research projects conducted under faculty supervision. It is important to note that all graduate courses are offered during evening time to ensure that our students keep their full-time jobs at KIMEP or outside of KIMEP.

Graduate studies imply developing scientific curiosity and acquiring special skills to be able to do the research. Nurturing a research culture among MPA students is one of our very first priorities. Under the guidance of a faculty member, all MPA students are expected to write and defend a thesis. A thesis should make a genuine contribution to the understanding and analysis of public policy issues, management and administration in Kazakhstan.

Learning objectives

In order to equip students who graduate from the MPA program with the essential knowledge and skills required by professionals seeking managerial and executive positions in the public, non-profit and private sectors, the program's learning objectives are to ensure that graduates have:

1. a satisfactory knowledge of the nature of the public sector and its relationship to government, civil society, and the marketplace, and how it can be institutionally arranged;
2. a satisfactory knowledge of economic perspectives on government and public policy, governmental budgeting, and public financial management;
3. a satisfactory knowledge of ethics as they apply to the public sector;
4. a satisfactory knowledge of public organizations and their management and leadership, and the impact of organizational structure, culture, and leadership on organizational change and performance;
5. a satisfactory knowledge of project appraisal and management, and the necessary cognitive, self-management, and interpersonal skills;
6. a satisfactory knowledge of the concepts and theories of public policy and analysis;
7. a satisfactory capacity to undertake supervised independent research, involving the synthesis and application of theoretical constructs to topics in the fields of public administration, policy, and management
8. a satisfactory capacity to communicate ideas and information clearly and effectively in written and oral English;
9. a satisfactory capacity to use information technology for the retrieval, analysis and presentation of information; and
10. a satisfactory capacity to work effectively with others in the pursuit of common objectives.

Degree Requirements

Requirements for the MPA are as follows:

Program Foundation courses	12 credits
Program Major courses	21 credits
Internship	4 credits
Thesis (including defense)	10 credits
Comprehensive Examination	1 credit
Total Required for Graduation	48 credits

Program Foundation required courses (6 credits)

Course Code	Course Title	Credits
PAD5000.2	Academic Reading and Writing in Public Administration*	2
PAD 5216.2	Public Management and Leadership	2
PAD 5261.2	Work and Organizational Psychology	2
	TOTAL	6 credits

Program Foundation Elective courses (6 credits- any two from the following)

Course Code	Course Title	Credits
PAD 5223	Public Sector Economics	3
PAD 5219	Public Policy Analysis	3
PAD5123	Economic Perspectives on Government	3
PAD5222	Social Policy	3
	TOTAL	6 credits

Program Major Required courses (3 credits)

Course Code	Course Title	Credits
PAD5114	Essentials of Public Administration and Management	3
	TOTAL	3 credits

Program Major Elective courses (18 credits- any six from the following)

Course Code	Course Title	Credits
PAD5200	Decision-making	3
PAD5122	Administrative and Management Ethics	3
PAD5219	Public Sector Reform	3
PAD5255	Current Issues in Public Administration	3
PAD5214	Fiscal Governance	3
PAD5218	Project Evaluation and Management in Public Sector	3
PAD5213	Local Government	3
PAD5256	Seminar in Public Administration	3
PAD5262	Organizational Behavior for Public Organizations	3
PAD5266	Organization Theory and Practice	3
PAD5113	Research Methods and Statistics	3
PAD5260	Selected Issues in Public Administration and Management	3
PAD5268	CSR and Public Policy	3

Notes:

*May be waived for fast-track students. PAD5230 Internship in Public Administration course may also be waived for non fast-track students who can demonstrate that they have had full-time employment for a minimum period of six-month.

Internship (4 credits)

PAD5230. 4	Internship in Public Administration and Management*	4
PAD5229. 4	or Applied Research Project in Public Administration and Management	

Notes:

*May be waived for fast-track students. PAD5230 Internship in Public Administration course may also be waived for non fast-track students who can demonstrate that they have had full-time employment for a minimum period of six-month.

Thesis requirements (10 credits)

PAD5131	Research Methods/Thesis I	3 credits
PAD5231.1	Thesis II (For details, please see the CSS Guidelines for Master's Thesis.)	3 credits
PAD5231.4	Thesis III (Including Thesis Defense)	4 credits

Comprehensive Examination (8 credits)

PAD5999.1	Comprehensive Examination	1
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Credit Transfers and Waivers

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 12 credits from undergraduate coursework from the BSS program to the MPA Program. It will also allow the transfer of up to 12 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 calendar 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 48 credits, required courses occupy 42 credits. Every course submitted for a transfer or waiver of credit must have an overall grade point average of at least B- (2.67 on the KIMEP grade point average scale).

MASTER OF INTERNATIONAL RELATIONS (MIR)

Statement of purpose of the BIR program

The Master's Program in International Relations (MIR) was launched in 2002. The MIR is a three regular semesters, 45 credits (90 ECTS) program. It is designed to build up a new cadre of scholars/officials capable of taking on leadership roles in the challenging arena of world affairs, including positions within the diplomatic corps, multinational corporations, education and non-governmental organizations.

Mission of the BIR program

The aim of the Master's Degree in International Relations is to train experts and young professionals capable of taking on challenging jobs and playing leadership roles in the international arena. Unique in Central Asia, the MIR program is comparable in standards and quality to masters' programs in Western Universities, such as Glasgow University, which offers its students in the Russian, Central and Eastern European Studies program an opportunity to earn a dual degree program by studying alongside MIR students at KIMEP.

The overarching goals of the MIR program are:

- to promote excellence in the study of international relations and regional studies
- to train professionals capable of taking on challenging jobs and playing leadership roles in the international arena;; and
- to provide a solid foundation for scholars who want to pursue doctoral study and research in international relations.

Objectives of the MIR program

The objectives of MIR program are:

- to provide students with graduate-level knowledge and analytical skills needed for employment in public, no-profit, and private organizations with an international orientation as well as government agencies and higher education institution; and
- to educate graduate students for ethical service to their society and the broader regional and international community.
- to prepare graduates for doctoral studies in areas relevant to international relations

Learning objectives of the MIR program

The MIR program's learning objectives are to ensure that graduates have:

A satisfactory knowledge of:

- the major paradigms of international relations;
- the nature of the international system and its relationship to individuals,
- socio-economic and cultural groups, states, international organizations, international law, global civil society, and private multinational corporations;
- the economic perspectives on global, international and regional governance;
- ethics as they apply to international affairs;
- international organizations and their management and leadership, and the impact of development paradigms on political, social and cultural changes;
- Central Asian security issues, geopolitics, economics and integration in the international and global system

And the necessary cognitive, inter-personal and self-management skills to:

- undertake supervised independent research, involving the synthesis and application of theoretical constructs to topics in the fields of international relations, international political economy, developmental studies, and regional studies with a specific focus on Central Asia
- communicate ideas and information clearly and effectively in written and oral English;
- use information technology for the retrieval, analysis and presentation of information;
- andwork effectively with others in the pursuit of common objectives.

Intended learning outcomes of the MIR program

At the successful completion of this Program, graduates will be able to:

1. identify and analyze the structure and fundamental dynamic processes of the international system;
2. describe and articulate the major paradigms and theoretical perspectives within the discipline;
3. explain the behavior and interactions of the primary actors within the international system, so as to be able to construct basic models of policy decision-making;
4. discuss and appraise the impact of culture, history, geography, and power and wealth differentials on the formulation of foreign policies of different states;
5. appraise the impact of social classes, ethnic groups, social/political movements and interest groups on the formation of foreign policy in various states;
6. evaluate the role of global institutions, international law, and fundamental values or ethical considerations in the formulation of foreign policy;
7. utilize the skills and knowledge noted above to frame the policies of Kazakhstan and other Central Asian states in a global context; and
8. conduct original research and develop the capacity to communicate that knowledge via written and oral presentations at a satisfactory level in English.

Program-specific Prerequisite Coursework

MIR students must complete the following prerequisite courses or have completed equivalent coursework before taking any graduate-level courses (with the exception of IRL5512 and CSS5000). The prerequisites may be waived at the discretion of the departmental Curriculum Committee if completed during the course of undergraduate study (or if part of the agreement with partner universities):

EITHER

POL2511 Fundamentals of Political Science

OR

IRL2512 Fundamentals of International Relations

Course Transfer Policy

Entrants can gain credit for the prerequisites on the basis of their undergraduate study.

At the discretion of the Department of Politics and International Relations, courses taken in other graduate programs may be recognized as equivalent to required coursework in the MIR program, but a suitable elective course must then be substituted for the required course in order to meet the minimum number of total credits explicitly required to be taken in the MIR program. Such a possibility will be evaluated on a case-by-case basis.

MIR Program Structure

Requirements for the MIR are as follows:

Program Foundation courses	13 credits
Program Major courses	24 credits
Internship	4 credits
Thesis	6 credits
Comprehensive Exam	1 credit
Total Required for Graduation	48 credits

With the exception of Thesis III, courses are normally offered every three regular semesters, therefore students are advised to plan their graduate career accordingly.

Program Foundation required courses (13 credits)

Course Code	Course Title	Credits
IRL 5010.2	Professional Foreign Language for International Relations	2
IRL 5536.2	Management of International Institutions and Organizations	2
IRL5517	Political Psychology and International Relations	3
IRL5513	Theories of International Relations	3
IRL5515	International Political Economy	3
	TOTAL	13 credits

Program Major Required courses (15 credits)

Students need to take:

- All courses from Group A
- One course from Group B
- One course from group C

Course Code	Course Title	Credits
GROUP A		
IRL5521	Central Asia in Global Politics	3
IRL 5538	Ethics in International Affairs	3
IRL5512	Research Methods/Thesis I	3
GROUP B		
IRL5533	Developmental Studies	3
IRL5531	International Institutions and Law	3
GROUP C		
IRL5580	Master Seminar in Regional Studies	3
IRL5590	Master Seminar in International Relations	3
	TOTAL	15 credits

Program Major Elective courses (9 credits)

Students need to take any 3 of the following elective courses for a total of 9 credits

Course Code	Course Title	Credits
IRL5555	Asian Security: Theory and Practice	3
IRL5525	Domestic Politics and Foreign Policy in the Post-Communist World	3
IRL5561	Emerging Powers and Markets	3
IRL 5539	Political Geography	3
IRL5540	History of International Relations	3
IRL5542	Government and Politics in Central Asia	3
IRL5547	Russian Foreign Policy	3
IRL5551	Petro Politics	3
IRL5558	Central Asia – Russia Relations	3
IRL5552	Central Asia – United States Relations	3
IRL5548	European Union: Politics and Foreign Policy	3
IRL5563	Foreign Policy: Doctrines and Strategies	3
IRL5580	Master Seminar in Regional Studies ¹⁴	3
IRL5590	Master Seminar in International Relations ¹⁵	3
	TOTAL	9 credits

Internship (4 credits)

IRL5534	Internship in International Relations	4 credits
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Thesis requirements (6 credits)

IRL5525	Thesis II (For details, please see the CSS Guidelines for Master's Thesis.)	3 credits
IRL5526	Thesis III (For details, please see the CSS Guidelines for Master's Thesis.)	3 credits

Final attestation (4 credits)

IRL5999.1	Comprehensive examination in International Relations	1 credit
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GENERAL EDUCATION

GENERAL INFORMATION UNDERGRADUATE GENERAL EDUCATION CURRICULUM GENERAL EDUCATION FOR TRANSFER STUDENTS

Starting from Spring 2014, the Department of General Education ceases its functions. The courses are assigned to the departments that are most in line with their area.

General Education courses will still refer to the goals and objectives that are listed under this section.

¹⁴ If not taken as Major required

¹⁵ If not taken as Major required

GENERAL INFORMATION

Chair's Statement

The General Education curriculum is based on the GOSO 2012; provides breadth to a student's undergraduate program; and introduces students to the major social, historical, cultural and intellectual forces that shape the contemporary world.

Students develop the foundation and context for their specializations, for their university lives, and for the lives beyond graduation. Here they develop critical thinking skills, communication skills, information technology skills and values that will allow them to soar in their major studies. To function intelligently inside and outside the university, KIMEP University graduates will comprehend the interrelatedness of individual disciplines to the human experience. One area of knowledge clearly affects another. By examining perspectives and paradigms particular to academic disciplines, experiencing processes whereby disciplines generate knowledge, applying discipline-specific knowledge to general human understanding and action, KIMEP graduates are not only *prepared to work* because of their technical skill, they are *prepared to lead* because of their wisdom.

Mission

General Education develops the foundation skills necessary for functioning in complex local and global environments. General Education courses foster those skills necessary to acquire knowledge, comprehend complex material, think critically and creatively, formulate ideas, evaluate moral and ethical issues, consider different and sometimes conflicting perspectives, derive solutions to problems and communicate effectively throughout the process.

Profile

We prepare tomorrow's leaders to be informed and educated lifelong learners and world citizens. This is the heart of our endeavor. Through historical, political, economic, and legal education, our students investigate the core questions of human experience, such as ethics, aesthetics, culture, history and epistemology. Our courses teach the important skills of critical thinking, communication, information technology and cultural sensitivity. Student knowledge is applied across a variety of contexts to create versatile learners for a world that is constantly changing.

The Department of General Education attracts world-renowned faculty. We are committed to creating enthusiasm for learning, as well as bringing the latest research and technology into the classroom. To this effort, the faculty and staff actively support institutional partnerships, outreach programs, experiential learning opportunities, mentoring, and international education. We foster an open and diverse environment where faculty and students engage in wide-ranging research, artistic creativity, humanistic inquiry, global learning, and community involvement. We invite students to have life-changing experiences and to become lifelong learners who think creatively and critically about the future and contribute to changing society for the better.

Statement of Purpose

The experiences of General Education encourage students to develop a critical and inquiring attitude, an appreciation of the interdisciplinary nature of subject areas, acceptance of persons of different backgrounds or values, and a deepened sense of self. In their lives and in their careers, students must be prepared to grasp complex problems, develop a global perspective on the diversity of human experience and knowledge, respond to changing demands, and articulate innovative responses and solutions. GE seeks to grow students':

- Creative and intellectual engagement.
- Civic, personal and social responsibility.
- Dedication to lifelong learning to enable them to thrive in a knowledge-intensive economy and a society where new ideas are essential for progress.

The success of today's college students in their communities, workplaces, and across their lifetimes depends upon a complex and transferable set of skills and capacities.

Goals and Objectives

The goals of the General Education program as well as the measurable learning outcomes are driven by the mission of KIMEP. These goals reflect the philosophy of a balanced education that prepares students for decision-making, leadership and lifelong learning. After completing the General Education program, a student will be able to:

Goal 1: Demonstrate analytical skills.

- Goal 2: Demonstrate effective problem solving and critical thinking skills.
- Goal 3: Demonstrate awareness of topics in history, geography, and economy.
- Goal 4: Demonstrate awareness of ethical and philosophical topics.
- Goal 5: Demonstrate awareness of topics in political science.
- Goal 6: Demonstrate knowledge and skills in legislative system.
- Goal 7: Demonstrate knowledge and skills in information technology.

UNDERGRADUATE GENERAL EDUCATION CURRICULUM

The Ministerial course requirements are now fully in effect. The new General Education curriculum of 33 credits went into effect in Spring 2013. During their first year students in any undergraduate program must complete successfully the General Education requirements, in addition to any other requirements or, at least, to be enrolled in the courses before starting their core courses. Some courses may need to be substituted, depending on the students' program.

Students who have completed general education program at other institutions of higher education should refer to the catalog section on General Education for Transfer Students.

All General Education courses must be introductory and foundational, and have no more than one prerequisite. The General Education Committee may allow exceptions for some general education courses, if the students can justify such an exception. All degree-seeking undergraduate students must satisfy the requirements of the General Education curriculum by completing the series of courses in the table below:

Course code	Course Title/Cycle	Course load	Semester study	Final Assessment	
1. General Education Disciplines (GED)	1485	33			
GEN1000/IRL1000	History of Kazakhstan [KAZ, RUS, ENG]	135	3 credits	1	State Exam
GEN2500/ IRL2500	Introduction to Philosophy	135	3 credits	3	Exam
or GEN2510/ IRL2510	Principles of Ethics				
ENG1100	Academic Speaking	270	6 credits	1	Exam
ENG1120	Academic Reading and Writing 1				
KAZ1xxx	Kazakh language [semester 1]	270	6 credits	1,2	Exam
KAZ1xxx	Kazakh language [semester 2]				
GEN1300 /OPM1300	Introduction to Computers	135	3 credits	2	Exam
or GEN2301/ OPM2301	Business Computer Applications				
GEN2030.2/PAD 2030.2	Ecology and Sustainable Development	90	2 credits	4	Exam
GEN2700.2/ PAD2700.2	Fundamentals of Sociology	90	2 credits	4	Exam
GEN1701.1/ POL1511.2	Fundamentals of Political Science	90	2 credits	2	Exam
GEN1704.2/ ECON1101.2	Introduction to Economics	90	2 credits	2	Exam
GEN2720.2/LAW2720.2	Introduction to the Legal System of Kazakhstan	90	2 credits	2	Exam

GEN1040.2/PAD 1040.2	Life Security [KAZ, RUS, ENG]	90	2 credits	1	Exam
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The Ministerial course requirements apply to all undergraduate degree students (including students from outside Kazakhstan). Non-degree students (including non-degree international exchange students) are exempt from these Ministerial requirements, as they are not seeking a KIMEP undergraduate degree. Anyway, if non-degree students later decide to enroll as regular students, they will be required to take the courses required by the Ministry of Education in order to complete their programs.

The General Education curriculum consists of preparatory courses that develop the skills necessary to succeed in other core courses. These courses include English, Kazakh, Life Security, Introduction to Computers, History of Kazakhstan, Political Science and Economics. They must be completed in the first year of study to ensure that students are prepared to do well in more challenging courses. For some of them there are course options that are designed specifically for students in certain fields.

GEN1040.2/PAD 1040.2 Life Security should be taken in the first semester. Sections are available in Kazakh, Russian and English. Students should complete GEN1000 History of Kazakhstan during the first year of their study at KIMEP. Sections of this course taught in Russian and Kazakh are available, although students are strongly encouraged to take the course in English.

Students (except non-degree international exchange students) must study two semesters of Kazakh language. The program in Kazakh includes suitable courses at various levels, from beginner to advance, for students who enter with different levels of Kazakh proficiency. Students should read the course descriptions in order to ensure that they choose the right level. Kazakh instructors will offer assistance in the first week of classes in order to confirm the choice of level.

After all preparatory courses have been completed, students are encouraged to make regular progress on the other advanced General Education courses, such as Ecology and Sustainable Development, Fundamentals of Sociology, Introduction to the Legal System of Kazakhstan, Principles of Ethics or Introduction to Philosophy by taking *at least* two General Education courses per semester, or as specifically recommended by a student's department of major, until all requirements have been completed.

The following general rules and procedures apply to the State Exam for “History of Kazakhstan“ in effect at KIMEP U from Spring 2013:

1. State Exam for “History of Kazakhstan” is conducted during the final examination period based on the approved academic calendar.
2. All students enrolled in any bachelor program are required to take the State Exam for “History of Kazakhstan” after the full completion of the course and at the same semester.
3. The Department of General Education under the supervision of CSS Dean’s Office, and in cooperation with Office of Academic Affairs organizes state Exam preparation work.
4. The Faculty Members who are teaching the course are responsible for developing a unified course structure including content, assessment scheme, and syllabus. These must follow Ministerial standards, and must be approved by the KIMEP Academic Council.
5. The State Exam conducted in written form, counts as the course final exam.
6. The Membership of the State Examination Commission is formed for the one academic year, and should be approved by the President of KIMEP University. The candidate for the Chair of the State Examination Commission should be sent to the relevant state organ at the latest by November 1, and be approved by the MES at the latest by December 1.
7. The Office of the Registrar must schedule the meeting of State Examination Commission. This meeting’s purpose is to ratify and approve those students eligible to take the State Exam. This meeting must take place two weeks before the State Exam date, and its duration must not exceed 6 hours.
8. The minutes (online protocol) of State Examination Commission meeting should be prepared for each individual student. The signed original hard copies should be submitted to the Office of Registrar in the Ministerial required format (numbered, officially bound, and stamped). The other copies should be kept in the Department of General Education.

9. The grading system for State Exam is the same as that used at KIMEP University.
10. If a student has failed the State Exam for “History of Kazakhstan” s/he must retake the course. To retake the course, a student should pay registration and tuition fee just as for the other courses. The student must attend class sessions (lectures) and complete all assignments and exams, the same as if s/he was taking the course for the first time. The student may not recycle assignments or exam scores from a previous enrollment, nor can a student use current assignments or exam grades to raise a grade from the previous semester. To retake the course for the third time a student needs the approval of the dean of the student’s enrolled college. A forth and subsequent retake require the approval of Vice President of Academic Affairs.
11. If a student receives a passing grade (at least D-) on State Exam for “History of Kazakhstan” s/he is not permitted to retake the course.
12. If a student feels that a grade is incorrect s/he should go through an official process (write an official appeal request and submit to State Examination Commission for future consideration).
13. The Chair of State Examination Commission is responsible for preparation of the State Exam report. The report should be approved by KIMEP Academic Council, and to be sent to the MES during the period of one month after State Exam’s completion.
14. Credits for “History of Kazakhstan” taken at other institutions of higher education will only be transferred if the student has earned a “C” or higher grade in the state exam.

Physical Education

The undergraduate academic curriculum includes physical education courses that adhere to the current legislative standards of the Republic of Kazakhstan. Physical Education courses are compulsory and not included in the GE curriculum. Physical education (PE) emphasizes the development of physical skills; improvement in physical self-education, shaping the need for regular physical activities, and the acquisition of knowledge that contributes to a healthy lifestyle.

A total of 8 credits in physical education need to be completed in order to earn a bachelor degree. Special arrangements have been made for students with disabilities and other health-related conditions.

Math Lab

A Math lab is available to provide assistance to students who need help in mathematics. The lab is open to all KIMEP students regardless of the courses in which they are enrolled. The lab has several computers with self-teaching software that can give students practice in solving math problems. Tutors are also available who can provide help in understanding math concepts.

GENERAL EDUCATION FOR TRANSFER STUDENTS FROM INSTITUTIONS OF HIGHER EDUCATION

Students who have completed general education course requirements at other institutions of higher education may transfer these courses subject to the following conditions:

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

THE SCHOOL OF LAW

ADMINISTRATION

GENERAL INFORMATION

UNDERGRADUATE DEGREE PROGRAM:

BACHELORS OF LAW (LLB)

MINORS IN LAW

GRADUATE DEGREE PROGRAM:

MASTER OF INTERNATIONAL

LAW (LLM)

MINOR IN TAX LAW

MINOR IN BUSINESS LAW

ADMINISTRATION

Dean

TBD, Ju.Dr.

Office: #120 New Academic Building

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E-mail: lawcoord@kimep.kz , law-assist@kimep.kz

GENERAL INFORMATION

Statement of Purpose

The School of Law provides graduate and undergraduate education in law to prepare students to take leadership and management roles in the development of the business economy, legal practice community and civil society in Kazakhstan, Central Asia and the rest of the world.

Mission

The mission of the School of Law is to provide students with a deep understanding of substantive Kazakhstan and international law, and of the role that national and international law plays in the development of orderly and successful societies. In addition, the School will provide students with the skills necessary to apply that law to solve business, individual and societal problems. The fundamental principle guiding the School of Law and the courses in its curriculum is the Rule of Law. The School seeks to produce the next generation of leaders in legal practice, government, and international organizations. Accomplishing this mission necessitates a reconstruction of how law is taught and applied in Kazakhstan and Central Asia. The School of Law has developed four-step plan to implement that policy.

Profile

The School of Law incorporates best academic practices in teaching and scholarship adopted by leading law schools throughout the world. The School stresses innovative courses and teaching methodology, legal research and publication, and education in non-legal disciplines to deepen understanding of the law. The School's objective is to create the foremost School of Law in Central Asia. The School of Law comprises an undergraduate and post-graduate program. The undergraduate program provides law courses to students in the Bang College of Business and the College of Social Sciences. In addition, the School of Law offers four Minors in Law to undergraduate students at KIMEP. The undergraduate courses cover business, international, and Kazakhstani law. The School has received the license from the Ministry of Education and Science to offer a Bachelor of Laws degree (LL.B.) in Jurisprudence and accepted its first entry class in academic year 2011-12. KIMEP University received a license for offering a Bachelor of Law in International Law in 2012. The curriculum for this degree will be developed and available in the 2013-14 academic year. The post-graduate program is the Master of Laws in International Law (LL.M). The LL.M program courses are built on the pillars of international commercial law and public international law, and provide specific courses in areas such as company law, taxation, and natural resources law. The School of Law teaches by transmitting knowledge required to understand each field, instilling in students critical thinking skills, and developing practical skills to apply law to solve legal and social problems.

Faculty

The Faculty of the School of law consists of foreign and local scholars and practitioners. The School of Law stresses the importance of teaching and the use of contemporary pedagogical methodologies without sacrificing a commitment to advance knowledge within the field of law through research and publication. Several faculty members are actively engaged in research and publication both in law per se and in multi-disciplinary research. The faculty publishes articles in peer-reviewed and internationally recognized journals, and engages in the publication of books in their fields of expertise.

Degree Programs

The School of Law offers several undergraduate minors in law to students enrolled in other Colleges of KIMEP and an undergraduate Bachelor of Laws degree (LL.B.) in Jurisprudence, with the International Law specialty to be offered beginning the 2013-14 academic year. It also offers a graduate degree, the Master of Laws degree (LL.M.) in International Law with a possible minor in tax and an LL.M.-M.B.A. Dual degree program in cooperation with the Bang College of Business. In addition it offers a Minor in Business Law to MBA students.

UNDERGRADUATE DEGREE PROGRAM

BACHELOR OF LAW (LL.B.)

The Law School received its license to offer a LL.B. in Jurisprudence in 2011. Its first cohort of students was admitted for the 2011-12 academic year. This degree program is designed to provide the young people of Kazakhstan with an education in law that will enable them to acquire both the knowledge and the skills necessary to become effective practice-ready lawyers by the time that they graduate. In accordance with current international best practices, the KIMEP LL.B. degree will integrate the study of substantive Kazakhstan law and international law with critical thinking and problem solving skills, and with drafting, negotiating and advocacy skills. As a result, students who earn the KIMEP LL.B. degree will be well-trained, highly effective lawyers and business people, who upon graduation will be well-prepared to practice law. The LL.B. program requires that students complete 146 credits of education. The program can be completed in eight regular winter and spring semesters, plus two summer semesters.

The LL.B. degree will be taught primarily in English. However, KIMEP law students will also study the substantive laws of Kazakhstan in Russian so that they are able to understand the technical terms and to use the law in advising clients and representing them in judicial proceedings under Kazakh law. They will then analyze and apply the laws in English, in the same way that they will do when they enter the practice of law and business in the international business community in Kazakhstan. Because of their unique training that integrates theory and the practice of law, graduates of the KIMEP School of Law will have a competitive advantage when they work for internationally recognized law firms, consulting firms, accounting firms or multinational corporations as well as for smaller law firms and individual clients.

Program Objectives

1. To train students to take up positions that require legal knowledge so as to become leaders in Kazakhstan legal field by developing professional competencies of:
 - a. applying statutes and regulations, particularly in civil and business-related law;
 - b. drafting of legal documents, including statutes and regulations in both English and Russian;
 - c. communicating and negotiating with lawyers from other legal systems; and
 - d. representing clients in litigations and other legal actions.
2. To provide a foundation for future legal scholars to pursue graduate studies in law, particularly the development of legal research skills.
3. To foster students' critical and analytical thinking and to their expand linguistic, technical, research and communication skills.
4. To instill a sense of professional ethics that will allow them to resolve professional ethical dilemmas.

Program Learning Objectives

1. To impart knowledge of major theories, principles, concepts and sources of law.
2. To impart basic knowledge of major areas of Kazakhstan legislation and regulations both procedural and substantive.
3. To develop skills that constitute professional competencies in Kazakhstan legal practice, indicatively including:
 - a. legal drafting;
 - b. legal negotiation and litigations;
 - c. communication with lawyers from other legal systems;
 - d. legal representation; and
 - e. client management.
4. To develop the ability to communicate effectively on legal issues in written and spoken English and Russian.
5. To impart knowledge of ethical issues associated with professional practice and develop an understanding of how to recognize ethical dilemmas; identify options for resolving these dilemmas and how to apply an appropriate option to solve professional ethical problems.

Intended Learning Outcomes

The graduate of the LLB program will be able to:

1. describe and critically evaluate key concepts in law especially as it relates to the Kazakhstan legal system;
2. identify relevant normative acts; analyze and explain the implications of applying the relevant law; apply the appropriate law to particular legal scenarios;
3. demonstrate in writing and orally professional competencies, indicatively to include legal research, drafting, negotiation, communication with fellow attorneys;.
4. communicate legal issues effectively in Russian as well as in English; identify and address barriers to effective communication in a legal setting;
5. identify clients' legal needs, explain legal options, and represent clients in legal actions; and

- describe ethical principles as applied to legal practice; identify common ethical dilemmas in legal practice; identify options to resolve these dilemmas and apply solutions to common ethical problems in legal practice.

LLB Curriculum.

To earn a bachelor's degree at KIMEP University a student must complete **146 credits**

Category of Courses	Credit Hours
General Education Requirements	33
Program Foundation Requirements	55
Program Foundation Electives	9
Program Specialization Requirements	20
Program Specialization Electives	12
Internship	6
Physical Education	8
Thesis	2
State Examination	1
Total Credit Hours Required for Graduation	146

The general education portion of the LLB program is the same as for all other KIMEP students:

General Education Requirements

GEN1000	History of Kazakhstan	3
KAZ	Kazakh I	3
KAZ	Kazakh II	3
GEN1100	Academic Speaking [English]	3
GEN1120	Academic Reading and Writing I (English)	3
GEN1040	Life Security	2
ECON1101	Introduction to Economics	2
GEN2701/ POL2511	Fundamentals of Political Science	2
GEN1300 or GEN2301	Introduction to Computers or Business Computer Applications	3
GENxxxx	Environmental Law and Policy (Introduction to Environmental Studies)	2
GEN2700/PAD2700	Fundamentals of Sociology	2
GEN2500 or GEN2510	Introduction to Philosophy or Principles of Ethics	3
GEN1603	History of Political and Legal Studies	2
	TOTAL	33

Program Foundation Requirements

Prerequisites

GENxxxx	Business Russian / Kazakh	2	
GEN1203	Mathematics for Lawyers	3	
GEN1110	Academic Listening and Note Taking (English)	3	
GEN1121	Academic Reading and Writing II (English)	3	
GEN2431	Legal Research, Reading and Writing I	2	
GEN1630	Theory of State and Law	3	
LAW2101	History of State and Law in Kazakhstan	2	
LAW2102	History of State and Law in Foreign Countries	2	
LAW2103	Constitutional Law of RK	3	Theory of State and Law
LAW2201	Civil Law of Republic of Kazakhstan. General Part	3	Theory of State and Law
LAW2203	Civil Law of Republic of Kazakhstan. Special Part	3	Civil Law of RK General Part
LAW2301	Criminal Law of RK: General Part	2	Theory of State and Law
LAW2302	Criminal Law of RK: Special Part	3	Criminal Law of RK General Part
LAW2104	Administrative Law of RK	3	Constitutional Law of RK
LAW3511	Public International Law	3	Constitutional Law of RK

LAW4107	Private International Law	3	
LAW4601	Law of Financial Institutions	3	was Financial Law
LAW3208	Labor Law of RK	3	
LAW3209	Family Law of the RK and Civil Law of RK: Inheritance Law	3	Civil Law of RK General Part
LAW4517	Law and Economics	3	
	TOTAL	55	

Program Specialization Requirements			Prerequisites
LAW3105	Comparative Constitutional Law	3	prerequisite Criminal Law of RK General Part and Special Part
LAW3207	Civil Procedure Law of RK	2	
LAW3203	Criminal Procedure Law of RK	3	prerequisite Civil Law of RK General Part
LAW3401	Land Law of Republic of Kazakhstan	3	prerequisite Constitutional Law of RK
LAW4507	Procuracy Supervision in RK	3	
LAW4503	Advocacy in Kazakhstan and Professional Ethics of Lawyer	3	
LAW4504	Juridical psychology	3	
	TOTAL	20	

The LLB program allows the student to have 7 electives (See the list of available elective courses in the law program below). It is the responsibility of the student to ensure that (s)he complete the physical education and other requirements of the degree. Questions may be addressed to the Law School Coordinator (Office 120, New Academic Building). The suggested program plan below provides all required courses plus time for the 3 electives a student is allowed, although please note that individual courses may be offered in different semesters:

Program Foundation Electives

LAW	Elective #1*	3
LAW	Elective #2*	3
LAW	Elective #3*	3
	TOTAL	9

List of the Program Foundation Elective courses

LAW3707	Customs Law of RK	3
LAW3713	Animal Law	3
LAW4602	International Trade Law / Law of the WTO	3
LAW4603	Comparative company law	3
LAW3513	Comparative Law	3
LAW4516	International Finance Law	3
LAW4604	Alternative Dispute Resolution	2
LAW3520	Tax Law of Republic of Kazakhstan	3

Program Specialization Electives

LAWxxxx	Elective #4	3
LAWxxxx	Elective #5*	3
LAWxxxx	Elective #6*	3
LAWxxxx	Elective #7*	3
	TOTAL	12

List of the Program Specialization Elective courses

LAW4515	Law of the European Union	3
LAW4519	Law of the Financial Crime	3
LAW4211	International Human Rights	3
LAW4518	International Commercial Transaction	3

Internship

LAW2901	Academic Internship	2	prerequisite 36 credits plus Civil Law of RK General Part or Constitutional Law of RK
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LAW3902	Industrial internship	2	
LAW4903	Pre-diploma Internship	2	prerequisite completion of at least 90 credits of courses
	TOTAL	6	

Physical Education

GENxxxx	Physical culture	2	
GENxxxx	Physical culture	3	
GENxxxx	Physical culture	3	
	TOTAL	8	

Thesis and State Examination

	Thesis Defense	2	
TBD	State Exam(s)	1	prerequisite completion of at least 110 credits of courses
	TOTAL	3	

Program Plan

1 ST YEAR	FALL SEMESTER	
GEN1100	Academic Speaking [English]	3
GEN1120	Academic Reading and Writing I [English]	3
GEN1000	History of Kazakhstan	3
KAZ	Kazakh I	3
GEN1040	Life Security	2
ECON1101	Introduction to Economics	2
GEN2701/ POL2511	Fundamentals of Political Science	2
Total		18

1 ST YEAR	SPRING SEMESTER	
GEN1110	Academic Listening and Note Taking [English]	3
GEN1121	Academic Reading and Writing II [English]	3
GEN1300 GEN2301	Introduction to Computers or Business Computer Applications	3
KAZ	Kazakh II	3
GEN1630	Theory of State and Law	3
GEN1603	History of Political and Legal Studies	2
Total		17

1 ST YEAR	SUMMER I	
GEN	Physical culture	3
Total		3

1 ST YEAR	SUMMER II	
Total		

2 ND YEAR	FALL SEMESTER	
GEN2500 GEN2510	Introduction to Philosophy or Principles of Ethics	3
GEN2430	Legal Research, Reading and Writing I	2
LAW2102	History of State and Law in Foreign Countries	2
GEN1203	Mathematics for Lawyers	3
LAW2301	Criminal Law of RK: General Part [prerequisite Theory of State and Law]	2
LAW2101	History of State and Law in Kazakhstan	2

2 ND YEAR	SPRING SEMESTER	
LAW2104	Administrative Law of RK [prerequisite Constitutional Law of RK]	3
LAW2201	Civil Law of RK: General Part [prerequisite Theory of State and Law]	3
LAW2302	Criminal Law of RK: Special Part [prerequisite Criminal Law of RK General Part]	3
GEN	Environmental Law and Policy [Introduction to Environmental Studies]	2
GEN	Business Russian / Kazakh	2
LAW2901	Academic Internship [prerequisite 36 credits plus Civil Law of RK General Part or Constitutional Law of RK]	2

LAW2103	Constitutional Law of RK [prerequisite Theory of State and Law]	3
LAW4517	Law and Economics	3
Total		20

GEN2700/PAD2700	Fundamentals of Sociology	2
Total		17

2ND YEAR	SUMMER I	
GENxxxx	Physical culture	3
Total		3

2ND YEAR	SUMMER II	
Total		

3RD YEAR	FALL SEMESTER	
LAW2203	Civil Law of RK: Special Part	3
LAW3208	Labor Law of RK	3
LAW3105	Comparative Constitutional Law	3
LAW3209	Family Law of the RK and Civil Law of RK: Inheritance Law	3
LAW3401	Land Law of RK	3
LAW	Elective #1*	3
Total		18

3RD YEAR	SPRING SEMESTER	
LAW3511	Public International Law	3
LAW3203	Criminal Procedure Law of RK	3
LAW3207	Civil Procedure Law of RK	3
LAW	Elective #2*	2
LAW	Elective #3*	3
LAW	Elective #4	3
Total		17

3RD YEAR	SUMMER I	
GEN	Physical culture	2
LAW3902	Industrial internship	2
Total		4

3RD YEAR	SUMMER II	
Total		

4TH YEAR	FALL SEMESTER	
LAW4601	Law of Financial Institutions	3
LAW4107	Private International Law	3
LAW4507	Procuracy Supervision in RK	3
LAW4504	Juridical psychology	3
LAW	Elective #5*	3
LAW	Elective #6*	3
Total		18

4TH YEAR	SPRING SEMESTER	
LAW4503	Advocacy in Kazakhstan and Professional Ethics of Lawyer	3
LAW4902	Pre-diploma Internship [prerequisite completion of at least 90 credits of courses]	2
TBD	State Exam(s) [prerequisite completion of at least 110 credits of courses]	1
LAW	Elective #7*	3
Thesis Defense		2
Total		11

TOTAL CREDITS

146

- Program Foundation Electives available Animal Law, Energy Law, Comparative Law, Contract Drafting, Negotiation, Alternative Dispute Resolution, International Human Rights, Customs Law, Juridical Psychology, Forensics (Criminal Investigation) and Securities Law.
- Program Specialization Electives: Comparative Company Law, Customs Law, International Regulation of Financial Markets, International Business Transactions and Financial Crime.

MINORS IN LAW FOR UNDERGRADUATES

A minor in law is a concentration that an undergraduate student selects to obtain a specialized knowledge in law. A student must complete the prerequisite course (GEN2720 Introduction to the Legal System of Kazakhstan) and 12 credit hours within the Minor in Law Program for a total of 15 credit hours. In order to complete a general Minor in Law, the student may select any four elective courses offered by the School of Law. Students are recommended to consult faculty members on the choice of courses in order to assure a coherent understanding of the law. Alternatively, for the students who want to receive deeper knowledge in particular branch of law, the School of Law offers four specialized tracks in the Minor in Law program:

- International Law,
- Private Law,
- Public Law and
- Tax Law

The Tax Law minor is newly offered this year. As Kazakhstan develops, the demand for entry-level tax lawyers and consultants able to keep step with the ever-changing tax legislation is increasing rapidly. This minor prepares students for a career in tax either as in-house tax specialists, tax consultants, tax lawyers, or officers of tax authorities. Students who complete the Minor in Tax Law will successfully be able to interpret and apply the key sources of tax law, including international and domestic tax law and regulations; analyze and design constructive solutions to the key issues in taxation; protect the rights and obligations of tax authorities and tax payers analyze and carry out benchmarking of Kazakhstan's tax legislation, international tax treaties, and foreign tax legislation and present the analysis of issues both orally and in written report.

In order to receive a specialized Minor in law the student must complete the prerequisite course (**GEN2720 Introduction to the Legal System of Kazakhstan**), 3 mandatory courses and 1 elective course from the chosen track. With the approval of the Dean of the School of Law, students completing a Minor in law may take courses from LL.M program.

Minor in Law for Undergraduates in Tabular Format

Prerequisite for all Minors in Law:

GEN2720	Introduction to the Legal System of Kazakhstan	3
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Minor in Law		
Any 4 credits electives from the undergraduate program in law		

Minor in International Law		
Mandatory Courses		
LAW3106	Public International Law	3
LAW4602	International Trade Law/Law of the WTO	3
LAW4515	Law of the European Union	3
Elective Courses		
Any 3 credits of elective courses offered by the undergraduate program in law		
Total		12

Minor in Private Law		
Mandatory Courses		
LAW2202	Business Law	3
LAW2201 or LAW3517	Civil Law of RK, General Part	3
LAW4602	International Trade Law/Law of the WTO	3
Elective Courses		
Any 3 credits of elective courses offered by the undergraduate program in law		
Total		12

Minor in Public Law		
Mandatory Courses		
LAW2104	Administrative law of RK	3
LAW4514	Constitutional Law of RK	3
LAW3106	Public International Law	3
Elective Courses		
Any 3 credits of elective courses offered by the undergraduate program in law		
Total		12

Minor in Tax Law		
Mandatory Courses		
LAW3520	Tax Law of RK	3
LAW3521	International Tax Law	3
LAW 3522	Taxation of Multinational Enterprises	3
Elective Courses		

- One of the Following (for 3 cr): ACC2102 Financial Accounting I; ACC3201 Intermediate Financial Accounting I; ECN2201 Accounting and Auditing, LAW3523 Accounting for Lawyers	
Total	12

Electives of Minor in Law courses

Any course with a law code of LAW2103 or higher may be considered as an elective for the minor in law programs

GRADUATE DEGREE PROGRAM

MASTER OF LAWS IN INTERNATIONAL LAW (LL.M)

Statement of Purpose and Mission

The LL.M in International law is a one-year degree program providing specialized knowledge of International law for legal and business practitioners engaged in cross-border legal transactions. Foundational knowledge of international law permits students to acquire a profound understanding of the normative predicates upon which contemporary and particularized departments of law repose. The objective of the program is to provide professionals with the skills to solve complex legal problems, provide service to clients based on ethical principles, and to reform the legal system of the Republic of Kazakhstan.

The KIMEP LL.M in International Law is based on first principles. Students are expected to acquire the skill to read and interpret legal texts, to critically examine the underlying policies of legal rules, and to prepare written and oral arguments based upon correct reasoning and applicable to practical tasks encountered in the external environment. The KIMEP LL.M in International law next takes advantage of Kazakhstan's geopolitical position. Kazakhstan is rich in natural resources, expects the city of Almaty to become the financial center of Central Asia, and has joined a Customs Union with the Russian Federation and Byelorussia. The curriculum weaves conventional courses found in general LL.M. courses with courses dealing with the particular legal regime of Kazakhstan that constitute a precondition for foreign direct investment in the extractive industries and emerging cutting edge markets of Kazakhstan. The faculty within the LL.M program provides guidance to its students, especially within the context of the LL.M thesis. Close relationships between faculty and students benefit both parties. Students have an opportunity to receive professional advice both in academic matters and professional career choices. The ratio of faculty to students is low and allows for the creation of a "lyceum-like" atmosphere at KIMEP.

Faculty

The Faculty of the School of law consists of foreign and local scholars and practitioners. The School of Law stresses the importance of teaching and the use of contemporary pedagogical methodologies without sacrificing a commitment to advance knowledge within the field of law through research and publication. Several faculty members are actively engaged in research and publication both in law per se and in multi-disciplinary research. The faculty publishes articles in peer-reviewed and internationally recognized journals, and engages in the publication of books in their fields of expertise.

Program Objectives

The primary objective of the LL.M program is to train students to apply detailed substantive knowledge of international law, using skills required by the external environment in which they will undertake careers in law and businesses engaged in international transactions.

These mandatory skills are:

1. To draft legal documents in the English language virtually equivalent to a native speaker.
2. To think outside the box by knowing how to interpret and apply law to formulate creative solutions to legal problems.
3. To understand legal principles triggered by cross border transactions.
4. To comprehend the business models upon which laws are based.
5. To understand legal formalities without losing sight of substance.
6. To produce an LL.M thesis demonstrating deep knowledge of a subject and representing scholarly work equivalent to that expected in any world class law school.

Each course in the LL.M program contains explicit components on critical thinking and legal argumentation.

No student graduates from the program without mastering these skills.

Program Intended Learning Outcomes

At the successful completion of this Program, graduates will be able to:

1. Describe, interpret, synthesize and apply principles of public and private international law, including statutes, treaties, judicial decisions, legal texts, and public and private legal agreements.
2. Provide ethical legal advice and solutions to legal problems involving the international aspects of actions by private individuals, business, government and civil society.
3. Identify and advocate among choices of law and plan the locations of international activities based upon comparisons of the legal frameworks for conducting international and cross-border private and business transactions and other activities in Kazakhstan, Central Asia and internationally.

4. Complete supervised independent research projects, involving the synthesis and application of legal principles, legislation, judicial decisions and expert commentary, to practical and scholarly topics in the field of international law.
5. Communicate ideas and information clearly and effectively, in both oral and written English, using correct legal terminology, in descriptive, persuasive and transactional formats, using principles of inductive, deductive and practical reasoning.
6. Demonstrate the ability to work collaboratively in teams, evidencing leadership capacity.

Having achieved these learning outcomes, students are prepared to pursue further study of law at the PhD level or to work locally or internationally. For example graduates will be qualified to work in:

1. Law Firms
2. Business Firms
3. Financial Services Firms
4. Government
5. International organizations

Degree Requirements

The LL.M program consists of 42 credits, including a 6-credits master's thesis. The LL.M degree may be completed in one year for full-time enrolled students. The LL.M also may be completed over an extended time period to accommodate working professionals. Admitted students who have a score of less than 60 on the KIMEP Entrance English Test (KEET) test are required to take Foundation English language courses depending upon the range of the KEET score.

	credits
Program Requirements	11
Elective general courses	15
KIMEP wide Program Electives	9
Thesis and Master exam	7
Total Required for Graduation	42

Students must have a minimum GPA of 3.00 to graduate from the program and may not have more than 2 grades of 2.0 (C) or below.

Program Requirements

The following courses are required.

Program Requirements

Code	Title of courses	Credits
LAW5101	English Language (professional)	2
LAW5203	Public International Law	3
LAW5207	Psychology	2
LAW5208	Management	1
LAW5923	Internship	3
	Total	11

Elective general courses

LAW5201	Legal Method, Skills and Reasoning	3
LAW5202	Methods of Legal Argument	3
LAW5204	International Commercial Law	3
LAW5205	Private International Law and Ethics	3
LAW5206	International Commercial Arbitration	3
		15

Thesis and Master Exam

LAW5990	Thesis I	3
LAW5991	Thesis II (Defence)	3
LAW5992	Master's exam	1

Prerequisites

Students who do not have an undergraduate degree in law or who have not undertaken undergraduate legal course work will be required to take one prerequisite or co-requisite law course instead of an elective course except of the LAW5207 Psychology and LAW5208 Management.

LAW5709	Introduction to the Legal System of Kazakhstan
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Before taking the LAW5923 Internship or Internship Substitute, students must complete the following courses or these courses could be as co-requisites:

LAW5204 International Commercial Law

LAW5205 Private International Law and Ethics

LAW5206 International Commercial Arbitration

Students must sit for a comprehensive test before defending their thesis. The test preparation course must be taken after all academic credits have been earned.

A student must achieve a grade of "B" or higher in LAW5990 and LAW5991 "Thesis I and Thesis II". The thesis grade cannot constitute one of the two "C" grades permitted for graduation from the program.

Nine credits in law electives are required. The electives can be selected from the following courses. Some electives may not be offered each term.

KIMEP-wide program elective courses

LAW5701	Company Law	3	5
LAW5702	Tax Law of the Republic of Kazakhstan	3	5
LAW5703	Business Litigation Practicum	3	5
LAW5704	Law of Energy and Natural Resources	3	5
LAW5705	Intellectual Property Law	3	5
LAW5706	International Banking Law	3	5
LAW5707	International Commercial Arbitration Practicum	3	5
LAW5708	Administrative Law RK	3	5
LAW5709	Introduction to the Legal System of Kazakhstan	3	5
LAW5801	Corporate Finance	3	5
LAW5802	International Taxation	3	5
LAW5803	International Investment Disputes	3	5
LAW5804	Mergers and Acquisitions	3	5
LAW5805	Constitutional Law of RK	3	5
LAW5299	Selected Graduate Topics in Law	3	5

Program Plan for Academic Year 2013-14

The following table is the tentative program of courses offered in academic Year 2013-2014; this schedule may change based on availability of professors or interests of students.

1ST YEAR	FALL SEMESTER	cr.
LAW5101	English Language (professional)	2
LAW5201	Legal Method, Skills and Reasoning	3
LAW5202	Methods of Legal Argument	3
LAW5203	Public International Law	3
LAW5207	Business Psychology for Law	2
LAW5208	Management for Law	1
LAW5709	Introduction to the Legal System of KZ	3
	Total	17

1ST YEAR	SPRING SEMESTER	cr.
LAW5204	International Commercial Law	3
LAW5205	Private International Law and Ethics	3
LAW5206	International Commercial Arbitration	3
LAWxxxx	Elective course	3
LAWxxxx	Elective course	3

	Total	15
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2 ND YEAR	FALL SEMESTER	cr.
LAW5923	Internship	3
LAW5990	Thesis I	3
LAW5991	Thesis II (Defence)	3
LAWxxxx	Comprehensive Master's exam	1
	Total	10

Mandatory Courses LAW5201 and LAW5202 are not always offered twice a year; the student should try to take those courses as soon as possible as they are pre-requisites or co-requisites to all other courses. Other mandatory courses and elective courses will be offered once in either Fall or Spring semesters; some of these may be offered again in the Summer semester as well.

The School has negotiated an agreement for a dual degree with University of Dundee, please contact the International Relations Office or the Law School Coordinator for details.

LL.M. MINOR IN TAX LAW

There is constant demand from business and public authorities for qualified tax specialists to work either as external tax attorneys or in-house lawyers in both domestic and multinational companies as well as in various tax administration and tax policy roles in the national and international public sector organizations.

The Minor in Tax Law prepares students for a career of tax professionals either as in-house tax specialists, tax consultants, tax lawyers, or officers of tax authorities. As Kazakhstan develops, the demand for entry-level tax lawyers and consultants able to keep step with the ever-changing tax legislation is increasing rapidly. Students who complete the Minor in Tax Law will be able to successfully apply the following skills:

- Ability to interpret and apply the key sources of tax law, including domestic tax legislation, administrative regulations, international regulations and case law.
- Ability to analyze and design constructive solutions to the key issues in taxation.
- Ability to exercise and protect the rights and obligations of tax authorities and tax payers, as well as understand the tax administration processes, including the appeal and litigation processes.
- Ability to analyze and carry out benchmarking of Kazakhstan's tax legislation, international tax treaties, and foreign tax legislation.
- Ability to hypothesize and reflect on certain practical problems and divergences appearing in domestic law and international treaty law.
- Ability to present the analysis of issues in a number of ways (oral explanation, formal report/memorandum, business style presentation).
- Comprehension of the process of tax law drafting and adoption procedure.

To earn a LL.M. Minor in Tax Law a student shall complete the following courses:

- Tax law of the Republic of Kazakhstan LAW5908
- Two of the following electives:
 - Either LAW 5909 International Taxation Law or ACC5260.1 Selected Topics in Accounting: Taxation of Multinational Enterprises, but not both;
 - ACC 5211 Principles of Taxation
- Another graduate elective in tax in the LL.M or the MBA program as approved by the Dean of the School of law or the Dean's designee; or an internship in a tax-related placement, as approved by the Law School faculty member who is supervising the internship.
- A thesis on a tax law topic approved by the thesis Supervisory Panel.

In addition the student must have an aggregate GPA of at least 3.0 (B) in the credits that qualify for the Minor.

MINOR IN BUSINESS LAW

The Law School offers a Minor in Business Law to MBA students in the Bang College of Business. Details about that Minor can be found in the MBA portion of the catalogue.

DUAL DEGREES

LL.M. – MBA DUAL DEGREES PROGRAM

The School of Law and the Bang College of Business cooperate in offering an LL.M.-MBA dual degrees program. Students who desire to enter this program must apply separately for admission to each program (either simultaneously or after they have already enrolled in one) and will earn both degrees in a shorter time.

The practice of business and the practice of law are substantially interconnected. Business persons advancing the interests of their companies always require legal advice, negotiation and drafting of transactional documents, assessment of legal risks and occasionally litigation. A business person with a good educational foundation in law

will be more effective in business activities, and in understanding the legal issues involved in those activities. Similarly, in order to advise business clients effectively, lawyers should understand the basic business issues and the goals of their clients. A person with both legal and business expertise will be more effective in both those fields and in those positions in which law and business intersect.

Graduates of the Joint MBA-LL.M. program should be highly sought-after employees in the following types of positions:

- Business law and international business law firms
- Consulting firms
- In-house counsel offices in major corporations
- Businesses

MIR – IMRCEES (INTERNATIONAL MASTERS IN RUSSIAN, CENTRAL AND EAST EUROPEAN STUDIES) OF THE UNIVERSITY OF GLASGOW, SCOTLAND

Since the Academic Year 2011-12 the Department of International Relations and Regional Studies is offering a dual Master's degree with the IMRCEES (International Masters in Russian, Central & East European Studies) of the University of Glasgow, Scotland. The students undertake the MIR program during the third semester of their graduate academic studies. In 2011 the consortium of IMRCEES (including other than KIMEP University and the University of Glasgow other European universities) won an Erasmus Mundus grant for scholarships and faculty mobility. For the Academic Year 2013-14 the Department is planning to widen the agreement and to allow MIR students, selected on a competitive basis, to go to the University of Glasgow for the second year of their graduate careers. For further information contact the Chair of the Department.

MIR – GSIS (GRADUATE SCHOOL OF INTERNATIONAL STUDIES) OF THE YONSEI UNIVERSITY IN SEOUL, SOUTH KOREA

On 19 January 2012, the Department of International Relations and Regional Studies of KIMEP University signed a Memorandum of Understanding for offering a dual Master's degree with the GSIS (Graduate School of International Studies) of the Yonsei University in Seoul, South Korea. The MoU was ratified by both universities at the beginning of April 2012. The agreement involves the following programs: MIR for KIMEP University; Master in Global Affairs and Policy, Master of Arts in Korean Studies, Master of Global Economy and Strategy for the GSIS of Yonsei University. GSIS students, selected on a competitive basis, will attend the first year at Yonsei University and the second year at KIMEP University. MIR students, selected on a competitive basis, will attend the first year at KIMEP University and the second year at Yonsei University. For further information contact the Chair of the Department.

RESEARCH CENTERS

THE CENTER FOR ETHICS, ENTREPRENEURSHIP AND ECONOMIC DEVELOPMENT

There is both a need and an opportunity for KIMEP to make an impact on entrepreneurship in Kazakhstan. The new Center for Entrepreneurship will be based in the Bang College of Business and reach out to the entire school and the community beyond. Our vision is for the Center to have three pillars: research, education, and practice.

Research in entrepreneurship will commence in collaboration with the Global Entrepreneurship Monitor (GEM) Consortium (www.gemconsortium.org). Since 1999 GEM has led an annual, internationally coordinated, cross country assessment of national and regional entrepreneurial activity. Through the Center's initiative, Kazakhstan will join the other 59 nations in collecting and analyzing this data nationally and then provide the data for a global assessment. This information will be available for KIMEP scholars to conduct further research which may have a profound impact on public policy decisions and economic development in the region.

Education in entrepreneurship will be enhanced with the introduction of an entrepreneurship minor, available to all KIMEP students. We will design two additional courses: Managing New Ventures and Entrepreneurial Finance. Those two courses along with the innovative, interdisciplinary course, introduced last year, Cases in Entrepreneurship, will constitute the required courses for a minor for BCB students. For non-BCB students two introductory business courses will be added to the required courses to obtain the minor. In addition, we plan to develop workshops and certificate programs on how to launch start-ups in Kazakhstan for the greater community through the Executive Education Center.

The Center for Entrepreneurship will not only enhance research and education in entrepreneurship, it is our intention to help create new businesses in practice. We will do this by initiating an annual business plan competition. The judges of the competition will be actual successful entrepreneurs from KIMEP's vast alumni network. Eventually we would like to create an association of angel investors who are prepared to actually fund students' new venture ideas. In the future we may consider creating an incubator at KIMEP to help nurture start-ups.

BCB CENTER FOR RESEARCH AND COMMUNITY OUTREACH

The Bang College of Business Center for Research and Community Outreach (CRCO) identifies opportunities for research, community outreach, and projects for student active learning. The center also helps faculty members to prepare grant proposals for external funding, develop corporate relationships, innovative theoretical and managerial insights and application-oriented solutions for academia and businesses in Kazakhstan, Central Asia, and the global community. The center encourages BCB faculty and students to develop their research projects in the following streams:

- Banking, Capital, and Currency markets,
- Commodities and Energy Policy for the 21st Century
- Leadership, Globalization, and Cross-Cultural Issues
- Supply Chain, Logistics, and Information Technology Management
- Innovation, Product, and Service Design and Development
- E-Governance, Performance, and Reporting.

CENTRAL ASIAN TAX RESEARCH CENTER



Central Asian Tax Research Center (CATRC) is a specialized academic unit hosted by the School of Law at KIMEP. The members of CATRC perform the research and analytical work focused on taxation issues (both domestic and cross-border) of Kazakhstan and Central Asia countries.

CATRC creates situations and climate similar to that in consulting and law firms, where students lead teams and manage research projects, jointly with the professors organize events and deliver research and consulting projects.

Most students who take part in CATRC activities proceed in their careers as Tax Specialists and Professionals in the Multinational Companies, Big 4, international and local law firms and consulting firms. Some students continue with the postgraduate studies in advanced Master programs or PHD programs abroad.

Students who do well in their research and project related activities also get opportunities to travel to conferences and events outside of Kazakhstan. The members of CATRC have visited in the way the following countries: South Korea, China, India, Tajikistan, Italy, Netherlands, Slovenia, Spain, Austria and the Czech Republic.

CATRC is primarily focused on tax research in Kazakhstan and Central Asia, it's secondary focus is on the CIS countries and Eastern/Central Europe.

The Center is carrying out a wide range of academic and client-focused research. The Center's research agenda is determined in consultation with advisory board and potential clients. Current areas of research include:

- Taxation and Foreign Direct Investment
- International Taxation - Tax Treaties
- International Taxation - Domestic rules
- Customs Union and Taxation
- Oil & Gas and Mining Taxation
- Developing Countries and Taxation
- Substance and Form in Tax Law
- Foreign Investment Agreements and Taxation
- Enhanced Relationship Agenda.

To read more about CATRC, please visit the website <http://www.catrc.kz/>

KIMEP UNIVERSITY LEGAL CLINIC

KIMEP University Legal Clinic is research center of legal consultation at KIMEP University designed to provide legal aid to socially vulnerable people. Legal Clinic provides its services free of charge. Legal aid is rendered by students of KIMEP University's School of Law under supervision of faculty members of the School. Legal Clinic offers legal services in civil, administrative, family and labor law.

THE CENTRAL ASIAN STUDIES CENTER

Since the Academic Year 2010-11 the College of Social Sciences (CSS) of KIMEP University has created a Central Asian Studies Center (CASC) based in the College of Social Sciences (CSS) and led by the Department of International Relations and Regional Studies, for fostering cooperation on research with international scholars.



Central Asian Studies Center (CASC)

Facebook: CASC Almaty

Website: <http://www.casc.kz>

Director: Associate Professor Nargis Kassenova

Deputy Director: Assistant Professor Zharmukhamed Zardykhan

THE CENTRAL ASIAN CENTER FOR MEDIA AND SOCIETY

The Central Asian Center for Media and Society (CACCMS) promotes inquiry on and development of media in the region, with particular attention to digital media and their role in social life. The Center has sponsored media trainings and presentations, and affiliated faculty conduct research on media in Central Asia and other parts of the world. Recent activities have included a presentation on Rap music as a form of activism and training in new media technologies for Kazakh-speaking journalists. Research activities by affiliated faculty have included the Open Society Foundations report, *Mapping Digital Media—Kazakhstan*.

COURSE DESCRIPTIONS

LANGUAGE CENTER

UNDERGRADUATE COURSE DESCRIPTIONS

GENERAL EDUCATION—LIBERAL ARTS and ADDITIONAL ENGLISH ELECTIVES (offered by the Language Center)

GEN2800 Public Speaking (3 credits)

Prerequisites: ENG/GEN1100 Academic Speaking

Students who have already attained a high level of fluency will enjoy learning how to communicate in a public setting. This course will teach students how to prepare and present speeches to diverse audiences. Students will listen to professional speakers and review their writing and organizing skills, as well as present their own speeches.

GEN1831 Performing Arts (3 credits)

Prerequisites: Completion of all four Academic English courses: ENG/GEN110, ENG/GEN1120, ENG/GEN1110 and ENG/GEN1121

The Performing Arts course offers an introduction to the performing arts of ballet, opera, theater, and music. Students will gain an understanding of the processes leading to performance. The course will deepen their understanding and appreciation of the arts, while developing their critical skills. Writing and presentation skills that students develop through the course will help them to succeed in an academic and an everyday setting.

GEN2801 English for Specific Purposes (3 credits)

Prerequisites: Completion of all four Academic English courses: ENG/GEN110, ENG/GEN1120, ENG/GEN1110 and ENG/GEN1121

This course is designed for those students who have already completed Academic English courses and have background knowledge about subject matter of their specializations. The course will focus on the application of Academic English speaking, reading, writing and listening skills for discussion, analysis and evaluation of interdisciplinary issues. Specific needs and difficulties of students from different colleges and specialties are identified through a needs assessment survey at the beginning of the course and incorporated into the assignments. Students will cooperate with each other taking on specific roles, planning their process of learning, and sharing their subject-specific knowledge.

GEN1622 Introduction to Films (3 credits)

Prerequisites: Completion of all four Academic English courses: ENG/GEN110, ENG/GEN1120, ENG/GEN1110 and ENG/GEN1121

The purpose of this course is to give the student a better understanding of cinema from the perspective of the viewer, the professional critic, and the filmmaker. Designed for non-film majors, the class will give an overview of the world of cinema from history and theory to the craft of filmmaking.

GEN1621 Introduction to Music (3 credits)

Prerequisites: None

This is a listening-based study of a variety of musical works. The course includes developing skills in recognizing and explaining musical experiences as well as exploring the relation of music to society as a whole and to other forms of art. The course exposes students to specific features of musical diversity and promotes an appreciation of listening to music in depth. Attending live concerts and writing critical reviews afterwards will foster the students' cognitive and affective skills. Students will respond critically to a variety of works in music, connecting the individual work to other works and to other aspects of human endeavor and thought. Students will develop an understanding of the personal and cultural forces that shape artistic communication and how the arts in turn shape the diverse cultures of past and present societies. Finally, group discussions and students' presentations will contribute to creating a team-spirit in an academic environment with the students.

GEN2811 Critical Thinking (3 credits)

Prerequisites: Completion of all four Academic English courses: ENG/GEN110, ENG/GEN1120, ENG/GEN1110 and ENG/GEN1121

This course aims to improve the ways in which students critically analyze information. Students will improve these skills through reading and analyzing arguments in text, video, and audio formats. Students will practice constructing sound arguments in a range of activities—opinion pieces, advertisements, video productions, and art work.

GEN1623 Theater (3 credits)

Prerequisites: None

Students will experience drama as performance-based learning through a close reading of plays. They will discover the possibilities and limitations of theater as a genre, examining the strategies of the playwright, a number of significant plays and scenes from plays, and important periods that have shaped the theater as we know it today.

Students will learn about the role of theater in society and investigate the interaction between the visible and invisible cast of a play: the actors, set designers, special effects technicians, stagehands, and the director. Students will have an opportunity to try out these roles as they write, stage, and direct original plays and also to view on- and off-campus theatrical productions.

GEN1830 Drama (3 credits)

Prerequisites: None

This course offers an introduction to the dramatic writing, performance art, and to analysis of contemporary drama. Students will study strategies of dramatic storytelling through readings, videos, live performances, workshops and dramatic enactments, while improving their creative writing and speaking skills in active, hands-on theatre exercises. Overall, the course will deepen students' understanding, knowledge and appreciation of the dramatic arts, while developing their critical, expressive and artistic skills.

ENG1301 W English Writing (1 credit)

Prerequisites: None

This course is offered to students who need one credit to complete their English language requirements. Because all students in the course are in their third and fourth year of study, this course does not set out to prepare students for academic study. Rather, it aims to help students to identify areas in their own writing that need improvement and for students to apply English to their study/professional lives. By means of a course requiring reading and writing and through individual or pair/group work, students' writing skills should improve.

ELA1302 Learner Autonomy (1 credit)

Prerequisites: None

The course Learner Autonomy is designed especially for students in their first and second years of study at KIMEP University. It aims to focus on study skills that will assist them in making a successful transition from school to academic study at a world-class university. Students will encounter appropriate study skills so that they can successfully apply them in other courses during their studies at KIMEP University. The course provides students with strategies for effective time-management, setting goals, self-assessment, and self-monitoring. The course also aims to help students become more efficient and independent learners.

MODERN LANGUAGES**CHN1301 Beginning Chinese (3 credits)**

Prerequisites: None

The Beginning Chinese course introduces the basic elements of the Chinese language in such a way as to enable students to engage in simple communication. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading and writing. Basic vocabulary and elementary grammatical structures are introduced. The course focuses on writing short compositions, dictations, delivering monologues, intensive and extensive reading of graded books. Speaking and listening skills will be developed primarily through fulfilling the self-study assignments.

CHN 1302 Elementary Chinese 1 (3 credits)

Prerequisite: CHN 1301 Beginning Chinese or equivalent

The course follows Beginning Chinese and assumes knowledge of all the materials covered in CHN 1301. This course is designed to provide students with a solid background in the four language learning skills: speaking, listening, reading and writing. A special focus of this course is given to developing speaking skills as an integral part of the learning process. Students will learn to communicate simply about their house/flat and their immediate needs, and to describe and comment on their living situations, as well as daily and leisure-time activities. Reading and listening activities will focus on a variety of topics from everyday life in Chinese-speaking countries. Students will also have an opportunity of learning about Chinese culture and traditions.

CHN1303 Elementary Chinese 2 (3 credits)

Prerequisite: CHN 1302 Elementary Chinese 1

This course is a continuation of CHN 1302 Elementary Chinese 1. Students continue developing their communicative skills in listening, speaking, reading, and writing. The course content will include language and vocabulary used in situational contexts, as well as cultural and historical information about regions where Chinese

is spoken. Emphasis will be placed on improving proficiency in oral communication and on developing reading comprehension and fluent writing skills. Students also read short pieces on modern Chinese culture, write compositions and make presentations on topics of personal interest. The course makes extensive use of technology (computer programs, the Internet, e-mail, videos) to promote and enhance students' comprehension of the Chinese language.

FRN1301 Beginning French (3 credits)

Prerequisites: None

The Beginning French course introduces the basic elements of the French language in such a way as to enable students to engage in simple communication. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading and writing. Basic vocabulary and elementary grammatical structures are introduced. The course focuses on writing short compositions, dictations, delivering monologues, intensive and extensive reading of graded books. Speaking and listening skills will be developed primarily through fulfilling the self-study assignments.

FRN 1302 Elementary French 1 (3 credits)

Prerequisite: FRN 1301 Beginning French or equivalent

The course follows Beginning French and assumes knowledge of all the materials covered in FRN 1301. This course is designed to provide students with a solid background in the four language learning skills: speaking, listening, reading and writing. A special focus of this course is given to developing speaking skills as an integral part of the learning process. Students will learn to communicate simply about their house/flat and their immediate needs, and to describe and comment on their living situations, as well as daily and leisure-time activities. Reading and listening activities will focus on a variety of topics from everyday life in French-speaking countries. Students will also have an opportunity of learning about French culture and traditions.

FRN 1303 Elementary French 2 (3 credits)

Prerequisite: FRN 1302 Elementary French 1 or equivalent

This course is a continuation of FRN 1302 Elementary French 1. Students continue developing their communicative skills in listening, speaking, reading, and writing. The course content will include language and vocabulary used in situational contexts, cultural and historical information about regions where French is spoken. Emphasis will be placed on improving proficiency in oral communication and on developing reading comprehension and fluent writing skills. Students also read short pieces on modern French culture, write compositions and make presentations on topics of personal interest. The course makes extensive use of technology (computer programs, the Internet, e-mail, videos) to promote and enhance students' comprehension of the French language.

GER1301 Beginning German (3 credits)

Prerequisites: None

The Beginning German course introduces the basic elements of the German language in such a way as to enable students to engage in simple communication. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading and writing. Basic vocabulary and elementary grammatical structures are introduced. The course focuses on writing short compositions, dictations, delivering monologues, intensive and extensive reading of graded books. Speaking and listening skills will be developed primarily through fulfilling the self-study assignments.

GER 1302 Elementary German 1 (3 credits)

Prerequisites: GER 1301 Beginning German or equivalent

The course follows Beginning German and assumes knowledge of all the materials covered in GER 1301. This course is designed to provide students with a solid background in the four language learning skills: speaking, listening, reading and writing. A special focus of this course is given to developing speaking skills as an integral part of the learning process. Students will learn to communicate simply about their house/flat and their immediate needs, and to describe and comment on their living situations, as well as daily and leisure-time activities. Reading and listening activities will focus on a variety of topics from everyday life in the German speaking countries. Students will also have an opportunity of learning about German culture and traditions.

GER1303 Elementary German 2 (3 credits)

Prerequisite: GER 1302 Elementary German 1 or equivalent

This course is a continuation of GER 1302 Elementary German 1. Students continue developing their communicative skills in listening, speaking, reading, and writing. The course content will include language and vocabulary used in situational contexts, cultural and historical information about regions where German is spoken. Emphasis will be placed on improving proficiency in oral communication and on developing reading comprehension and fluent writing skills. Students also read short pieces on modern German culture, write compositions and make presentations on topics of personal interest. The course makes extensive use of technology (computer programs, the Internet, e-mail, videos) to promote and enhance students' comprehension of the German language.

KOR 1301 Beginning Korean (3 credits)

Pre-requisites: None

The Beginning Korean course introduces the basic elements of the Korean language in such a way as to enable students to engage in simple communication. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading and writing. Basic vocabulary and elementary grammatical structures are introduced. The course focuses on writing short compositions, dictations, delivering monologues, intensive and extensive reading of graded books. Speaking and listening skills will be developed primarily through fulfilling the self-study assignments.

KOR 1302 Elementary Korean 1 (3 credits)

Prerequisite: KOR 1301 Beginning Korean or equivalent

The course follows Beginning Korean and assumes knowledge of all the materials covered in KOR 1301. This course is designed to provide students with a solid background in the four language learning skills: speaking, listening, reading and writing. A special focus of this course is given to developing speaking skills as an integral part of the learning process. Students will learn to communicate simply about their house/flat and their immediate needs, and to describe and comment on their living situations, as well as daily and leisure-time activities. Reading and listening activities will focus on a variety of topics from everyday life in Korean-speaking countries. Students will also have an opportunity of learning about Korean culture and traditions.

KOR1303 Elementary Korean 2 (3 credits)

Prerequisite: KOR 1302 Elementary Korean 1 or equivalent

This course is a continuation of KOR 1302 Elementary Korean 1. Students continue developing their communicative skills in listening, speaking, reading, and writing. The course content will include language and vocabulary used in situational contexts, cultural and historical information about regions where Korean is spoken. Emphasis will be placed on improving proficiency in oral communication and on developing reading comprehension and fluent writing skills. Students also read short pieces on modern Korean culture, write compositions and make presentations on topics of personal interest. The course makes extensive use of technology (computer programs, the Internet, e-mail, videos) to promote and enhance students' comprehension of the Korean language.

RUS1301 Beginning Russian (3 credits)

Prerequisites: None

The Beginning Russian course introduces the basic elements of the Russian language in such a way as to enable students to engage in simple communication. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading and writing. Basic vocabulary and elementary grammatical structures are introduced. The course focuses on writing short compositions, dictations, delivering monologues, intensive and extensive reading of graded books. Speaking and listening skills will be developed primarily through fulfilling the self-study assignments.

RUS1302 Elementary Russian 1 (3 credits)

Prerequisite: RUS1301 Beginning Russian or equivalent

The course follows Beginning Russian and assumes knowledge of all the materials covered in RUS 1301. This course is designed to provide students with a solid background in the four language learning skills: speaking, listening, reading and writing. A special focus of this course is given to developing speaking skills as an integral part of the learning process. Students will learn to communicate simply about their house/flat and their immediate needs, and to describe and comment on their living situations, as well as daily and leisure-time activities. Reading and listening activities will focus on a variety of topics from everyday life in Russian-speaking countries. Students will also have an opportunity of learning about Russian culture and traditions.

RUS1303 Elementary Russian 2 (3 credits)

Prerequisite: RUS1302 Elementary Russian 1 or equivalent

This course is a continuation of RUS1302 Elementary Russian 2 and is aimed at students who have a basic knowledge of Russian. Students continue to develop communication skills in listening, speaking, reading and writing. The course includes a cross-cultural material, encompassing themes of Russian history, culture, literature, and social and intellectual texts from Russia. The focus is on the development of oral communication skills and the understanding of texts from different genres. Students will prepare presentations on a variety of topics including writing an essay based on listening materials provided from classical and contemporary literature. This course involves the increased use of technology (computer software, Internet, e-mail, and audio and video materials) for the development and understanding of the Russian language.

RUS1304 Pre-Intermediate Russian 1 (3 credits)

Prerequisite: RUS1303 Elementary Russian 2 or equivalent

This course is a continuation of RUS1303 Elementary Russian 2 and is aimed at students who possess sufficient basic knowledge of phonetics, morphology and syntax of the Russian language and have experience in everyday speech in Russian. The course will help to improve students' accents, to provide proper intonation, to improve

their knowledge of Russian grammar, and to introduce the basic features of functional styles of the Russian language. This course will greatly expand the vocabulary and common lexicon, and will form a reserve of "background knowledge" of Russian culture. Students will learn not only to participate in educational discussions, but to lead them. The course involves watching television, and listening to lectures and recorded guides to historical Russian cities. These auditory and visual materials will help improve skills in monologues of oral and written texts on cultural material. Tasks will include a need to describe, narrate, explain and reason about the given cultural information.

RUS1305 Pre-Intermediate Russian 2 (3 credits)

Prerequisite: RUS 1304 Pre-Intermediate Russian 1 or equivalent

The course follows Pre-Intermediate Russian 1 and assumes knowledge of all the materials covered in RUS1304. This course will continue the pre-intermediate level of Russian while emphasizing the acquisition of reading, listening, speaking and writing skills at pre-intermediate level. Focus will be on developing conversational proficiency and control of basic grammar and vocabulary. A component promoting cross-cultural understanding and sound academic skills is also included. Contents included in this module should enable a student to achieve the level B1 in Russian, according to the CEFR or TORFL-1 on the Russian State System established for classifying levels of Russian as a foreign language.

RUS 1306 Intermediate Russian 1 (3 credits)

Prerequisites: RUS 1305 Pre-Intermediate Russian 2 or equivalent

Intermediate Russian 1 is intended to motivate students in their Russian language learning, develop communication skills in real situations, and improve knowledge and appreciation of Russian culture. The course is intended to be communicative, with a focus on active student participation and the use of many different learning resources (textbooks, recordings, computers, etc.). Cultural and literary readings are used to expand vocabulary, stimulate discussion, and broaden understanding of the Russian world. Constant review and acquisition of new knowledge are fundamental requirements for the study of this course.

RUS1307 Intermediate Russian 2 (3 credits)

Prerequisite: RUS 1306 Intermediate Russian 1 or equivalent

This is an intermediate level course aimed at enhancing the four basic skills of listening, speaking, reading, and writing. The course is taught in Russian by native-speakers. Grammar, vocabulary, and oral communication skills, as well as comprehension and production of written Russian, will be taught through a combination of class discussion and focused individual and group exercises, using tutor-recommended texts and multimedia resources. The course will enable students to understand complex authentic texts on both concrete and abstract topics; to successfully interact with Russian speakers in practical situations; and to compose coherent written or recorded texts on various topics. The communicative component will cover both everyday situations and formal presentations related to students' research interests, focusing on vocabularies for specific needs, such as travel, business, socializing, or tourism.

RUS1308 Upper Intermediate Russian 1 (3 credits)

Prerequisite: RUS 1307 Intermediate Russian 2 or equivalent

This is an upper intermediate level 1 course aimed at enhancing the four basic skills of listening, speaking, reading, and writing. The course is taught in Russian by native-speakers. Vocabulary, and oral communication skills, as well as comprehension and production of written Russian, will be taught through a combination of class discussion and focused individual and group exercises, using tutor-recommended texts and multimedia resources. The course will encourage students to read and comprehend news and journals in the original language; provide students an opportunity to bolster vocabulary for both literary and Kazakhstani contextual needs; conduct research and compose coherent written or recorded texts on various topics. The communicative component will cover both everyday situations and formal presentations related to students' research interests, focusing on vocabularies for specific needs, such as travel, business, socializing, or tourism.

RUS1309: Upper Intermediate Russian 2 (3 credits)

Prerequisite: RUS1308 Upper Intermediate Russian 1 or equivalent

This is an upper intermediate level course building on upper intermediate course 1. The course continues from prior coursework enhancing the four basic skills of listening, speaking, reading and writing. The course is taught in Russian by native-speakers. Vocabulary that expresses complex thoughts and ideas is studied. Oral communication skills beyond daily rudimentary interactions is also covered. Comprehension and production of written Russian of both contemporary and historic sources is possible. The class combines individual, pair and group work to be allow students to work both collaboratively and independently. The class combines online and multi-media sources which allow for interaction with contemporary texts. The course will encourage students to read and understand texts from journals and historical essays. Students are to complete original research on contemporary issues present in countries of the former Soviet Union that allow them to research topics of interest in the target language. The communicative component will cover both everyday situations and formal and research presentations about students' research interests, with an emphasis on vocabulary for specific needs such as travel, business, socializing or tourism.

RUS2001 Advanced Russian 1 (3 credits)

Prerequisite: RUS1309 Upper Intermediate Russian 2 or equivalent

This course provides lower advanced students of Russian with an opportunity to continue their study of the language, concentrating on the development of the four skills: reading, writing, speaking and listening. To strengthen their writing, students will be required to write several essays during the course of the semester. Work for the course will involve regular study of new vocabulary, reading a variety of texts, and writing essays. A main focus of this course is communication within a variety of contexts while trying to enhance listening, reading comprehension, and oral proficiency.

RUS2002 Advanced Russian 2 (3 credits)

Prerequisite: RUS 2002 Advanced Russian 2 or equivalent

This course focuses attention on the development of students' lexical competence (active vocabulary of 2,500 words) by acquainting them with prototypical models of the word formation and derivation processes of contemporary standard Russian. Much of the class's work is devoted to the detailed analysis of Russian texts representing different styles as well as an oral and written communicative skills so that students can achieve speaking proficiency. Students give short presentations based on students' professional, cultural or social interests and they complete this course with advanced language skills.

GEN2802 Business Communication in Russian

Prerequisites: Advanced-level proficiency in Russian

This course is designed for native-speakers of Russian and for students with advanced knowledge of Russian as a second language. It provides students with a comprehensive view of international business communication, and its scope and importance in business. The course also aims to expand students' awareness of certain important aspects of business life such as corporate culture, guiding principles of business ethics, cross-cultural relations in business, and so forth. This course offers opportunities to develop communication skills through speaking and writing assignments and presentations based on research into real business cases.

SPN1301 Beginning Spanish (3 credits)

Prerequisites: None

The Beginning Spanish course introduces the basic elements of the Spanish language in such a way as to enable students to engage in simple communication. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading and writing. Basic vocabulary and elementary grammatical structures are introduced. The course focuses on writing short compositions, dictations, delivering monologues, intensive and extensive reading of graded books. Speaking and listening skills will be developed primarily through fulfilling the self-study assignments.

SPN1302 Elementary Spanish 1 (3 Credits)

Prerequisite: SPN1301 Beginning Spanish or equivalent

The course follows Beginning Spanish and assumes knowledge of all the materials covered in SPN 1301. This course is designed to provide students with a solid background in the four language learning skills: speaking, listening, reading and writing. A special focus of this course is given to developing speaking skills as an integral part of the learning process. Students will learn to communicate simply about their house/flat and their immediate needs, and to describe and comment on their living situations, as well as daily and leisure-time activities. Reading and listening activities will focus on a variety of topics from everyday life in Spanish-speaking countries. Students will also have an opportunity of learning about Spanish culture and traditions.

SPN 1303 Elementary Spanish 2 (3 credits)

Prerequisites: SPN 1302 Elementary Spanish 1 or equivalent

This course is a continuation of SPN 1302 Elementary Spanish 1. Students continue developing their communicative skills in listening, speaking, reading, and writing. The course content will include language and vocabulary used in situational contexts, cultural and historical information about regions where Spanish is spoken. Emphasis will be placed on improving proficiency in oral communication and on developing reading comprehension and fluent writing skills. Students also read short pieces on modern Spanish culture, write compositions and make presentations on topics of personal interest. The course makes extensive use of technology (computer programs, the Internet, e-mail, videos) to promote and enhance students' comprehension of the Spanish language.

TUR1301 Beginning Turkish (3 credits)

Prerequisites: None

The Beginning Turkish course introduces the basic elements of the Turkish language in such a way as to enable students to engage in simple communication. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading and writing. Basic vocabulary and elementary grammatical structures are introduced. The course focuses on writing short compositions, dictations, delivering

monologues, intensive and extensive reading of graded books. Speaking and listening skills will be developed primarily through fulfilling the self-study assignments.

TUR 1302 Elementary Turkish 1 (3 credits)

Prerequisite: TUR1301 Beginning Turkish or equivalent

The course follows Beginning Turkish and assumes knowledge of all the materials covered in TUR 1301. This course is designed to provide students with a solid background in the four language learning skills: speaking, listening, reading and writing. A special focus of this course is given to developing speaking skills as an integral part of the learning process. Students will learn to communicate simply about their house/flat and their immediate needs and to describe and comment on their living situations, as well as daily and leisure-time activities. Reading and listening activities will focus on a variety of topics from everyday life in Turkish-speaking countries. Students will also have an opportunity of learning about Turkish culture and traditions.

TUR 1303 Elementary Turkish 2 (3 credits)

Prerequisite: TUR 1302 Elementary Turkish 1 or equivalent

This course is a continuation of TUR 1302 Elementary Turkish 1. Students continue developing their communicative skills in listening, speaking, reading, and writing. The course content will include language and vocabulary used in situational contexts, cultural and historical information about regions where Turkish is spoken. Emphasis will be placed on improving proficiency in oral communication and on developing reading comprehension and fluent writing skills. Students also read short pieces on modern Turkish culture, write compositions and make presentations on topics of personal interest. The course makes extensive use of technology (computer programs, the Internet, e-mail, videos) to promote and enhance students' comprehension of the Turkish language.

KAZAKH

KAZ1501 Beginning Kazakh (previously KAZ1401) (3 credits)

Prerequisites: None

Students with some understanding of a Turkic language, such as Kyrgyz, Uzbek or Uighur, should not take this course but rather begin with KAZ1502.

This course is intended for those international students, including students from CIS countries, who have **never** been exposed to Kazakh before. Students will first learn the Kazakh alphabet. Then they will learn to understand, read and write simple words and phrases and to participate in easy conversations by using those phrases and sentences learned in the course.

KAZ1502 Elementary Kazakh 1 (previously KAZ1402) (3 credits)

Prerequisites: KAZ1501 or placement according to the results of the diagnostic test

This course provides students with a knowledge of basic vocabulary and elementary grammar and to develop basic listening skills on everyday topics and reading skills of uncomplicated texts. Students will also learn to construct simple sentences and exchange information on daily topics.

KAZ1503 Elementary Kazakh 2 (previously KAZ1403) (3 credits)

Prerequisites: KAZ1502 or placement according to the results of the diagnostic test

In this course students continue studying Kazakh elementary grammatical structures, increase their vocabulary and take part in simple daily conversations. Upon completion of this course, students will be able to create simple texts and participate in social conversations by using familiar word constructions and vocabulary.

KAZ1504 Pre-intermediate Kazakh 1

Prerequisites: KAZ1403 or KAZ1503 or placement according to the results of the diagnostic test

This course is intended for students with a knowledge of basic Kazakh. During the course students will develop skills in understanding of main points in simple texts; with the help of familiar questions they will be able to understand conversations and interviews on various topics, such as: work, study, vacation, etc. Then they will learn to speak freely by means of abstracts (culture, film, book, music, etc.) and general topics; to express their attitudes; to develop their skills in writing essays and short reports.

KAZ1505 Pre-intermediate Kazakh 2

Prerequisites: KAZ1504 or placement according to the results of the diagnostic test

This course is designed for students who have some knowledge of Kazakh. During the course, learners develop their skills in comprehending the main idea of the topic; quickly finding the conclusion or support for a certain point of view in a text. Students will be able to compose simple texts on interesting material by connecting its ideas with elements that are very familiar to them. They will be able to compose simple texts, describing their experiences, feelings and impressions. They will be able to participate in different situations without preparation on general topics, such as family, hobbies, work, travel and daily routines. They will be able to express their opinions freely.

KAZ1506 Intermediate Kazakh 1 (previously KAZ1404) (3 credits)

Prerequisites: KAZ1505 or placement according to the results of the diagnostic test

This course is intended for students who graduated from non-Kazakh schools. Thus, it is designed for students who already have some knowledge of Kazakh, but desire to expand their practical knowledge of Kazakh. Students will develop the skills of accurate use of Kazakh vocabulary and widely used phrases and sentences. Students will also learn to participate in discussions, to compile meaningful texts on familiar or interesting topics and to write short essays on assigned topics by using those word combinations and sentences learned in the course.

KAZ1507 Intermediate Kazakh 2 (previously KAZ1405) (3 credits)

Prerequisites: KAZ1506 or placement according to the results of the diagnostic test

This course is intended to develop students' ability to summarize texts on general topics and those related to their major. Students will learn to understand the main ideas of texts of moderate difficulty on particular topics, speak fluently, communicate with Kazakh native-speakers, participate in discussions, and express their opinions freely in the writing and speaking.

KAZ2001 Business Kazakh 1 (previously KAZ1406) (3 credits)

Prerequisites: KAZ1507 or placement according to the results of the diagnostic test

This course is intended for students who are fluent in Kazakh. Students who wish to enhance their knowledge of Kazakh in the fields of business and communication need to develop skills in understanding the principles and use of business Kazakh. Students will develop their Kazakh business vocabulary and learn to analyze business texts of moderate complexity. They will also learn to participate in uncomplicated business discussions.

KAZ2002 Business Kazakh 2 (previously KAZ1407) (3 credits)

Prerequisites: Kazakh school certificate or KAZ1406/KAZ2001 Business Kazakh 1 or KAZ1408/KAZ2003 Kazakh Language and Culture or KAZ1409/KAZ2004 Business Correspondence in Kazakh or KAZ1410/KAZ2005 Public Speaking in Kazakh or placement according to the results of the diagnostic test

This course is intended for students who are fluent in Kazakh.

This course is designed to develop students' communication and correspondence in Kazakh business language. It is also focused on teaching students to work effectively with professional literature in their field of study, to express themselves effectively when making formal presentations, compiling and analyzing research projects, participating in business debates, and solving and negotiating various business issues. Student will acquire specialized vocabulary in the fields of business and public management, economics, politics and social affairs.

KAZ2003 Kazakh Language and Culture (previously KAZ1408) (3 credits)

Prerequisites: Kazakh school certificate or KAZ1405/KAZ16-7 Intermediate Kazakh 2 or KAZ1406/KAZ2001 Business Kazakh 1 or KAZ1407/KAZ2002 Business Kazakh 2 or KAZ1409/KAZ2004 Business Correspondence in Kazakh or KAZ1410/KAZ2005 Public Speaking in Kazakh or placement according to the results of the diagnostic test

This course is designed for students with at least upper intermediate proficiency in Kazakh. The course enables students to become familiar with the culture of Kazakh people, and to develop competence in dialogue and communication in Kazakh. Students learn to lead and participate in discussions and debates on vital topics and to develop their critical thinking skills. The course introduces fixed phrases, sayings and idioms reflecting the national peculiarities of Kazakh culture that students then use in research projects in the course.

KAZ2004 Business Correspondence in Kazakh (previously KAZ1409) (3 credits)

Prerequisites: Kazakh school certificate or KAZ1407/KAZ2002 Business Kazakh 2 or KAZ1408/KAZ2003 Kazakh Language and Culture or KAZ1410/KAZ2005 Public Speaking in Kazakh or placement according to the results of the diagnostic test

This course is intended for fluent users of Kazakh. It is designed to teach students to create and to deal effectively with formal correspondence in Kazakh, including state documentation and business letters that follow international business writing standards. Students will further develop their business vocabulary and technical writing skills as well as practice their formal and business Kazakh communication skills.

KAZ2005 Public Speaking in Kazakh (previously KAZ1410) (3 credits)

Prerequisites: Kazakh school certificate or KAZ1406/KAZ2001 Business Kazakh 1 or KAZ1407.KAZ2002 Business Kazakh 2 or KAZ1408/KAZ2003 Kazakh Language and Culture or KAZ1409.KAZ2004 Business Correspondence in Kazakh or placement according to the results of the diagnostic test

This course is mainly intended for students who have a good 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 more complex language. The course also develops students' leadership qualities, which are necessary for success in the public domain when speaking to an audience, dealing with a situation or being resourceful in decision-making.

PROFESSIONAL KAZAKH/RUSSIAN

Students are referred to the relevant section of the Language Center catalog for regulations pertaining to registration for a professional Kazakh or Russian course.

KAZ2101 Professional Kazakh 1 (2 credits)

KAZ1403 or KAZ1503 or placement according to the results of the diagnostic test

This course is intended for students with knowledge of basic Kazakh. In this course students increase their economic and professional vocabulary in the sphere of business communications. Students will develop skills in speaking abilities, which is often used in structures and word forms of business communications. Students also will be able to discover the main information from professional texts, to write short reports, to analyze and to construct texts.

KAZ2102 Professional Kazakh 2 (2 credits)

KAZ1404 or KAZ1506 or placement according to the results of the diagnostic test

This course is designed for students with an intermediate level of Kazakh. In this course students will learn professional terms and various vocabularies on their specialties; to develop speaking skills in the area of their profession. The students will also be able to express themselves freely in the official-business communication spheres; to take part in interviews according to their specialties with general professional topics.

KAZ2103 Professional Kazakh 3 (2 credits)

KAZ1405 or KAZ1507 or placement according to the results of the diagnostic test.

The aim of the course is to develop the ability of students to be able to do a summary of texts on general topics and those that are related to core courses/subjects. Students learn to understand the main idea of a text of average complexity on certain topics, speak fluently, to communicate with native-speakers of Kazakh language, participate in discussions and express their thoughts in writing and speaking.

KAZ2104 Professional Kazakh 4 (2 credits)

KAZ1406 or KAZ2001 or placement according to the results of the diagnostic test.

This course is designed for students who have a perfect command of the Kazakh language. Students who wish to extend their knowledge of Kazakh in the field of economics, finance, public relations, politics, business etiquette and communication skills; it is necessary to form and ability to understand how to use the business Kazakh properly. Students can increase their business Kazakh vocabulary and learn how to analyze business texts of average complexity. They also learn to engage in simple business discussions.

RUS2101 Professional Russian 1 (2 credits)

Prerequisites: Pre-intermediate-level proficiency in Russian, equivalent to a pass in RUS1305

This course prepares students to use Russian for their professional studies and consequently for their professional needs in real life and work. It further helps students master Russian language skills by using economic and professional terminology and fundamental business communication tools such as writing memoranda, letters, e-mail, progress reports, business idioms, practicing interviews and delivering presentations. The classroom focus will be to use and improve Russian speaking and communication skills within the context of the business world.

ENGLISH

ENG0000 Foundation English Beginner Level

Prerequisite: None

Beginner to Low Elementary Level—Common European Framework: A1 low upon completion

The Beginner course is the first step in the set of levels to be taken by freshmen. This course is for those who have learnt very little or no English in the past. Students will learn to pronounce English words, understand and respond to simple questions, directions and instructions, read short adapted texts and write sentences and short narrations. They will learn to use fundamental grammar structures and their functions (such as sentence types, tenses). They will acquire vocabulary to enable them to converse on casual topics. The course focuses on writing vocabulary logs based on reading short stories, dictations, and short narrative paragraphs. Also, the course focuses on producing short monologues on text and stories that have been read, and developing listening through self-study and in-class activities.

ENG0001 Foundation English Level 1

Prerequisite: ENG0000 (or requisite KEPT)

Elementary Level—Common European Framework: A1+ upon completion

Foundation English 1 (elementary) is the second step in the set of levels to be taken by freshmen. This is an integrated elementary-level course that develops students' receptive skills (reading and listening), productive skills (writing and speaking), and good control of simple grammatical structures and sentence patterns. The course

focuses on writing diaries, personal messages/letters, and basic paragraphs conveying personal information. The course also focuses on enabling students to deliver monologues on familiar topics and on intensive and extensive reading of graded texts. Listening skills will be developed primarily through fulfilling the independent-study assignments and classroom interaction. There will be multiple individual tutorials with the instructor.

ENG0002 Foundation English Level 2

Prerequisites: ENG0001 (or requisite KEPT)

Pre-intermediate Level—Common European Framework: A2 upon completion

Foundation English 2 (pre-intermediate) is the third step in the set of levels to be taken by freshmen. This course consolidates basic knowledge and use, expands vocabulary and develops writing and reading skills beyond the elementary level. The course facilitates developing skills of generating ideas autonomously and collaboratively. The course focuses on writing narrative and expository paragraphs. Intensive and extensive reading of graded books contributes to language skills development. Listening skills are developed primarily through fulfilling the self-study assignments.

ENG0003 Foundation English Level 3

Prerequisites: ENG0002 (or requisite KEPT)

Pre-intermediate to Intermediate Level—Common European Framework: B1 mid upon completion

Foundation English 3 (intermediate) is the fourth step in the set of levels to be taken by freshmen. This course continues focusing on four language skills: reading, writing, listening and speaking. Students deal with complex texts on both concrete and abstract topics. Learners are taught to interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. During the course students develop skills in writing diaries/reflections and descriptive essays, read authentic texts, short stories, and books at comfort level intensively and extensively. Listening skills are developed primarily through fulfilling the Independent study assignments.

ENG0004 Foundation English Level 4

Prerequisites: ENG0003 (or requisite KEPT)

Intermediate to Upper-Intermediate Level—Common European Framework: B1+ upon completion

Foundation English 4 (intermediate high) is the fifth step in the set of levels to be taken by freshmen. This course continues focusing on four language skills: reading, writing, listening and speaking through discussions, presentations, writing summaries, opinion paragraphs and essays, listening to live news, English programs, intensive and extensive reading of authentic books. Multiple individual conference hours with the instructor are held.

ENG0005 Foundation English Level 5

Prerequisites: ENG0004 (or requisite KEPT)

Upper Intermediate Level—Common European Framework: B2 mid upon completion

Foundation English 5 course (upper-intermediate high) is the fifth step in the set of levels to be taken by freshmen. This course continues focusing on four language skills: reading, writing, listening and speaking through discussions, presentations and persuasive speeches; writing summaries, opinion essays; listening to live news, English programs, and extensive reading of authentic books. The course requires students to come to tutorials two/ three times a week. The course aims for students to be able to demonstrate competence at the lower end of the CEF B2 standard.

PROFESSIONALLY ORIENTED FOREIGN LANGUAGE (Undergraduate)

The Language Center offers a number of courses that focus on developing language skills needed for a variety of subject disciplines and professions.

ENG2101 Professionally Oriented Foreign Language (Economics) (2 credits)

Prerequisites: Completion of all four Academic English courses: ENG/GEN110, ENG/GEN1120, ENG/GEN1110 and ENG/GEN1121

This course develops students' ability to understand, use and apply the terminology and concepts of Economics in ways that will aid their academic advancement and contribute to their preparation for the world of work.

TRANSLATION AND INTERPETING

TRN 2101 Introduction to Translation (3 credits)

Prerequisites: 1. Completion of all four Academic English courses (all GEN requirements).

2. Evidence of proficiency in Russian.

Subject to approval by the program team leader, students who do not speak Russian but are proficient in Kazakh or another Central Asian or European language may also meet the prerequisites.

This is the core prerequisite course for students pursuing a Certificate in Translation. The course introduces the basic principles of translation from Russian into English and vice-versa, with special emphasis on translation history and theory, textual analysis, vocabulary building, systematic research, and team work. The course provides an overview of the translator's profession in Central Asia and throughout the world and at the same time hones the skills involved in solving practical translation problems. Students are encouraged to analyze what "works" about their own translations, what doesn't work, and why.

TRN 3101 Introduction to Interpreting (3 credits)

Prerequisite: TRN 2101 Introduction to Translation (minimum grade: "B") and/or Permission of the instructor.

This course introduces the special nature of interpreting (translating orally) and the particular skills the interpreter must develop. It offers an overview of the responsibilities of interpreters in judicial, commercial, political, or educational settings. Extensive practice is included in sight translation and in simultaneous as well as consecutive interpreting.

TRN 3201 Commercial Translation (3 credits)

Prerequisite: TRN 2101 Introduction to Translation (minimum grade: "B") and/or Permission of the instructor.

This course examines the particular characteristics of business texts, such as commercial correspondence, company policy documents, advertising copy and product-related literature. The specialized vocabulary and conventions governing such texts are studied. Careful attention is paid to the translator's responsibility to the client. Practice is given in translating a wide variety of authentic texts. Students continue to focus on basic principles of translation, with special emphasis on theory, textual analysis, vocabulary building, systematic research, and team work.

TRN 3202 Legal Translation (3 credits)

Prerequisite: TRN 2101 Introduction to Translation (minimum grade: "B") and/or Permission of the instructor.

This course examines the particular characteristics of legal texts, such as legal correspondence, contracts, official documents, law enforcement and other legal documents. The specialized vocabulary and conventions governing such texts are studied. Careful attention is paid to the translator's responsibility to the client. Practice is given in translating a wide variety of authentic texts. Students continue to focus on basic principles of translation, with special emphasis on theory, textual analysis, vocabulary building, systematic research, and team work.

TRN 3203 Translation from Informational Media (3 credits)

Prerequisite: TRN 2101 Introduction to Translation (minimum grade: "B") and/or Permission of the instructor.

This course delves into materials taken from newspapers, magazines, and other media in print and online. Journalistic practices in English and Russian or Kazakh will be compared and contrasted. Special emphasis will be given to the vocabulary of current events, public issues, and news reporting. Students continue to focus on basic principles of translation, with special emphasis on theory, textual analysis, vocabulary building, systematic research, and team work.

TRN 4101 Topics in Translation (3 credits)

Prerequisite: TRN 2101 Introduction to Translation (minimum grade: "B") and/or Permission of the instructor.

TRN 4102 Topics in Interpreting (3 credits)

Prerequisite: TRN 2101 Introduction to Translation (minimum grade: "B") and/or Permission of the instructor.

These advanced courses focus on particular topics in translation and interpreting, including both practical topics (such as translation in the health care or tourism industries, conference interpreting, and movie subtitling) and theoretical topics (such as the history of translation or the role of translation in globalization). Some topics courses may be cross-listed with courses in literary or film studies. Topics vary from semester to semester.

TRN 4103 Senior Project in Translation (3 credits)

Pre-requisite: TRN 2101 Introduction to Translation (minimum grade: "B") and One elective course at the 3000- or 4000-level.

This course is restricted to students completing a Certificate in Translation and Interpreting. Students will develop a semester-long translation project in consultation with the instructor and/or program coordinator. The

final translation may include a written defense reflecting on the student's translation principles or analyzing particular translation problems.

UNDERGRADUATE COURSES DESCRIPTION

BANG COLLEGE OF BUSINESS

ACCOUNTING AREA

ACC2102 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.

ACC3101 Financial Accounting II (3 Credits)

Prerequisites: ACC2102 (or ACC2101 or AC1201)

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.

ACC2201 Management Accounting I (3 Credits)

Prerequisites: ACC2102 (or ACC2101 or AC1201)

Previous Title: Managerial Accounting

This course introduces basic concepts in cost and management accounting. The course introduces the student to internal uses of the financial data. Topics that may be covered include Systems Design (Job Order & Process Costing), Cost Behavior, Break-Even Analysis, Variable Costing, Activity-Based Costing, Profit Planning, Standard Costs, Budgeting, and Segment Reporting. Other topics may be included as time permits.

ACC3110 Management Accounting II (3 Credits)

Prerequisites: ACC2201

Not available to students with credit for AC3203

Previous Title: Cost Accounting I

This course builds on the basic cost and management concepts to focus more intensively on their use by managers in organizations. This course introduces students to the basic concepts in cost accounting and teaches the student how to measure, analyze, and report financial and non-financial information. Topics that may be covered include CVP Analysis, Job Costing, Activity Based Costing, Budgeting, Determining how Costs Behave, Decision Making with Relevant Information, and Pricing Decisions.

ACC3200 Ethics in Accounting (2 Credits)

Prerequisites: ACC2201

The course is designed for students' understanding of the meaning of ethics; various aspects of moral reasoning and how moral reasoning is used for ethical decision-making; and learning the tools and techniques for analyzing ethical situations and using these tools to make ethical decisions. Specific topics include identification of the stakeholders, development of corporate codes of conduct, impact of business ethics and corporate codes on corporate governance, the importance of ethics in management accounting, internal auditing and not-for-profit accounting and legal liability issues that accountants face.

ACC3201 Intermediate Financial Accounting I (3 Credits)

Prerequisites: ACC3101 (or ACC2101)

This course begins in depth analyses of accounting issues introduced in Financial Accounting. 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.

ACC3202 Intermediate Financial Accounting II (3 Credits)

Prerequisites: ACC3201

This course continues the in depth analysis 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.

ACC3204 International Financial Reporting Standards (3 Credits)

Prerequisites: ACC3202

Reporting practices vary significantly throughout the world. Kazakhstan now requires that International Financial Reporting Standards be used in accounting for 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.

ACC3205 Principles of Taxation (3 Credits)

Prerequisites: ACC2102 (or ACC2101)

This course provides a survey of tax concepts, structure and policy. Among the topics addressed are; types of taxes and the jurisdictions that use them, tax policy and the standards for a good tax, taxes as transaction costs, income tax planning, taxable income from business operations, property acquisitions, dispositions and cost recovery deductions.

ACC3210 Taxation in Kazakhstan (3 Credits)

Prerequisites: ACC2102 (or ACC2101)

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.

ACC3212 Accounting Information Systems (3 Credits)

Prerequisites: ACC 3101 (or ACC2101 or AC1202) and GEN2301 (or IS2201 or CIT1712 or GEN1300)

Not available to students with credit for IFS3212

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.

ACC3299 Selected Topics in Accounting (3 Credits)

Prerequisites: ACC3202

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

ACC4201 Advanced Financial Accounting (3 Credits)

Prerequisites: ACC3202

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.

ACC4203 Auditing (3 Credits)

Prerequisites: ACC3101

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.

ACC4205 Cost Accounting (3 Credits)

Prerequisites: ACC2201

Cost accounting measures, analyzes and reports financial and non-financial information relating to the costs of acquiring or using resources in an organization. Cost management refers to the approaches and activities performed by managers to use resources to increase value to customers and to achieve organizational goals. Topics covered in this course will include master budget and responsibility accounting, flexible budgets, direct and overhead cost variance and management control, inventory costing and capacity analysis, pricing decisions and

cost management, management control systems, transfer pricing, and performance measurement, compensation and multinational considerations.

ACC4209 Principles of Fraud Examination (3 Credits)

Prerequisites: ACC3101

The course is intended to provide fundamental and practical knowledge for all students to learn about the global threat of fraud and to prepare for careers in the anti-fraud profession. The students will be able to identify and assess appropriate fraud risk factors by increasing the body of anti-fraud knowledge in the current audit environment, in which the identification of the fraud risk factors by auditors is required by law or standards and emphasized. The knowledge gained from this course, which regular auditing course do not fully cover due to limited time frame, should be instrumental for the detection and deterrence of fraud in any types of audits.

ACC4210 International Accounting (3 Credits)

Prerequisites: ACC3202

The aim of the course is to provide the students with a basic understanding of why accounting practices differ in different countries. In addition, it aims to get the students acquainted with the various aspects of harmonization for diverse accounting procedures of different countries in order to make the students understand how companies operating internationally cope with the accounting differences in countries across which they operate. Topics covered will include role of IA in international business, comparative international FSA, transparency and disclosure, segment reporting, foreign currency transactions and translation, accounting for price-level changes, corporate governance and control of global operations, budgeting and performance evaluation.

ACC4211 Cases in Accounting (3 Credits)

Prerequisites: ACC3202 and 90 credits completed

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.

ACC4216 Professional Auditing (3 Credits)

Prerequisites: ACC4203

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. The course is designed to enhance students' 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.

ACC4220 Tax Planning (3 Credits)

Prerequisites: ACC3210

Tax planning is an advanced taxation course designed to provide in-depth knowledge of direct tax laws and their impact on decision making. The course encompasses major components of international taxation such as the concept of permanent establishment and the arm's length principle, which are used for international tax planning schemes. Also it discusses the difference between legitimate tax planning, tax avoidance and tax evasion as well as some tax planning techniques for multinational enterprises. The course provides both theoretical and practical approaches. Moreover with the purpose to illustrate the key concepts learnt case studies and juridical decisions would be used. The course is aimed to prepare the students who are interested in becoming tax practitioners or tax advisers in their future careers.

ACC4240 Taxation of Multinational Enterprises (3 Credits)

Prerequisites: ACC3205 or ACC3210

This course will address advanced areas of taxation, with a particular focus on the interpretation and application of tax legislation in the international and comparative perspective. The class will review different areas of relevance to the taxation of multinational enterprises, providing theoretical and practical guidance on how to navigate the complex rules of different jurisdictions while managing tax opportunities and challenges. It will also review the tax attributes of financial statements.

ACC4250 Credit Internship Program (6 Credits)

Prerequisites: 90 credits completed

An internship is working for a company and learning on-the-job. It is an opportunity to put into practice the Accounting and Audit knowledge learned from classroom coursework.

ACC4275 Thesis (2 Credits)

Prerequisites: 105 credits completed

A thesis is a research work on a topic that is in the area of Accounting and Audit. Students will be supervised by faculty members in the process. Further details on thesis requirements are provided under the KIMEP University regulations on this matter.

ACC4277 State Examination (1 Credit)

Prerequisites: As per MES regulation

Students are required to take the state examination. Further details on this requirement are provided under the KIMEP University regulations on this matter.

BUSINESS AREA

BUS4201 Cases in Entrepreneurship (3 credits)

Prerequisites: ACC2201, FIN3121, MKT3130, MGT3001 and 90 credits completed

This is a multi-disciplinary business course designed to integrate knowledge of marketing, finance, accounting, and management in the launching of new business ventures. The course is a substitute for a corporate internship for those students who are considering an entrepreneurial career. Topics such as new product/service market research, management of start-ups, forecasting sources and uses of cash, and alternative financing approaches will be explored in the context of new ventures. Students will be required to write an original business plan with the support of instructors from various business disciplines in order to effectively integrate different perspectives into their business model.

BUS4250 Credit Internship Program (3 Credits)

Prerequisites: 90 credits completed

An internship is working for a company and learning on-the-job. It is an opportunity to put into practice the knowledge learned from classroom coursework.

COMPUTER INFORMATION TECHNOLOGY AREA

CIT2731 Business Graphics (3 Credits)

Prerequisites: GEN1300 or GEN2301

This course involves studies of computer graphics software; basis of computer graphics: vector, bitmap (raster), 2-, 3- dimensional software packages, graphics coding, etc. The course is emphasized on the use of computer graphics in business (design of business cards, logo, booklets, leaflets, animated banners, billboards, etc.) with Corel Draw 12, Corel Draw X5 as software package “3 in 1” combining vector and bitmap graphics facilities (drawing with Corel Draw, image modifying with Corel Photo Paint, animating with Corel R.A.V.E.)

CIT2733 Survey Research with SPSS (3 Credits)

Prerequisites: GEN1300 or GEN2301 and GEN2400 or GEN2401 or GEN2402

This course is providing the essential introduction to various functions of SPSS such as data management, data analysis, plotting graphs, creating reports, etc. It is especially focused on survey research that covers critical topics such as how to design a questionnaire, to code and enter responses, to transfer (exchange) data to/from different file formats, to manipulate and analyze data with different approaches, methods, 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 business subject.

CIT3734 Web Design (3 Credits)

Prerequisites GEN1300 or GEN2301

This course provides knowledge about Web Design principles. In this course students will learn the fundamentals of web site design. Topics include publishing Web sites, updating web sites, Internet technologies. Topics include an overview of the www, e-mail, browsers, basic web page elements and organization of virtual communities. In the course software for web site development such as MS FrontPage and Dream Weaver are taken as tools.

FINANCE AREA

FIN2105 Business Microeconomics (3 Credits)

Prerequisites: None

Not available to students with credit for ECN2103

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.

FIN2106 Business Macroeconomics (3 Credits)

Prerequisites: None

Not available to students with credit for ECN2102

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.

FIN3101 Financial Institutions and Markets (3 Credits)

Prerequisites: FIN2106

Previously listed as FN2201

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.

FIN3121 Principles of Finance (3 Credits)

Prerequisites: ACC2102 (ACC2101)

Previously listed as FN2202

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.

FIN3200 Ethics in Finance (2 Credits)

Prerequisites: FIN3121, FIN3101

This 2-credit course will examine issues in ethics that arise from a financial context. We will begin with ethical theories such as Kantianism, Utilitarianism, Virtue Ethics, Care Ethics, and Contract theory. We will then explore contemporary issues involving Corporate Governance, Corporate Social Responsibility, Corporate Sustainability, Socially Responsible Investing and share holder activism, and Stakeholder Theory. The course will examine in detail major cases of financial fraud, e.g. Mad off, Enron, BTA Bank. Finally, students will prepare and present a business case in Kazakhstan dealing with financial ethics. Course materials will consist of articles, research articles, business cases and notes, and The Code of Ethics and Standards of Professional Conduct of the CFA Institute.

FIN3210 Corporate Finance (3 Credits)

Prerequisites: FIN3101, FIN3121

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.

FIN3220 Investments (3 Credits)

Prerequisites: FIN3101, FIN3121

This course introduces the foundations of portfolio theory, asset pricing, trading and valuing securities as well as provides frameworks for investment analysis of various financial instruments. The course begins with an introduction of the modern portfolio theory and then turns to asset valuation based on the capital asset pricing model and arbitrage pricing theory. The two subsequent areas of study are valuation and analysis of fixed income instruments and stocks. Overall, this course represents the minimal financial theory and necessary practical tools with which an undergraduate student majoring in finance should be able to make meaningful investment decisions and be prepared for advanced courses in investment management.

FIN3230 Financial Institutions Management (3 Credits)

Prerequisites: FIN3101, FIN3121

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.

FIN3222 Personal Finance (3 Credits)

Prerequisites: FIN3101, FIN3121

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.

FIN4211 Financial Modeling (3 Credits)

Prerequisites: FIN3220

This course will involve using spreadsheets to model financial transactions, perform valuations, and solve complex financial problems from all areas of finance (equity, debt, and their derivatives). It will also involve the use of financial functions and formulas, macros, and new programming in various financial applications. Intermediate knowledge of any electronic spreadsheet (Microsoft Excel, Lotus, etc.) is required.

FIN4212 Mergers and Acquisitions (3 Credits)

Prerequisites: FIN3210

The course provides the key financial sources and instruments used for mergers and acquisitions (M&A) deals; how to select the most appropriate type of financing - debt, equity, or a combination of the two; financing via debt, bonds, and leases, and ways to borrow or lend; tactics considered in contracts, including contingent payments, earn-outs, and equity kickers; how to determine when refinancing is necessary; how volatile global events can affect economic systems and M&A financing and refinancing; debt/equity hybrids and other financing methods.

FIN4214 Financial Statement Analysis (3 Credits)

Prerequisites: FIN3101, FIN3121

The course objective is to teach students to accurately read and analyze financial statements of various companies in a variety of industries. It examines the uses and misuses of financial statement data for a wide range of financing decisions. The course analyzes various reporting options that affect income, assets, cash flow forecasts, financial ratios, and trends; distinguishes between accounting rules and underlying economic realities; and examines approaches that analysts can take when external reports do not reflect a firm's underlying economics. The course focuses on the pragmatic implications of corporate disclosures and nondisclosures.

FIN4220 Real Estate Finance (3 Credits)

Prerequisites: FIN3101, FIN3121

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.

FIN4221 Investment Banking (3 Credits)

Prerequisites: FIN3210

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.

FIN4224 Introduction to Financial Derivatives (3 Credits)

Prerequisites: FIN3101, FIN3121

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.

FIN4231 Commercial Bank Management (3 Credits)

Prerequisites: FIN3101, FIN3121

The course aims on understanding the field of banking from the perspectives of both a bank customer as well as a bank manager. Topics include introduction to the business of banking; asset-liability management techniques and hedging against interest rate and credit risk; managing the bank's investment portfolio and liquidity position; managing bank sources of funds; providing loans to businesses and consumers; the bank's organizational structure and service options; and developing a channel for future growth and expansion.

FIN4232 Risk Management (3 Credits)

Prerequisites: FIN4224

The course provides comprehensive analyses and insights in risk management including: overview of risk management -from the history of risk management to the new regulatory and trading environment; a look at past and present risk management; risk management program designs; techniques to organize the risk management

function; develop a system to cover organizations exposures; and risk management implementation including the use of the myriad systems to derive value at risk (VaR), stress-testing, and derivatives for measuring and hedging risk in today's marketplace.

FIN4235 International Financial Management (3 Credits)

Prerequisites: FIN3101, FIN3121

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.

FIN4240 Security Analysis and Portfolio Management (3 Credits)

Prerequisites: FIN3220

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.

FIN4241 Case Studies in Finance (3 Credits)

Prerequisites: FIN3210, FIN3220, FIN3230 and 90 credits completed

The course offers various advanced case studies on practical problems in planning, procuring, and maintaining optimum distribution and utilization of financial resources of business entities. Topics of case studies will vary depending on the interests of students, and the course instructor.

FIN4242 Selected Topics in Finance (3 Credits)

Prerequisite: FIN3210, FIN3220, FIN3230

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

FIN4244 Entrepreneurial Finance (3 Credits)

Prerequisites: FIN3210, FIN3220

This 3-credit course will explore the financing needs of start-up firms and typical sources of capital from both the perspectives of the entrepreneur and the investor. The first part of the course emphasizes identifying and valuing entrepreneurial business opportunities. Topics include pro forma development and review, business valuation models, cash flow analysis. The second part addresses how and from whom entrepreneurs raise funds and how financial contracts are structured to manage risk and align incentives; raising capital from private investors, venture capitalists and banks. The third part addresses ways in which entrepreneurs and investors "harvest" success and value.

FIN4246 Insurance (3 Credits)

Prerequisites: FIN3121, FIN3101

This course explores the principles of risk management and insurance. The course provides an understanding of the foundations, applications and selection of insurance. Fundamentals of life and health insurance as well as property and liability insurance will be included. Enterprise risk management for corporations, financial risk management, overview of employee benefits, and strategic policies to mitigate risk will also be covered. The student will also learn insurance relations, rules and regulation in Kazakhstan in this course.

FIN4447 Financial Regulations and Supervision (3 Credits)

Prerequisites: FIN3121, FIN3101

Financial regulation and supervision course focuses on the public regulation of the financial markets and financial intermediaries - topics of high relevance in today's environment of ongoing transformation of the way financial markets are regulated. The course aims to develop students' understanding of theory and practice of regulation and supervision of financial markets. After introducing the general principles of effective regulation and supervision of financial markets and institutions, the course is broadly split into three main parts focusing on the following key areas: Regulation of securities markets, Regulation and supervision of financial institutions and financial regulation and supervision in Kazakhstan.

FIN4248 Islamic Banking and Finance (3 Credits)

Prerequisites: FIN3121, FIN3101

The ongoing turbulence and crises in the modern financial system has drawn attention towards an alternative system of financial intermediation, Islamic banking and finance. The objective of this course is to introduce students to the alternative banking practices and financial market operations which are based on the Shari'ah principles. Major topics include the fundamental Muslim beliefs, Shari'ah objectives, sources of Shari'ah rules and

role of Shari'ah boards in supervision of banking and financial market practices, difference between conventional and Islamic banking, prohibition of riba and rationale of Islamic banking, key principles of Islamic banking and investment, the basic Shari'ah rules for economic and financial transactions, conventional and Islamic modes of financing: murabaha, mudaraba, musharaka, ijara, istisna'a and salam, the problems of moral hazards and adverse selection in Islamic finance and conventional versus Islamic (Takaful) insurance.

FIN4250 Credit Internship Program (6 Credits)

Prerequisites: 90 credits completed

An internship is working for a company and learning on-the-job. It is an opportunity to put into practice the Finance knowledge learned from classroom coursework.

FIN4275 Thesis (2 Credits)

Prerequisites: 105 credits completed

A thesis is a research work on a topic that is in the area of Finance. Students will be supervised by faculty members in the process. Further details on thesis requirements are provided under the KIMEP University regulations on this matter.

FIN4277 State Examination (1 Credit)

Prerequisites: As per MES regulation

Students are required to take the state examination. Further details on this requirement are provided under the KIMEP University regulations on this matter.

INFORMATION SYSTEMS AREA

IFS2203 Management Information Systems (3 Credits)

Prerequisite: GEN2301 or GEN1300

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.

IFS3202 Database Management Systems in Business (3 Credits)

Prerequisite: GEN2301 or GEN1300

The Database plays a key role in business management. Management without the support of right Database is unthinkable. This course provides hands-on-training of the tools and techniques of designing, implementing, modifying and accessing enterprise 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.

IFS3208 Data Communication and Networking, 3 Credits

Prerequisite: IFS2203

The course presents basic knowledge of communication systems as one of the largest 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 ethernet and their use in E-business and E-commerce.

IFS3211 Information System Security, 3 Credits

Prerequisites: IFS2203

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.

IFS4202 Management of E-Business Systems, 3 Credits

Prerequisites: IFS2203

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 (E-Business) 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 E-Business? What are the rules of competition of E-Business and how they affect the relationships, profitability and stock prices? How to formulate best-fit E-Business 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?

LEADERSHIP AREA

LDP3201 Leadership: Principles and Best Practices (3 Credits)

Prerequisites: None

The course is intended for highly motivated students who have capacity for leadership and determined to become effective in leading others. It is modeled as an integrated framework that consists of the best leadership practices presentations and lectures. The students will be exposed to learning first hand experience of great leaders from industry, government and various social sector enterprises.

LDP4201 Leadership: Making Principles Work (3 Credits)

Prerequisites: None

The main objective of this course is to equip students with tools necessary for analyzing leadership activities within the organizations. The course will also introduce contemporary leadership concepts and practices through delivering guest lectures and simulating leadership exercises. Students will learn major approaches to leading people that will serve as the basis for future organizational success.

LDP4202 Leadership in Action (3 Credits)

Prerequisites: LDP 3201 and LDP4201

Provided with general guidelines, students will be involved in case studies and projects in area of their specialization. This course will give the opportunity to apply and polish the knowledge received in previous two courses. Students will also be required to develop their leadership competencies and provide sound solutions for managerial challenges.

MANAGEMENT AREA

MGT3001 Principles of Management (3 Credits)

Prerequisites:

None

Previously listed as MG2201

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.

MGT3200 Managerial Ethics (2 Credits)

Prerequisites: MGT3001

Ethics in management became popular and important concept lately. Different companies might have different ethical standards, but management ethics is almost the same in every industry. Students will learn that corruption is the abuse of power to achieve illegitimate personal gain. Bribery and corruption are extreme forms of unethical behavior. Wherever they do business around the world, managers must not only avoid breaking the law, they should follow high ethical standards. Ethics and appropriate behavior transcend all business activities and figure prominently in management decisions about financial performance and competitive advantage. An integrated, strategic approach to ethical, sustainable, and socially responsible behavior provides firms with competitive advantages, including stronger relationships with customers, employees, shareholders, suppliers, and the communities where they do business.

MGT3201 Business Communications (3 Credits)

Prerequisites: None

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.

MGT3202 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.

MGT3204 Human Resources Management (3 Credits)

Prerequisites: MGT3001

Not available to students with credit for PAD3523

This course deals primarily with activities that directly affect how employees are brought into the firm and their treatment once they are employed. These activities include selection, training, evaluation, compensation, labor relations, working conditions, and related issues.

MGT3205 Decision Making (3 Credits)

Prerequisites: MGT3001

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.

MGT3206 Leadership and Motivation (3 Credits)

Prerequisites: MGT3001

This course is intended for future managers who require knowledge on how to motivate people, how to manage groups and use appropriate leadership styles. It is modeled as an integrated framework that consists of lectures and training.

MGT3207 Managing Negotiations (3 Credits)

Prerequisites: MGT3001

This course deals with the art and skills of negotiating in various business situations. Cases involving and analyzing issues and problems ranging from sales and contracts to the most complicated issues of international business will be discussed.

MGT3208 Innovation Management (3 Credits)

Prerequisites: MGT3001

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.

MGT3209 International Management (3 Credits)

Prerequisites: MGT3001

This course compares management styles used in various countries and the effectiveness of those styles on that culture. Methods will be contrasted with current management methods used in Kazakhstan to formulate effective methods for practical use. Focus is on the design of the organization; political, legal, and economic concerns; personnel issues; and, negotiating strategies.

MGT3210 International Business (3 Credits)

Prerequisites: MGT3001

This course involves study of the issues and logistics involved in conducting business in the international arena. Issues such as globalization, the impact of economics, socio-cultural factors, and economic policy are discussed in detail. The nature and economic role of the multinational corporation including the impact of legal, political, educational, and cultural variables upon firm performance and managerial activity forms the core of the course. Case studies illustrate managerial, marketing and financial and accounting activities, in the global economic space.

MGT3211 Small Business Management (3 Credits)

Prerequisite: MGT3001

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.

MGT3212 Organizational Behavior (3 Credits)

Prerequisites: MGT3001

Not available to students with credit for PAD3536

Managers get things done through other people. They make decisions, allocate resources, and direct the activities of others to attain goals. Managers do their work in an organization. This is a consciously coordinated social unit, composed of two or more people. These units strive to achieve a common goal or set of goals. This course develops a sound understanding of the human side of work and provides knowledge of the behavioral aspects of working in organizations.

MGT3213 Managing Change (3 Credits)

Prerequisites: MGT3001

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.

MGT3215 Hospitality Management (3 Credits)

Prerequisite: none

This course examines the philosophy and history of hospitality and the special characteristics of the industry. A broad overview of management styles, management and marketing theories and organizational structures is offered, as well as an introduction to local and international issues associated with the industry. This course examines hospitality specific issues such as yield management, services marketing, hospitality distribution channels, and service quality management strategies.

MGT3216 Leisure and Recreational Management (3 Credits)

Prerequisite: none

Leisure and Recreation Management course deals with the theory of leisure (the time available to an individual when work, sleep and other basic needs have been met) studies as well as the day-to-day practicalities of managing a recreation facility. The course introduces the student to leisure and recreation in society (role, concepts and principles), the relationship between tourism, leisure and recreation, including holiday, sports, basic concepts in outdoor recreation, outdoor recreational resources, recreation resource management, recreation in a changing world.

MGT3299 Selected Topics in Management (3 Credits)

Prerequisites: MGT3001

This course provides further study into various areas in management. Topics covered will change from year to year depending on the students' particular needs and strengths.

MGT4201 Strategy and Business Policy (3 Credits)

Prerequisites: MGT3001, MKT3130, FIN3121, ACC2201

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.

MGT4204 Cases in Management (3 Credits)

Prerequisites: MGT3001 and 90 credits completed

The course offers various advanced case studies on practical problems in managing the business entities.

MGT4208 Training and Development (3 Credits)

Prerequisites: MGT3204

This course will cover a comprehensive and wide range of issues relevant with employee training and development activities. It will discuss the issues to clarify the role of training and development in the management of human resources in the organizational contexts. Students will be prepared to plan and execute training programs for different levels of employees – including training needs assessment, learning principles, training methods, organizing training contents, conducting different training sessions, motivating trainees, and training evaluation

methods. Further, this will help to understand the national HRD models and skills development programs in different national contexts.

MGT4210 Compensation and Performance Management (3 Credits)

Prerequisites: MGT3204

The main objective of the course is to provide knowledge of performance management and compensation practices, and their role in promoting organizations' competitive advantage. Student will be prepared to assume the roles of competent compensation professional by having a sound understanding of performance management and compensation practices, and the environment in which business professionals plan, implement, and evaluate employee performance appraisal practices and compensation systems. They will be given the idea of the context of compensation practice, the criteria used to evaluate employees' performance, compensation system design, benefits, and other contemporary HR challenges that HR managers will face in the real circumstances.

MGT4250 Credit Internship Program (6 Credits)

Prerequisites: 90 credits completed

An internship is working for a company and learning on-the-job. It is an opportunity to put into practice the Management knowledge learned from classroom coursework.

MGT4275 Thesis (2 Credits)

Prerequisites: 105 credits completed

A thesis is a research work on a topic that is in the area of Management. Students will be supervised by faculty members in the process. Further details on thesis requirements are provided under the KIMEP University regulations on this matter.

MGT4277 State Examination (1 Credit)

Prerequisites: As per MES regulation

Students are required to take the state examination. Further details on this requirement are provided under the KIMEP University regulations on this matter.

MARKETING AREA

MKT3130 Principles of Marketing (3 Credits)

Prerequisites: None

Previously listed as MK1201

The aims of this course are to provide students with a basic understanding of the constituent elements of the marketing function in organizations. The course will develop analytical and diagnostic skills in dealing with marketing situations. Students will learn how marketing objectives are matched with marketing strategies and programs.

MKT3150 Strategic Marketing (previously MKT3140 Intermediate Marketing) (3 Credits)

Prerequisites: MKT3130

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.

MKT3200 Ethics and Social Responsibility in Marketing

Prerequisites: MKT3130

This course introduces students to the relevance and importance of ethics and social responsibility in marketing. The objective of the course is to increase students' awareness and understanding of ethical issues in marketing decisions. The course presents complex, real-world ethical problems associated with the marketing management. Through the study of classical and current case studies, students will discuss the responsibilities of marketers, broaden their awareness of ethics, and address the social responsibility issues. Students will develop projects on implementing social responsibility elements of companies.

MKT3201 Consumer Behavior (3 Credits)

Prerequisites: MKT3150

This course will provide the students with knowledge of key concepts of Consumer Behavior Science and their use in developing marketing strategies. This will include analysis of external and internal influences on consumer behavior; consumer decision-making process; concepts of consumer strategy and tactics; the importance of product image and brands; and, store image influence consumer purchases.

MKT3202 Marketing Communications (3 Credits)

Prerequisites: MKT3150

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.

MKT3205 Retailing (3 Credits)

Prerequisites: MKT3150

This course investigates the structure of the retailing industry. Issues covered include retailing trends, retail store organization, and tools for understanding retail consumers. Store location, design, and layout are examined as the core of understanding the basic fundamentals of operating a retail business.

MKT3210 Services Marketing (3 Credits)

Prerequisites: MKT3150

This course focuses on the specific issues facing successful marketers in the service sector. Marketing of services, including promotion and pricing practices and strategies, are discussed in detail as is in-depth practical knowledge of franchising and specific services sectors.

MKT3212 Fundamentals of Selling (3 Credits)

Prerequisites: MKT3150

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.

MKT3213 Public Relations (3 Credits)

Prerequisites: MKT3150

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 offer insights into the practicalities of public relations.

MKT3214 Brand Management (3 Credits)

Prerequisites: MKT3150

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).

MKT3220 Tourism Marketing (3 Credits)

Prerequisite: MKT3150

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. It develops an understanding of applied marketing theory in an international tourism and hospitality environment, provides students with an understanding of the complexity of tourism buyer behavior. Opportunities will be identify to position tourism products and services through an effective target marketing approach.

MKT3221 Tourism Practices and Principles (3 Credits)

Prerequisite: None

Through an interdisciplinary approach this course introduces students to the nature of tourism and hospitality from both an industry and a social perspective. The course imparts knowledge and comprehension by introducing research skills, the development of critical analysis and encourages the articulation of concepts and opinions. Students will be made aware of the development of "system thinking" and its application in both the tourism and the hospitality industry.

MKT3223 Niche Tourism (3 Credits)

Prerequisite: none

Niche Tourism examines one of the fastest growing areas within the tourism sector. This course provides an integrated picture of specialty/niche tourism as a whole looking at both the 'macro' and 'micro' niche area. It has a comprehensive theoretical framework, and discusses initiatives, policies and strategies adopted internationally. With an emphasis on linking theory to practice, it is underpinned by up-to-date international case studies from around the world. Divided into 3 parts, it covers a variety of aspects under the headings of special interest tourism, tradition and culture base tourism and activity-based tourism.

MKT3275 Advertising Management (3 Credits)

Prerequisites: MKT3202

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.

MKT3277 Sustainable Marketing (3 Credits)

Prerequisites: MKT3200, MKT3150

Sustainable Marketing course will introduce students to the concepts of social and environmental sustainability principles applied to marketing activities of organization. The course will demonstrate students how to optimize marketing decisions with respect to nature and society well being. Participants will learn concepts like Triple Bottom Line, Natural capitalism, cradle-to-cradle design, and other. It is expected to demonstrate that implementation of sustainability principles to marketing activities can improve performance and profitability of business organization.

MKT3279 Cross-Cultural Marketing (3 Credits)

Prerequisites: MKT3200, MKT3150

The course will provide the students with an understanding of cross-cultural aspects of marketing. By looking at marketing from a cultural perspective, the students will gain insight into the problem-solving process of international marketing. The cross-cultural setting will enhance understanding of global marketing activities. Students will be introduced to both cross-cultural and intercultural approaches in international marketing decisions.

MKT3280 Social Media (3 Credits)

Prerequisites: MKT3202

The course will introduce students to social media marketing specifics. It will provide students with detailed knowledge of social networks, online communities, blog, wikis and any other collaborative media for marketing. The course will detail use of social media portals in order to influence conversion of potential clients into customers, facilitate consumer insights sessions, co-creation activities and other brand related experiences.

MKT4201 Cases in Marketing (3 Credits)

Prerequisites: MKT3150 and 90 credits completed

The course offers various advanced case studies on practical problems in marketing.

MKT4203 Marketing Research (3 Credits)

Prerequisites: MKT3150

This course looks at how marketing research functions and procedures can be utilized in measuring and analyzing environmental factors in consumer demand, sales efficiency, effectiveness of promotional programs, and effects of competitor's strategies. It includes methods of product distribution and pricing research. Projects emphasize current marketing research techniques.

MKT4208 International Marketing (3 Credits)

Prerequisites: MKT3150

This course covers international marketing operations by looking at issues such as product policies, pricing, marketing communications, distribution channels, and marketing research. The factors governing the decision to engage in foreign transactions by organizations are explored in detail. In-depth market studies form a core part of the course.

MKT4210 Digital Marketing (3 Credits)

Prerequisites: MKT3202

The course is designed to examine the unique features of marketing through the digital media. Upon completion of the course, students will be able to understand what activities comprise digital marketing and how to support marketing strategy with those activities. Students will not only learn the advantages of digital media compared to off-line media, but also get recommendations on how to properly use various instruments of digital marketing

such as web design, search advertising, display advertising, online video, viral marketing, branded content, mobile marketing, and social media marketing. The course will use local and international real life cases and will emphasize ethics surrounding digital marketing activities.

MKT4219 Event Marketing (3 Credits)

Prerequisites: MKT3150

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.

MKT4225 Qualitative Research in Marketing (3 Credits)

Prerequisites: MKT4203

This course focuses on employing a qualitative approach in marketing research. It will introduce students to details of various traditional methods like focus groups, in-dept interviews, projective techniques, case studies and observations. The course will consider contemporary qualitative research methods like netnography and use of special software NVivo for analysis of data.

MKT4250 Credit Internship Program (6 Credits)

Prerequisites: 90 credits completed

An internship is working for a company and learning on-the-job. It is an opportunity to put into practice the Marketing knowledge learned from classroom coursework.

MGT4275 Thesis (2 Credits)

Prerequisites: 105 credits completed

A thesis is a research work on a topic that is in the area of Marketing. Students will be supervised by faculty members in the process. Further details on thesis requirements are provided under the KIMEP University regulations on this matter.

MGT4277 State Examination (1 Credit)

Prerequisites: As per MES regulation

Students are required to take the state examination. Further details on this requirement are provided under the KIMEP University regulations on this matter.

MKT4299 Selected Topics in Marketing (3 Credits)

Prerequisites: MKT3150

Specialist courses in selected topics related to marketing. Topics covered vary according to the interests and expertise of instructors and demand from students.

OPERATIONS MANAGEMENT AREA

OPM3011 Decision Techniques and Tools

Prerequisite: GEN1201 or GEN1202

Replaces OP1201 Business Quantitative Methods

The course provides the essential concepts of business mathematical methods and knowledge about computer tools used for decision making and problem solving. It will deal with such topics as LP Solutions, Breakeven Analysis, Sensitivity Analysis, Decision Trees, CPM/PERT, Time Series Analysis, Quantitative Forecasting Techniques, Decision Support Systems & Spreadsheets. The course will have a lab section added to focus on application of computer tools.

OPM3131 Introduction to Operations Management (3 Credits)

Prerequisite: GEN2402

Previously listed as OP2202

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.

OPM3205 Logistics and Supply Chain Management (3 Credits)

Prerequisite: OPM3131

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.

OP3207 Total Quality Management, 3 Credits

Prerequisites: OPM3131

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.

OPM3215 Business Time Series Forecasting (3 Credits)

Prerequisites: GEN2402

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.

OP4202 Transportation and Distribution Management, 3 Credits

Prerequisites: OPM3131

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.

COLLEGE OF SOCIAL SCIENCES

ECONOMICS AREA

GEN1201/ECN 1201 Mathematics for Business and Economics (3 Credits)

Prerequisites: ENG0004 Foundation English Level 4

The course develops the basic concepts of mathematical analysis used in economics and business with emphasis on differentiation and integration of single real-variable functions and matrix algebra. The approach to these concepts is intuitive and visual. The formal proofs are given only when they help in understanding concepts. Applications to economics, business and social science as well as computational realizations are studied.

ECN2083 Introduction to Statistics (3 Credits)

Prerequisites: GEN1201 (Not available to students who have credit for OPM2201 or STAT2101)

This course introduces the basic concepts of study design, data collection, data analysis and statistical inference. Topics include an overview of observational and experimental study designs; graphical and numerical descriptive statistics; probability distributions for simple experiments and for random variables; sampling distributions, confidence intervals, and hypothesis testing for the mean and proportion in the case of one sample. The emphasis is on developing statistical reasoning skills and concepts; computational skill is secondary. Students are taught the use of statistical software to handle the computations.

ECN2102 Principles of Macroeconomics (3 Credits)

Prerequisites: All required GE English courses

This course provides basic understanding of a typical market-based economy from society's point of view. It includes national income analysis; the traditional theory of income and employment; economic fluctuations; the economic role of the government; government expenditures and taxation; money and banking; economic growth; and international economics.

ECN2103 Principles of Microeconomics (3 Credits)

Prerequisites: All required GE English courses

This course provides students with a basic understanding of how markets work. At the end of the course, students should be able to: understand and explain the basic problems in 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.

ECN2201 Accounting and Auditing (3 Credits)

Prerequisites: All required GE English courses

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 issues of sampling and probability theory in applications to auditing.

ECN2202 Business Law (3 Credits)

Prerequisites: All required GE English courses

This course familiarizes students with core notions and landmark concepts of the legal system of Republic of Kazakhstan that are likely to be encountered in future business practice. It begins with an introduction to the major legal concepts in the context of modern business and then introduces students to the basic doctrines of the business law of Republic of Kazakhstan and covers its main branches, including: Law of Transactions, Property Law, Liability Law, Land Law, Labour Law, Tax Law etc..

ECN2360 Introduction to Personal Finance (3 Credits)

Prerequisites: ECN2103 and ECN2102 (for non-economics students ECN 1101)

This course of applied economics helps consumers plan a budget and earmark savings for personal goals. Topics include financing and owning a home; minimizing taxes; budgeting to balance income and expenses; managing expenses such as credit-card spending; planning one's savings, particularly for investment; planning education and careers; determining how much insurance to buy; and retirement planning. The course shows students how to apply basic economic theory to practical problems.

ECN3081 Intermediate Microeconomics (Microeconomics, 3 Credits)

Prerequisites: ECN2103 or FIN2105. Alternatively ECN1101 with minimum grade B minus.

This course falls between Principles of Microeconomics and Advanced Microeconomics. Topics include consumer theory, firm production and costs, decision-making under perfect competition, imperfect competition, monopoly, and oligopoly. Students can diagnose and solve microeconomic problems using the economic concepts and tools acquired in this course.

ECN3082 Intermediate Macroeconomics (Macroeconomics, 3 Credits)

Prerequisites: ECN2102 or FIN2106. Alternatively ECN1101 with minimum grade B minus.

This course provides the theoretical background to analyze macroeconomic phenomena. Several competing theories will be introduced to discuss controversial issues of employment, inflation and government policies. Traditionally, Keynesian and Classical theories are debated in depth in this course. Theories like the Real Business Cycle Model also will be included.

ECN3083 Mathematical Economics (3 Credits)

Prerequisites: ECN2103 and GEN 2410

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 modelling and linear programming are also covered.

ECN3101 World Economy (3 Credits)

Prerequisites: ECN2103 and ECN2102 (for non BAE students may alternatively take ECN 1101 or FIN2106 and FIN2105)

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.

ECN3103 Quantitative Methods for Economics (3 Credits)

The course provides necessary concepts of one and multivariable calculus as well as the theory of matrices needed for mathematical economics, econometrics, and financial mathematics. The course emphasizes intuition and conceptualization, avoiding difficult proofs. The course applies these concepts to economics, business, and other social sciences.

ECN3104 Operations Management (Production Planning and Economics of Production) (3 Credits)

Prerequisites: GEN 2410

This course develops the fundamentals of operations management as it is used in service and manufacturing organizations. It provides analytical tools and applies them to decision and planning problems of enterprises. The course covers topics such as 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.

ECN3105 Marketing (3 Credits)

Prerequisites: ECN 2103

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.

ECN3151 Managerial Economics (Entrepreneurship)

Prerequisites: ECN2103

This course provides the student with the tools for decision making in an enterprise. Course topics include organization and finance of the firm, optimization techniques, estimation of demand functions, behaviour and pricing strategies under different market conditions, creating and capturing value, task assignment and labour contract.

ECN3155 Money and Banking (3 Credits)

Prerequisites: ECN2102

The course begins with a review of the functions of money and of the structure of banking. It proceeds with monetary theory as a guide to changing the money supply and the interest rates. Much of the course concerns bank regulation. To understand the functioning of banks and, more generally, of financial institutions, one must first comprehend such phenomena as market equilibrium, interest, inflation and exchange rates. Specific banking issues will be interwoven into digressions concerning macroeconomics, microeconomics and international trade. The last part of the course is about duration and convexity, which help immunize bank balance sheets against unexpected changes in interest rates.

ECON3161 Natural Resource Economics (3 Credits)

Prerequisites: ECN2103

This course addresses theoretical and policy issues related to the exploitation of renewable and non-renewable natural resources, such as land, water, forests, fisheries, minerals and mining. The dynamic dimension in economic modelling of mining and forestry is addressed. In particular, the efficient extraction and depletion path of natural resources (under various market structures and government control) is discussed along with the management of natural resources. Present value and cost benefit analysis are also covered. The issue of sustainability is addressed with particular reference to natural resource scarcity.

ECN3184 Econometric Methods (3 Credits)

Prerequisites: ECN 2103 (alternatively FIN2105), ECN 2102 (alternatively FIN2106) and ECN2083 (alternatively GEN2400 or GEN2402)

This course introduces regression techniques widely used in economics and finance. It discusses basic procedures for estimating equations and testing hypotheses; the use of one or more independent variables; and problems in time series or cross-sectional data (for example, a dataset of income in each Kazakhstani oblast for a given year).

ECN3189 Economy of Kazakhstan (3 Credits)

Prerequisites: ECN2103 (alternatively FIN2105) and ECN 3082

This course starts by introducing the economic history and geography of Kazakhstan and its neighbors. It then details economic development before, during and after the Soviet period. It emphasizes the stabilization and restructuring of Central Asian economies after 1991. It concludes by examining Kazakhstan's resources, sectoral composition, and international comparative advantage.

ECN3193 Project Appraisal (3 Credits)

Prerequisites: GEN 1201 and ECN2103

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.

ECN3230 Financial Institutions Management (Management) (3 Credits)

Prerequisites: ECN2103

This course gives an overview of financial institutions and their role as financial intermediaries. It develops a framework within which questions of adequate regulation can be addressed and introduces tools to measure, analyze and manage different types of risk to which these institutions are exposed.

ECN3350 Financial Economics I (Finance, 3 Credits)

Prerequisites: ECN3081, ECN 3082

This course introduces modern theories in financial economics. It applies economic analysis and the modern theory of finance to decisions of investors and firms. Topics include the selection of a portfolio that may comprise bonds and other securities; option pricing; and basic theories of efficient markets. Students will learn how to evaluate such corporate financial decisions as capital budgeting, working capital management, mergers and acquisitions, bankruptcy and corporate reorganization.

ECN3888 Professional Internship in Economics for BAE (3 Credits)

Prerequisites: Minimum 60 credits completed

This course is the first part of the required internship for undergraduate students majoring in Economics. Through the internships, students will be given an opportunity to work with a for-profit or not-for-profit organization and determine alternative ways for better academic and professional planning. Under the supervision of a faculty advisor, students will gain minimum 80 hours working experience. Related readings, a daily journal, and a final report are required for the final evaluation.

ECN3888_1 Professional Internship in Economics for BAE (3 Credits)

Prerequisites: ECN3888

The course consists of the second internship and completes the internship requirement for BAE students.

ECN4085 Applied Macroeconomics (Macroeconomics II) (3 Credits)

Prerequisites: ECN3082

This course applies the framework of the course in Intermediate Macroeconomics to current macroeconomic issues. It broadens and deepens the analysis of phenomena such as money, inflation, employment, economic growth and technological change.

ECN4086 Applied Microeconomics (Microeconomics II) (3 Credits)

Prerequisites: ECN3081

This course follows up Intermediate Microeconomics with such advanced topics as general equilibrium theory, strategic behavior, making decisions under uncertainty, asymmetric information, public goods and externalities. The course develops these topics with elementary mathematics.

ECN4104 Research Methods and Methodology (Data analysis) (3 Credits)

Prerequisites: 90 Credit hours

This course introduces students to methods and methodology of research in economics. It discusses issues such as organizing a research project, collecting data and it provides them with techniques of statistical and data analysis such as cluster analysis and factor analysis. The course will guide the students towards developing their own research projects.

ECN4111 International Finance (3 Credits)

Prerequisites: ECN4112

This course gives deepens the analysis of international economics, including different theories of the foreign exchange rate, currency crises, efficiency of foreign exchange markets and international monetary arrangements.

ECN4112 International Economics (3 Credits)

Prerequisites: ECN 3081, ECN3082

This course gives an overview of the determinants of trade and money and finance in an open economy. It introduces basic concepts and general equilibrium models of trade with and without factor movements; trade barriers and their impact on social welfare; the political economy of trade barriers and the evolution of trade organizations. It also introduces the balance of payments, theories of the exchange rate and open economies macroeconomics. Other issues, such as optimum currency areas are also discussed.

ECN4121 Public Economics I (3 Credits)

Prerequisites: ECN3081

This class emphasizes government expenditure policy. Topics include the theory of externalities and public goods, welfare economics and income distribution, political economy and voting mechanisms, and the design and evaluation of social insurance programs.

ECN4122 Labor Economics (3 Credits)

Prerequisites: ECN3081

This course develops theoretical models for the labour market, presents related empirical research, and discusses policy applications. Topics include labour supply, labour demand, market equilibrium, compensating wage differences, investment in human capital, and cyclical unemployment. In addition, labour unions, minimum wage laws, compensation policies and productivity, wage indexation, and discrimination and equal opportunity laws may be discussed.

ECN4125 Monetary Economics (3 Credits)

Prerequisites: ECN3082

This course develops the basic analytical tools used in monetary regulations, such as money supply aggregates as well as the demand and supply of money. After developing several theories of macroeconomics, the course will analyze the effectiveness of monetary policy in various economic situations. Inflation theories will be also covered.

ECN4152 Industrial Organization (3 Credits)

Prerequisites: ECN3081

The study of industrial organization is important for understanding corporate behaviour. The course focuses on an empirical and theoretical examination of the structure, conduct, and performance of firms and industries. Major topics include the theory of the firm; profit maximizing and growth maximizing models; price and output determination under different market structures; measures of market structure and market performance; production and cost functions; productivity growth, technical efficiency and technical change.

ECN4153 Law and Economics (3 Credits)

Prerequisites: ECN3081

This course introduces students to law making and enforcement from an economic perspective. Areas of law amenable to this treatment include contracts, torts, and property law. Topics may include rationality; motivation; moral judgment and responsibility; fairness and justice; self-control; informal social control via norms and education; formal social control via laws; and issues of identity and intergroup conflict.

ECN4154 Government and Business (Government Regulation of the Economy) (3 Credits)

Prerequisites: ECN3081

This course surveys theoretical treatments of oligopoly, natural monopolies, mergers, vertical restraints, and price discrimination; and social welfare tradeoffs associated with public regulation of electrical, natural gas, cable TV, and telecommunications firms and the effects of government policies on businesses and individuals.

ECN4169 Development Economics (3 Credits)

Prerequisites: ECN3081 and ECN3082

The module aims to introduce students to the problems and features of developing economies, and it is based on the modern analytical quantitative approach adopted by the main international development institutions, with an emphasis on the most recent advances in the field. The course focuses on growth models, child labour, inequality and poverty, sharecropping theory, and economics of conflict.

ECN4181 Special Topics in Economics (3 Credits)

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.

ECN4183.4 Thesis (4 credits)

Prerequisites: ECN 4104, 90 credits completed

A thesis is an independently written piece of work which represents critical scholarly reflection or original research in the student's major field of study. Proposals must be approved by a faculty sponsor. Completed projects will be announced and presented to interested students and faculty.

ECN4185 Applied Econometrics (3 Credits)

Prerequisites: ECN3184

This course applies regression methods to answer economic questions.

ECN4350 Advanced Financial Economics (3 Credits)

Prerequisites: ECN3184, ECN3081, ECN3082.

The course will give an introduction to advanced mathematical and econometric modelling techniques in financial economics.

ECN4351 Foreign Exchange Markets (3 Credits)

Prerequisites: ECN3082

The course will enable students to understand global markets for foreign exchange (forex). It emphasizes practical currency dealing, providing the skills that you need to become a forex dealer or market analyst. To learn the ropes of trading, students will play a margin trading game with an Internet demonstration account. The main topics of the course are basic analysis of forex, technical analysis of forex markets, and principles of currency dealing in Kazakhstani banks.

ECN4352 Financial Econometrics

Prerequisites: ECN3184.

The course focuses on advanced techniques for financial data analysis using methods such as ARCH, GARCH and AREMA.

ECN4359 Investment in Emerging Markets (3 Credits)

Prerequisites: ECN3081 and ECN3082

This applied course involves a wide array of issues. These include the peculiarities of emerging capital markets, especially in the CIS. Other topics include investment in emerging fixed income markets, pension funds, securities markets, and foreign direct investment. Theoretical benefits of international investment are examined empirically. Macroeconomic stability, capital flows, and exchange rate options and are analyzed against a historic background, including the currency crises of Asia and Latin America. Undergraduate students investigate one of these topics in detail and make a paper proposal, which they present in a seminar setting. Graduate students are required to do an extensive paper.

ECN4999.1 State Examination (1 credit)

Students will take an exit test that evaluates their competencies in the field of economics.

JOURNALISM AREA

JMC1601.2 English for Media Communication I (2 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.

JMC2430.2 Research Reading and Writing (2 credits)

Research, Reading, and Writing provides students with an introduction to conducting research in an academic setting. The course includes at a minimum the following topics: Identifying, understanding, and using academic sources; How to cite sources; Documenting your research; Identifying and avoiding plagiarism; Creating an annotated bibliography; Basic research activities.

JMC2604 Computer Design and Editing (3 Credits)

Prerequisites: None

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.

JMC2605 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. (Students who have taken GED2610 Mass Communications and Society should not take this course.)

JMC2607.4 Ethical and Legal Issues in Mass Communication (4 credits)

Prerequisites: None

The course is designed to help journalists and communication professionals understand their rights and responsibilities. The course explores legal and ethical aspects in the press and in the public relations industry in Kazakhstan (local practice) and abroad (international practice). The ethical part of the course addresses news manipulation, bias, unfairness, plagiarism, fabrication, conflict of interest. The legal part introduces Press law and key concepts of Kazakhstani legal system related to regulation of mass and online communication.

JMC2608/GEN2812 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.

JMC2609 Psychology in Communication (3 Credits)

Prerequisites: None

This course examines behavior and experience as it relates to the journalist or public relations practitioner. Major topics covered 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.

JMC2611 Introduction to 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.

JMC2612 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 network digital information technologies.

JMC2703 Photojournalism (3 Credits)

Prerequisites: None

This course covers the key concepts and skills of digital photography. It explains composition, exposure, and lighting as well as such advanced techniques as working with subjects, producing a professional portfolio, and postproduction. By understanding the traditions and current practices of successful photographers, students learn how to work as a photojournalist, while exploring and developing their own vision. Local professional photographers visit the class to ensure a realistic, stimulating view of photographic skills and options. This practical course treats visual journalism as the basis for other important categories in the field, such as commercial, landscape, fine art and portrait photography.

JMC2704 Persuasive Communications (3 Credits)

Prerequisites: None

This course covers key principles, practices, and contexts of persuasion in the current era of changing mass communication patterns, in both traditional and online communication spheres. Its general focus can be summarized as the “applied psychology of messaging.” We will cover many key concepts of persuasion, but will mostly focus on practical ways to deal with persuasion. Most of the class will involve learning, critiquing, using and practicing major advanced persuasion techniques. Analytical and creative thinking will be integrated into most projects. The course will also consistently consider the ethical aspects of using persuasion, in terms of individuals, groups and societies.

JMC3201 Media Writing (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.

JMC3211 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.

JMC3603 Business News (3 Credits)

Prerequisites: None (Previous Title: Business Communication)

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.

JMC3605 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.

JMC3608 Journalism in 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.

JMC3609 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.

JMC3611 Internship (3 Credits)

Prerequisites: JMC 2605 Mass Media and Society

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.

JMC3612 Internship II (3 Credits)

Prerequisites: JMC 2605 Mass Media and Society

This course offers additional training in the student's chosen field. Students may continue a previous internship or choose a new field of study. The course is designed to provide hands-on knowledge of the field and provide the opportunity to network.

JMC3615.2 Writing for Russian Language Media (2 credits)

Prerequisites: None

This course is designed to develop help students apply skills in writing for media in the Russian language. Students will study the language of mass media and access a range of sources in the Russian-language media. The material of the course includes understanding themes and vocabulary of mass media and applying principles of Western style media writing in a Russian language environment. The course will focus on practical written assignments designed to build students' competence in writing professionally in Russian in order to prepare them for entering the local media workforce.

JMC3616.2 Writing for Kazakh Language Media (2 credits)

Prerequisites: None

This course is designed to develop help students apply skills in writing for media in the Kazakh language. Students will study the language of mass media and access a range of sources in the Kazakh-language media. The material of the course includes understanding themes and vocabulary of mass media and applying principles of Western style media writing in a Kazakh language environment. The course will focus on practical written assignments designed to build students' competence in writing professionally in Kazakh in order to prepare them for entering the local media workforce.

JMC3622 Print Journalism (3 Credits)

Prerequisites: JMC 3201 Media Writing

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.

JMC3623 Broadcast Journalism (3 Credits)

Prerequisites: JMC 3201 Media Writing

This course provides students with theoretical and practical knowledge of television production. It examines gathering, evaluating, writing, and delivering broadcast news copy. The emphasis for the course is on writing broadcast news. The course teaches students to write news stories that are accurate, clear, interesting, and concise.

JMC3707 Broadcasting in Russian (3 Credits)

Prerequisites: None

Broadcasting in Russian is ideally taken after Broadcast Journalism (1) to continue building basic video technical skills and broadcast journalism skills initiated in the previous course, and (2) to better prepare students for potential employment especially within the dominant Russian-speaking broadcast/video industry. Students will continue developing on-camera and behind-camera skills, including news/script writing, video editing, and directing skills. They will employ their video/broadcast skills in real and/or realistic settings, producing news and informational programming.

JMC3708 Independent Studies in Communications (3 Credits)

Prerequisites: None

This course allows students essentially to write their own syllabus by preparing their own contract of learning goals, activities and outputs. In so doing, students are able to explore areas and develop skills they feel are important to their future. For some, their activities, such as working on a student publication, may be more experiential in nature. For other students, the activities may involve the exploration of topics not covered extensively in scheduled courses, such as movie script or magazine writing. And for yet other students, their independent studies may involve readings and research aimed at completing their required thesis. All students, however, will meet in regular seminar-style classes where they will make regular presentations on topics related to their independent studies and participate in general discussion.

JMC3709 Audio Production (3 credits)

Prerequisites: None

This course focuses on developing skills in producing audio segments and stories. The course introduces technical aspects of digital audio production as well as audio storytelling techniques.

JMC4070.2 Thesis (2 credits)

Prerequisites: JMC 4701 Communication Research

Students will write an undergraduate thesis on independent research undertaken in consultation with a faculty advisor, who may specialize in the student's potential thesis topic. Students must submit a proposal and obtain the written approval of the faculty advisor.

JMC4080 State Examination (1 credit)

Students will take an exit test that evaluates their competencies in the field of media and communications.

JMC4201 Advanced Media Writing (3 Credits)

Prerequisites: JMC 3201 Media Writing

This course will offer instruction in advanced news writing techniques for newspapers and magazines; these include feature articles, investigative pieces and coverage of government, including speeches by officials and meetings of government agencies. Students will travel off-campus to cover news events.

JMC4209 Public Relations Management and Strategies (3 Credits)

Prerequisites: JMC 2608 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

JMC4601 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.

JMC4610 Advanced News Editing (3 credits)

This is a practical course in news editing. Students will develop an understanding of the editing process, including dealing with texts and dealing with people.

JMC4611.01 Media Management Professional Project (3 Credits)

Prerequisites: JMC 4601 Advertising and Media Sales and JMC 4209 PR Management and Strategies

Students will complete newspaper, TV/Radio projects under supervision of an instructor from the Department of Media and Communications. To enroll in the course students must have senior standing in the journalism/mass communication program.

JMC4611.02 PR Professional Project (3 Credits)

Prerequisites: JMC4703 Crisis Communication and JMC 4209 PR Management and Strategies

Students will complete PR projects under supervision of an instructor from the Department of Media and Communications. To enroll in the course students must have senior standing in the journalism/mass communication program.

JMC4613.2 Online Journalism (2 credits)

Prerequisites: none

This practicum course introduces students to planning, designing, creating, and managing a complex news or informational website using an advanced content management system. Students will produce an online publication with multi-media content.

JMC4614 Media Analysis (3 Credits)

Prerequisites: JMC 2605 Media and Society

This course demonstrates how and why to analyze a wide range of media materials. Students will use a variety of media analysis techniques to investigate the production of media messages.

JMC4615 Online Interactive, Multimedia Technologies (3 Credits)

Prerequisites: None

This course introduces students to online interactive, multimedia technologies including learning management, conferencing, video sharing, social networking multimedia, video creation and editing, and viral marketing.

JMC4622 Advertising, Writing, Layout and Strategies (3 credits)

This is a practical course in effective presentation and layout. The course has application to advertising as well as to other areas of communication.

JMC4690 Special Topics in Journalism and Communication (3 Credits)

Prerequisites: None

Generally taught in seminar format, the theme of this course will vary depending upon faculty expertise, departmental priorities and student needs. The course can be repeated for credit if the topic changes.

JMC4701.4 Communication Research (4 credits)

Prerequisites: None

Communication Research is an undergraduate level course designed to introduce the key research areas and gaps in communication studies; major theories of communication research, and basic research methods. The course aims to prepare students to understand the research process, to interpret research reports, and to conduct their own basic research projects.

JMC4702 Government and Media Relations (3 credits)

Prerequisites: None

This explores the role of media and government relations specialists in organizations and communities. The goal is to help prepare students for work in these areas.

JMC4703 Crisis Communication (3 Credits)

Prerequisites: None

Students will learn how PR can prevent an organizational crisis and how to handle it when it occurs. This course is designed to prepare future public relations practitioners for handling crisis situations within their companies. It familiarizes PR students with crisis dynamics and major techniques of coping with crisis. The course cultivates in future PR practitioners an ability to see signs of potential crises and prevent them at their initial "warning

JMC4704 Brand/Image Management (3 Credits)

Prerequisites: None

Image and Brand Management course discusses essential components of building a strong brand and impeccable image. The course helps students to learn how to create, maintain, and possibly regain an appropriate image of themselves in the eyes of stakeholders. Students will study theories and concepts that are crucial to organization's well-being, including credibility, identity, image, and reputation. The objective of this course is to master the foundational principles of image and brand management and apply this knowledge to enhance personal or organizational image.

JMC4705 Introduction to Documentary (3 Credits)

Prerequisites: None

This elective course is designed for undergraduate students. During the first three weeks the course will revise the basics of visual writing, different types/angles of shots, specifics of vocal delivery. The course work involves developing story ideas, on-tape interviewing, reporting, writing, video editing and on-air delivery of the script of the documentary. The final outcome of the coursework will be a production of an individual documentary piece. This course is an excellent opportunity to produce original work for student's future portfolio.

JMC4706 Creative Workshop (3 credits)

Prerequisites: None

The Creative Workshop is a course designed for students to develop creative projects in communication. The focus of the course will vary depending on student and faculty requirements.

JMC4707 Broadcast Production and Editing (3 Credits)

Prerequisites: None

Broadcast Production and Editing is an elective course designed for undergraduate students of journalism and mass communication. The course aims to introduce basic and advanced audio and video editing skills, vocal delivery techniques, audio and video package production. The course will showcase the best sound, image and editing experiments from the field. For students this course will offer an opportunity to apply their creativity and original interpretations in producing and editing for broadcast media.

JMC4708 Broadcast Public Speaking (3 Credits)

Prerequisites: None

This course will help students improve their public speaking skills. The course will teach students how to perfect pronunciation, vocal delivery, pitch, intonation and fluctuation of the voice. It will also cover rhetoric and stylistic rules of writing to the ear. The theory will also prepare students to be effective public speakers on air in various genres.

JMC4713 Persuasive Visual Communications (3 credits)

This course examines the role of symbols in communication. Considers how symbols serve to convey meaning and how they affect the communication process.

PUBLIC AND MUNICIPAL ADMINISTRATION AREA

formerly PA, PMG, PAMNG, NMG, PANRM, PPA, HPA, PAFIN and FMG

(PAF courses follow)

GEN1201/ECN 1201 Mathematics for Business and Economics (3 Credits)

Prerequisites: ENG0004 Foundation English Level 4

The course develops the basic concepts of mathematical analysis used in economics and business with emphasis on differentiation and integration of single real-variable functions and matrix algebra. The approach to these concepts is intuitive and visual. The formal proofs are given only when they help in understanding concepts. Applications to economics, business and social science as well as computational realizations are studied.

PAD2111 Fundamentals of Public Administration (3 Credits)

Prerequisites: None

Replaces PA1513 Introduction to Public Administration

The course provides students with basic concepts and models of public administration. It covers basic theories of public administration, some issues of public policy analysis, and certain tools of new public administration.

PAF2211: Public Sector Marketing (3 Credits)

This course examines the relationship between marketing and organizational success in the public sector. It examines the impacts of public organizations on local, national and global economies. Topics covered include strategic marketing, developing a core marketing strategy, developing and launching new offerings, formulating and implementing communication strategies, and estimating and forecasting markets. Students learn to combine marketing strategies and tactics with the concepts of public service, public governance, and corporate social responsibility.

PAD2430: Research Reading and Writing (3 credits)

This course is intended for student researchers. The course provides students with an understanding of how to work at different stages of a project and how to manage the complexity of the process. It introduces students to the nature, uses and objectives of research and its reporting and guide students through the complexities of planning, organizing, drafting and writing a report. It gets students familiar with a range of techniques that they can use to

write effective essays, papers and dissertations and facilitate the development of skills in successful writing with a clear and scientific style.

PAD3113 Quantitative Data Analysis (3 Credits)

Prerequisites: None

Previously listed as PAD2113

The course focuses on quantitative principles and techniques of decision making and their application in public management, public administration and public policy analysis. The problems analyzed include frequency distribution, sampling techniques, and measures of central tendency, probability, variability, regression, measures of association, correlation, and various other applied quantitative measures. The course is designed for students with little or no background in mathematics: it does not focus on derivations and proofs, but rather on understanding the uses and interpretations of statistics as tools for data analysis. A second objective of the course is to introduce students to the utility of computer packages for statistical analysis.

PAD3116 Methods of Social Research (3 Credits)

Prerequisites: None

Previously listed as PAD2502

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.

PAD3115.1 Professional Internship in Public Administration 1 (3 credits) and PAD 3115.4 Professional Internship in Public Administration 2 (4 credits)

Prerequisite: PAD2111

Internships are aimed at practical application of public administration studies, development of professional skills and acquiring work experience. They are available in a wide range of public agencies and non-profit organizations. These high quality professional internships are tailored to suit your needs whether it is a requirement for university, a desire to experience another culture, broaden your horizons or expand your career opportunities.

PAD3522 Decision Making (3 Credits)

Prerequisite: PAD2111

Previously listed as PMG3522

This course presents decision-making as a crucial part of strategic management. The course is intended to explain that decision-making is a complex process that involves understanding of constituent components. These components are presented in a logical sequence to students, together with analytical tools for decision-making. Decision-making pervades the entire administrative organization and planning process.

PAD3523 Human Resource Management (3 Credits)

Prerequisite: PAD2111

Previously listed as PMG3523

The purpose of this course is to provide students with an understanding of the principles and functions of human resources management and of personnel administration. It also reviews how organizations do or can deal with human resource management issues. Studying the ways that HRM issues are handled can help students who will be tomorrow's managers be better prepared to create policies and procedures that will ensure effective use of human resources in organizations.

PAD3524 Leadership and Management (3 Credits)

Prerequisite: PAD2111

Previously listed as PMG3524

The course's main objective is to help students develop personal leadership skills necessary in a challenging and fast-changing environment. The course combines both theoretical foundations and practical exercises on self-management, managing and building relationship with other people, and essentials of managing organizations.

PAD3533 Organization Theory and Design for Public Organizations (3 credits)

Prerequisite: PAD2111

Previously listed as PMG3533

This course is meant for students of public administration. This course focuses on the classical and modern aspects of organizations and the role of managers as leaders and facilitators of change. It aims to provide students with theoretical concepts and knowledge relevant to organizational design and management issues as well as opportunities to apply theories and knowledge to future organizational settings. This course deals with various perspectives on organizations, including a structural frame, human resource frame, political frame and symbolic frame.

PAD3536 Organizational Behavior for Public Organizations (3 credits)

Prerequisite: PAD2111

Previously listed as PMG3536

This course is meant for students of public administration. This course will introduce students to the major concepts of organization theory and behavior. The course examines various theories developed in an attempt to explain and predict employee behavior in an organizational context. The primary focus of organizational behavior is leadership and decision making skills in an intercultural environment, power, job satisfaction, and motivation. The overall objective of this course is the development of skills and knowledge that will allow students to contribute in the managing of effective behavior in organizations.

PAD3540 Governance and Development (3 Credits)

Prerequisite: PAD2111

Previously listed as PPA3540

Radical global transformations are underway in industrial structures, business activities, production systems, and a new development ideology. To adapt to these diverse changes, developing countries must reconstruct their development policies. Development policies need a new vision of governance to harmonize global movements and diverse socioeconomic activities. The course is primarily aimed at introducing the students to the theoretical foundations of development and governance by acquainting them with the key schools of thought, debates, approaches, and issues. The focus is on bridging theoretical discourses with practical examples and learning. By the end of the course students are expected to develop a broad-based understanding of the key concepts, contexts, issues, and challenges surrounding the theoretical and practical discourses of development and governance both globally and nationally.

PAD3541 Natural Resource Management (3 Credits)

Prerequisite: PAD2111

Previously listed as NMG3541

This course is intended to provide students with critical frameworks for understanding problems in natural resource decision-making and use. An interdisciplinary approach to managing natural resources will be developed that will allow students to assess and utilize the types of information, expertise, and value-judgments that need to be considered in reaching a decision. Historical and current examples of resource use will be employed in order to reinforce the learning process. Essay topics of the students' choice may be Kazakh or international.

PAD3542 Public Policy Analysis (3 Credits)

Prerequisite: PAD2111

Previously listed as PPA3542

This course presents a multi-disciplinary, multi-theoretical approach to understanding public policies in different areas such as health care, education, social welfare, crime, defense, environment, and economic and tax policy. The course will focus on a systematic analysis of public policy alternatives, factors, and processes involved in policy development. It will also examine questions about the content of governmental decisions, the factors that cause different policy-outputs, and the consequences of various governmental decisions.

PAD3543 Urban Development (3 credits)

Prerequisite: PAD2111

Previously listed as PPA3543

This course provides an overview of politics and policy-making for large cities and metropolitan areas. It dwells upon such issues as governmental strategies of reform; land-use planning and regulation; management and social impact of growth; transportation and the environment; citizen participation and development of local democratic institutions.

PAD3546 Comparative Educational Policy and Systems Design (3 Credits)

Prerequisite: PAD3542

Previously listed as PPA3546

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.

PAD3547 Social Policy in Transition Countries (3 Credits)

Prerequisite: PAD3542

Previously listed as PPA3547

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 analyzing 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

PAD3548 Health Care Policy (3 Credits)

Prerequisite: PAD3542

Previously listed as PPA3548

This course is designed to instill an understanding of major health care policymaking and related issues. The course emphasizes history/background; the physical, social, and economic environment; the policy process; and the political marketplace of contemporary Kazakhstan health care policies.

PAD4003 Public Policy of Kazakhstan (3 Credits)

Prerequisite: PAD 3542

This course begins with a discussion of social prerequisites for and governmental strategies of national development, with reference to managerial versus liberal modernizing approaches. Reference is made to the historical, economic, and social origins of public policies in Kazakhstan. The course then proceeds to an examination of the main challenges of national consolidation and institutional development facing the country. Students will have the opportunity to work on a variety of topics such as nation-building, culture, and immigration policy; development of the public service; science, education, and labour policy; industrial and agricultural policy; information, broadcasting, and media; WTO accession, or other topics, depending on students' interests and agreement with the instructor.

PAD4441 Oil and Gas Policy (3 Credits)

Prerequisites: PAD2111

Previously listed as NMG4541

The course will examine the role of oil and gas in politics, including the types of regimes in which oil figures prominently, and will examine the ways in which government policies affect economic growth in these industries. The course will pay special attention to the role of OPEC in world affairs, and to the growing influence of newly emerged oil powers, including the Caspian Sea region and Republic of Kazakhstan.

PAD4442 Comparative Public Administration (3 credits)

Prerequisite: PAD2111

This course introduces students to the comparative aspects of contemporary public administration systems in a selected set of countries. Examples will be drawn from Continental-European, Anglo-Saxon and Asian models of public administration systems. Students will explore how various countries (developed, developing, and transitional) deal with multiple dichotomies in their respective public administrations: theory and practice, efficiency and fairness, secrecy and openness, and the most famous of all, politics and administration. Students will learn about various degrees of impact that politics, economics, culture and environment may have on the functioning of public administration institutions on central and local levels as well as on the relationships between politicians and bureaucrats.

PAD4443 Public Management (3 credits)

Prerequisite: PAD2111

The course aims to expose participants to current trends and developments in public management theory and practice and to teach students about public organizations and the challenges facing contemporary public managers. It explores new approaches and attempts to reform administration and management in government. We will learn about the evolution of the field of public administration, the way that public organizations differ from private organizations, how the "reinventing government" movement has affected public management and spawned counter-movements, and how public managers interact with other actors and institutions in the political process. There will be a specific focus on state and local government in Kazakhstan.

PAD4520 Program Evaluation (3 Credits)

Prerequisite: PAD2111

Previously listed as PMG4520

The course is organized to provide students with an overview of the tools and techniques used to measure the activities, characteristics, effectiveness and efficiency of programs targeted towards specific populations. The primary objective of program evaluation is to provide feedback to decision-makers and other stakeholders, in order to determine whether a particular program is achieving desired outcomes at a reasonable cost. Students will be exposed to evaluation strategies and issues related to evaluation design. Students will develop and conduct a professional project evaluation of existing national and international projects in Almaty, including initiatives undertaken by different international organizations and local NGOs. Project evaluations will be conducted in groups of 3-4 students. Students will be accompanied and supervised throughout all stages of the evaluation process. No previous experience with evaluation research and empirical or qualitative data analysis is required.

PAD4521 Current Issues in Public Management (3 Credits)

Prerequisite: PAD2111

Previously listed as PMG4521

This course discusses government reform and modernization efforts across the world. It deals with the most common areas in need of reform and innovation such as civil service, regulation, service delivery, and corruption control. It looks at innovations that involve the use of information technology, performance management, and competition to improve the effectiveness and efficiency of government. Many concepts now in use in public sector

management borrowed from the private sector. How they apply and conceptualize in a public sector context is an important part of this course.

PAF4534 Public Budgeting (3 credits)

Prerequisite: PAF 3511

This course is concerned with the practice of public agency budgeting in the decision making process and its impact on policy making. It will introduce participants to significant features of government budgeting topics, such as the role of budgeting in resource allocation, information and control, and various budget formats. Other topics include the budget cycle, the role of budgeting in enhancing social equity, budget analysis methodology, and introduction to theories of budgeting.

PAF4535 Public Sector Auditing (3 credits)

Prerequisite: PAF 3511

The course introduces participants to the concepts and practices of performance auditing/assessment. Students will be provided with the knowledge and skills to determine whether a public organization is managing and utilizing its resources efficiently. They will be able to identify the causes of inefficiencies in public organizations and determine whether an agency has considered alternatives that might yield desired results at lower costs. Other topics include economy and efficiency assessments, effectiveness assessments, and introduction to financial auditing.

PAF4536 Project Appraisal and Management (3 credits)

Prerequisite: PAF3511

The main aim of this course is to provide an introduction to elementary techniques in project financial and economic analysis and their application to a range of public sector investment projects at different scales. During the course, agricultural, industrial and infrastructural projects will be considered with the emphasis upon practical decision-making with limited information and in the context of public goals and objectives.

PAD4541 Gender and Public Policy (3 Credits)

Prerequisite: PAD 2111

Previously listed as PPA4541

The course looks at the negative and positive effects of public policy on gender relations in the family and the labor market. The reasons for gender differences in economic outcomes are discussed. Policies to promote gender equity are considered. The first part of the course focuses on the labor market and the gender wage gap. The second part of the course examines the family, with a particular focus on intra-household resource allocation. The final part of the course considers macro-economic issues. The course takes a comparative perspective on gender inequality in the labor market, drawing insights from developed, transitional, and developing countries.

PAD4542 Current Issues in Public Policy and Administration (3 Credits)

Prerequisite: PAD3542

Previously listed as PPA4542

This course provides a scholarly perspective on public policy and administration that covers major theories associated with the field and the political, social, and economic context within which they are developed. The course will make a strong connection between the students' professional development and a body of knowledge based on major theories and concepts of public policy and administration.

PAD4553.2 Local Government (2 Credits)

Prerequisite: PAD2111

Previously listed as PMG4553

The course is designed to provide students with an understanding of the political, institutional, and legal framework of local government activities. Students will be introduced to the concept of power decentralization. The focus will be on the process of decentralization in Kazakhstan, with regard to particular problems and constraints that local governments encounter.

PAD4556 Senior Research Project (3 Credits)

Prerequisites: Senior level standing

This course is offered as an alternative to the Internship in Public Administration. The course may be done within any career track or major area, but must cover some topics in Kazakhstan public administration or public policy, or a topic concerning the operation of a private business or NGO in Kazakhstan. The main purpose of the course is to familiarize students how to apply concepts of public and private organizational design and functioning - and to do so in some depth, culminating in a research paper of 20 pages of text. The student will go through the supervised steps of selecting, justifying, and focusing a topic and will use evidence and methods of research appropriate to his/her project. The course is conducted under the supervision a faculty member chosen in agreement by the student and PA Department. It ends with the student's oral presentation of the project before a committee of PA faculty.

PAF3511 Fundamentals of Public Financial Management (3 Credits)

Prerequisite: PAD2111

Replaces FMG2511 Introduction to Financial Management

This course provides students with a conceptual understanding of the financial decision-making process made in public sector enterprises. With a focus on the big canvass, the course provides a foundation to financial decision-making rooted in current financial theory and in the present state of world economic conditions. The goal of this course is not merely to teach a discipline or trade but also enable students to understand what is learned and yet unforeseen problems—in short, to educate students in public financial management issues such as administration and management of Government's financial affairs, allocation, investment, control of public funds, and public budgeting.

PAF3531 Public Finance (3 Credits)

Prerequisite: PAD2111

This course will examine economics of the public sector. It emphasizes government budget influences on distribution, resource allocation, stability, growth, expenditure, budgeting, and public choice. It will also study public goods, externalities, and social insurance. Students will use models to analyze real-world problems and programs.

PAF3532 Government and Business (3 Credits)

Prerequisite: PAD 2111

The course focuses on the role of government for supporting and enhancing private entrepreneurship. This includes identifying the industries in which government production of goods and services is necessary and industries in which government is not normally involved, and why. Topics also include ways and forms of government regulation of private business, antitrust policy and promotion of competition. Students will do case studies illustrating the rationale for government intervention in different sectors of the economy and will discuss the public policy toward development of private business.

PAF3534 Taxation and Spending in Selected Countries (3 Credits)

Prerequisites: PAD 2511, ECN2103 (or ECN1101)

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 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 other Central Asian countries.

PAF4531 Investment Management (3 Credits)

Prerequisite: PAF3511

Theory and practice of investment decisions of individuals and fund managers. Topics include capital market theory and the efficient market hypothesis literature. Standard institutional and investment analysis topics and international investment topics are also covered.

PAF4532 Current Topics in Public Financial Management (3 Credits)

Prerequisite: PAF3511

Examination of public financial management topics currently being discussed in the media, and development of advanced analytical skills in those areas. Topics will change depending on the global environment and the implications of government decisions on global financial and economic issues.

PAF 4532.4: Current Topics in Financial Management: Managerial Accounting (3 credits)

The course makes a focus on how cost accounting helps government managers to make better decisions. Cost accounting is recognized as a managerial tool for planning, strategy, decision-making and implementation. The goal of this course is to teach the students to analyze and apply the concepts and theories of cost accounting for planning and controlling the costs, for budgeting and financial management as well as costing products, and services in government organizations.

PAF PAF4532.2: Fiscal Governance (3 credits)

This course will present students with the general concepts, principles and techniques of financial management as they are applied in governmental units and agencies. Topics covered include the study of the budget cycle, legislative control of the budget, the politics of the budgetary process, and different types of budget formats (performance, program, comprehensive). The course covers the concepts of market failure and the role of government; and fiscal and monetary policies. In addition, the course covers policies relating to government revenues and expenditures; analysis of trends that could lead to a locality's fiscal decline, and indicators of

revenues. Other topics covered in this course include capital budgeting; property management; cash management, risk management, debt administration; and pension funds management.

PAF4533 Financial Management in Public Sector (3 Credits)

Prerequisite: PAF3511

In this course students will study theory and practice of financial management in public and private organizations. Analysis of financial statements, pro forma statements, cost of capital, risk and return, capital budgeting, and other indicators of financial performance will be studied. Also, attention will be paid to socioeconomic aspects of financial management. Case studies may be employed where applicable.

CSS 3001.1 Introductory Internship (Kazakhstan Parliament) Foundation Course (3 credits)

Prerequisite: PAD2111

The purpose of this course is to provide quality preparation for an internship at the Kazakhstan Parliament. The course covers material related to the structure and processes of the Parliament and introduces the essential foundations of representative politics.

CSS3001.2 Introductory Internship (Kazakhstan Parliament) (3 credits)

Prerequisite: CSS3001.1

The internship is designed to provide the student with an experiential learning opportunity by placing the individual in the Parliament of Kazakhstan

CSS 3002.1 Introductory Internship (Ministry of Economics) (3 Credits)

The purpose of this course is to provide quality preparation for an internship and the Ministry of Economics. The course covers material related to the structure and processes of the Ministry and introduces the essential foundations of Economic policy.

CSS3002.2 Introductory Internship (Ministry of Economics) (3 Credits)

The purpose of this course is to provide an internship in the Ministry of Economics. During their internship, students will have opportunity to work in one of the Ministry's departments, so as to gain a better understanding of how economic analysis is undertaken and how economic policies are developed and implemented.

PAD4702 CSR and International Development (3 Credits)

The course examines corporate social responsibility (CSR), which is one of numerous development challenges today. An overview of corporate social responsibility (CSR), focusing on today's interplay between business and governments, intergovernmental institutions, investors and non-governmental organizations (NGOs) is provided. The course examines both theoretical and real-world cases of CSR and development as well as various topics including global initiatives on CSR and CSR in Kazakhstan. This course is in a seminar format and students are expected to participate actively in class discussions and activities.

PAD4562 Current Issues in Governance and Law (3 Credits)

The course examines current trends and innovations that are relevant in enhancing societal development in areas of public governance, public administration and the enactment and development of legal frameworks in furtherance of good governance. Case studies and the use of information technology may be applied.

INTERNATIONAL RELATIONS AND REGIONAL STUDIES AREA

DESCRIPTION OF PROGRAM FOUNDATION REQUIRED COURSES

GEN1711.2/IRL1512.2 Fundamentals of 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.

IRL3517 International Institutions and Law (3 Credits)

Prerequisites: POL2511/ GEN2701 and IRL2512

This course is designed to introduce students to basic concepts of international organization and international law. It will focus on the history, administration, and politics of key international institutions and the machinery of international law. We will discuss and analyze how institutions and legal frameworks function in the areas of international peace and security, human rights and humanitarian relief, and environment and sustainable development.

IRL3521 Theories of International Relations (3 Credits)

Prerequisites: POL2511/ GEN2701 and IRL2512

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.

IRL3523 International Political Economy (3 Credits)

Prerequisites: POL2511/ GEN2701 and IRL2512

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.

IRL3539 History of Diplomacy from 1648 to 1815 (3 Credits)

Prerequisites: POL2511/ GEN2701 and IRL2512

This is an 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.

IRL3540 History of Diplomacy from 1815 to 1945 (3 Credits)

Prerequisites: POL2511/ GEN2701 and IRL2512

This course task is to give to the students the history of European affairs beginning from 1815 from the point of Europe international relations. Among the main problems of the course are: the XIX century history could be explained by "congress system", middle class discontent that caused revolutions of 1848; Napoleon III "overthrew" the Second Republic and his regaining the Russian friendship by the Reinsurance Treaty; Bismarck unification of Germany and Polish policy of Russia in 1863, Crimean War and causes of it; Anglo-Japanese alliance of 1902 and a decade of anarchy existed in international affairs before the World War I and the settlement of 1919 that "balkanized" Central and Eastern Europe. The new "Versailles-Washington" system established in 1919-20-s led to paradoxical results – intensification of the tensions between defeated and victorious countries which finally broke a peace and led to World War II.

IRL3541 Contemporary World History: 1945 to Present (3 Credits)

Prerequisites: None

This course presents the major historical events from 1945 to the present. It starts with the end of the Second World War and covers the years of the Cold War and Decolonization up to the fall of the Soviet Union. It then considers the end of the second millennium with the fragmentation of states and the beginning of the third millennium with the emergence of new threats such as international terrorism, challenges such as environmental problems, opportunities such as technological developments, and the new distribution of power.

IRL3544 Diplomatic and Consular Service (3 Credits)

Prerequisites: POL2511/ GEN2701 and IRL2512

This course covers theoretical and practical problems and issues of diplomacy, organization and functioning of diplomatic and consular services in Kazakhstan. This course will also discuss and debate the process and mechanisms of foreign policy decision-making in Kazakhstan and the forms and methods of their realizations.

IRL3545 Diplomatic Protocol and Documents (3 Credits)

Prerequisites: POL2511/ GEN2701 and IRL2512

This course instructs students in diplomatic protocol in the context of preparing them for diplomatic service. Diplomatic privileges and immunities, the presentation of the credentials of diplomatic representatives, the protocol of diplomatic correspondence, diplomatic receptions, personal visits and conversations, international courtesy, the structure of staff protocol and the personal activity of diplomatic representation abroad will be covered. Various kinds of diplomatic documents will also be examined.

IRL3547 Security Studies (3 Credits)

Prerequisites: POL2511/ GEN2701 and IRL2512

This course is designed as a foundational course for students majoring in International Relations aimed to complement their general knowledge of international issues with an understanding of the challenges of globalizing world. The course will address conceptual problems of defining the 'threat', as a key notion in Security Studies. Threats could range from the survival of individual to groups, nations, and the whole world. By investigating definitions of security as state provision of defence in realist and neorealist conceptions we will set up an analytical departure point. Then we will move towards exploring the notion of threat by 'broadening' and 'deepening' its definitions. Expanded definitions enable us to engage with the constructivist, structuralist and post-modern analytical frameworks within Security Studies.

IRL3562.2 Professional Foreign Language: Strategic Communications in International Affairs (2 credits)

Prerequisites: POL2511/G GEN2701 and IRL2512

The course focuses on international relations and effective communications with a special attention to international treaties, memorandums and speeches of key decision makers in international relations. In particular we will study the theoretical frameworks behind the communications in International Relations and how to employ them in order to reach the targeted audience and goals.

IRL4526 Comparative Foreign Policy (3 Credits)

Prerequisites: POL2511/ GEN2701 and IRL2512

This course centers on the foreign policies of states, and more specifically, on the various factors that produce these policies. It is not an easy task to analyze policy “outputs”. The complexity of the matrix makes clear that we cannot attribute the adoption of one foreign policy rather than another to any single factor. Clearly, the interactions between and among all the various sources of “input” makes any such analysis that much more difficult. Nevertheless, it is possible to discern patterns in policy process and the broad outlines of policy goals, and this is what will be accomplished in this course. In this task we will be aided by the use of “case studies” and foreign policy profiles of selected countries.

IRL4527 Ethics in International Affairs (3 Credits)

Prerequisites: POL2511/ GEN2701 and IRL2512

The course presents students a normative approach centered on ethics for studying international affairs. The main purpose of this course is to acquaint students with the moral dilemmas that political leaders, activists and citizens have to face in a globalized world. The theoretical approach is combined with case studies in fields such as just war theory, conflict and reconciliation, humanitarian intervention and the responsibility to protect, sovereignty and social justice, and environmental and technological challenges in the international arena.

IRL3595 Research Design and Methodology (3 credits)

To do research is very exciting and challenging. It can be a source of great satisfaction and fascination. Research helps to understand the world around us, including such complex spheres of our life as politics, economics, history, decision-making, and many other. Social research is an attempt to develop and refine theories that help us to make an order out of the chaotic reality.

This course is designed to be an introduction to the concepts and tools necessary to conduct research both in political science and other social science disciplines. During the course we will discuss why and how certain research tools, e.g. survey, in-depth interviews, experiments, are used to explore certain phenomena. Students will develop important practical skills to collect data and develop their own research design. They will learn how to establish causal relationship between different social phenomena; analyze the effects of various political processes using appropriate specific research techniques they will acquire in this class.

The course will be valuable to anyone who will choose future profession in law, government, business, or community advocacy. It will be also interesting for those who seek to make better arguments and become critical consumers of mass media and political information.

POL/IRL3515 Political Geography (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

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.

POL3512 Comparative Politics (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

This is an introductory course in the field of Comparative Politics. The course will acquaint students with various paradigms in the field, while also offering practical case studies to illustrate different political orientations of nation states and regions.

POL3534 Social and Political Theory (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

This course provides a historical background to the development of social and political thought in European and Asian civilizations from antiquity to the present day. Readings from primary sources, such as Plato, Aristotle, Confucius, the Dhammapada, Augustine, al Farabi, ibnKhalidoun, Aquinas, Machiavelli, as well as modern thinkers from Hobbes to the post-moderns will help students to comprehend the theoretical underpinnings of research on political systems, political economy, social hierarchy and comparative civilizations.

DESCRIPTION OF PROGRAM FOUNDATION ELECTIVE COURSES

IRL3550 United Nations: Structure and Practices (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

This course provides an overview of the major contemporary international institution. The course will have three parts. First, it presents a review of the structure and functions of the UN in general and of specific agencies (for example, the UNHCR and UNICEF) in particular. Second, it offers a normative theoretical knowledge for interpreting the institution. Third, it reviews case studies with the help of experts involved in the field.

IRL4519 Globalization: Current Issues (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

The term "globalization" has quickly become one of the hottest buzzwords in the field of international relations and in the academic debate. This course will cover a wide range of distinct contemporary political, economic, and cultural trends, like liberalization, global civil society, global crisis, and the value of information technology.

IRL/POL4534 Politics of the European Union (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

European politics has never been so topical and exciting. With the end of the Cold War division of Europe into East and West, Europe is uniting under the umbrella of the European Union and is moving ahead with a unique experiment whereby European law supersedes national law and a single European currency is used. The purpose of this course is to offer students an informed and accessible overview of European government and politics as well as of the structure and policies of the European Union.

GEN/POL2600 History of Civilizations 1 (3 Credits)

Prerequisites: None

The course provides a comparative analysis and overview of the cultural and political development of human society from the earlier civilization until Renaissance, providing background for the analysis and understanding of the political, legal, ideological, cultural and religious achievements of the world civilization.

GEN/POL2601 History of Civilizations 2 (3 Credits)

Prerequisites: None

The course provides a historical analysis and overview of the cultural and political development of human societies from the Renaissance to the end of World War II. It aims to provide a general knowledge of major events in different areas of the world.

DESCRIPTION OF PROGRAM MAJOR REQUIRED COURSES**IRL3520: Foreign Policy of Kazakhstan (3 Credits)**

Prerequisites: POL2511/GEN2701 and IRL2512

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.

IRL4512 Multivector diplomacy: Central Asia in Global Politics (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

The course analyzes multivector diplomacy, using elements borrowed from political realism and constructivism, as a tool for foreign policy. After studying the theory of multivector diplomacy and some historical examples, the course will focus on post-independence Central Asia in order to understand how multivector diplomacy is used in this region.

IRL4590 Undergraduate Seminar in International Relations (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

This seminar course is designed to offer students an opportunity to apply their theoretical knowledge to a specific issue in international relations. Students will participate in ongoing research projects headed by individual faculty members. Topics will vary every time the course is offered, and may include issues in bilateral relations, international security, international political economy and the international legal order.

DESCRIPTION OF PROGRAM MAJOR ELECTIVE COURSES**IRL3516 Terrorism and Security (3 Credits)**

Prerequisites: POL2511/GEN2701 and IRL2512

This course studies the origins and nature of contemporary terrorism, terrorist groups: tactics and trends on the world-wide scale starting from the ancient times to the present. It examines threats and challenges posed by the terrorist groups to state security and to the security of the international system.

IR3524 Global Security and International Conflict Resolution (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

Since the end of the Cold War, multiple conflicts, both global and regional in nature, have seriously undermined and threatened world security. This course will study and analyze the roots and causes of modern conflicts and their effects and implications for international peace and security in Central Asia.

IRL3526 Domestic Politics and Foreign Policy of the USA (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

This is an advanced course on American domestic politics and foreign policy since the birth of the Republic to the modern era. This course will focus on American government and foreign policy as a whole, but will also give special attention to present-day American foreign policy, and American-Kazakhstan relations in particular.

IRL3527 Domestic Politics and Foreign Policy of the Russian Federation (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

This is an advanced course on the formation and development of Russian government and foreign policy from Ancient Russia to the modern era. This course will focus on Russian foreign policy as a whole, but will put special emphasis on present-day Russian foreign policy-making, and Russia-Kazakhstan relations in particular.

IRL3528 Domestic Politics and Foreign Policy of the People's Republic of China (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

This is an advanced course on government and foreign policy making in China since the formation of the Chinese State to the modern era. This course will focus on Chinese foreign policy as a whole, but will also give special attention to present-day Chinese foreign relations, and in particular China-Kazakhstan relations.

IRL3546 Selected Topics in International Relations (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

This course examines various topics of international relations. Topics vary according to the interests of students and instructors.

IRL4521 Petro Politics (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

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.

IRL4525 Asian Security: Theory and Practice (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

The main goals of the course are to give a brief introduction to the field of security studies and its current debates and to apply this theoretical knowledge to the study of Asian security at different levels of analysis: national, regional and global. The discussion of key issues in each region (Northeast Asia, Southeast Asia, South Asia and Central Asia) will be combined with the in-depth consideration of various aspects of security: military (including nuclear), political, economic, environmental and societal security.

IRL4528 Central Asia-Russia Relations (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

This is an advanced course on the development of relations between Russia and Central Asia from the 18th century to the present. Special emphasis will be given to the development of Central Asia-Russia relations since the collapse of the Soviet Union.

IRL4531 Political Economy of Central Asia (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

The course analyzes the economic development of Central Asian states starting from the Soviet legacy and going through the years of independence until possible future developments. In particular, the course will try to understand how the common past has been starting point for new and different forms of political economy adopted by different countries. Differences in natural resources, infrastructure and political decisions of different economic paths of developments will be considered in order to understand how to shape future decisions.

IRL/POL 4540 Geopolitics and Political Economy of Natural Resources (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

This course is devoted to geopolitical and economic aspects of countries endowed with different types of natural resources. Natural resources shape the economy and economy shapes political choices. However processes of discovery and use of natural resources have to be analysed in geographical and institutional context.

IRL/POL4530 Middle East Politics (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

A survey of the twentieth and twenty-first century political history of the Middle east and its regional issues, such as the Palestinian-Israeli conflict, ethnic and religious nationalism, the geopolitics of oil, the two Western wars in Iraq, and both Western and Islamic alliances. This course will also compare the governments and political ideologies of the Middle East region, focusing on social and institutional structures and development issues. Concepts and ideologies like Arabism, Islam, modernization, and the nature of states and political systems will be studied.

IRL4531 Domestic Politics and Foreign Policy in Central Asia and the Caucasus (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

This course focuses on the domestic politics and foreign policies of post-communist states. In particular, it will examine the transition that has taken place in the former USSR during the last two decades. Students will be required to analyze the myriad of challenges facing the post-communist sphere in the political, cultural, social and economic spheres. Special emphasis will be placed upon the international relations between the new states of Central Asia and the Caucasus and the rest of the world.

IRL4550 Emerging Powers (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

This course focuses on the domestic structure and the foreign policy of selected emerging powers, and their new influence in their regional systems and in the global arena. In particular, the course will review the factors that contributed to the growth of these countries and foreign policy strategies that they are adopting in order to assert their role in international affairs.

POL4537 Society and Culture of Central Asia (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

The course offers a theoretical background for understanding issues in the general field of political sociology and then moves on to review the similarities and differences between the social, political and cultural aspects of Central Asian states.

POL3546 Selected Topics in Regional Studies (3 Credits)

Prerequisites: POL2511/GEN2701 and IRL2512

This course examines various topics in comparative politics and regional studies. Topics vary according to the interests of students and instructors.

DESCRIPTION OF OTHER REQUIREMENTS**CSS 3001.1 Introductory Internship (Kazakhstan Parliament) (3 Credits)**

The purpose of this course is to provide quality preparation for an internship at the Kazakhstan Parliament. The course covers material related to the structure and processes of the Parliament and introduces the essential foundations of representative politics.

CSS3001.2 Introductory Internship (Kazakhstan Parliament) (3 Credits)

The internship is designed to provide the student with an experiential learning opportunity by placing the individual in the Parliament of Kazakhstan.

CSS 3002.1 Introductory Internship (Ministry of Economics) (3 Credits)

The purpose of this course is to provide quality preparation for an internship and the Ministry of Economics. The course covers material related to the structure and processes of the Ministry and introduces the essential foundations of Economic policy.

CSS3002.2 Introductory Internship (Ministry of Economics) (3 Credits)

The purpose of this course is to provide an internship in the Ministry of Economics. During their internship, students will have opportunity to work in one of the Ministry's departments, so as to gain a better understanding of how economic analysis is undertaken and how economic policies are developed and implemented.

IRL4597 Professional Internship in International Relations

Students will engage in a supervised internship with a consulate, NGO, private company or other agency. A program of study and activities is collaboratively designed by the students' advisor and the participating agency. In the past, departmental internships have been pursued at the Foreign Ministry, US and UK consulates, the UN, the OSCE, and the EurAsEC. Students may either extend their original internship to cover two semesters, or they may select two distinct professional internships covering one semester each.

POL4597 Professional Internship in Comparative Politics

Students will engage in a supervised internship with a consulate, NGO, private company or other agency. A program of study and activities is collaboratively designed by the students' advisor and the participating agency. In the past, departmental internships have been pursued at the OSCE, and the EurAsEC. Students may either extend their original internship to cover two semesters, or they may select two distinct professional internships covering one semester each.

IRL4599.4 Thesis (4 credits)

Students will write a thesis on a topic of their choice, in line with the international relations bachelor program, under the supervision of a qualified faculty member. For further details see the CSS Undergraduate Thesis Guidelines on the L-Drive.

IRL4599.1 State Examination (1 credit)

Students will take an exit test that evaluates their competencies in the field of international relations.

GENERAL EDUCATION

General Education courses are offered by different departments. These courses are double coded: GEN indicates that they are required for all students (and refer to the intended learning outcomes of the General Education component of every program) and the second code indicates which department is offering the course.

Student Orientation aims to help freshmen take the first steps towards becoming well-informed students at KIMEP. The program is expressly customized to meet the needs of diverse students and facilitates an academic

and social transition that is crucial for a successful first year. Students have an opportunity of learning more about academic life at KIMEP and specifically about the array of programs offered here. In addition to scholarly activities, campus life includes games, sports and social organizations that allow for relaxation and encourage social interaction. All of these activities contribute to building a university community.

GEN/IRL1000 History of Kazakhstan (3 Credits)

Prerequisites: ENG0001 Foundation English Level 1

This course covers the history of Kazakhstan from ancient times till present. A study of national history has become one of the major factors contributing to the construction of a community of peoples, civil society and to the promotion of patriotism. The history of Kazakhstan is seen as a unique process of development for the Kazakh people, who constitute part of the history of the Eurasian, nomadic, Turkic and steppe civilizations, which in turn constitute an integral part of global civilization. The course aims to study the main stages and specifics of key historical processes on the territory of Kazakhstan, focusing particularly on the specifics of nature and environment, and the creation of Kazakh ethnic identity and statehood. Cultural and social changes are also considered.

GEN2402 Business Statistical Analysis (3 Credits)

Prerequisites: GEN1100 and GEN1120

The course provides basic knowledge of probability, axioms of probability, expectation, joint and conditional probability distributions, Bayesian concepts of statistical inference, exploratory data analysis and data transformations, confidence limits, continuous probability distributions, sampling distributions, sampling surveys, hypotheses testing, regression analysis, analysis of variance and correlation analysis.

GEN2500/IRL2500 Introduction to Philosophy (3 Credits)

Prerequisites: GEN1100 and GEN1120

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

GEN2510/IRL2510 Principles of Ethics (3 Credits)

Prerequisites: GEN1100 and GEN1120

Ethics refers to the study of what is right and wrong or good conduct in a given set of circumstances. In essence, Ethics looks at the moral values we already possess and examines how we came to our own personal worldview and outlook on life. Ethical problems exist because we have choices. Ethics presupposes the existence of morality, as well as the existence of moral people who judge right from wrong and generally act in accordance with norms they accept and to which the rest of society holds others. We will primarily focus on ethics as it relates to modern issues we face as a society within our local environment, our work place, our university and personal life.

GEN/OPM1300 Introduction to Computers (3 Credits)

Prerequisites: ENG0004 Foundation English Level 4

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.

GEN/OPM2301 Business Computer Applications (3 Credits)

Prerequisites: ENG0004 Foundation English Level 4

This course is a broad overview of the main topics in business computer applications. Students gain an understanding of computer architecture, networks, telecommunications; they learn how to apply information and knowledge systems, operations and decision support systems, spreadsheets, databases to a wide range of tasks and decision making process. The course emphasizes how organizations benefit from and use computer-based technology. The purpose of the course is to foster business thinking through available technical means.

GEN2030.2/PAD 2030.2 Ecology and Sustainable Development (2 credits)

Prerequisites: ENG0004 Foundation English Level 4

This introductory science course on environmental issues is designed to fulfill the requirements of the Ministry of Education and Science of the Republic of Kazakhstan and General Education requirements for KIMEP students. The course helps to develop a better understanding of:

- How nature works in terms of basic scientific principles.
- What are the relationships between humans and the environment?
- Major environmental problems: their causes and consequences.

The acquired skills and knowledge help the students in future identify the environmental problems and to build a basis for supporting long-term and sustainable solutions for the benefit of current and future generations. Environmental applications will allow students to improve their thinking /reasoning skills by solving quantitative problems which are based on real-life environmental cases of local and global content.

GEN2700.2/PAD2700.2 Fundamentals of Sociology (2 Credits)

Prerequisites: GEN1100 and GEN1120

This course provides students with the necessary background needed to analyze social structures and social institutions. Emphasis is placed on building sociological perspectives and a comprehensive understanding of

sociology as an academic discipline. The course covers various theoretical paradigms and concepts in the field of sociology.

GEN1701.2/POL1511.2 Fundamentals of Political Science (2 Credits)

Prerequisites: GEN1100 and GEN1120

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.

GEN1704.2/ECN1101.2 Introduction to Economics (2 credits)

Prerequisites: GEN1100 and GEN1120

The course develops economic concepts and illustrates them with applications from Kazakhstan and elsewhere. The course surveys both microeconomics and macroeconomics. "Micro" addresses how markets coordinate the choices of firms and individuals. "Macro" concerns the national and world economy. Macroeconomic topics include the measurement of national economic activity (Gross Domestic Product, or GDP), economic growth, the business cycle, unemployment, inflation, international trade, and the economic role of government. This course helps the student to reach General Education objectives in critical thinking and writing.

GEN2720.2/Law 2720.2 Introduction to the Legal System of Kazakhstan (2 credits)

Prerequisites: GEN1100 and GEN1120

This survey course provides a framework to understand the normative dimensions of the legal system of Republic of Kazakhstan. It introduces students to basic legal concepts of law and state and subsequently exposes them to fundamental principles and doctrines of Kazakhstan's legal system. The course reflects the breadth and diversity of the legal system of Kazakhstan and covers the basics of its main branches, including: Constitutional Law, Administrative Law, Financial Law, Tax Law, Labor Law, Criminal Law, Civil Law, Family Law, etc.

Students who have previously taken LAW1503 Introduction to Law of Republic of Kazakhstan or GEN2720 Law in Kazakhstan may not enroll in this course. It is open to all students including those in their first year.

GEN1040.2/PAD 1040.2 Life Security (2 credits)

Prerequisites: ENG0001 Foundation English Level 1

This course teaches how people can remain safe as they interact with their environment, including a variety of emergency situations, such as earthquakes and fires. In addition, it covers the prevention of many dangerous natural and man-caused events and/or their harmful consequences.

English for Academic Purposes

ENG1100 Academic Speaking (3 credits)

Prerequisites: ENG0005 Foundation English Level 5 or direct admission to Academic English based on KEPT

Common European Framework: B2 upon completion

The Academic Speaking course develops students' skills in speaking confidently and persuasively on a variety of academic topics in the Humanities, Business Studies and the Social Sciences. Students will be expected to undertake extensive research on their chosen topics and thereby develop their ability to use resources appropriately and ethically. In so doing, they will engage analytically and in-depth with their topics and offer constructive criticisms of one another's presentations. At all times critical thinking will be emphasized. Students will adopt a process approach to academic speaking, placing emphasis less on the final product than on the stages of academic research, each of which will be presented to the class in the form of a mini-presentation. Through regular presentations on their research and finally on their topics, students will improve their language proficiency and ability to argue effectively and persuasively within an academic context, and to handle evidence and statistical data. Class activities will take the form of discussions, debates and presentations.

ENG1110 Academic Listening and Note Taking (3 credits)

Prerequisites: ENG1100 Academic Speaking

Common European Framework: B2 to C1 low upon completion

The Academic Listening and Note-taking course develops students' abilities in these two essential academic skills, while at the same time ensuring that listening is not a passive activity. Students improve their understanding of academic discourse in a variety of contexts, including lectures and less formal situations. They are exposed to a variety of dialects of English and levels of formality. They refine their note-taking skills and then use these notes as the basis for questions, responses and requests for clarification. In addition, their notes will be useful for revision and for developing essays, presentations and debates. Mere noting of facts will not be the primary goal. Rather, students will use their notes to write responses and develop their own critical thinking. As far as possible, authentic audio and video materials will be used in preference to the artificial materials specially prepared for such courses.

ENG1120 Academic Reading and Writing 1 (3 credits)

Prerequisites: ENG0005 Foundation English Level 5 or direct admission to Academic English based on KEPT

Common European Framework: B2

This course enables students to deal with the academic reading and writing requirements of the program courses. Course activities develop advanced-level reading ability by focusing on main ideas and specific information, by recognizing lexical meaning from content areas in context, and by training in writing that presents clear, well-researched arguments within particular essay styles and structures. Students will acquire independent research

skills, using online and print sources in a responsible and ethical manner so as to extend their critical thinking ability within a piece of academic discourse. They will learn to find and select relevant reading texts that provide information and interpretations that can be used to support their ideas and provide evidence in their essays. Students will need to process and critically analyze that information before incorporating it within their own arguments. A process-writing approach will be adopted, with greater emphasis on the process of reading and writing and on drafts of the essay than on the final product.

ENG1121 Academic Reading and Writing 2 (3 credits)

Prerequisites: ENG1120 Academic Reading and Writing I

Common European Framework: B2 to C1 low upon completion

This is an advanced-level academic reading and writing course, in which students undertake a major research project on an academic topic of their own choice. Building on the research and writing skills developed in previous courses, students select a project of substantial scope within an area of interest to them. They offer a sound defence of their choice of topic, using criteria appropriate to an academic context, and then prepare to undertake research. In preparing their research essays, students make extensive use of library and online resources, as well as field research such as interviews and off-campus research, depending on the nature of their topic. Reading tasks include finding, analyzing and evaluating a variety of sources. A process-approach to writing is adopted, with specific attention to planning, outlining, surveying the literature, drafting, rewriting, reviewing and using feedback constructively. Attention is paid to both peer and instructor feedback. At the final stage, editing, citations and bibliographical components are the focus of attention.

OTHER REQUIRED COURSES

GEN1101 Physical Education

The undergraduate academic curriculum includes physical education courses that adhere to the current legislative standards of the Republic of Kazakhstan. Physical Education courses are compulsory and not included in the GE curriculum. Physical education (PE) emphasizes the development of physical skills; improvement in physical self-education, shaping the need for regular physical activities, and the acquisition of knowledge that contributes to a healthy lifestyle.

A total of 8 credits in physical education need to be completed in order to earn a bachelor degree. Special arrangements have been made for students with disabilities and other health-related conditions.

COURSES SHARED BY MORE THAN ONE PROGRAM

For BCB, BPA, BAE

GEN1201/ECN 1201 Mathematics for Business and Economics (3 Credits)

Prerequisites: ENG0004 Foundation English Level 4

The course develops the basic concepts of mathematical analysis used in economics and business with emphasis on differentiation and integration of single real-variable functions and matrix algebra. The approach to these concepts is intuitive and visual. The formal proofs are given only when they help in understanding concepts. Applications to economics, business and social science as well as computational realizations are studied.

For Law students

GEN1203/ECN1203 Mathematics for Law (3 credits)

Prerequisites: ENG0004 Foundation English Level 4

Lawyers are expected to be able to think critically and analytically and make sound logical inferences. Besides, regardless of their future professional activities, it is quite useful for lawyers to be able to correctly estimate chances and to understand financial statements and statistical data. This course is intended to help law students to develop such important qualities. The course contains introduction to logic, a topic very important for development of critical thinking and analytical reasoning, sets and basic counting techniques, elements of probability theory and statistics, and some mathematics of finance.

THE SCHOOL OF LAW

LAW2101 History of State and Law in Kazakhstan (2 credits)

Prerequisites: None

This course considers the emergence of the ancient states in the territory of Kazakhstan and then examines the development of feudal nomadic monarchies of Huns, Turks, Mongol-Kypchaks and Kazakhs. Special attention will be paid to the major principles of the organization and activities of the Kazakh Khanate as well as the main characteristics of customary Kazakh law. Next, students learn the development of state and law in Kazakhstan when it was a part of the Russian Empire. Subsequently the legal status of Soviet Kazakhstan is examined with special emphasis placed upon the constitutions of 1926, 1937 and 1978. Finally, the course analyzes the development of state and law in independent Kazakhstan paying special attention to the process of the adoption of the Declaration of Sovereignty of October 25, 1990; Constitutional Law on Independence of December 16, 1991; the first Constitution of Kazakhstan of January 28, 1993 and the current Constitution of August 30, 1995.

LAW2102 History of State and Law in Foreign Countries (2 credits)

Prerequisites: None

This course provides a historic background to the development of state and law in a number of foreign countries which had the major impact on the evolution of state and law. In so doing, the course will examine the organization of state and the system of law in ancient oriental civilizations (Egypt, Babylon, India, China) as well as in ancient Greece and Rome. Afterward the course will deal with the development of feudal state and law and will examine the experience of such countries as France, England, Byzantium and Arab Caliphate. Subsequently student will learn the development of modern state and law as they originated in Europe in the age of revolutions. In doing so, the course will analyze the development of state and law in France, Germany, England, the United States, Russia, China and Japan.

LAW2103 Constitutional Law of RK (2 credits)

Prerequisites: Theory of State and Law

This course introduces students to the constitutional principles of Republic of Kazakhstan. The course starts with the historic overview of the constitutional development of Kazakhstan. Then, students examine the constitutional rights and freedoms of individuals in Kazakhstan; the institutes of citizenship and referendum; the legal foundations of the activities of public associations and political parties; and electoral law. Students also will study the legal status of the supreme state organs of Kazakhstan: the President, the Parliament, the Government, the judiciary, and the Constitutional Council. Special attention is paid to the stages of the legislative process in Kazakhstan and the constitutional review. Finally, the course deals with the legal issues of the local state administration and self-governing bodies.

LAW2104 Administrative Law of Kazakhstan (3 credits)

Prerequisites: LAW2103 Constitutional Law of RK

This course introduces students to the body of law governing the legal issues of state administration and state service. It deals with forms and methods of the state administration and explains the system of organs of state administration. In addition students are introduced to the various legal administrative regimes and the principles of the organization of the state service. Since state administration is engaged in a variety of different spheres, the course examines a number of branches of the administrative legal structure. Furthermore, the course focuses upon legal issues of administrative liability and proceedings.

LAW2201 Civil Law of Republic of Kazakhstan. General Part (3 credits)

Prerequisites: GEN1630 Theory of State and Law

This course introduces students to the fundamental concepts and principles of civil legislation of the Republic of Kazakhstan. The course deals in particular with the following major issues: (1) foundations of civil law in Kazakhstan, focusing upon application and interpretation of civil legislation, the exercise of civil rights and protection of freedom of entrepreneurship; (2) the law governing persons, including natural persons (especially their legal and deed capacity as well as entrepreneurial activities) and legal entities (in particular their types and forms, issues related to their foundation documents, legal capacity, liability, reorganization, etc.); (3) the law of transactions with particular emphasis on the rules related to the execution, termination and invalidation of contracts; (4) the property law covering acquisition and protection of the right of ownership, legal issues related to immovable property, state ownership, etc.; and (5) the law of obligations, including execution of obligations, methods of securing the execution of obligations, replacing persons in obligations and responsibility for violating obligations.

LAW2203 Civil Law of Republic of Kazakhstan. Special Part (3 credits)

Prerequisites: Civil Law of RK General Part

The course focuses on the law in rem, liability law, regulation, the results of creative activity (intellectual property), and the law of succession. Civil law Special part as a subject matter reflects the major scientific achievements in the field of civil law as a branch, but it does so with the amount of time allotted curriculum.

By reading primary authorities such as the Code, statutes and resolutions of the Supreme Court, and secondary authorities such as cases, and related materials, students will learn the legal principles of all civil relationship.

LAW2301 Criminal Law of RK. General Part (2 credits)

Prerequisites: Theory of State and Law

This course considers in detail the principles of criminal legislation of Republic of Kazakhstan. Students will learn specific rules with respect to the operation of criminal law in time and space, the concept and various types of crimes, incomplete offences as well as general conditions for criminal responsibility. The course will also extensively review the law governing complicity in a crime and the circumstances excluding, mitigating and aggravating the criminality of acts. Subsequently the concept, types and the purposes of criminal punishment as well as the conditions of the release from criminal responsibility and punishment are examined with particular attention to the specifics of the criminal responsibility and punishment of juveniles.

LAW2302 Criminal Law of RK. Special Part (3 credits)

Prerequisites: Criminal Law of RK General Part

Criminal Law Special Part extensively reviews individual crimes and the particular punishments applicable to each. In particular the course deals with crimes against human life and health; against freedom, honor and dignity of persons; against sexual inviolability and freedom; against the constitutional rights and freedoms and against minor persons. Special attention will be paid to crimes in the sphere of economics, crimes against property and crimes against the interests of commercial and non-commercial organizations. Subsequently the course will examine crimes against public security, order and morality; ecological crimes and crimes against traffic safety. Finally students will learn rules with respect to the crimes against the fundamentals of the constitutional system

and state security; corruption crimes and other crimes against state administration; crimes against military service as well as crimes against peace and mankind's security.

LAW3105 Comparative Constitutional Law (3 credits)

Prerequisites: Prerequisite Constitutional Law of RK

Comparative Law requires knowledge both of methodology and substance. Comparative scholars have elaborated a "soft science" to endow their work with common procedure, vocabulary, and legitimacy. A constitution is the fundamental legal document of any legal regime. This course introduces students to the methods of comparative scholarship, and uses constitutional documents, taken from the Republic of Kazakhstan and select foreign legal systems as objects of comparative analysis. The study of foreign constitutions is an effective method to examine the structure, norms, and function of the Kazakhstan Constitution, and is an effective method to understand how other societies have organized foundational legal document and have established the rule of recognition.

LAW3203 Criminal Procedure Law of RK (3 credits)

Prerequisites: Criminal Law of RK General Part and Criminal Law of RK Special Part

This course considers the objectives and general principles of the criminal procedure law of Republic of Kazakhstan. It will explore the issues of jurisdiction as well as operation of the criminal procedure law in time and space. Afterward students will learn specific rules with respect to the pre-trial proceedings with particular attention to matters such as the initiation of criminal case, inquiry, preliminary investigation, administrative session and preliminary hearing. Subsequently the course will examine major legal issues and will engage in simulation exercises related to the trial, such as judicial examination, judicial investigation, oral argument, content of court judgment, special proceedings, admission of guilt, justice of the peace proceedings, enhanced adversariality, presumption of innocence, appeal, cassation and supervision.

LAW3207 Civil Procedure Law of RK (3 credits)

Prerequisites: Prerequisite Civil Law of RK General Part and one of the Civil Law of RK Special Part courses

The civil procedure course addresses the rules, principles and forms of pleadings that govern the litigation of a civil case. The course familiarizes students with how and where a lawsuit is initiated and with the issues related to status of the parties, the jurisdiction and venue, the forms of action and pleadings. Then the course examines the pre-trial stage with particular attention to such issues as preparation of the case and the preliminary relief. Afterward the trial stage is explored with special emphasis on the elements of proof at trial, burden of proof and evidence rules as well as presumed facts and *res judicata*. The course will also examine content, form and effect of judgments; forms of appellate review and procedures; reopening judgments because of new circumstances; reopening default judgments and execution of judgments.

LAW3208 Labor Law of Republic of Kazakhstan (3 credits)

Prerequisites: None

The course focuses upon legal rights and obligations of employees and employers under Kazakhstan law. Students not only learn the labor legislation, but also study related court cases, and draft employment contracts and acts of an employer. Areas to be covered include: (a) individual employment contract (including peculiarities of labor law contract against those of services contract under civil law) (b) worker's compensation law and practice; (c) mandatory employment standards (duration of vacation, working time, etc); (d) peculiarities of some employment relationships including those of minors, women, disabled, government officials, etc, (e) social partnership agreements, and collective contracts, (f) trade unions (rights and obligations of an employer and a trade union), (g) mandatory safety standards and (i) government control.

LAW3209 Family Law and Inheritance Law of Kazakhstan (3 credits)

Prerequisites: Civil Law of RK General Part

The social, political and economic transformations which faced Kazakhstan in the last fifteen years made an impact on family relations and thus family legislation and inheritance legislation. The first part of the course examines the basic laws governing issues such as the definition of marriage; marriage contracts; termination of marriage; marital support; marital property; debts and family business in marriage as well as matters which regard parental rights and obligations; children's rights and adoption. Cross-border cases, such as international marriages and international adoption are analyzed in the course. The second part of the course is dedicated to inheritance issues, such as the form and content of testament as well as the procedure of inheritance by law, in a case the testament is missing. During the semester the students will receive theoretical knowledge regarding family and inheritance issues and will be offered numerous challenging cases to solve in order to develop the ability to apply these laws in practice.

LAW3401 Land Law of Republic of Kazakhstan (3 credits)

Prerequisites: None

The course analyzes legislative regulations of relations in the sphere of management, usage and perseverance of land resources of Kazakhstan. Rights and responsibilities of state, natural persons and legal entities towards the land are described in the course as well as difference between types of land: lands reserved for agricultural use, lands of municipality, industrial lands, and protected land territories, lands of forest and water funds are to be analyzed from legislative point of view.

LAW3511 Public International Law (3 Credits)

Prerequisites: None

Public international law is the system of law governing the international community, thus the aim of the course provides a framework to understand the normative dimensions of international relations. The course introduces

students to the fundamental principles and doctrines of public international law as a meaningful tool for providing order to world politics and for minimizing global conflict. The course reflects the breadth and diversity of international law and covers all its main branches, including: sources; the subjects of international law; international institutions; the law of treaties; peaceful settlement of international disputes; the use of force; territory; human rights; diplomatic and consular law as well as international economic law. A problem-oriented approach to various case studies is used in both lectures and discussion sessions. Situations in the former Yugoslavia, in Africa, in Afghanistan and in Iraq may serve as case studies.

LAW3513 Comparative Law (3 credits)

Prerequisites: None

This course introduces students to the constitutional principles of the Republic of Kazakhstan. The course starts with the historic overview of the constitutional development of Kazakhstan. Students then examine the constitutional rights and freedoms of individuals in Kazakhstan; the institutes of citizenship and referendum; the legal foundations of the activities of public associations and political parties; and electoral law. Students also will study the legal status of the supreme state organs of Kazakhstan: the President, the Parliament, the Government, the judiciary, and the Constitutional Council. Special attention is paid to the stages of the legislative process in Kazakhstan and constitutional review. Finally, the course deals with the legal issues of the local state administration and self governing bodies.

LAW3520 Tax Law of Republic of Kazakhstan (3 credits)

Prerequisites: None

Tax law is one of the most important legal courses for any successful lawyer - since taxation is present in almost every aspect of professional and business life. This course introduces students to the fundamental principles of taxation both from the theoretical and practical perspective. Students will learn the importance of tax considerations for business decision making and tax planning. Specifically, students will explore the key sources of tax law in Kazakhstan - Tax Treaties, Tax Code, Transfer Pricing Legislation, relevant administrative guidance and instructions, including the most important tax returns, but will also familiarize themselves with the important case law. Students will further explore the core principles and issues in the different areas of taxation - Corporate and Personal Income Tax, Social Tax and Obligatory Social Contributions, Value Added Tax, Subsurface Use Taxation, Excise and Customs regime as well as the Special Tax Regimes. Students should also explore and distinguish between the tax evasion and tax avoidance, understand the key anti-avoidance provisions and also study the relationship of Ethics and Tax Planning. Those students who have taken LAW3520 Tax Law of Kazakhstan are ineligible for this course.

LAW3707 Customs Law of RK (3 credits)

As international trade has increased over the years, customs law has become increasingly more internationalized, important and complex. This course will examine and provide a basic introduction to the concepts and principles relating to both Kazakhstan and international customs law. This will include an examination of those concepts and principles relating to tariff classification, customs valuation, rules of origin, border enforcement of intellectual property rights and regional trading arrangements.

LAW3713 Animal Law (3 credits)

Animal law is the branch of law that deals with animals. It addresses topics such as: breeding, sanitary and veterinary norms, population control, registration, trade, husbandry standards and practices, animals for human entertainment, use of animals in scientific laboratories, etc. Historically, this branch of law has been developed with an exclusive concern for human health and economic or scientific interests. More recently, however, there has emerged another perspective that is centered on the protection of animals for their own sake. An example of legislation inspired by this perspective is the one aimed at the prevention of cruelty against animals. Animal law as a discipline, then, is marked by the fundamental tension between the traditional understanding of animals as mere instruments for human welfare.

LAW4107 Private International Law (3 credits)

Prerequisites: None

Private International Law [PIL] is the study of jurisdiction and applicable law in international and trans-national legal disputes, and the recognition and enforcement of judgments. A dispute is considered international or trans-national if one or more of the constituent elements of that dispute are connected with more than one country. These elements may relate to the parties' domicile, residence, country affiliation; the location of events that gave rise to the dispute; or to the location of the dispute. Examples are: contractual disputes between citizens of different states or a property dispute between domiciliaries of one state regarding assets located in another state, or a tort resulting from conduct occurring in one state and causing injury in another state. The course focuses on private international law within three legal systems: US, EU, and the Republic of Kazakhstan, but places emphasis on domestic law.

LAW4211 International Human Rights (3 credits)

This course serves as a basic introduction to International Human Rights law. The course will acquaint students with every significant aspect of this critical field including its history, theory, and practice. Beginning with a focus on the historical origins, philosophical foundations and the emergence of the concept of human rights, the course will go on to cover such topics as: the United Nations human rights system, the Universal Declaration of Human Rights and United Nations Charter; the various generations of rights - including political, civil, economic, social

and cultural rights - and remedies for human rights violations including the use of force and humanitarian intervention; major international and regional human rights conventions and other related legal instruments and organizations; and the mechanisms for the implementation human rights and the reporting of violations, including through the advocacy efforts of NGOs.

LAW4503 Advocacy in Kazakhstan and Professional Ethics of Lawyer (3 credits)

Prerequisites: None

The course will explore Kazakhstan legislation in the area of advocacy, including licensing requirements to advocate's practice, statutory rights and responsibilities of an advocate, tribunal and law enforcement agencies during investigation, trial and appeal. In addition, the course will deal with professional ethics standards under the law of Kazakhstan and under international standards.

LAW4504 Juridical psychology (3 credits)

The student will be introduced to Psychology of management and juridical work in business fields; criminal psychology and victimology, psychology of undercover investigative work, penal psychology and investigative and forensic psychology. Depending on the teacher, certain areas will be given more priority than others.

LAW4507 Procuracy Supervision in RK (3 credits)

Prerequisites: None

Introduction to the fundamental concepts and the system of Procuracy supervision including Guidelines for procuracy action; principles of organization of procuracy; state system of the procuracy Procurator General of RK and his authority and organization and the history of the system of procuracy authority.

LAW4515 Law of the European Union (3 Credits)

Prerequisites: None

The Member States of the European Union adopted the Lisbon Treaty in December 2009. The Treaty endows the EU with legal personality, and the EU will replace the EC [European Community]. The Lisbon Treaty contains provisions virtually identical to the failed European Constitution and consists of two Treaties: The Treaty on European Union and the Treaty on the Functioning of the European Union. The Lisbon Treaty has reconstructed the architecture of the EU, its institutions, and field of competences between the Member States and Community Institutions. This course studies the new constitutional order of the EU and covers the most important substantive areas of EU law such as Free Movement of Workers, The Right of Establishment, Freedom to Provide Services, and Free Movement of Capital. These core rights developed over decades through decisions of the ECJ, Community Regulations and Directives, and supplementary concepts such as free movement of goods and EU Citizenship. The development of the EU from a Customs Union to a sui generis political structure, with its own currency, may inform developments that take place in the Customs Union formed by Russia, Kazakhstan, and Belorussia.

LAW4516 International Finance Law (3 Credits)

Prerequisites: None

Financial services law is an interdisciplinary subject of study. It requires a thorough understanding of the policies, regulatory rules, and enforcement mechanisms available to maintain viable trustworthy markets designed to accomplish the purpose for which they were created. This function belongs squarely with the Legislature of National Systems, the Financial Regulator appointed to enforce the law, and to select aspects of International Law. Imperative is the fact that the financial matrix is incomprehensible without knowing the structure and functions of markets, the nature and behavior of financial instruments traded on the markets, and the financial analysis used to evaluate risk and manage portfolio investments. The legal foundation controlling [or failing to control] the financial markets is produced by the commercial activities of the market place. Therefore, the study of financial services law requires inquiry into law, economics, and finance. This course is squarely interdisciplinary in nature with a strong legal overhang. The course also requires that students participate in a simulated "securities portfolio", meeting legal requirements and developing a portfolio based on analytical and risk measurement techniques.

LAW4517 Law and Economics (3 Credits)

Prerequisites: None

This course is an introduction to law and economics. To quote and to paraphrase Richard Posner, the law and economics movement places the study of law on a scientific basis, with a coherent theory, precise hypotheses deduced from the theory, and empirical tests of the hypotheses. Law is a social institution of antiquity and importance. Arguably, the only legitimate theory is premised on economics. Economics is the most advanced of the social sciences, and the legal system contains many parallels to and overlaps with the systems that economists have studied successfully. This course studies central topics of a legal system, such as contracts, property, torts, company law, competition and tax, from the perspective of Law and Economics.

LAW4518 International Commercial Transaction (3 credits)

Prerequisites: None

This course provides an overview of the general requirements of contract from a de-nationalized perspective and focuses upon provisions allocating risk between the parties. Students shall be instructed on the most important terms of a commercial contract, whether a sale, lease, license or service as each transaction contains a set of common problems that are essential to anticipate and realize their effects. The course also covers rules governing private international transactions. The main instruments of uniformity are examined, such as the UN Convention On the International Sale of Goods (CISG). Major international Treaties and Model Laws shall be studied applying, for example to secured transactions, payment systems, assignment of receivables, and security interests

in mobile equipment. Trade finance, mainly in the form of letters of credit, independent guarantees and stand by-credits is introduced. As well as transport law, mainly maritime, including the UNCITRAL Convention on Contracts for the International Carriage of Goods Wholly or Partly by Sea. Finally, the course studies ICSID [International Centre for Settlement of Investment Disputes], under the Convention on the Settlement of Investment Disputes between States and Nationals of other States [1965 Washington Convention].

LAW4519 Law of the Financial Crime (3 credits)

Prerequisites: None

White collar crime will be covered. Criminal and administrative cod violations regarding money, investment and business related activities as well as money laundering issues will be among the topics.

LAW4601 Law of Financial Institutions (3 credits)

Prerequisites: None

The course introduces students to the functions, organization, structure and legal regulation of financial institutions and competitive markets. An overview of the infrastructure of the market is provided to give students the necessary background to understand the nature of financial markets and institutions in a free market economy. The course studies the legal acts establishing and governing the key public institutions with responsibility to manage financial institutions: the National Bank of Kazakhstan and the Kazakhstan Financial Services Regulator. In parallel, the law governing key private institutions that act on the market are studied. These institutions include banks [commercial, investment, and retail], investment firms, insurance companies, and organized securities and commodities markets. The course also covers very generally the global financial landscape including the Bank of International Settlements, the International Monetary Fund, and inter-governmental cooperation to control the volatility of markets.

LAW4602 International Trade Law / Law of the WTO (3 Credits)

Prerequisites: None

Three institutions operate globally to improve trade relations, solve poverty and promote infrastructure investment, and maintain financial stability: the World Trade Organization, the World Bank Group, and the International Monetary Fund. This course provides an overview of each institution and its primary impact upon legal systems. The WTO is the product of the Bretton Woods Agreement following World War II. The GATT [the original name] created a multilateral trading system to reduce tariffs and non-tariff barriers to trade in an effort to make the economic interests of its members interdependent. The WTO, which was formed in 1995 and incorporates the 1948 GATT, introduced several new covered agreements and significantly the Dispute Settlement System. The course also covers the role of the major public international institutions, with the exception of the United Nations, and provides historical case studies.

LAW4603 Comparative Company Law (3 credits)

Prerequisites: None

This course provides an understanding of the development of the corporate form and key concepts of company law in a comparative context. Critical analysis of comparative law theories that seek to explain legal development in a growing economic environment is the method of accomplishing this task. The course also focuses upon an historical perspective. The reasons for separate developments are undertaken and the movement toward a harmonized model is studied. All business forms – ranging from proprietorship to partnerships to the Joint Stock Company - are delineated, purposes explained, liability and tax consequences discussed. Recent developments, such as the Statute of the European Company, are analyzed. Special emphasis will be given to the transplantation and adaptation of corporate entity and company law concepts and their application to pressing problems such as corporate governance. The course encompasses mergers and acquisitions, basic corporate investment devices, and valuation, financial strategies and capital markets.

LAW4604 Alternative Dispute Resolution (2 credits)

Prerequisites: None

This course focuses upon particular processes such as negotiation, mediation, conciliation and then examines their combined use. The growth and use of alternative dispute resolution [ADR] are covered as well as recent developments such as on-line dispute resolution. Practical skills are exercised, including those of communication, and students are given practice exercises to encourage them to integrate the skills of ADR; to become self-aware of their personal style, value, attitudes and culture that inevitably will shape their approach to the resolution of conflicts and disputes.

MINOR IN LAW

LAW2202 Business Law (3 Credits)

Prerequisites: None

This course familiarizes students with core notions and landmark concepts of the legal system of Republic of Kazakhstan that are likely to be encountered in future business practice. It begins with an introduction to the major legal concepts in the context of modern business and then introduces students to the basic doctrines of the business law of RK and covers its main branches, including: Law of Transactions, Property Law, Liability Law, Land Law, Labor Law, Tax Law etc.

GRADUATE COURSES DESCRIPTION

LANGUAGE CENTER

GRADUATE ENGLISH

Graduate Foundation English—Overview

Graduate Foundation English courses are non-credit courses designed for students whose native language is other than English and whose knowledge and use of English do not meet the standards for entry into graduate program courses. The Graduate Foundation English program aims to prepare students for the use of English in their graduate discipline and the courses focus on developing four language skills (reading, writing, listening and speaking) in progressive levels of preparation. Each course consists of 600 Learning Hours, including a minimum of 10 contact hours per week and 30 hours of out of class learning hours per week.

There are three courses of Graduate Foundation English.

ENG5103 Graduate Foundation English C

Prerequisites: None

Graduate Foundation English C is the beginning step in the set of levels to be taken by graduate students to prepare them for entry into graduate programs. This course is a low-to mid-elementary course for those who have learnt very little or no English in the past. The students will learn to pronounce English words; ask, understand and respond to simple questions, directions and instructions; read and understand short adapted texts; and write sentences and short descriptive paragraphs. They will acquire knowledge of fundamental grammar structures and their functions (e.g. sentence types, tenses). They will learn to converse about casual topics, personal details, and concrete needs. The course focuses on writing and vocabulary development based on readings and listening activities. The instructional methods focus on in-class activities combined with self-study. By the end of the course, students will satisfy the criteria of A1 level. By the end of the course students should minimally satisfy the criteria for level A1 and optimally satisfy the criteria for lower level A2 on the Common European Framework.

ENG5104 Graduate Foundation English B

Prerequisites: ENG5103 or placement according to English language test

Graduate Foundation English B is an upper elementary to pre-intermediate course for newly enrolled master's students. By the end of the course students should satisfy the criteria for level A2 on the Common European Framework. In addition to developing proficiency with reading, writing, listening and speaking, this course especially includes extensive reading and writing projects, reading and discussion of current events, and regular listening to news and fiction through an action-based approach. Students work on a number of projects that aim to develop their ability to learn English as well as general communicative competences that will enable them to use the language in various contexts and under various conditions. Study skills suited to university work are given special attention. With a pass mark in this course, students enroll in ENG 5105 Graduate Foundation English A.

ENG5105 Graduate Foundation English A

Prerequisites: ENG5103 or placement according to English language test

Graduate Foundation English A is an intermediate to upper-intermediate course for newly enrolled master's students. The course focuses on developing the four skills— reading, writing, listening and speaking—through a variety of activities in which students interact with authentic material in English. The course expects students to graduate with a B1 proficiency on the European Common Framework. The course emphasizes two complementary aims: the continuous improvement of English language proficiency as well as the development of critical thinking and study skills. Academic skills including note-taking, critical analysis and critical approaches to writing will be emphasized throughout the course.

Graduate English for Academic Purposes

ENG5101 English Speaking and Listening 1 (0 credits)

Prerequisites: None

The course is designed for graduate students of KIMEP. Students will work on the development of their language, speaking, listening and note-taking skills. Over the course of the term, students will be involved in small group and whole group discussions of case study issues. Listening and note-taking components will be covered in self-study assignments. Students will have to read and listen to news programs of English-medium channels (BBC, CNN, etc.) to search for relevant materials, and make notes with respect to key aspects of the issues in their case studies. This will help students to become familiar with the facts and important issues described in the case study to acquire a thorough understanding of the situation, and also to apply ideas and insights from the theories to real-life issues and problems. Classroom case study discussions will be guided by the instructors at the beginning. Later, students will deal with the preparation and organization of these discussions independently. Students are expected to participate meaningfully in the discussions presenting their views, and questioning or challenging their peers. The interaction among students and between students and an instructor will help students to improve the analytical, communication, and interpersonal skills.

ENG5102 English Reading and Writing 1 (0 credits)

Prerequisites: None

During this course students will become familiar with a variety of strategies in order to read academic texts on various issues to complete the major tasks of the course, which are a short (four to six pages) group case study paper and a longer (eight to ten pages) individual case study paper. The work on case study papers will develop analytical skills including problem identification skills, data-handling skills, and critical thinking skills. Dealing with real-life situations described in cases, students will have to read in order to search, find, select, analyze and evaluate relevant sources, and finally write a case study paper. Working on case study papers, students will go through the stages of individual search, selection, analysis and organization of the relevant materials. While writing, students are engaged in referencing the sources, outlining, drafting, re-drafting, peer critiquing and editing.

ENG5201 English Speaking and Listening 2 (0 credits)

Prerequisites: ENG5101 or a required score in the entrance test

The course is designed for graduate students of KIMEP. It helps them to learn how to improve their speaking and listening skills. Over the course of the semester, students will be involved in work on case studies and make individual and group presentations, which will help them to be aware how to select and analyze materials, how to structure presentations, how to design visual aids, how to use voice/ body language in order to enhance the clarity and impact of presentations. During the course, listening and note-taking will be covered in the self-study component. Students will have to read and to listen to news programs of English speaking channels (BBC, CNN, etc.) to search for the relevant materials, and make notes with respect to the key aspects of the issues of their case studies.

ENG5202 English Reading and Writing 2 (0 credits)

Prerequisites: ENG5102 or a required score in the entrance test

This course is built on the reading strategies and writing skills acquired in the course Reading and Writing 1. Students will read academic texts on various issues to search, find, select, analyze and evaluate relevant sources in order to write a research paper. The major tasks of the course are the work on a short research (four to six pages) and a longer (eight to ten pages) research paper. This will involve critical thinking and dealing with real life situations in different areas. The process of writing a research paper will include referencing the sources, using proper citations, outlining, drafting and re-drafting, peer critiquing and editing of the paper.

PROFESSIONALLY ORIENTED FOREIGN LANGUAGE (Graduate)

ENG5101 Professionally Oriented Foreign Language (Economics) (2 credits)

Prerequisites: None

This course develops students' ability to understand, use and apply the terminology and concepts of Economics in ways that will aid their academic advancement and contribute to their preparation for the world of work.

LAW5101 Professional English Language (2 credits)

Prerequisites: None

This course introduces students to the methodology of reading legal text: extending from Treaties, constitutions, legislation and cases. It also provides an overview of the structure and hierarchical form of most domestic legal systems and their relation to international law and organizations. The course also covers the basic techniques of legal research, writing and analysis. Students learn to brief cases, perhaps synthesize cases from related fields, and write, legal documents as opinions memoranda or thesis related essays. The course is based on solving and analyzing legal questions taken from different disciplines.

MASTER'S DEGREE

FOREIGN LANGUAGE: TWO FOREIGN LANGUAGES

TFL5101 Introduction to Linguistics (cross-listed as TEL 5101) (3 credits)

Prerequisites: None

This course provides an overview to the general study of language. Introduction to Linguistics surveys linguistic theory focusing on subtopics of particular relevance to language teachers including: general phonetics, phonology, morphology, syntax, semantics, and historical-comparative linguistics. This course considers a universal grammar that governs language, and it also explores similarities and differences among languages. Other topics include language learning and the psychology of language; linguistic universals; and aspects of language in society. Topics covered will be exemplified through a variety of languages.

TFL5102 Introduction to Sociolinguistics (cross-listed as TEL 5102) (3 credits)

Prerequisites: TEL5101

The sociolinguistics course focuses on examining language as it is used in society and how language and society affect each other. It assumes that language is fundamental in the organization and understanding of everyday interactions, from both individual and societal perspectives. The course topics include social dialects; class, ethnic, and gender differences in speech; linguistic change; language in multinational settings; and the politics of language. The course also studies applications of sociolinguistic research methods to problems in applied linguistics and language education.

TFL5201 Language Analysis for Language Instructors: Formal and Functional Grammars (cross-listed as TEL 5201) (3 credits)

Co-requisites: TEL5101

This course is the first part of a two-course sequence. The course provides an overview of formal and functional perspectives using English language structure as the point of departure and focuses on English phonetics, phonology, morphology and syntax. The course surveys the role(s) of grammar in second/foreign language teaching, and presents strategies for introducing grammatical forms to non-native speakers.

TFL5202 Language Analysis for Language Instructors: Grammar in Social, Cultural Contexts (cross-listed as TEL 5202) (3 credits)

Prerequisites: TEL5101, TEL5201

This course is the second part of a two-course sequence. The course analyzes relations between situational contexts and grammatical choices, and refers to contemporary views about language semantics, pragmatics, and discourse structures. The course also considers implications of grammatical choices in situational contexts for foreign language instruction.

TFL5301 Introduction to Second Language Acquisition (cross-listed as TEL 5301) (3 credits)

Co-requisite: TEL5101

This course examines the process of acquiring a second or additional language. Topics include the nature of learner language, individual differences in language acquisition, the role of input and interaction, similarities and differences in L1 and L2 acquisition, instructed acquisition, and the relationship between acquisition research and second language teaching. The course also analyzes the neurolinguistic, psycholinguistic, and sociolinguistic bases of second language acquisition in childhood and adulthood.

TFL5302 Second Language Acquisition Research (cross-listed as TEL 5302) (3 credits)

Prerequisites: TEL5301

This course is an introduction to research on the language and learning processes of second-language learners. The goal of this course is to deepen students' knowledge of cognitive and linguistic approaches to second language acquisition and to analyze research according to grammatical, pragmatic, and sociolinguistic dimensions of language learning. The course surveys major perspectives on second language acquisition processes, including interlanguage theory, the Monitor Model, acculturation theory, cognitive/connectionist theory, and linguistic universals. Course work shall consist of the planning and implementation of a research project and the exchange of the results of this research through discussion, reports, and/or papers.

TFL5401 Methods in Language Teaching (cross-listed as TEL 5401) (2 credits)

Prerequisites: None

This course is an introduction to current instructional methods and approaches for teaching a second language to adults. The course focuses on theoretical perspectives, major methodological issues, and current controversies, and examines the historical and theoretical foundations in second language teaching. The course involves extensive readings, discussions, and observations of language classes, with consideration of principles for instruction in a wide range of teaching contexts. Particular attention is paid to long-term development of language teachers as decision-makers and problem-solvers.

TFL5402a Practicum (cross-listed as TEL 5402a) (3 credits)

Prerequisites: TFL5401; can be taken concurrently with TFL5402b; a minimum of 18 credits in the program

The practicum is a course in which the student demonstrates the knowledge and skills developed in the master's program. It is an observation of and practice in teaching second language to adults at the college or university level. Students are apprenticed to experienced mentor teachers in ongoing language classes, and receive detailed feedback on their teaching, including comments about the knowledge, principles, and skills required to teach second languages; performance with language curriculum and materials development; and use of student assessment. For experienced teachers, especially those who have taught for many years in ESL and multilingual settings, a research project is an option.

TFL5402b Practicum (cross-listed as TEL 5402b) (3 credits)

Prerequisites: TEL5401; TFL5402b can be taken concurrently with TEL5402a; a minimum of 18 credits in the program

The second part of the practicum is the in-class, student teaching experience, where the knowledge and skills developed in the program is applied. TEL5402b can be waived for teachers who are working full-time.

TFL5403 Curriculum Design and Classroom Management (cross-listed as TEL 5403) (2 credits)

Prerequisites: None

This course prepares and evaluates materials for teaching second language in a variety of contexts. The course focuses on learning-centered approaches to designing courses, from developing curriculum to material design. Curricula in both second and foreign language environments will be addressed. During the course, students will design a curriculum to respond to the needs of a specific student audience through a process of needs assessment, selection, sequencing, presentation, and evaluation. Students will select, adapt, develop, and evaluate course goals and objectives, structured syllabus, course units, lesson plans, system of evaluation, and materials for one lesson.

TFL5404 Language Evaluation and Assessment (cross-listed as TEL 5404) (2 credits)

Prerequisites: A minimum of 18 credits in the program

This course introduces the principles and practice of conducting language learning evaluation within the context of adult foreign language acquisition from both theoretical and practical perspectives. The course is aimed at analysis of the goals and rationale of different types of assessments in foreign language programs, including teacher-made assessments and current standardized test instruments. Students will also gain experience in developing and critiquing assessment materials.

TFL5501 English for Specific Purposes (cross-listed as TEL 5501)(2 credits)

Prerequisites: None

This course is a critical review of literature on genres of English used in identified social contexts, such as the language used in academic journal articles or during job interviews. Students carry out their own ESP research projects, describing the way English is used in a target context.

TFL5502 Educational Technology in Language Classrooms (cross-listed as TEL 5502) (2 credits)

Prerequisites: None

This course explores the uses of computers in the foreign language classroom, including language learning through information processing software, digital technology, multimedia applications for home-oriented and educational software, and the Internet. During the course students will have hands-on experience with multimedia applications and instructional software, information processing software, and digital technology.

TFL5503 Teaching Writing and Reading (cross-listed as TEL 5503) (2 credits)

Prerequisites: None

This course examines language reading-writing theory and pedagogy focusing on adult EFL/ESL classrooms. Readings and discussions address intellectual and analytical procedures involved in writing and reading, social and political contexts within which second language writing/reading occurs, etc. Students explore second and foreign language reading and writing development and examine effective teaching by designing methods and materials for teaching reading and writing and evaluating phonological, semantic, and syntactic aspects of instruction.

TFL5504 Teaching Listening and Speaking (cross-listed as TEL 5504) (2 credits)

Prerequisites: None

The course examines foreign and second language listening/speaking theory and pedagogy in adult classrooms. It explores the process of listening and comprehension, and highlights problems faced by non-native speakers. The course also surveys the methods, techniques, and activities for teaching conversation and listening comprehension, with an examination of recently published materials. Lesson planning and effective classroom management appropriate to the needs of students are emphasized.

TFL5506 Cross-Cultural Aspects of Language Teaching (cross-listed as TEL 5506) (2 credits)

Prerequisites: None

This course defines and explores the relationship between language teaching and culture with a heavy emphasis on how to use different approaches (literature, writing, media/theatre, history) to teach culture through language courses starting with the basic question of what is culture? This course is grounded in a socio-cultural constructivist approach towards language and language learning. Students will study culture in general and learn about their own cultural influences to better understand teacher-student and student-student interactions from various cultures through and in language teaching.

TFL5601 Research Methods and Graduate Research Writing (cross-listed as TEL 5601) (3 credits)

Prerequisites: TFL5302; a minimum of 18 credits in the program

This course is designed to familiarize students with a variety of scholarly and scientific approaches and methods for research in education settings, theory development, data processing, scholarly writing, and organization of a research paper related to applied linguistics, second language acquisition, and pedagogy.

TFL5690 Thesis I (3 credits)

Prerequisites: TEL5601; a minimum of 18 credits in the program

Students register for this course and TEL5691 while they are working on and defending their master's thesis.

TFL5691 Thesis II (3 credits)

Prerequisites: TEL5690 (or concurrent enrollment); a minimum of 22 credits in the program

This is the second course for working on and defending the master's thesis.

TFL5692 Comprehensive Examination Preparation Course (1 credit)

Prerequisites: Must have completed all coursework in the program except TFL 5690 and TFL 5691 (Thesis I and II).

This course prepares students for the Kazakhstani state-issued comprehensive exam for the Foreign Language: Two Foreign Languages degree.

TFL5700 Seminar in Applied Linguistics (cross-listed as TEL 5700) (2 credits)

Prerequisites: None

This is a special topics seminar that will focus on various contemporary issues in language acquisition and teaching. Seminar topics include (but are not limited to): bilingualism, language policy and planning, discourse analysis, program evaluation, and critical pedagogy. Seminar topics will be listed on the program website during the registration period preceding the semester.

GRADUATE COURSES DESCRIPTION

BANG COLLEGE OF BUSINESS

MASTER OF BUSINESS ADMINISTRATION COURSES

ACCOUNTING AREA

ACC5001 Foundations of Accounting (1.5 Credits)

Prerequisites: MBA Standing

The course is aimed at those who have little or no knowledge of accounting. The course focuses on the basic theoretical framework of accounting principles considering various accounting techniques and their effect on financial statements. Students will gain an understanding of the concepts and language of accounting that can be used as an effective tool for communication, monitoring, and resource allocation. They will also gain mastery of the vocabulary and meaning of financial statements and accounting reports. Basic financial statement analysis methods are introduced.

ACC5203 Financial Reporting and Management Control (3 Credits)

Prerequisites: ACC5200

This course provides MBA students with an overview of different issues related to financial accounting and management control systems. It is designed to consolidate students' understanding of the IFRS standards and students' ability to utilize aspects of accounting theory to resolve major reporting issues. Through the development of a solid understanding the importance, language and techniques of accounting, students achieve important skills for preparation and analysis of financial statements for better management planning, decision making and control.

ACC5206 Auditing (3 Credits)

Prerequisites: ACC5203

This course covers auditing standards and procedures observed by Public Accountants in the examination of financial statements of business and other organizations; audit standards, objectives, and conceptual framework for collection of evidence and assessment of control risk; and short-form audit report and operational auditing.

ACC5207 International Financial Reporting Standards (3 Credits)

Prerequisites: ACC5203

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.

ACC5209 Advanced Accounting (3 Credits)

Prerequisites: ACC5203

This course develops a deeper understanding of financial accounting. Among the topics that will be addressed are: business combinations, and consolidation of subsidiaries at date of acquisition and later years, inter-corporate investments, factors affecting ownership interests, segmented and interim reporting, accounting for international activities, foreign currency transactions, translating foreign operations, and reporting foreign operations.

ACC5210 Taxation in Kazakhstan (3 Credits)

Prerequisites: ACC5203

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.

ACC5211 Principles of Taxation (3 Credits)

Prerequisites: ACC5203

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.

ACC5212 Financial Statements Analysis (3 Credits)

Prerequisites: ACC5203

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.

ACC5216 Professional Auditing (3 Credits)

Prerequisites: ACC5206

This course extends and upgrades the knowledge obtained in Auditing to a professional level, preparing students for entry positions in the international Accounting Firms. The course is designed to enhance students' 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.

ACC5217 Fraud Examination (3 Credits)

Prerequisites: ACC5206

The course is intended to provide fundamental and practical knowledge for all students to learn about the global threat of fraud and to prepare for careers in the anti-fraud profession. The students will be able to identify and assess appropriate fraud risk factors by increasing the body of anti-fraud knowledge in the current audit environment, in which the identification of the fraud risk factors by auditors is required by law or standards and emphasized. The knowledge gained from this course, which regular auditing course do not fully cover due to limited time frame, should be instrumental for the detection and deterrence of fraud in any types of audits.

ACC5260 Selected Topics in Accounting (3 Credits)

Prerequisites: ACC5203

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

BUSINESS AREA

ACC/FIN/MGT/MKT5270 MBA Credit Internship Program (3 Credits)

Prerequisites: Completion of at least 18 credits of course work and ACC5203/FIN5202/MKT5202/MGT5201 depending on students' specialization

Internship gives MBA students the opportunity to put into practice the knowledge acquired during their studies, get some business experience and be better prepared for their future career. Credit Internship Program can be taken after completion of 24 credit hours in the MBA program. The minimum internship period is 160 hours of job experience of managerial nature. After completion of internship, students submit an Internship Report and other required documents. Students will be assigned a faculty supervisor who will monitor internship and evaluate the Internship Report. Internship should be in the field of chosen specialization. Students have to attend at least 3 Preparatory Internship Training Sessions prior to becoming an intern. For details on Credit Internship Program, students are advised to seek information from BCB Career Services Center and/or the Director of the MBA program.

ACC/FIN/MGT/MKT 5275 MBA Thesis (3 Credits)

Prerequisites: Completion of at least 24 credits hours and ACC5203/FIN5202/MKT5202/MGT5201 depending on students' specialization

MBA thesis is a practical research work, involving the analysis of a specific problem in the area of Major, evaluation of the results of the analysis, which serves as a basis for developing specific proposals and implementing the appropriate solution to the problem.

FINANCE AREA

FIN5001 Foundations of Finance (1.5 Credits)

Prerequisites: MBA Standing

This course surveys the basic concepts and tools of Financial Management. The major objectives of this course are to learn the fundamental principles of finance and to obtain a broad perspective of the area of Financial Management. Major topics include financial objectives, financial analysis and planning, financial environment, risk-return trade-off, time value of money, valuation, capital budgeting, cost of capital, capital structure, working capital basics etc. Special emphasis is given on integration of the concepts of Financial Management into a total systems approach to financial decision-making.

FIN5200 Managerial Economics (Micro and Macro) (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.

FIN5202 Advanced Corporate Finance (3 Credits)

Prerequisites: FIN5001

The course examines in details investment and financing decisions, and their interrelatedness. The overall goal is to obtain a comprehensive and in-depth perspective of the area of Financial Management. Major topics include financial analysis and planning, valuation, capital budgeting, capital structure, dividend policy, working capital management, mergers and acquisition, hybrid financing, bankruptcy, multinational financial management, and risk management. Special emphasis is given on integration of the concepts of financial management into a total systems approach to business decision-making.

FIN5204 Financial Institutions Management (3 Credits)

Prerequisites: FIN5202

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.

FIN5206 Investment Management (3 Credits)

Prerequisites: FIN5202

This course examines the investment environment and the investment process. An investment is the current commitment of money or other resources in the expectation of reaping future benefits. The investment process involves identifying objectives and constraints, formulating and implementing strategies, and monitoring and updating the portfolio as needed. Major topics include investment alternatives, securities markets and trading mechanism, risk and return analysis, modern investment theory, valuation, analysis and management of bonds, common stocks and derivative securities, and investment performance evaluation.

FIN5209 International Finance (3 Credits)

Prerequisites: FIN5201

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.

FIN5210 Financial Derivatives (3 Credits)

Prerequisites: FIN5202

This course offers an introduction to derivative markets. A derivative is an instrument whose value depends on the values of other more basic underlying variables. This course focuses on the financial derivatives. Emphasis is placed on organization and role of put and call options markets, futures and forward markets, swaps markets, and their interrelations. Major topics include arbitrage relations, valuation, hedging and speculating with derivatives, implementation of derivatives trading strategies, the perspective of corporate securities as derivatives, the functions of derivatives in securities markets, regulations and recent innovations in derivative markets.

FIN5211 Bank Management (3 Credits)

Prerequisites: FIN5202

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.

FIN5213 Credit and Market Risk Management (3 Credits)

Prerequisites: FIN5202

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.

FIN5214 Risk Management and Insurance (3 Credits)

Prerequisites: FIN5202

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.

FIN5215 Investment Banking (3 Credits)

Prerequisites: FIN5202

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.

FIN5260 Selected Topics in Finance (3 Credits)

Prerequisites: FIN5202

The course involves study and research on contemporary issues in the area of finance at an advanced level. Topics vary according to the interests of the student and instructor. These topics may be from areas of Corporate Governance, Mergers and Acquisition, Small Business Finance and Development, Oil and Gas Project Evaluation and Management, Financial Market Structure, or from other areas of Finance.

INFORMATION SYSTEMS AREA

IFS5001 Foundations of Information System (1.5 Credits)

Prerequisites: MBA Standing

Managers and decision makers in business, industry, and government must be familiar with the use of information and its processing. This course focuses on management of information systems within the business environment. Topics include management concepts in the role and administration of information system functions in organizations; enhancement of management with computers; management of systems development; planning and analysis, design, implementation and operation of computer-based systems.

MANAGEMENT AREA

MGT5001 Foundations of Management (1.5 Credits)

Prerequisites: MBA Standing

This course deals with introductory knowledge about the role and nature of management in contemporary business. Core concept of management theory and practice in a globalized era are explained. Corporate social responsibility, planning and decision making, leadership and motivation, corporate culture, innovation, and strategy subjects are dealt in order to give students basic background. The diverse roles of managers, developing successful organizations, large or small, are explored.

MGT5200 Business Communication (3 Credits)

Prerequisites: MBA Standing

The course focuses on business communication skills in organizations; particularly writing concise and error-free business documents, interpersonal communication, small-group communication, and presentational speaking in a business context. These skills are almost universally identified as values critical to success in management. Issues considered include coherence, clarity, style, tone, empathy, and other basic elements in communication success. The course also develops understanding of communication theories, describes strategies for planning managerial communications and looks at how new technologies are changing the way people in business communicate, and the implications those changes have for organizations.

MGT5201 Organizational Behavior and Leadership Ethics (3 Credits)

Prerequisites: MBA Standing

The way people interact and are led in organizations affects the quality of work life and the overall effectiveness of organizations, including the ethical culture that develops within organizations. The material in this course exposes students to some of the main themes associated with managing and ethically leading people, such as attitude, personality, values (including trust), ethical dilemmas, organization culture, human relations psychology, and the role of group behavior in organizations. This core course also includes issues associated with motivation and job satisfaction, power (abuse) and empowerment, organizational politics and corruption, teamwork, organization change, interpersonal/organizational communication, and the critical role that leadership plays in organization success in today's global business world.

MGT5206 Leadership and Motivation (3 Credits)

Prerequisites: MGT5201

This course covers how the role of leadership and motivation influences the nature, resources, strategies, and models of complex organizations. It uses case analysis to examine process of managerial leadership, motivation, and interpersonal relationships in work groups and their influence on organizational effectiveness.

MGT5207 Human Resources Management (3 Credits)

Prerequisites: MGT5201

This course deals primarily with activities that directly affect how employees are brought into the firm and how they are treated while they are employed. These activities include selection, training and development, performance evaluation and management, reward and compensation, labor relations, working conditions, among other related issues.

MGT5211 International Business (3 Credits)

Prerequisites: Completion of 12 credits of Pre-MBA Foundation courses

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.

MGT5212 Decision Making (3 Credits)

Prerequisites: MGT5201

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.

MGT5225 Hospitality Management (3 Credits)

Prerequisites: MBA Standing

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.

MGT5227 Change Management (3 Credits)

Prerequisites: MGT5201

This course serves as an introduction to managing change in organizations with an emphasis on developing the students' ability to understand the necessity of change in organizations. Upon completion of the course students will be able to understand the conceptual and theoretical underpinning of change in different organizational contexts. Students will also learn how effective change management helps an organization gain competitive advantage and understand the skills needed to manage change effectively.

MGT5229 Competitive Advantage Strategy (3 Credits)

Prerequisites: MGT5201

This course uses Porter's model of competitive advantage to understand the dynamics of the competitive environment. Drawing on case examples, the course outlines the core concepts of Porter's theory with particular reference to the importance of the Diamond model of competitive advantage. Cluster mapping methodologies are employed to understand the dynamics of competitive advantage, emphasizing the importance of corporate and government collaboration to achieve sustainable competitive advantage.

MGT5230 Innovation Management (3 Credits)

Prerequisites: MGT5201

This course provides an essential insight into the area of innovation management. Once seen as a luxury, innovation is now a key part of the toolkit of the successful business. The class covers issues such as risk management, managing the research and development process, intellectual property management, integrating innovations into existing operation, the marketing of new products and technology transfer.

MGT5232 Leadership and Corporate Governance (3 Credits)

Prerequisites: MGT5201

This course intends to promote understanding of corporate governance as an institutional framework providing shareholders a safe return on their investments. The participants will gain the capacity to analyze the economic background of the compensation practices and get exposed to corporate governance regulations and practices in different countries. The course provides deep involvement of students in assessing the costs and benefits of better corporate governance standards that will help making reasonable decisions to protect investors' rights.

MGT5233 Leadership and Organizational Design (3 Credits)

Prerequisites: MGT5201

This course intends to develop basic understanding of organizational theory and enables students to apply the knowledge acquired to help organizations in solving their current problems. Students will also be equipped with critical and analytical toolkits to assess organizations' structure and its impact on the organizational effectiveness. Thus, students will understand how to design and change organizational structures to achieve superior performance and be able to analyze the organizations from the leadership and managerial viewpoint.

MGT5250 Strategic Management (3 Credits)

Prerequisites: MGT5201, ACC5203, FIN5202, MKT5202

This course focuses on the strategy of the firm, examining issues central to its short-term and long-term competitive position. Students are placed in the role of key decision makers and asked to address questions related to the creation or retention of competitive advantage. The initial focus is on industry analysis and identifying opportunities for competitive advantage followed by recognition of firm-specific capabilities or core competencies that contribute to competitive advantage, followed by exploring ways to use those distinctive competencies to establish sustainable competitive advantage(s) in the marketplace. Students will have an opportunity to understand and apply different techniques, tools, and approaches necessary for identifying a company's key factors for success. This is a case-based course, and students will research and formulate a thorough environmental analysis and strategic plan as a requirement for this course.

MGT5260 Selected Topics in Management (3 Credits)

Prerequisites: MGT5201

This course examines specific contemporary issues in management at an advanced level. Topics vary according to the interests of the students and the instructor.

MARKETING AREA

MKT5001 Foundations of Marketing (1.5 Credits)

Prerequisites: MBA Standing

The aim of this course is to provide students with a basic understanding of marketing principles. Analysis for marketing decisions like research, consumer and buying behavior, market structure and competitor analysis are dealt. Marketing decision making, marketing mix analysis, service marketing and global marketing issues are covered to give students insight of today's marketing environment.

MKT5202 Advanced Marketing Management (3 Credits)

Prerequisites: MKT5001

This course offers students the opportunity to broaden their understanding of marketing management with emphasize on strategy development and its implementation. Students will learn designing strategies that match corporate objectives, resources, and operating environment. Competitive market analysis, segmentation-targeting-positioning, creating sustainable competitive advantage, marketing plan, and service marketing are among the topics to be covered.

MKT5203 Consumer Behavior and Marketing Strategy (3 Credits)

Prerequisites: MKT5202

The aims of this course are to provide the student with a basic understanding of the importance and real influence of consumers on marketing strategy. The course emphasizes the practicality of behavioral sciences' theories as demonstrated by consumer behavior by examining how these concepts can be used by marketing practitioners to develop and implement effective marketing strategies.

MKT5204 Integrated Marketing Communications (3 Credits)

Prerequisites: MKT5202

The main goal of this course is to introduce students to the main concepts of marketing communications strategy. This course anticipates the needs of future marketing managers who are able to lead company's communication. By the end of this course students are able to define and develop company's marketing communications strategy based on corporate attitudes and values.

MKT5205 Services Marketing (3 Credits)

Prerequisites: MKT5202

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.

MKT5206 Marketing Research (3 Credits)

Prerequisites: MKT5202

This course explores the use of marketing research as an aid to making marketing decisions. Specifically, this course addresses how the information used to make marketing decisions is gathered and analyzed. This course is designed for all marketers, both those who will use market research results and marketing researchers.

MKT5210 International Marketing (3 Credits)

Prerequisites: MKT5202

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.

MKT5213 Event Marketing (3 Credits)

Prerequisites: MKT5202

Event marketing requires a well-planned strategy that allows the corporate marketing partner to communicate with its target market through an event in ways that go beyond the sponsorship package. This course introduces the most effective tools for conducting every phase of a successful, integrated marketing campaign for events, from conferences and expositions to fairs and festivals. It explains the powerful forms of promotion, advertising, and public relations that are needed to attract broad attention, motivate people to attend, and achieve the desired goals of an event.

MKT5214 Strategic Brand Management (3 Credits)

Prerequisites: MKT5202

This course addresses important branding decisions faced by organizations. The objectives are: to increase the students' understanding of important issues in planning and evaluating brand strategies; to highlight appropriate theories, models, and other tools that enhance branding decisions; and to provide a forum for students to apply these principles. Particular emphasis is on understanding the customers' psychological principles, resulting in improved managerial decision-making regarding brands. The course will make these concepts relevant to most types of organization (public or private, large or small). During the course students will be introduced to the theoretical concepts of branding and brand management. Interactive learning integrates theory into practice through case studies, analysis of video materials, and analysis of brand strategies for the company operating in Kazakhstan and its presentation.

MKT 5221 Tourism Marketing

Prerequisites: MKT5202

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.

MKT5260 Selected Topics in Marketing (3 Credits)

Prerequisites: MKT5202

This course examines specific contemporary issues in marketing at an advanced level. Topics vary according to the interests of the students and the instructor.

OPERATIONS MANAGEMENT AREA

OPM5001 Foundation of Operations Management (1.5 Credits)

Prerequisites: MBA Standing

This course describes the nature and scope of Operations Management and how it relates to other parts of the organization. The course covers such areas as P/OM integration in the organization, productivity, forecasting, total quality management, product planning, capacity planning, scheduling, production layout, project planning, world-class manufacturing, just-in-time operations, supply chain management, inventory management and other operations strategy

OPM5201 Quantitative Methods and Business Research (3 Credits)

Prerequisites: MBA Standing

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.

OPM5203 Logistics & Supply Chain Management (3 Credits)

Prerequisites: OPM5201

This course focuses on managing resources in service and production operations environments for globalization and how the value chain and lean synchronization improves Supply Chain Management (SCM) systems. This course discusses a solid foundation in designing SCM networks, process design, capacity assessment and operations network configuration in SCM. Students will understand the applications of strategic forecasting, value chain, inventory flow, MRP, vendor selection and evaluation, purchasing and subcontracting, contract preparations, management of integrated project planning and financial analysis for global supply chain management.

OPM 5204 Advanced Quantitative Research Methods for Business (3 credits)

Prerequisite: OPM 5201

The course aims to develop the student's ability to apply some advanced quantitative methods for their theses research. It will cover such topics as: basics of matrix and vector algebra, multivariate normal distribution, multivariate multiple linear regression, principal components and factor analysis, simultaneous equation models, neural networks, and non-linear models created by the group method of data handling (GMDH) algorithm.

DOCTOR OF BUSINESS ADMINISTRATION COURSES

CORE COURSES

BUS6201 Modern Problems of the Economy (3 credit hours)

Prerequisites: None

This course provides an overview of the current status of Kazakhstan's economy and explores future opportunities and challenges. Topics include unique issues encountered in establishing a market economy in Kazakhstan, analysis of current business environment in Kazakhstan, role and relative importance of Kazakhstan in the world economic system, prospects and problems of Kazakhstan's accession into the WTO, analysis of experience of developed countries with a market economy and comparison with the economy of Kazakhstan, globalization and the economic development of the Republic of Kazakhstan, tendencies and trends of development of international business and their reflection in the economy of Kazakhstan, role of various institutions in business development in the RK, role of information, tele-video-communication technologies, advertisement public relations and industrial innovation in Kazakhstan's business industry and role of Kazakh businesses in providing employment to the population.

BUS6301 Qualitative Research Methods (3 credit hours)

Prerequisites: None

The concept of rank and methods of solving systems of linear equations will be considered. The course will give also main concepts of the probability (some often used discrete and continuous models), and univariate statistics (random variables, samples, central limit theorem, point and interval estimators including MLE and GMM, parametrical and non-parametrical hypotheses testing, ANOVA, ANCOVA, and regression analysis).

BUS 6302 Quantitative Research Methods (3 credit hours)

Prerequisites: none

The course gives important concepts of matrix algebra (Eigen-values, Eigen-vectors, spectral decomposition, square-root matrix, etc.), multivariate normal distribution (parameters estimation, hypotheses testing, MANOVA, MANCOVA, etc.), multiple multivariate linear regression, logistic regression, principal components and factor analyses, canonical correlation analysis, discriminant analysis and clustering.

BUS 6303 Econometrics (3 credit hours)

Prerequisites: BUS 6302 Quantitative Research Methods

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 multivariate linear regression models, simultaneous equation systems, stationary and non-stationary time series analysis, panel data analysis, and policy evaluations.

MGT6304 Strategic Management and Competitiveness Analysis (3 credit hours)

Prerequisites: BUS6201 Modern Problems of the Economy

Students will explore current academic research in strategic management and global competitiveness of business organizations. This course examines the standard models of mission, vision, policies, procedures, resources, competencies, capabilities, control, and evaluation of organizational strategies, and their impact on organizational performance. For competitiveness analysis, it will look into industrial clustering and competitiveness, the competitive and comparative advantages of nations, social capital, the diamond theory, the network theories, social structures and capabilities of markets, and international competitiveness from a global perspective.

MGT6309 International Business Strategies

Prerequisites: BUS6201 Modern Problems of the Economy

This course examines the theories as well as empirical evidence on the patterns of doing business internationally, which is mandatory in professional life. The course engages intensive study and critical examination of current international business patterns and 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.

SPECIALIZATION AREA: ACCOUNTING

ACC6301 Accounting Research (3 credit hours)

Prerequisites: None

This course discusses the nature of scientific theories and the development of modern accounting theory as it relates to accepted theories in economics and finance. This course introduces students to major areas of accounting research and research methods. During this course, students develop substantial skills in absorbing and critically evaluating contemporary accounting research.

ACC6302 Accounting Related Capital Markets Research (3 credit hours)

Prerequisites: ACC 6301 Accounting Research

This course focuses on research evaluating the usefulness of accounting information for valuing equities securities. The course builds a foundation for conducting accounting related capital market research.

ACC6303 Management Accounting Research (3 credit hours)

Prerequisites: ACC 6301 Accounting Research

This course focuses on theoretical foundations and empirical testing of current management accounting issues.

ACC6304 Judgment and Decision Making in Accounting (3 credit hours)

Prerequisites: ACC 6301 Accounting Research

This course introduces the major areas of inquiry in judgment and behavioral decision making research in accounting. The course focuses on major theoretical and methodological issues and assesses the practical implications of the research.

ACC6306 Auditing

Prerequisites: ACC 6301 Accounting Research

This course examines the theories as well as empirical evidence on auditing. It covers auditing standards, theories 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.

ACC6307 Taxation

Prerequisites: ACC 6301 Accounting Research

This course examines the theories as well as empirical evidence on taxation, 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.

SPECIALIZATION AREA: FINANCE

FIN6301 Theory of Finance (3 credit hours)

Prerequisites: None

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.

FIN6302 Research in Finance (3 credit hours)

Prerequisites: BUS 6301 Qualitative Research Methods + BUS6302 Qualitative Research Methods + FIN 6301 Theory of Finance

In this course, students acquire knowledge and research skills necessary to conduct original and applied financial researches. Students will master empirical and analytical research skills in the studies such as financial information and capital market behavior, problem of information asymmetry in financial markets, pricing and valuation of assets and claims, financial decision making of firms and financial intermediaries, and other wide spectrum of empirical testing and development of theoretical models using advanced econometric tools and statistical methods.

FIN6303 Corporate Finance (3 credit hours)

Prerequisites: FIN 6302 Research in Finance

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.

FIN6304 Financial Markets and Institutions (3 credit hours)

Prerequisites: FIN 6302 Research in Finance

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.

FIN6307 Investment Management (3 credit hours)

Prerequisites: FIN 6302 Research in Finance

This course examines the theories as well as empirical evidence on 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.

FIN6308 Financial Derivatives (3 credit hours)

Prerequisites: FIN 6302 Research in Finance

This course examines the theories as well as empirical evidence on derivatives. 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.

SPECIALIZATION AREA: MANAGEMENT

MGT 6301 Business and Entrepreneurship (3 credit hours)

Prerequisites: None

The purpose of this course is to provide DBA students a solid knowledge about business and industrialization history of different developed countries. It will prepare them for taking future leadership in entrepreneurial activities and steer economic development of the country. Topics will cover history of industrial development of leading industrial countries in the world, different economic systems, different governance systems, and different national business system from a global perspective. The Japanese Keiretsu, Korean Chaebol, Italian Industrial Clustering, and German Corporatism concepts will be discussed in details and lessons for emerging countries will be identified. From an entrepreneurial perspective, it will include issues related to new business identification, small business financing, capital budgeting tools, project management and evaluation techniques, market research, product pricing, technology innovation and management for new venture creation in an emerging economy context.

MGT6302 Organizational Behavior and Leadership Theories (3 credit hours)

Prerequisites: None

Organizational Behavior is a field of study that is primarily concerned with understanding individual and group behavior in work organization. The OB 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. This course also will enable students to understand the history and development of leadership theories. Emphasis will be given on ethical responsibilities of leadership and learn how, as leaders and followers, actively engage in change process to create a better organization and society.

MGT6303 Management and Organization Theory (3 credit hours)

Prerequisites: MGT 6302 Organizational Behavior and Leadership Theories

The objectives of this course are to (1) familiarize student with seminal works and theories of management and organization studies, (2) identify the research gaps in existing literature and recommend future research opportunities. The student will study elements of theory and model development from macro and micro perspectives. The intent will be to understand how these different concepts of modern business organizations are meant and shape the generalist point of view into management theory and practice in both a national and global context. The classical management theories, cultural theories, institutional theories, regulation theories, modernism and post-modernism debate, Fordism, Toyotaim, TQM, Six Sigma, Lean Production, etc. will be included in this course. Further it will look into grounded theory approach to understand the development of new theories and approaches in management and organization analysis.

MGT6306 Leadership and Corporate Governance

Prerequisites: MGT 6302 Organizational Behavior and Leadership Theories

This course examines the theories as well as empirical evidence on Leadership and Corporate Governance. It provides understanding of corporate governance as an institutional framework providing shareholders a safe return on their investments. The participants will gain the capacity to analyze the economic background of the compensation practices and get exposed to corporate governance regulations and practices in different countries. The course provides deep involvement of students in assessing the costs and benefits of better corporate governance standards that will help making reasonable decisions to protect investors' rights.

MGT6307 Human Resource Management (3 credit hours)

Prerequisites: MGT 6302 Organizational Behavior and Leadership Theories

This course examines the theories as well as empirical evidence on human resource management. It deals primarily with activities that directly affect how employees are brought into the firm and how they are treated while they are employed. These activities include selection, training and development, performance evaluation and management, reward and compensation, labor relations, working conditions, among other related issues.

MGT6308 Change and Innovation Management (3 credit hours)

Prerequisites: MGT 6301 Business and Entrepreneurship

This course examines the theories as well as empirical evidence on change and innovation management. This course provides conceptual and theoretical underpinning of change in different organizational contexts. Students will also learn how effective change management helps an organization gain competitive advantage and understand the skills needed to manage change effectively. This course also provides an essential insight into the area of innovation management. 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.

SPECIALIZATION AREA: MARKETING

MKT6301 Theory of Marketing (3 Credits)

Prerequisites: None

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 system 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 inquiry and nature of scientific explanation, theories of truth, and distinctions between science and non-science will be discussed as it pertains to theory development.

MKT6302 Theories of Consumer Behavior (3 Credits)

Prerequisites: MKT6301 Theory of Marketing

This course examines the theories as well as empirical evidence on theories of consumer behavior. 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.

MKT6303 Strategic Marketing (3 Credits)

Prerequisites: MKT6301 Theory of Marketing

This course examines the theories as well as empirical evidence on strategic marketing. It offers students the opportunity to broaden their understanding of marketing management by dealing with strategy development and its implementation. Students will learn how to design imaginative yet well-grounded strategies that match corporate objectives, and which are appropriate in terms of corporate resources, the operating environment and the target public. Students learn to apply strategic knowledge to practical problems in a creative and analytical manner; frequent use of cases will give ample practice in realistic implementation. The course discusses well-established marketing themes such as effective services marketing, ethical issues in marketing, corporate social responsibility, relationship marketing, and Internet marketing. Newer marketing ideas such as customer co-creation and environmental issues will also be discussed.

MKT6304 Strategic Brand Management (3 Credits)

Prerequisites: MKT6301 Theory of Marketing

This course examines the theories as well as empirical evidence on strategic brand management. It 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.

MKT6307 Integrated Marketing Communications (3 Credits)

Prerequisites: MKT6301 Theory of Marketing

This course examines the theories as well as empirical evidence on integrated marketing communications. 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.

MKT6308 International Marketing (3 Credits)

Prerequisites: MKT6301 Theory of Marketing

This course examines the theories as well as empirical evidence on integrated marketing communications. 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.

COLLEGE OF SOCIAL SCIENCES

MASTER PROGRAMS

ECONOMICS AREA

ENG 5301.2 Professional English (for MAE program) (2 credits)

Prerequisites: None

This course is designed to prepare you for the writing of a masters thesis by addressing the challenges common to graduate research writing. Students will learn how to analyze and present valid arguments. Practice includes developing writing skills that enable students to clearly present claims to support their conclusions and avoid reinforcing biases. Topics addressed include the relationship between critical thinking and clear writing, credibility of sources, rhetorical devices, fallacies, unclear or misleading language, and the characteristics of various types of arguments.

ECN5012 Econometrics (Econometrics I, 3 Credits)

Prerequisites: None

Econometrics deploys economics, mathematics and statistics to specify economic relationships that help people forecast and make decisions. The course presents basic concepts in econometrics methods and methodology, regression models with time series, cross section and qualitative data. Topics in estimating single equations models are including Distributed lag models, causality problems, and dummy variables models in particular. Application of econometric models in real world economic data analysis will also be covered in the course.

ECN5013 Advanced Econometrics (Econometrics II, 3 Credits)

Prerequisites: ECN5012 (can be waived for students with undergraduate coursework in economics)

This course begins with fundamentals of advanced econometric modeling methods and techniques. This considers in detail econometric model formulation and estimation in multi equation settings. Topics covered are seemingly

unrelated regression models, simultaneous equation models, panel data models, advanced time series models, probit, logit and limited dependent variable models. Students practice their skills with statistical packages such as EViews.

ECN5021 Microeconomics (Microeconomics I, 3 Credits)

Prerequisites: none

This course covers consumer and producer theory, welfare measures and analyzes different market forms.

ECN5022 Advanced Microeconomics (Microeconomics II, 3 Credits)

Prerequisites: ECN5021 (can be waived for students with undergraduate coursework in economics)

This course provides a rigorous introduction to advanced microeconomic analysis. It covers consumer theory, auction theory and general equilibrium analysis, incorporating uncertainty, asymmetric information and externalities.

ECN5031 Macroeconomics (Macroeconomics I, 3 Credits)

Prerequisites: none

This course introduces standard concepts of macroeconomic theory including growth theory, aggregate demand and supply, stabilization policy and open economy macroeconomics. It gives an overview of the current macroeconomic debate.

ECN5032 Advanced Macroeconomics (Macroeconomics II, 3 Credits)

Prerequisites: ECN5031 (can be waived for students with undergraduate coursework in economics)

This course covers advanced topics in macroeconomic theory such as models of economic growth, rational expectations models, models of currency crises, nominal rigidities, business cycle theory, time inconsistency and microeconomic foundations of aggregate behavior.

ECN5041.1 Management (1 Credit)

Prerequisites: ECN5021 (can be waived for students with undergraduate coursework in economics)

This course deals with the functions of management of organizations. It analyses organizational structure, motivation and incentive conflicts, human resources and compensation schemes, organizational culture and ethics.

ECN5042.2 Psychology and Behavioral Economics (2 Credits)

Prerequisites: ECN5021 (can be waived for students with undergraduate coursework in economics)

This course gives an introduction to psychology and its applications to learning, management and interpersonal relations. It gives an overview of the interconnection between psychology and economics covering such topics as consumer choice, happiness measures, social preferences and behavioral approaches to policy and finance.

ECN5051 Money and Banking (3 Credits)

Prerequisites: ECN5031

The course analyses financial intermediation and the role of financial institutions for monetary policy. In addition, it focuses on issues such as risk management by private banks and financial regulation.

ECN5052 Statistical Methods (3 Credits)

Prerequisites: none

This course uses advanced statistical methods such as multivariate data analysis with estimation, hypothesis testing factor analysis and cluster analysis.

ECN5053 Game Theory (3 Credits)

Prerequisites: none

This course gives an introduction to the mathematical analysis of strategic interaction in conflict and cooperation. It includes repeated games, Bayes-Nash equilibrium, sequential games and introduces cooperative concepts such as core and Nash solution.

ECN5054 Mathematical Modeling (3 Credits)

Prerequisites: none

This course provides an overview of mathematical models which are used in economics and empirical modeling, encompassing data mining and flexible methods of modeling.

ECN5093 Project Planning and Welfare (3 Credits)

Prerequisites: ECN5021 (can be waived for students with undergraduate coursework in economics)

This course gives an introduction to the planning and budgeting of projects and their evaluation in terms of private and social desirability. It covers issues such as measurement, accounting for risk and choosing a discount rate and combines the rigorous treatment of welfare theoretic foundations of cost-benefit analysis with its practical application.

ECN5142 International Trade (3 Credits)

Prerequisites: ECN5021 (can be waived for students with undergraduate coursework in economics)

This course covers the basic theory of trade, including gains from exchange and specialization; factor and goods prices; tariffs; imperfect competition in trade; distortions in commodity and factor markets; and economic integration. . Topics include: Ricardian theory of comparative cost; the Heckscher-Ohlin model and the impact of factor abundance on trade; increasing returns and product differentiation; factor movements; commercial policy -- tariffs, quotas, export subsidies, and infant industries; international oligopoly and strategic trade; and economic integration, exemplified by free trade areas and customs unions. The course complements one on international finance but can be taken alone. A basic undergraduate course in trade would be useful although not necessary. Students should also have had an undergraduate course in intermediate or advanced microeconomic theory. The course deploys calculus and basic statistics.

ECON5143 International Finance (3 Credits)

Prerequisites: ECON5031 (can be waived for students with undergraduate coursework in economics)

This course deals with macroeconomics, financial markets, and monetary institutions, all from an international point of view. The field is eclectic, so the course can cover only a few theoretical topics: The balance of payments; international asset markets; and the exchange rate. The course concludes with contemporary policies in the international monetary system. The course complements International Trade (ECON5142) but can be taken alone. Students should have had undergraduate macroeconomics and microeconomics. Basic undergraduate courses in international trade and finance, as well as in money, would be useful. The course will use calculus and basic statistics.

ECN5226 Industrial Organization (3 Credits)

Prerequisites: ECN5021 (can be waived for students with undergraduate coursework in economics)

The study of industrial organization is important for understanding industrial economics and corporate behavior. It is also essential for students aiming to serve the industrial sector of the economy. The course focuses on an empirical and theoretical examination of the structure, conduct, and performance of firms and industries at the micro and macro level. What determines the market structure and how is it measured? How do firms in an industry behave or perform in a given market structure? The course emphasizes production and cost functions; productivity growth; technical change and technical efficiency; corporate investment; dividend policy; and financing behavior. Major topics include the theory of the firm; profit maximizing and growth maximizing models; price and output determination under different market structures; and measures of market structure and market performance.

ECN5261 Public Economics I (3 Credits)

Prerequisites: ECN5021 (can be waived for students with undergraduate coursework in economics) 1

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.

ECN5296 Labor Economics (3 Credits)

Prerequisites: ECN5021 (can be waived for students with undergraduate coursework in economics)

This course develops theoretical models of the labor market, presents related empirical research, and discusses policy applications. Topics include labor supply, labor demand, market equilibrium and compensating wage differences, investment in human capital, and cyclical unemployment. Additional topics may include labor unions, minimum wage laws, compensation policies and productivity, wage indexation, and discrimination and equal-opportunity laws.

ECN5334 Monetary Economics (3 Credits)

Prerequisites: ECN5031 (can be waived for students with undergraduate coursework in economics)

This course covers basic concepts such as the demand for and the supply of money. It consists of three parts: Theory of Money, Monetary Macroeconomics, and Monetary Policy. The first part examines the origin and concept of money and the structure of the money market. The second part is an extension of Macroeconomics related to

monetary issues. The third part examines the contemporary theories of monetary policy. The course examines Classical, Keynesian and Rational Expectations theories 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.

ECN5354 Financial Economics (3 Credits)

Prerequisites: ECN5021, ECN5031 (can be waived for students with undergraduate coursework in economics)

This course surveys foundations of modern financial economics. It applies economic analysis and modern theory of finance to investors and firms. Topics related to investors include portfolio theory, Capital Asset Pricing Model, options and futures contracts, including the Black-Scholes option pricing model and bond analysis. Related topics for firms include discounted cash-flow techniques in relation to budgeting problem associated with alternative investment projects, capital structure, including new issues of securities, debt and dividend policy based on the value of the firm. Issues related to mergers and acquisition, financial distress and bankruptcy, and corporate restructure will be discussed. Students will read journal articles to related topic covered.

ECN5801 Research Methods and Methodology (Thesis I) (3 Credits)

Prerequisites: None

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. At the end of the course students should write proposal of future Master dissertation.

ECN5888 Internship in Economics for MA (6 Credits)

Prerequisites: Permission of academic advising faculty member and permission of the employer.

This independent research project, undertaken in a work environment, provides students with data, people, and experience for studying an economic issue. Related readings, a daily journal, and an analytical paper supervised by a faculty member are required. The student must obtain permission before the start of the semester in which he enrolls.

ECN5890 Special Topics in Economics (3 Credits)

Prerequisites: varies depending on the topic

Selected topics in Economics of interest to students and faculty. The course may be repeated for credit if the topics are different.

ECN5990 Research Seminar (3 Credits)

Prerequisites: ECN5801

The student shall undertake a seminar class with an instructor and orally defend his/her thesis proposal. At the same time, he will have a supervisor who works with him/her towards preparing the thesis.

ECN5991 Thesis (6 Credits)

Prerequisites: ECN5990 or concurrent enrollment

The student under the supervisor shall complete his/her thesis and publicly defend it.

ECN5999.1 Comprehensive Examination (1 credit)

Students will take an exit test that evaluates their competencies in the field of economics.

JOURNALISM AND MASS COMMUNICATION AREA

JMC5013.1 Communications Management (1 credit)

Communications Management introduces students to principles of engaging in public relations in a complex communication environment. The course covers internal and external communications practices, digital communication management, building strong relationships with publics, etc.

JMC5014.2 Psychology in Communications (2 credits)

Psychology in Communications is a graduate course exploring theories and practical applications of psychology in mass and interpersonal communication. Students will develop an understanding of research in this area and be able to apply it to mediated and direct forms of communication.

JMC5621 Internship 1 (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.

JMC5661 Thesis I and Specialized Writing (3 credits)

Prerequisites: None

This course prepares students to conceive and design research into Mass Communication. MAIJ students can choose either a professional or academic thesis, depending on their goals and interests. For example, a Professional Thesis includes a section of academic analysis and a project, such as PR Campaign design or video. After introducing research approaches and major theories in the field, this course shows how to conduct a literature review, introduces principles of quantitative and qualitative research design, provides examples, and explains a range of methodological options. By the end of the semester, students need to select a Thesis Supervisor and submit a completed research proposal.

JMC5662 Thesis II: Research Proposal and Literature Review (3 credits)

Prerequisites: None

This course helps students fully develop the research/ project design from Thesis I. Led by an experienced instructor, each student individually begins to produce their study, for example writing interview questions, designing an analytical matrix, and preparing a professional production (if any). Students learn how to acquire necessary skills of methods and data collection, understand procedures of planning and organizing their time and materials. The instructor complements the guidance of each student's Supervisor. By the end of the semester, students typically finish the introduction, complete the theoretical framework and the methodology (completing the literature review) and gather a substantial amount of data. As the culmination of this semester, students must complete a Thesis Proposal Defense. (For details, please see the CSS Guidelines for Master's Thesis.)

JMC5663 Thesis 3 (Comprehensive Examination and Thesis Defense) (3 credits)

Prerequisites: None

During this course, the student works solely with their Supervisor to complete data collection, writing, and any professional component of the Thesis. The main goal of this semester is completing the analysis, polishing the writing, ensuring correct format, and preparing for the Comprehensive Examination and Defense- the final step, during which each student explains to the Thesis Committee their work, its background, conclusions, significance, etc.

JMC5666 Introduction to Kazakhstani Media Market (3 credits)

Prerequisites: None

Surveys Kazakhstani media systems; examines how the Kazakhstani media industry is structured and how it differs from the US and European media markets, and compares it with media industries of the other CIS countries; analyzes political, economic, social, technological, and cultural issues affecting media industries in Kazakhstan.

JMC5606 Research Methods in 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.

JMC5610 Advanced News Editing (3 credits)

Prerequisites: None

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.

JMC5611 Principles of Media Management (3 credits)

Prerequisites: None

This course is designed to provide students with theoretical knowledge of public relations and hands-on, practical experience. It reviews PR-related communication theories. It covers the importance of PR-related research in developing PR plans, including appropriate strategies and tactics. It helps students develop skills in producing PR products and employing those tactics, including skills in the use of online media. And it discusses public relations professional ethics.

JMC5612 Advanced Media Writing (3 credits)

Prerequisites: None

Professional news writing techniques for newspapers and magazines, such as hard news reporting, feature articles, investigative reporting, and government reporting. Students are expected to report on events in the community, business, etc.

JMC5619 Advertising and Media Sales (3 credits)

Prerequisites: None

This 3-credit course is designed to give a broad understanding of promotional mix in the framework of integrated marketing communication (IMC). Major focus is given to advertising as a rational and creative marketing medium – but not the only one.

JMC5622 Advertising Writing, Layout and Strategies (3 credits)

Prerequisites: None

Advertising is the financial backbone of the mass communications industry. Media executives must be able to implement successful sales, presentation and production strategies. And those involved within the advertising department must understand and be able to employ successful copy writing, layout, and graphic or multimedia production. The *Advertising Writing, Layout and Strategies* course is designed to provide that foundation of knowledge and skills to be successful on the business side of the mass communications industry.

JMC5623 Writing for Russian Language Media (3 credits)

Prerequisites: None

This course takes a skills oriented approach to train students in the basics of reporting and news writing in Russian language according to western professional standards. The main objective is to help develop a clear, concise writing style and a passion for thorough, accurate reporting. Students will report on local issues in Russian. The course also includes analysis of local media.

JMC5624 Broadcasting in Russian (3 credits)

Prerequisites: None

Broadcasting in Russian is ideally taken after Broadcast Journalism (1) to continue building basic video technical skills and broadcast journalism skills initiated in the previous course, and (2) to better prepare students for potential employment especially within the dominant Russian-speaking broadcast/video industry. Students will continue developing on-camera and behind-camera skills, including news/script writing, video editing, and directing skills. They will employ their video/broadcast skills in real and/or realistic settings, producing news and informational programming.

JMC5627 Public Relations Campaigns (3 credits)

Prerequisites: None

The course covers how to identify, create, implement and evaluate public relations strategies using research-based goals. This course will maximize practical activities based on key principles of the field, and bridge international and regional characteristics of a campaign. This course will extend previous classes in PR and prepare you for final work on the topic and for work after you graduate. It will also increase skills of persuasive, clear and expressive writing for almost any kind of work.

JMC5690 Special Topic in Mass 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.

JMC5630 Political Communication (3 credits)

Prerequisites: None

This interactive course will introduce and explain the principles and practices of communication in a variety of political contexts, such as election advertisements, constituent newsletters, and speeches. Since students could use such communication in many contexts, it will focus as much as possible on Kazakhstan but will be based on international concepts and activities. We will cover, but also challenge, basic ideas about the many sub-topics. The course will be conducted more like a seminar, so you will be expected to arrive ready to contribute to the discussion, especially on issues related to your professional interests and other courses.

JMC5653 PR Management and Strategies (3 credits)

Prerequisites: None

This course is designed to provide students with advanced theoretical knowledge of public relations and advanced hands-on, practical experience. It surveys PR process and PR-related communication theories. It also introduces students to advanced PR strategies and tactics, and it discusses public relations professional ethics. The course offers students an opportunity to practice some of the strategies and tactics that public relations practitioners have actually used in their campaigns.

JMC5655 Crisis Communication (3 credits)

Prerequisites: None

Students will learn how PR can prevent an organizational crisis and how to handle it when it occurs. This course is designed to prepare future public relations practitioners for handling crisis situations within their companies. It familiarizes PR students with crisis dynamics and major techniques of coping with crisis. The course cultivates in future PR practitioners an ability to see signs of potential crises and prevent them at their initial "warning" stages.

JMC5656 Broadcast Journalism Practicum (3 credits)

Prerequisites: None

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.

JMC5657 Online Journalism (3 credits)

Prerequisites: None

This is an advanced practicum course in journalism production. The project goal will be to plan, set up, launch and run a news oriented website. In the process of carrying out these tasks, project participants will learn practical skills in media management and journalism production and will also develop understanding of how new information technologies are affecting the practice of journalism. Although the project focus is online journalism, the skills and knowledge students will develop are relevant to public relations and to media management as well.

JMC5702 Government and Media Relations (3 credits)

Prerequisites: None

This course explores the role of media and government relations specialists in organizations and communities. The goal is to provide an advanced preparation for students who would like to work in these areas.

JMC5704 Persuasive Communication (3 credits)

Prerequisites: None

This course covers key principles, practices, and contexts of persuasion in the current era of changing mass communication patterns. We will cover several important concepts of persuasion, but will mostly focus on practical ways to deal with persuasion...both your own and that of other people. It will introduce main skills of persuasion for professional and personal development, and develop your ability to prepare and create a variety of persuasive messages.

Most of the class will involve using and practicing, as well as critiquing, major and advanced persuasion techniques. Theories of persuasion, as well as essential methods to investigate it, will be featured. The course will also systematically consider the ethical aspects of using persuasion, with individuals, groups and societies.

JMC5705 Image and Brand Management (3 credits)

Prerequisites: None

Image and Brand Management course discusses essential components of building a strong brand and impeccable image. The course helps students to learn how to create, maintain, and possibly regain an appropriate image of themselves in the eyes of stakeholders. Students will study theories and concepts that are crucial to organization's well-being, including credibility, identity, image, and reputation. The objective of this course is to master the foundational principles of image and brand management and apply this knowledge to enhance personal or organizational image.

JMC5708.2 English for Media Communication II (2 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.

JMC5714 Media Analysis (3 Credits)

Prerequisites: None

This course demonstrates how and why to analyze a wide range of media materials. Students will use a variety of advanced media analysis techniques to investigate in depth the production of media messages.

PUBLIC AND MUNICIPAL ADMINISTRATION AREA

PAD5000.2 Academic Reading and Writing in Public Administration (2 Credits)

This course introduces students to the concepts and ideas of public administration, public policy and public management in the English language. Students are required to read, summarize and make short presentations during the course.

PAD5113 Research Methods and Statistics (3 Credits)

Prerequisite: None

The purpose of this course is to introduce students and practitioners to some of the basic research methods and statistical concepts and issues in public administration as they relate to problems that typically exist within public agencies. All statistical techniques used by public administration professionals are covered by integrating both quantitative and qualitative approaches to research. Emphasis will be on the use of commonly available statistical software programs such as Excel and SPSS. The course's overall aim is to develop effective, efficient research skills among future public administrators so that they will be better policy makers and good administrators.

PAD5114 Essentials of Public Administration and Management (3 Credits)

Prerequisite: Academic Reading and Writing in Public Administration

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 processes and mechanisms of public decision-making and implementation.

PAD5117 Public Policy Analysis (3 credits)

Prerequisite: PAD5114

The objective of this course is to develop students' capacity to conceptualize policy issues and problems, devise strategies for addressing them, and comprehend policy documents. Students will gain an understanding of what is involved in studying public policy, how the political, social, cultural and the social contexts shape public policy, and how public policies are typically made, implemented and evaluated.

PAD5122 Administrative and Management Ethics (3 Credits)

Prerequisite: PAD5114

The course provides students with a basic understanding of ethics in government. Topics that will be covered include the ethical dimension of public service, contemporary insights and current ideas on management practice in ethics, practical tools and organizational initiatives to aid administrators, and achieving ethical quality of decision-making. Towards the end of the course students are expected to understand what are administrative ethics, ethical dilemmas, managerial ethics, notions of social responsibility, sources of ethical values in organization, key concepts and strategies that individuals and organizations use to deal with ethical dilemmas, and principal categories of enforcement mechanisms.

PAD5123 Economic Perspectives on Government (3 credits)

Prerequisites: None

This course is about economic issues concerning the public sector and its interface with the private sector in a mixed economy. It examines the free market as the basis for the allocation of scarce resources (market governance) and identifies the causes of market failure that may justify intervention by the state (state governance). It considers the role, scope and capacity of government in terms of the protection and promotion of welfare of society in the face of market instabilities, market inefficiencies, and market inequalities and injustices.

PAD5131 Research Methods/Thesis I (3 Credits)

Prerequisite: None

This is an introductory course in social science research methodology and the first step in writing a Master's Thesis. It is designed to introduce you 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. By the end of the first semester you will design an original research project that will hopefully turn into your Master's thesis.

PAD5213 Local Government (3 Credits)

Prerequisite: PAD5114

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.

PAD5200: Decision Making (3 credits)

The Course introduces students to the study and practice of judgment and decision making processes in government and administrative settings. It combines the theory of decision making with actual case studies. The course is designed to help students to develop and improve their own decision making skills. Leading models and approaches to decision-making behavior and its application and consequences in administration are covered. Scenario and case analyses from research literature will be used with lectures and class activities. Students are required to analyze the decision making process of a government, non-government or business organization.

PAD5214 Fiscal Governance (3 Credits)

Prerequisite: PAD5114

The focus of this course is the study of the budget cycle, legislative control of the budget and the politics of the budgetary process; market failure and the role of government; fiscal and monetary policies; types of public budget formats; program design, planning, and evaluation; cash management, risk management, and pension funds.

PAD5216.2 Public Management and Leadership (2 credits)

Prerequisites: PAD5114

The aim of this course is to introduce students to the existing research in public management. The course will focus on critical examination of the evolution of public management philosophies through the time and assess the impact of managerial reforms by using comparative case study approach. In the course students will learn about challenges that public leaders face in making public organizations more performance and customer oriented and how they are prepared to meet demands of citizens and other stakeholders with different and competing interests in a context of fragmented authority.

PAD5218 Project Evaluation and Management in Public Sector (3 credits)

Prerequisites: PAD5114

This course is designed to help students enhance their skills in project evaluation and management. This course emphasizes the practice and process of project evaluation. In the course, we will not only develop an understanding of why projects fail, but also how they can succeed. The course provides practical tools, techniques and best practices adapted to the local environment. Students will be accompanied and supervised throughout all stages of the evaluation process. No previous experience with evaluation research and empirical or qualitative data analysis is required.

PAD5219 Public Sector Reform (3 credits)

Prerequisite: PAD5114

The focus of this course is on the changing role of the public sector in the context of globalization and marketization trends in the contemporary political-economic environment. Students will explore issues related to allocative, distributive and stabilizing role of the state in the market economy. Among issues to be discussed will be questions of scale and scope of the public sector, public and private sector competition and partnership, the role of quasi-autonomous organizations, and tension between majoritarian and non-majoritarian institutions.

PAD5222 Social Policy (3 credits)

Prerequisite: PAD5114

This course introduces students to the concepts, history, and development of social policy, the funding authority and patterns of service delivery, and how political and social ideologies influence policy development. It shows that policy is a function of social, political, and economic context and transitions. An analytic framework is utilized to identify trends and assess gaps in policies and programs, especially as they impact on women, child support enforcement, nutrition programs, and medical care.

PAD5223 Public Sector Economics (3 credits)

Prerequisites: PAD5114, PAD5123

This course focuses on the role of the government in the economy. It discusses how the government affects the economy, what the government should and should not do, and why. It addresses the range of questions of why some economic activities are undertaken in the public sector, and others are in the private sector. Students will study the size and scope of the public sector in selected countries, and will explore the reasons of why there are substantial differences in government sector activities in countries around the world. While the main goal of the course is to develop students' critical thinking about the government involvement in the economy, students will study reasons for government intervention such as a market failure, public goods, government redistribution programs, and government taxation policies.

PAD5230.4 Internship in Public Administration and Management (4 Credits)

Prerequisite: PAD5114

Internship is designed to provide the student with an experiential learning opportunity by placing the individual in the office of a public official or a nonprofit organization on a part-time, volunteer basis. Students are expected to examine and analyze the functions, processes and outputs of organizations in the public or private sector.

PAD 5229.4. Applied Research Project in Public Administration and Management (4 credit)

Prerequisite: PAD5131

The project involves the development and implementation of a solution for a theoretical or design problem. Methodological knowledge and skills play a vital role both in developing and conducting applied research project. Although Master's projects generally address a practical research/design problem and its background, they can also focus specifically on an academic research question.

PAD5231.1 Thesis II: Thesis Proposal (3 Credits)

Prerequisite: PAD 5131

Under the guidance of a PA faculty member, all students are expected to submit a proposal before the end of the second semester. A proposal should make a genuine contribution to the understanding and analysis of public policy issues, management, and administration in Kazakhstan. All students shall have a "Thesis Proposal Defense" before three members of a Master's Thesis Committee constituted by the Graduate Program Director. The Thesis Committee consists of a thesis supervisor and two full-time faculty members. One member of the Committee may be a full-time faculty member from another department, when the discipline represented is relevant to the student's thesis. Once the proposal has been approved, permission to enroll in Thesis Option III Form may then be issued by the Graduate Director.

PAD5231.4 Thesis III (4 credits)

Prerequisite: PAD5231.1

Before a student may enroll for Thesis Option III a successful thesis proposal defense must be held, during which the thesis proposal is discussed by the student and all committee members. The final revised draft of the completed thesis should be submitted to the Thesis Committee Chair (thesis supervisor) at least four weeks prior to graduation. Students are expected to carefully consider the comments of their Thesis Committee. The Committee Chair (the supervisor) has final responsibility for thesis approval. The supervisor, in consultation with the student, shall set a date for the oral defense of the thesis before the Master's Thesis Committee.

PAD5255: Current Issues in Public Administration (3 credits)

This course critically reviews the contemporary burning issues (theoretical and practical) of Public Policy and Administration in Kazakhstan and elsewhere from a multidimensional point of view. The primary goal is to help students develop a deeper theoretical understanding of the contemporary administrative and policy issues and grasp the real-world implications of these issues and thereby providing them with skills to develop as successful, socially productive professionals.

PAD5256: Seminar in Public Administration (3 credits)

This course is designed to provide focused work on a selected public administration policy or program issue. Students, as directed by the professor, will study and report on the analytic, substantive, policy, and managerial dimensions of a policy issue or problem in public policy and administration. This seminar is intended to facilitate the application of concepts from the other courses in the Public policy and management.

PAD5260 Selected Issues in Public Administration and Management (3 credits)

Prerequisite: PAD5114

This course examines particular issues of public administration and management. Topics vary according to the interests of students and instructor.

PAD5261.2: Work and Organizational Psychology (2 Credits)

Prerequisite: None

This course will introduce students to the major concepts of and debates surrounding work and organizational psychology. Work and organizational psychology is the application of psychological research and theory to human interaction in the workplace. The “Work” part deals with human resource functions such as analyzing jobs, appraising employee performance, selecting, placing, and training employees. The “Organizational” part is concerned with the social and psychological aspects of work, including employee attitudes, behavior, emotions, health, motivation, leadership, etc. Both real-world applications and research will be emphasized throughout the course.

PAD5262: Organizational Behavior for Public Organizations (3 credits)

The course is concerned with studying individual, groups, and organizational factors influencing the operation of government agencies and nonprofit organizations. It will examine explanations of individual behavior (perceptions, attributions, motivations, attitudes); the nature of human behavior in groups (group dynamics, power, leadership); and organizational structures and processes that affect human behavior (organizational and job design, communication, performance appraisal).

PAD 5266: Organizational Theory and Practice (3 credits)

This course is an overview of how organizations work including theory, research, and application. Students will gain a deeper understanding of classical and contemporary approaches to the study of organizations, with emphasis on structure, leadership, communication, conflict, and organizational change and development within internal and external environment.

PAD5268 CSR and Public policy (3 Credits)

Prerequisite: PAD5114

This course critically examines a host of issues related to key public policies and policy instruments which are used for promoting CSR locally and globally, relationship between government and business, public policy and business social responsibility. Students will critically evaluate the ways in which national and multinational corporations affect large-scale changes in societies via their practices. This course will also focus on the origins of CSR, its meaning and motivations, the relationships between business and its internal and external stakeholders as they impact public policy

PAD5999.1 Comprehensive Examination (1 credit)

Students will take an exit test that evaluates their competencies in the field of public administration.

INTERNATIONAL RELATIONS AND REGIONAL STUDIES AREA

Description of Program Foundation Required Courses

IRL5010.2 Professional Foreign Language for International Relations (2 credits)

This course is designed to train students in professional analysis and communications in English for the field of International Relations. Students will learn advanced language terminology and will develop skills that will enable them to analyze discourses and present valid arguments for a political audience at the international level. Practice includes developing critical thinking and writing skills specific for the field of international relations that enable students to clearly present claims to support their conclusions and avoid reinforcing biases. Topics addressed include the relationship between critical thinking and clear writing, credibility of sources, rhetorical devices, fallacies, unclear or misleading language, and the characteristics of various types of arguments.

IRL5512 Research Methods/Thesis I (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 questions to your answers. Ultimately, scientific inquiry comes down to making observations, collecting data, analyzing them, and interpreting what you have observed and analyzed. However, before you start, you need to determine what you are going to observe and analyze and how. That's what research design is all about. Although this sounds rather simple and trivial, the craft of designing social research is quite complex. This course lays out various possibilities for social research and provides a general introduction to research design and elaborates on its specific aspects. Research proposals are prepared according to some established rules and should incorporate the major elements of research design, including a variety of methods.

IRL5513 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.

IRL5515 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.

IRL5517 Political Psychology and International Relations (3 credits)

This course applies psychological theories and methods to the study of political interactions. The course will survey psychological approaches to politics, examining psychological research on attitudes, personality, emotion, group processes, memory, cognition, and decision making. Specific course topics include: attitude formation, attitude change, decision heuristics and biases, personality, political leadership, political communication, groupthink, inter-group conflict, and stereotypes.

IRL5536.2 Management of International Institutions and Organizations (2 credits)

This course will train students to the basics of the management of international institutions and organizations, including a descriptive and normative analysis of such contemporary institutions, organizations and law. During the course students will reflexively consider the constraints that politicians, activists and administrators have to face when managing an international institution or organization. Issues such as limited resources, bureaucratization, balancing the political and economic interests of different stakeholders, and cultural differences will be analyzed in order to develop critical awareness and basic skills.

Description of Major Required Courses**IRL5521 Central Asia in Global Politics (3 credits)**

The course is designed as an in-depth study of the place of Central Asia in global politics and the policies of key external actors, such as Russia, the United States, China, European Union, Turkey, Iran, Japan, and India, toward the region. Students are familiarized with the ways Central Asia has been contextualized both in scholarly sources and media. We will dwell on the changing geopolitical dynamics of the region and analyze similarities and differences in the foreign policies of Central Asian states. At the end of the course, we will discuss future prospects of the region.

IRL5580 Master Seminar in Regional Studies (3 credits)

This course is designed to enhance students' research and thesis writing skills and develop a comprehensive understanding of their research topics. While learning to critically assess the work in progress of their peers, students will develop an advanced knowledge of Regional Studies with a particular focus on Central Asia.

IRL5590 Master Seminar in International Relations (3 credits)

This advanced seminar course is designed to offer students an opportunity to deepen and apply their theoretical knowledge to a specific issue in international relations. Students will participate in ongoing projects headed by individual faculty members and are expected to provide a substantial contribution engaging in research development through data collection and critical analysis. Topics will vary every time the course is offered, and may include issues in bilateral relations, international security, international political economy and the international legal order.

IRL5533 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.

IRL 5538 Ethics in International Affairs (3 credits)

This is an advanced course presenting students a normative approach centered on ethics for studying international affairs. The main purpose of this course is to prepare students to have a critical perspective on international politics and institutions and to be able to evaluate the moral dilemmas that political leaders, activists and citizens have to face in a globalized world. The course has three main components: a theoretical approach that focuses on the ethics of political decision-making; a detailed study of contemporary international institutions and norms such as just war theory and human rights; an analysis of case studies based on current global issues.

IRL5531 International Institutions and Law (3 credits)

This course is designed to introduce students to advanced concepts of international organization and international law. It will consider the administration and politics of key international institutions and the machinery of international law. During the course students will be critically analyzing how institutions and legal frameworks are created and how they function in the areas of international peace and security, human rights and humanitarian relief, and environment and sustainable development.

Description of Major Elective Courses

IRL5525 Domestic Politics and Foreign Policy in the Post-Communist World (3 credits)

The course provides a comprehensive and comparative analysis and overview of the political, economic, ethno-religious, cultural and demographic peculiarities of the so-called Post-Communist world and their reflection in foreign and domestic politics, economy, security and nation-building.

IRL 5539 Political Geography (3 credits)

This course focuses on key issues and concepts of historical and current Political Geography and applies, these concepts, using advanced analytical methods, to selected events in the modern political world. It discusses geographic aspects, patterns and meanings of the political organization of territory and examines the logic of how power and institutions (political, social, economic, etc.) are distributed over space and places. It also explores how geographic space affects, reflects, and reproduces political organization on the level of national and international politics, including geopolitics.

IRL5540 History of International Relations (3 credits)

This is an advanced course that presents students both an analysis of the major events in the history of international relations and a detailed study of a specific historical case. In the first half of the semester, after a review of the Peace of Westphalia in order to understand the role of the state as the main actor in the international space, the course focuses on events such as the Napoleonic Wars and the Congress of Wien, the European preeminence, World War I and II, the Cold War, Decolonization and the Collapse of the Soviet Union. In the second half of the semester the course will focus on one historical event in order to provide an in-depth analysis. For example, among the issues under review there can be: the Cuban Missile Crisis, the Arms Race, the Non-Aligned Movement, the Communist Revolution in China and others.

IRL5542 Government and Politics in Central Asia (3 credits)

This advanced course examines the multifaceted historical, ethnic, religious and linguistic factors that impact on the development of Central Asia after 1991. It provides a comparative study of political institutions, domestic politics and foreign policy behavior of Central Asian countries. The course is not only an introduction to the political systems of Central Asian states – new patterns of power and decision-making – but it also offers an analysis of ongoing changes generated by world geopolitics in a period of global uncertainty.

IRL5547 Russian Foreign Policy (3 credits)

The background of the present day Russian foreign policy is to be found in this advanced course. The emergence of USSR and US as the two global powers mainly defined the whole system of international relations in the world from 1945-89. Throughout this period, the Cold War confrontation constructed the essence of Soviet policy. The subsequent crisis and demise of the Soviet Union means not only the end of the “Cold War era” but also denotes the emergence of new key concepts and changes to dominant paradigms that explain the role of an independent Russia in the new world. The goal of the course is to develop students’ critical and analytical skills, and to direct them to explaining the motives and objectives of Russian diplomacy operating on several levels: relations with the USA and the West, the establishment of a new system of relations with former Soviet republics and the development of new approaches to Third World countries.

IRL5548 European Union: Politics and Foreign Policy (3 credits)

This course offers an advanced study of the model of the European Union as a unique experiment whereby European law supersedes national law and a single European currency is used. The purpose of this course is to offer students an advanced and critical analysis of European government and politics as well as of the structure and foreign policies of the European Union.

IRL5551 Petro Politics (3 credits)

This course provides a comprehensive study of the contemporary politics of oil via a critical analysis of the causes, dynamics and implications of the global quest for energy. The course lays special emphasis on the geopolitics of energy in the various oil-producing regions of the world and the interests of great powers in these regions. General theories, concepts, paradigms and models associated with international relations, economics, and security studies will be introduced to provide students with the analytical tools and knowledge necessary to comprehend the complex dynamics of energy politics and to facilitate an understanding of current developments in the field of energy. The course is designed to sharpen students' abilities in the area of geopolitical analysis by evaluating various strategies for constructing pipelines, accessing markets and forming strategic alliances between producing and consuming nations.

IRL5552 Central Asia-United States Relations (3 credits)

This is a graduate-level survey course on the development of Central Asia - US relations from 1991 to the present. At the outset, we will examine the mutual "discovery" of the United States and Central Asia by their opposite number, as well as the framing of the relationship in the context of realist, idealist, and neo-Marxist paradigms. We will further consider the interests that determine foreign policies of Central Asian states and that of the United States in the region, perceptions and decision-making processes, and the broader geopolitical context of Central Asia - US relations (with the focus on Russia, China, Afghanistan, Iran, and EU). A broad variety of topics will be discussed: American contribution to Kazakhstan's denuclearization, investments in the energy sector, development assistance, the post-9/11 security relationship, US military bases in Central Asia, US cultural influence on the region, and other issues. We will conclude by examining the likely trajectories for the development of these relationships in the coming decade.

IRL5555 Asian Security: Theory and Practice (3 credits)

The course aims to provide both an advanced theoretical knowledge of the current debates of security studies and to apply their paradigms to the study of Asian security at different levels of analysis: national, regional and global. An updated research of key issues in each region (Northeast Asia, Southeast Asia, South Asia and Central Asia) will be combined with an in-depth consideration of various aspects of security: military (including nuclear), political, economic, environmental, societal and human.

IRL5558 Central Asia – Russia Relations (3 credits)

This graduate course provides a comprehensive and comparative overview and analysis of the political, economic and historical background of Russian – Central Asian relations throughout the Tsarist and Soviet periods and their reflection in cultural, political, strategic, economic, ethno-religious relations between the former Soviet Central Asian states and the Russian Federation. In doing so, the course provides a thorough methodological and analytical foundation of the cultural and demographic peculiarities of post-Soviet Russia and Central Asia, their foreign and domestic politics, economy, security. The bulk of the coursework will be devoted to investigating and discussing specific aspects of the Russian – Central Asian relations, such as nation building, language policies, minorities, separatism, interethnic conflicts, global security, democratization, as well as the influence of other global actors like the US, China, the EU, and the Muslim world on the interaction between Russia and the Central Asian states.

IRL5561 Emerging Powers and Markets (3 credits)

This course is designed to present students the evolution of the international system by looking at emerging powers and markets. In particular, the course will consider the conceptualization of 'emerging powers and markets' and the methodological bases for studying high-growth economies. An analytical review of social, political and legal frameworks for economic development will be used for comparing case studies.

IRL5563 Foreign Policy: Doctrines and Strategies (3 credits)

This course focuses on the doctrines and strategies adopted by states in foreign affairs. It aims to provide students both a comprehensive view of foreign policy making given the flexible constraints of the international system and an in-depth analysis of case studies. The course will mostly study major powers (USA, EU, Russia, China), but it will also consider a few examples of regional powers.

Internship**IRL5534-4 Internship in International Relations (4 credits)**

The internship is designed to provide the student with a hands-on learning opportunity by in a consulate, the Foreign Ministry, an NGO, private company or other agency. A program of study and activities is collaboratively designed by the students' advisor and the participating agency. In the past, departmental internships have been pursued at the Foreign Ministry, US and UK consulates, the UN, the OSCE, and the EurAsEC.

Thesis Requirements**IRL5525 Thesis II (3 credits)****Prerequisite: IRL5512 Thesis I**

All Master's students have to write a M.A. thesis. The thesis topic must be approved in writing, first by the prospective thesis supervisor and then by the Thesis Supervisory Committee (Panel). The thesis research has to be supervised by a qualified KIMEP faculty. (For details, please see the CSS Guidelines for Master's Thesis.) In

his/her M.A. thesis the student has to demonstrate that he/she can design and execute with competence a major piece of research. The length will vary with the nature of the topic, but it should be developed in 50-60 pages (double-spaced). This course, taught by an experienced instructor, is designed to help students to acquire necessary skills in writing their thesis and to organize their time and thesis materials. The course complements the guidance of students' thesis supervisor. By the end of the semester, students will have completed the introduction, the theoretical framework and the methodology (literature review and bibliography) and have prepared for the Thesis Proposal Defense.

IRL5526 Thesis III (3 credits)

Prerequisite: IRL5512 Thesis I and IRL5525 Thesis II

This is the writing and finalization of the research thesis. Normally, by the end of the semester, students will have completed and submitted their thesis, and have it defended before the Thesis Defense Committee. The Thesis has to follow the formal requirements and standards as detailed in CSS Guidelines for Master's Thesis.

Final Attestation

IRL5999.1 Comprehensive Examination (1 credit)

Students have to pass an advanced comprehensive exam in international relations that will evaluate their knowledge of theories and issues studied during their graduate academic career as well as critical and analytical skills they have developed

SCHOOL OF LAW

LAW5101 Professional English Language (2 credits)

Prerequisites: None

This course introduces students to the methodology of reading legal text: extending from Treaties, constitutions, legislation and cases. It also provides an overview of the structure and hierarchical form of most domestic legal systems and their relation to international law and organizations. The course also covers the basic techniques of legal research, writing and analysis. Students learn to brief cases, perhaps synthesize cases from related fields, and write, legal documents as opinions memoranda or thesis related essays. The course is based on solving and analyzing legal questions taken from different disciplines.

LAW5201 Legal Method, Skills and Reasoning (3 Credits)

Prerequisites: None

Certain skills are required for the successful study of law. This course teaches those skills: Methods of Study, Use of Language, Critical Thinking, Legal Text Interpretation, Legal Research and Writing, and Architecture of Argument. The course uses legislation, case reports, and research assignments to achieve its multiple objectives. Writing about the law and learning the art of advocacy are taught through solution of practical problems. This course must be taken during the first semester in which a student enrolls in the LLM program.

LAW5202 Methods of Legal Argument (3 Credits)

Prerequisites: None

This course primarily is a course in Logic modified for legal study. It covers the following subjects of logic: (1) Basic Logical Concepts, (2) Analyzing Arguments, (3) Language and Definitions, (4) Fallacies, (5) Categorical Propositions, (6) Analogical Reasoning, and (7) Probability. The objective is to teach students how to identify arguments from other types of statements, such as explanations, to distinguish between correct and incorrect reasoning, and to deconstruct legal texts and judicial opinions. Practical and inductive reasoning are emphasized as these are the tools of the lawyer. The course also advances the proposition that: Law is not logic, but a system of authority. The façade of stylized reasoning is pierced. This course must be taken during the first semester in which a student enrolls in the LLM program.

LAW5203 Public International Law (3 Credits)

Prerequisites or Co-requisites: LAW5201 and LAW5202

Public International Law is the system of law that governs the international community; thus the aim of the course is to provide a framework to understand the normative dimensions of international relations. The course introduces students to the fundamental principles and doctrines of public international law as a meaningful tool for providing order to world politics and for minimizing global conflict. The course reflects the breadth and diversity of international law by covering all main branches, including: sources; the subjects and international institutions; the law of treaties; peaceful settlement of international disputes; the use of force; territory; human rights; diplomatic and consular law and international economic law. A problem-oriented approach to various case studies is used in both lectures and discussions.

LAW5204 International Commercial Law (3 Credits)

Prerequisites or Co-requisites: LAW5201 and LAW5202

The first portion of this course examines the sources of law comprising international law governing relations between private parties as opposed to sovereign states. Since the Convention on the International Sale of Goods is one of the most successful conventions unifying international commercial law, it is studied in depth, especially in terms of contractual obligations. Course coverage also includes commercial terms of the sales agreement (Incoterms 2010), shipping contracts, insurance, financing arrangements (e.g., Documentary Credits, Standby Guarantees), and customs documentation. The laws of transport operators, including multi-modal transport, are

examined, as well as any applicable treaties. Freight forwarders, mandatory carrier regimes, and the respective liabilities of the parties involved in international transport are identified. The second portion of this course examines expansion of business through: export/import, licensing and franchising, and specialized modes of foreign direct investment. Students who have previously taken LAW5222 International Business Law, LAW 5901 International Business Transactions or MGMT5222 Business Law & Ethics may not enroll in this course.

LAW5205 Private International Law and Ethics (3 Credits)

Prerequisites or Co-requisites: LAW5201 and LAW5202

Private International Law is the set of legal rules to determine the jurisdiction, applicable law and the recognition and enforcement of judgments in cross-border business transactions. Preliminary matters such as renvoi, characterization, and historical principles guiding forum selection and applicable law are covered. There is no uniform “international convention” in this field excepting the Hague Conventions dealing with the Service Abroad of judicial and extra-judicial documents in civil matters and the Taking of Evidence Abroad in civil and commercial matters. Several “dead” Hague conventions may be examined to facilitate an understanding of the aims of unification of rules. Since there are similarities among the rules found in several jurisdictions, this course covers the subject matter from a comparative perspective. The Private International Law rules of the United States [decisional development], the European Union [Regulations], and the Republic of Kazakhstan serve as the foundation for study of private international law principles. The CIS Treaties governing enforcement of arbitral awards within the member States are identified and discussed. Pertinent provisions of the Customs Union Agreement are tracked during the course. The ethics component shall be based on major texts in the philosophy of ethics, as well as on the specific ethical obligations of an attorney toward client and as a judicial officer of the court system. The works of Aristotle, Bentham, Kant; Mill and Nietzsche shall constitute the core. In addition, the course will borrow materials from the standardised ethics test provided in US for all attorneys. The instructor reserves the right to amend the topics of study to suit the needs of students. Students are assessed based on knowledge of the philosophy of ethics as well as the standardised US test adopted to verify that attorneys understand their ethical obligations toward clients, the courts, and their professional duties.

LAW5206 International Commercial Arbitration (3 Credits)

Prerequisites or Co-requisites: LAW5201 and LAW5202

International Commercial Arbitration [ICA] is a fundamental course in the law of international business. ICA provides an alternative to litigation within the courts of a Nation State. The basic concepts of ICA are studied as well as the numerous complex issues some of which remain unresolved today. A paradigmatic ICA usually involves private merchants/companies that submit their civil dispute to an institutional arbitration centre. Ad hoc arbitration is also covered. Equally important is an understanding of domestic arbitration in Kazakhstan, and CIS Treaties dealing with enforcement of arbitral awards.

LAW5207 Business Psychology for Law (2 credits)

Organizations are communities. Increasingly business leaders are realizing that an understanding of psychology helps them unlock the potential of the “human capital”. This course will provide a brief overview regarding the application of positive psychology to work settings and the psychological influences on the development and behavior of managers and organizational leaders. Topics include: follower influences, nature vs. nurture in the development of leaders, relationship of personality to leadership style, behavioral decision- making biases, tactical, operational, and strategic decision-making, group think, and scenario planning and the retention and development of individual talent, and the selective departure of talent.

LAW5208 Management for Law (1 credit)

The management course will provide you with an engaging and accessible introduction to the disciplines of business and management. The course introduces you to key arguments and debates that form the study of business and management. The course enables you to become knowledgeable and sensitive to the complexity of modern business organizations, both domestic and international. This course will introduce students to the ethical climate that underpins sound management.

LAW5299 Selected Graduate Topics in Law (3 credits)

Prerequisites: None

This course provides further study into various areas of law. Topics covered will vary from semester to semester depending on expertise and interests of instructors and students’ particular needs and strengths. This course may be repeated for credit if the topics are different.

LAW5701 Company Law (3 Credits)

Prerequisites or Co-requisites: LAW5201 and LAW5202

This course examines business organizations, applicable legal rules, and best practices from a comparative perspective. The company law of the State of Delaware, United Kingdom, the European Union, and the Republic of Kazakhstan serve to explore common principles pervading the object of company law across multiple legal systems. All business forms – ranging from proprietorship to the Joint Stock Company - are delineated, purposes explained, and liability consequences discussed. Tax advantages and disadvantages of each business organization are identified, though not examined in depth. The course identifies the duties and liabilities of officers and directors under laws of the legal systems identified. It also investigates the various theories of company law: Coases’ Theory of the Firm, Easterbrook’s Economic Structure of Corporate Law, and Company Law as a Matrix of Financial Data. Discussions of publicly listed companies include disclosure, management requirements, trading restrictions, proxy contests, and insider trading.

LAW5702 Tax Law of the Republic of Kazakhstan (3 Credits)

Prerequisites or Co-requisites: LAW 5201 and LAW 5202

Tax law is one of the most important legal courses for any successful lawyer since taxation is present in almost every aspect of professional and business life. This course introduces students to the fundamental principles of taxation both from the theoretical and practical perspective. Specifically, students will explore the key sources of tax law in Kazakhstan - Tax Treaties, Tax Code, Transfer Pricing Legislation, relevant administrative guidance and instructions, including the most important tax returns, but will also familiarize themselves with the important case law. The course covers elements of taxes, basic rules of tax calculations for major taxes (corporate and personal income tax, value added tax, subsurface use taxation, excise and customs regime, special tax regimes) and the importance of tax considerations for business decisions and tax planning. It also focuses on the rights of taxpayer and tax authorities, rules related to tax (de-) registration, tax control procedures, tax dispute resolutions, administrative and procedural tax rules, appeal procedures at tax administration and court levels. Students should also explore and distinguish between tax evasion and tax avoidance, understand the key anti-avoidance provisions and also study the relationship of Ethics and Tax Planning

LAW5703 Business Litigation Practicum (3 Credits)

Prerequisites: LAW5201 and LAW5202

This class gives students an opportunity to participate in real-life experience complex business litigation. In this simulation class, students will draft claims, answers, replies, motions, appeals, cassation appeals, and Supreme Court petitions under the Kazakh rules of procedure. The class is based on an actual rich and complex case study drawn from practice. The Practicum is intended to cover all four levels of the current Kazakh court system: the trial court, the appellate court, the cassation panel, and the Supreme Court. After drafting the relevant court documents, students will act as the attorneys and participate in scheduled trial and appellate hearings before lawyers and faculty members serving as judges. In this course students will not only develop their writing and oral advocacy skills, but will also learn the substantive law involved in the case and the rules of procedure in civil practice. The course may be conducted in the Russian and English languages or both. For example, trial court level proceedings (both the written documents and the actual hearings) may be conducted in Russian, while the appellate level litigation may be conducted in English.

LAW5704 Law of Energy and Natural Resources (3 Credits)

Prerequisites: LAW5201 and LAW5202

Acknowledging the importance of energy on a global scale, and particularly to the economic development of Kazakhstan, this course introduces students to international legal principles (sovereignty, territoriality, principles of compensation, liability etc) and relevant treaties, especially the Energy Charter Treaty, that govern the interaction between states and other potential subjects of international law relevant to energy. The course explores the agreements/contracts/treaties and negotiations between states (public) and multinationals (private) in the exploration, supply of, and investment in energy resources. The course examines the role of major players in energy resources including international organizations in the energy sector, such as OPEC, the OECD, the IEA, the UN, the EU as well as NGOs. International energy investment disputes are most often resolved by arbitration as the preferred mode, with ICSID the forum of choice. International energy disputes can also be environmental and human rights disputes, litigated in international courts and national courts. While using oil, natural gas and nuclear power as examples for the course, we will look toward the future and evaluate the international legal and policy (regulatory) issues facing the development and expansion of renewable energy, such as biofuels.

LAW5705 Intellectual Property Law (3 Credits)

Prerequisites or Co-requisites: LAW5201 and LAW5202

The law of Intellectual Property is fast becoming a significant area of law due to the increasing value of company intangible assets and the World Wide Internet. It also raises the question of balance of property within the public domain and property that may be privatized with economic rights exercised by the holder. The subjects covered are: Introduction to IP, Copyright, Patents, Trademarks, Trade Secrets, Geographical Indications, Industrial Design, Patents, WIPO and other international treaties. The trend toward harmonization, protection of IP rights, and open source are consistent themes throughout the course.

LAW5706 International Banking Law (3 Credits)

Prerequisites: LAW5201 and LAW5202

The International Banking Law course commences with a study of money and central banking policy. The relationship between currency and trade is identified. A country's Balance of Payments is key to understanding this function of international banking. This aspect of international banking law is properly called the "international public law of banking". The course then proceeds to identify the business activities of banks, the creation and function of bank holding companies, cross-border banking structures, and the definition and function of "international banking activity". This is properly called the international private law of banking. Payment systems, bank formation, branching, and restrictions on banking activities are discussed from a comparative view. The course then pursues financial institution regulation, risk valuation and control, insolvency, and restructuring of banks.

LAW5707 International Commercial Arbitration Practicum (3 Credits)

Prerequisites or Co-requisites: LAW5201 and LAW5202;

This Practicum is designed to teach students the fundamental and advanced principles of International Commercial Arbitration in the context of an international sales transaction through the use of a case study. The

case study is based upon an Arbitration problem released by the Willem C. Vis International Commercial Arbitration Moot. The first phase of the Practicum is a study of the fundamental principles of International Commercial Arbitration, the UNCITRAL Model Law [amended as of 2006], the New York Convention of 1958, and the Convention on the International Sales of Goods, in preparation for the release and examination of the Vis Moot problem (usually early October). The Problem is read, analyzed, and parsed for identifying key facts and legal issues. Additional treaties may be examined depending upon the issues raised in the case study. The class is divided into teams of four students representing the Claimants and the Respondents. Each team is responsible for submission of two written pleadings on behalf of the respective parties. Subsequent to submission of the pleadings, the teams then prepare for oral argument that takes place in a simulated International Commercial Arbitration; practice sessions are held. The four best-performing students are selected to represent KIMEP at the 19th Annual Willem C. Vis International Commercial Arbitration Moot held in Vienna, Austria during the Spring Semester as a co-curricular (non-credit) activity. Students representing the KIMEP team are responsible for submission of written pleadings and for argumentation at the competition.

LAW5708 Administrative Law of the Republic of Kazakhstan (3 Credits)

Prerequisites: None

This course introduces students to the legal issues and activities of public administrative bodies with special focus upon the constitutional basis of these entities and their operations. Students are introduced to the place of organs of state administration in the general system of state bodies, and the forms and methods of activity of executive bodies. The course also covers the constitutional basis and administrative organization of state service; administrative liability and administrative process issues; control over the activities of executive bodies; and the constitutional and administrative law protection of rights and interests of individuals and legal entities in relations with the state administration organ.

LAW5709 Introduction to the Legal System of KZ (3 credits)

Prerequisites: None

This survey course provides a framework to understand the normative dimensions of the legal system of Republic of Kazakhstan. It introduces students to legal concepts of law, state and subsequently exposes them to fundamental principles and doctrines of Kazakhstan's legal system. The course reflects the breadth and diversity of the legal system of Kazakhstan and covers the basics of its main branches, including Constitutional Law, Administrative Law, Financial Law, Tax Law, Labor Law, Criminal Law, Civil Law, Family Law, etc.

LAW5801 Corporate Finance (3 Credits)

Prerequisite: LAW5201, LAW5202 and LAW 5701

This course is a business financial management and law course, combining theory and applications. The course describes the major sources of finance for the company: debt and equity, and describes the legal implications of each for both the issuer and the owner. The course then focuses on capital budgeting methods including financial planning and forecasting, net present value, internal rate of return, capital budgeting under uncertainty, risk and return analysis, capital structure policy, dividend policy, working capital policy, corporate restructuring and interactions of investment and financing decisions. The use of a financial calculator is required for the solving of modern day financial business problems.

LAW5802 International Taxation Law (3 Credits)

Prerequisites: LAW5201, LAW5202, and LAW5702

This course is an advanced tax law course focusing on the issues of international taxation, including the sources of international tax law and their interpretation and application. The students will study in depth both perspectives of international taxation – country of source and country of residence tax issues. The structure of tax treaties will be studied in detail and students will learn to apply the key principles of international tax planning in practical scenarios. The domestic and tax treaty based anti-avoidance rules (including transfer pricing, thin-capitalization, controlled foreign corporation rules as well as other applicable principles beneficial ownership and limitation of benefits clauses) and their application will also be explored as well as other challenges related to tax planning and avoidance.

LAW5803 International Investment Disputes (3 Credits)

Prerequisites: LAW5201 and LAW5202

International investment arbitrations involve dispute between a private investor and a sovereign State acting in a commercial capacity. This type of arbitration has become increasingly important due to the growth of foreign direct investment. It is particularly important in Kazakhstan that relies heavily upon foreign participation in the development of its energy sector. Bilateral investment treaties are triggered and their terms may or may not provide clarity on arbitration issues. The Washington Convention [ICSID] was created to settle disputes between private investors and States. Under the Convention, States waive their sovereignty and agree to comply with an ICSID award. The jurisprudence of the Washington Convention is a rich resource for legal analysis in this area. In addition, in spite of the waiver of sovereign immunity, difficult questions of enforcement of an award against a State remain a centerpiece of litigation. Class presentation and paper written on this topic.

LAW5804 Mergers and Acquisitions (3 Credits)

Prerequisites: 5201, 5202 and LAW5701

This course covers the following topics as they relate to mergers and acquisitions: company law, exchange controls and foreign investment restrictions, anti-trust law and restrictions on monopolistic practices, and tax law. Both domestic and international M&A transactions are discussed, as well as mergers, divisions, transfers, acquisitions, and public takeovers. The practical dimension of the course requires students to develop and understand the legal

documents necessary to effect an M&A. The Republic of Kazakhstan features as the situs of the content of the course, but references to the law of other jurisdictions is made as needed.

LAW5805 Constitutional Law of RK (3 credits)

Prerequisites: None

This course introduces students to the constitutional principles of the Republic of Kazakhstan. The course starts with the historic overview of the constitutional development of Kazakhstan. Students then examine the constitutional rights and freedoms of individuals in Kazakhstan; the institutes of citizenship and referendum; the legal foundations of the activities of public associations and political parties; and electoral law. Students also will study the legal status of the supreme state organs of Kazakhstan: the President, the Parliament, the Government, the judiciary, and the Constitutional Council. Special attention is paid to the stages of the legislative process in Kazakhstan and constitutional review. Finally, the course deals with the legal issues of the local state administration and self governing bodies.

LAW5923 Internship or Internship Substitute (3 Credits)

Prerequisites: (1) 18 credit hours of studies, (2) including successful completion of (i) Legal Method, Skills and Reasoning (LAW5201) and (ii) Methods of Legal Argument (LAW5202) courses, and (3) good academic standing. If you are without an LLB, LAW5209 Introduction to the Law of Kazakhstan must also be successfully completed. (3Credits)

An internship provides students with the opportunity to learn about the practice of law through the supervised performance of legal work in: judicial chambers; prosecutor's office and other government agencies; law firms; in-house legal departments; or other placements approved by the faculty supervisor. In addition to enhancing practical skills and to exposing students to the world outside academia, internships offer the opportunity to increase the knowledge of substantive law, often in a specialized area. The Internship program requires students to work at least 150 qualifying hours, of which at least 100 hours must be spent in the field and 50 hours, preparing internship documents. Interns must file an internship report with the Faculty Supervisor conforming to the requirements of the School of Law for the LL.M program. The Internship Guidelines and Forms contain all details regarding the operation of the Internship program. Students who have worked for a minimum period of one year in a law firm or related field may apply to waive the Internship requirement. The waiver requirements are set forth in the Internship Guidelines. Students who qualify for a waiver are required to take a 3 credit elective course instead of the Internship.

LAW5990 Thesis Seminar I (3 Credits)

Prerequisites: Successful completion of at least 15 credits of work within the LL.M. program

The Thesis Seminar is designed to provide a step-by-step approach to researching and writing an LL.M. thesis. The course starts with assisting students develop an appropriate theme or problem statement upon which to write a thesis, and to form a Supervisory Panel. The objective of the course is to assist students to produce an acceptable thesis to submit to the Supervisory Panel and proceed to the oral defense. The LL.M. Thesis Guidelines and Forms contain a full description of the course and the procedures to follow.

LAW5991 Thesis Seminar II (2 Credits)

This is the second course for working on the thesis. The Supervisory Panel implements a quality assurance function during the implementation of the course. The course subsequently covers every stage of the thesis writing process from draft proposal and formal proposal through submission of the final written thesis and defense.

LAW5992 Comprehensive Master's Test (1 credit)

The comprehensive test may cover all the courses that you took during your matriculation in the LL.M program. In consultation with your supervisor, the course will review material of the curriculum and prepare you for passing the comprehensive test.

PART VI- EXECUTIVE EDUCATION CENTER

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GENERAL INFORMATION

Statement of Purpose

The main goal of the Executive Education Center (EEC) is encouraging lifelong learning and providing inspiring, innovative and effective personal and professional development opportunities.

The Center accomplishes its purpose by offering courses, trainings, seminars, workshops, forums and conferences catered to a wide range of interests.

Through the Center's commitment to collaboration with business, government and non-profit sectors, we have been able to contribute to many facets of Kazakhstani society and have consistently provided relevant and practical skills and knowledge. We serve the education needs of learners in Almaty and beyond via both traditional face-to-face interaction and online instruction. With over two thousand registrations annually, our clients range from university students, enhancing leadership skills, to government leaders and business exploring issues of national interest.

Mission

The mission of the Center is to provide cost effective, accessible, quality and recognized career enhancing trainings and courses for students and employees alike.

The EEC provides flexible access for working professionals throughout Central Asia to obtain up-to-date skills and business knowledge in economics, management, finance, accounting and other related fields and for both individuals and companies, a wide range of language training is offered. 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. Executive Education Center at KIMEP University helps individuals and organizations develop and sustain this competitive advantage.

Overview

Since 1994, the Executive Education Center (EEC) at KIMEP University¹⁶ has offered dynamic programs that allow professionals to further upgrade their skills and gain a competitive edge in the labor market. As part of the University commitment to lifelong learning, the EEC addresses this for further skill development through two separate tracks. First, it provides a range of opportunities for middle managers and experienced professionals to come to KIMEP University and receive focused training in a flexible format that suits their schedules. This wide array of offerings includes a market-leading Executive MBA, professional development programs, international certifications and regular roundtables on issues facing the Kazakhstani business community.

EEC also works closely with partners to ensure that they have access to programs that are specifically tailored to meet their particular needs. This makes EEC an excellent platform for business companies, NGOs and Governmental bodies wishing to acquire the necessary tools and global knowledge to adapt to meet rapidly changing market opportunities.

For example, from 2005 – 2006, EEC collaborated with the Eurasia Foundation and USAID to establish a Leadership Learning Center for American Energy Services, a global leader in the production of industrial valves. Using facilities provided by the Kazakh-American Free University in Ust-Kamenogorsk, KIMEP trained 650 mid to senior level managers. The project was so successful that the center has become a permanent institution, continuing to offer targeted trainings and opportunities for professional development. It is just one example of how EEC serves Kazakhstan by supporting professional capacity building and providing various forums for the exchange of ideas and information.

A similar success story is demonstrated by the launch of the International Institute of Banking (IIB) in 1994, the first major initiative of EEC funded by USAID. As the only USAID banking training project that to have ever become self-sustainable, eventually training 2,200 bankers during its initial two-year run. The success of IIB encouraged KIMEP to engage in further outreach to the financial sector, and many successful programs followed. All told, EEC trained 4,014 Kazakhstani bankers since 1994, along with an additional 192 from other parts of the CIS, giving them access to intensive training sessions led by experienced Western financial professionals. Without a doubt, the experience these professionals gained at EEC has directly contributed to the reform and explosive growth of Kazakhstan's banking sector over the last twenty years, which has transformed Almaty into a regional hub for financial services.

EEC has also made a considerable contribution to the development of Kazakhstan's booming oil and gas industry. In 1996, the Natural Resource Executive Management Training Program (NREMTP) was established, funded by the Canadian International Development Agency (CIDA) and implemented jointly by KIMEP and USAID. More than 1,000 professionals in the oil, gas, and mining sectors have participated in trainings offered by KIMEP, teaching them essential skills like total quality management, human resources development, petroleum project evaluation and contract law for natural resource companies. More than 80 companies were involved in this project, ensuring that these skills were shared throughout the industry.

In these projects and many others, EEC has provided targeted training to more than 12,200 professionals from 193 companies during its history. This includes 34 banks, nine government departments, and a variety of UN agencies and NGOs.

EEC also plays a critical role in delivering Executive MBA Program at KIMEP University. Following an initial program designed specifically for Food Master that finished in 2004, EEC helped design an open Executive MBA that accepts any mid-level manager with at least five years' experience. This program began in 2007. Based on the success of the program, KIMEP expanded its offering, beginning a new Russian-language Executive MBA in 2010 that uses a unique distance learning platform for its students. EEC has been recognized by Almaty's international business community for its efforts in developing the program. In 2009, during Kazakhstan's first Lawyers, Academics and Consultants Awards, both MBA and Executive MBA programs were recognized as the best in Kazakhstan.

EEC also benefits the local business community through several free forums. The KIMEP HR Club, established in 2009, is a bimonthly roundtable that serves as a discussion forum and networking platform for HR professionals. In 2010, KIMEP delivered its first International Human Resources Conference, focusing on "Training for Superior

¹⁶ This academic division was known as the College of Continuing Education before becoming the Executive Education Center in the Fall of 2011. Up to 2002, it was know as KIMEP Continuing Education Department.

Results.” There were 78 participants from 23 different companies in Kazakhstan, Kyrgyzstan, and Russia. KIMEP University Marketing Club “Navigator” serves a role for marketing similar to the HR club.

Through EEC, KIMEP University is able to make a sustained improvement in the professional skills base of the Republic. Anyone at any stage of their career can access this resource to gain additional qualifications, benefiting themselves, their companies and the community at large. KIMEP EEC has established key partnerships with some of the largest professional service Almaty companies to deliver other international professional qualifications, including PwC, Grata law Firm and ATF Bank, which will push EEC into the forefront of executive education, making it an invaluable resource for the Republic of Kazakhstan.

EEC Programs Accreditation

The Executive Education Center’s Executive MBA program has been awarded full, Level 3 international accreditation by the Asian Forum on Business Education (AFBE). This means that the program is recognized by the AFBE with regard to the quality of its mission and overall policies; curriculum; assessment standards; faculty (teaching staff); and other factors including admissions procedures and student support. The accreditation also reflects the AFBE’s belief that the Executive MBA program provides valuable, relevant support for Central Asia’s business community. Leading companies look to the Executive MBA program as an important resource in honing the abilities of their top managers.

The accreditation received by the Executive MBA program is another milestone in KIMEP University’s quest to offer truly world-class education.

The Executive MBA, Mini MBA Programs have also been accredited for five years by the German agency FIBAA, the Foundation for International Business Administration accreditation. The purpose of FIBAA is to promote quality and transparency in education and science by awarding quality certificates to educational programs and institutions in the areas of higher education and continued professional development, according to the organization’s website. FIBAA is internationally networked and works closely within the framework of international bodies to enhance the comparability of quality standards and quality management procedures.

The Executive Education Center Programs and Offerings

- **Professional Development and Certificate Program (PDCP)**
- **Executive Master of Business Administration (EMBA)**
- **Leadership Development Program (LDP)**
- **Center sponsored conferences, forums, clubs, roundtables, workshops**
- **EEC partnerships and International Professional Certification Programs**
- **Corporate Governance Program**

PROFESSIONAL DEVELOPMENT AND CERTIFICATE PROGRAM (PDCP)

Statement of Purpose

The Professional Development and Certificate Program provide learning and networking opportunities for working professionals. In operation since 1994 it services both individuals and organizations alike. A full program of courses, trainings and workshops are regularly scheduled and customized trainings developed on demand. The program offers ‘stand alone’ and integrated series of courses, seminars and trainings. Participants can gain knowledge of the fundamentals and then, if they choose, pursue an advanced understanding of topics including management, accounting and finance, marketing and sales, human resource management, information technologies, and business administration. New offerings and learning opportunities are introduced every year.

Mission

The mission of the Professional Development and Certificate Program is to deliver high quality learning opportunities to meet customer needs and to support the viability of Central Asia business community. The program strives to develop and offer opportunities that:

- Are relevant to the current business environment.
- Provide excellent value and a sound investment in career enhancement and human capital.
- Instill knowledge and skills that are immediately applicable in the workplace.
- Are delivered at times and by means accessible to any professional.

Program Offering

Courses and trainings are offered in a variety of different learning modes to maximize accessibility:

- Short-term (2-5 days) intensive trainings are regularly scheduled throughout the week.
- Meeting weeknights and on the weekend, are scheduled over longer periods of study, usually lasting 4-6 weeks.
- Hybrid trainings and courses, combining face-to-face and online learning are also offered.
- Some training is also provided via self-study with a trainer available for consultation as needed.

Participants in this program can earn various levels of certification including:

- “Certificate of Completion”: This is a certificate confirming participation in a specific course.
- “Certificate of Specialization”: Students wishing to pursue one field of study may earn a certificate of specialization by successfully completing 4 courses.
- ‘Mini MBA Professional Diploma’: This program is developed for business managers wishing to gain enhanced skills and knowledge in the field of Business Administration. They may choose to complete 6 courses composed of 12 modules from the list in major areas: Finance and Accounting, Management, Marketing and Sales; Human Resource Management; Administrative and Secretarial Skills; Leadership.

The duration or number of contact hours/days of Mini MBA as well as other short-term trainings and the methods of student evaluation vary according to the learning objectives, the nature of the course content and the mode of delivery.

Language of presentations of all PDCP programs is Russian. Trainings in English or Kazakh are upon the client request.

Teaching techniques utilized in all PDCP (including Mini MBA) programs differ from traditional methods in the local training market. They consider the specific needs and goals of adult training. An interactive approach is utilized to involve all participants in the learning process. Discussions and teamwork also promote knowledge sharing and networking.

PDCP utilize its wide network of adjunct faculty drawn from both the corporate and academic world to deliver its training. Their skills and knowledge make training practical and applicable to every day business.

Mini MBA Program Accreditation

Executive Education Center Professional Development currently holds the FIBAA Quality Seal for accredited Mini MBA Program. This is the only professional development program in Kazakhstan which has received high level international recognition.

Mini MBA Specializations

1. Mini – MBA specialization in Management

Course Code	Course Title	ECTS
	Foundation Management (core)	5
Module 1	Finance and Accounting for Non-Financial Managers	
Module 2	Principles of Management	
	Economics (core)	5
Module 3	Business Microeconomics	
Module 4	Business Macroeconomics	
	Organizational Behaviour and Development (core)	5
Module 5	Team Building	
Module 6	Organization Development	
	Business Communication (core)	5
Module 7	Presentation and Public Speaking	
Module 8	Win – Win Negotiation	
	Electives	
	Leadership and Ethics Development	5
Module 9	Leader and Team	
Module 10	Situational Leadership	
	Managing People	5
Module 11	Conflict and Stress Management	

Module 12	Time Management	
	Project Management	5
Module 13	Principles of Project Management	
Module 14	Decision Making	
	Strategic Management	5
Module 15	Strategic Planning and Business Planning	
Module 16	Change/Innovation Management	
	Employer – Employee Relation Management	5
Module 17	Motivation	
Module 18	Performance Appraisal and Employee Promotion	
	Applied IT	5
Module 19	MS Project Management	
Module 20	Multi-Media IT for Making Presentations	

2. Mini – MBA specialization in Human Resource Management

Course Code	Course Title	ECTS
	Foundation Management (core)	5
Module 1	Finance and Accounting for Non-Financial Managers	
Module 2	Principles of Management	
	Economics (core)	5
Module 3	Business Microeconomics	
Module 4	Business Macroeconomics	
	Organizational Behaviour and Development (core)	5
Module 5	Team Building	
Module 6	Organization Design	
	Business Communication (core)	5
Module 7	Presentation and Public Speaking	
Module 8	Win – Win Negotiation	
	<i>Electives</i>	
	Foundation Human Resource Management	5
Module 9	Hiring: Interview, Selection, Adaptation/ Induction	
Module 10	Kazakhstan Labour Code and Regulations	
	Managing Subordinates	5
Module 11	Delegation and Motivation	
Module 12	Team Building	
	Decision Making	5
Module 13	Performance Appraisal	
Module 14	Compensation	
	Problem Solving	5
Module 15	Conflict and Stress Management	
Module 16	Firing	
	Document E-Risk Management	5
Module 17	Document Record Maintenance and Archiving	
Module 18	Document E-Risk Management	
	Employer – Employee Relation Regulation	5
Module 19	Labour Safety and Health Protection	
Module 20	Labour Contract Regulation. Problems of Contract Law	

3. Mini – MBA specialization in Finance and Accounting

Course Code	Course Titles	ECTS
	Foundation Management (core)	5
Module 1	Finance and Accounting for Non-Financial Managers	
Module 2	Principles of Management	
	Economics (core)	5
Module 3	Business Microeconomics	
Module 4	Business Macroeconomics	
	Organizational Behaviour and Development (core)	5
Module 5	Team Building	

Module 6	Organization Design	
	Business Communication (core)	5
Module 7	Presentation and Public Speaking	
Module 8	Win-Win Negotiations	
	<i>Electives</i>	
	Finance and Accounting: Theory and Applications	5
Module 9	Corporate Finance	
Module 10	Managerial Accounting	
	Financial Reporting	5
Module 11	Financial Statement Analyses	
Module 12	International Financial Reporting Standards	
	Risk Management	5
Module 13	Operations Risk Management	
Module 14	Investment Risk Management	
	Decision Making	5
Module 15	Budgeting, Planning and Controlling	
Module 16	Auditing	
	Taxation	5
Module 17	Principles of Taxation	
Module 18	Taxation in Kazakhstan	
	Applied IT	5
Module 19	Financial Analyses Using Excel	
Module 20	Financial Modelling and Data Analyses in Excel	

4. Mini – MBA Specialization in Marketing and Sales

Course Code	Course Title	ECTS
	Foundation Management (core)	
Module 1	Finance and Accounting for Non-Financial Managers	5
Module 2	Principles of Management	
	Economics (core)	5
Module 3	Business Microeconomics	
Module 4	Business Macroeconomics	
	Organizational Behaviour and Development (core)	5
Module 5	Team Building	
Module 6	Organization Design	
	Business Communication (core)	5
Module 7	Presentation and Public Speaking	
Module 8	Win – Win Negotiations	
	<i>Electives</i>	
	Fundamentals of Marketing	5
Module 9	Principles of Marketing	
Module 10	E - Marketing	
	Market Oriented Strategy	5
Module 11	Strategic Marketing	
Module 12	Strategic Marketing Planning	
	Product and Brand Strategy	5
Module 13	Brand Management	
Module 14	New Product Development	
	Business Development and Promotion	5
Module 15	Consumer Behaviour	
Module 16	Marketing Research	
	Customer Service	5
Module 17	Customer Care	
Module 18	Conflict and Stress Management	
	Sales Management	5
Module 19	Sales from Start to Finish	
Module 20	Telephone and E - Selling	

INTENDED PROGRAM LEARNING OUTCOMES

After successful completion of Mini MBA, learners will be able to:

- Identify organizational, personal, cultural issues that impact on Ethics as leaders lead culturally diverse work teams to a success.
- Describe the underlying concepts, techniques, analyses and methods by which the accounting functions support management decision-making.
- Describe and analyze the key concepts in strategic marketing and assess their relative importance.
- Analyze an organization's financial performance (present and future) to keep shareholders / investors informed about the business.

- Identify theories and concepts which underlie cost accounting and budgeting related to real business activities to support management decision making.
 - Evaluate financial statements to make financial decisions that affect the wellbeing of the business and the general health of the economy.
 - Identify the key understanding concepts of the specific provisions of the tax law to comply with the legal taxation principles and practices and international standards.
 - Assess, analyze and prevent (mitigate when possible), monitor and control risks to reduce their impact on business.
 - Identify unrecognized conflicts and their causes; develop systems of conflict assessment and resolution to build business relationships in everyday activities.
 - Design and develop presentation structure, content, identify multimedia and other techniques to introduce, promote and sell ideas, products and services in convincing manner.
 - Identify the current discourse and trends related to human resource management at both the strategic and international level and provide easy access to these issues for both managers and non-experts.
- Identify and analyze regulations and procedures to comply laws to improve labour relationships in the organization.

International Qualifications from London Chamber of Commerce and Industry (LCCIIQ):

- LCCI English for Business Level 2 recommends 90 Guided Learning Hours (GLHs). Successful candidates will be awarded the Level 2 Certificate in English for Business on the achievement of the percentages and grades below:

Pass: 50%.
Credit: 60%.
Distinction: 75%.

- LCCI English for Business Level 3 recommends 140 Guided Learning Hours (GLHs). Successful candidates will be awarded the Level 3 Certificate in English for Business on the achievement of the percentages and grades below:

Pass: 50%.
Credit: 60%.
Distinction: 75%.

Enrollment Policy

You can obtain a registration to PDCP offerings form by contacting us (email/ phone/ fax/ online) or by downloading it from our website and you can return the application by e-mail, fax, telephone or to our office. When registering, please, include on the application form the course title, course dates and bank payment information.

Cancellation and Transfer Policy

Should circumstances make it necessary for you to cancel your enrollment, a refund, less an administration fee, will be made provided notice is given in writing prior to the start of the course. If no written notice is made and you fail to attend the training, the full tuition fee will be charged. A substitute attendee will be accepted in place of a cancellation.

If you are unable to attend a course or training, but would like to attend a later offering, your payment can be credited. Only one such transfer will be granted and then the cancellation policy will apply.

List of Areas of Specialization

- Finance and Accounting
- Management
- Marketing and Sales
- Human Resource Management
- Administrative and Secretarial Skills
- Leadership

List of Courses offered in major areas

Finance/Accounting:	Marketing and Sales:
1. Accounting/Finance Principles	1. Fundamentals of Marketing
2. Budgeting, Planning and Controlling	2. Strategic Marketing
3. Managerial/Cost Accounting	3. Effective Business Communication Skills
4. Corporate Finance	4. Marketing Research
5. Financial Statements: How to Develop, Read and Interpret	5. Sales from Start to Finish
6. International Financial Reporting System	6. E – Marketing
	7. Services/Consumer Marketing

<ul style="list-style-type: none"> 7. Taxation and VAT 8. Financial Performance Analysis 9. Financial Statement Analysis Using EXCEL 10. Financial Accounting 11. Auditing 12. Financial Modeling & Data Analysis in Microsoft Excel 	<ul style="list-style-type: none"> 8. Making Successful Presentations 9. Effective Negotiation Skills 10. Brand Management
<p>Management:</p> <ul style="list-style-type: none"> 1. Essential Management Skills 2. Accounting/Finance Principles 3. Finance and Accounting for Non Financial Managers 4. Total Quality Management 5. Effective Business Communication Skills 6. Conflict and Stress Management 7. Making Successful Presentations 8. Effective Negotiation Skills 9. Project Management 10. Team Building 11. Managing Innovations 12. Decision Making in Challenging Environments 13. Legal and Regulatory Issues on Tenders 14. Business Plan Development 15. Small Business and Entrepreneurship 16. Financial Performance Analysis 	<p>Human Resource Management:</p> <ul style="list-style-type: none"> 1. Fundamentals of HRM 2. RK Labor Code and Regulations 3. Effective Business Communication Skills 4. Conflict and Stress Management 5. Performance Appraisal 6. Motivation 7. Team Building 8. Compensation: Effective Reward Programs 9. HR Document Maintenance: Monitoring and Legal Support
<p>Administrative and Secretarial Skills:</p> <ul style="list-style-type: none"> 1. Skills for Success: Guide for Secretaries and Administrative Assistants 2. Customer Service 3. Effective Business Communication Skills 4. Telephone Selling 5. Conflict and Stress Management 6. Time Management 7. Essential Management Skills 8. Team Building 9. Making Successful Presentations 10. Archive/Documentation Administration and Legislation 	<p>Applied IT Courses for Business:</p> <ul style="list-style-type: none"> 1. Database Maintenance (Microsoft Access) 2. Advanced EXCEL 3. Auto CAD for Businesses 4. Data Analysis Using SPSS 5. MS Project 6. Multimedia Technologies to Develop Presentations 7. E-document Circulation and ERP System for Management 8. Financial Statement Analysis Using EXCEL 9. Financial Modeling & Data Analysis in Microsoft Excel
<p>Leadership:</p> <ul style="list-style-type: none"> 1. Finance Management I. 2. Change Management 3. Conflict Management 4. Innovative Thinking & Innovation Management 5. Customer Oriented Approach 6. Contemporary Marketing 7. Strategic Management 8. Situational Leadership 9. Building Effective Team 10. Fundamentals of Law 11. Sales for Non-Salesmen 12. Simulation 	

Course Descriptions:

Accounting/Finance Principles

In the broadest sense, financial and accounting managers are responsible for an organization's financial performance: cash management (present), reporting (history) and financial strategy (future) to keep shareholders/investors informed about the business. This course provides trainees with skills and knowledge to support accounting/finance systems development for investors to evaluate and make investment decisions.

Managerial/Cost Accounting

This course covers interpretation, use, and analysis of cost data for management planning, coordination and control. It includes the application of theories and concepts underlying cost accounting and budgeting through case-study analysis related to real business activities. Course topics also include job order costing, spoilage standard cost and capital budgeting.

Corporate Finance

The course introduces the fundamentals of finance. It considers theories and tools used to address modern corporate 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.

Financial Statements: How to Develop, Read and Interpret

This course has been specifically designed for the practicing manager and those with managerial aspirations. It includes teacher-led instruction, self-study as well as communication between attendees and instructors through many exercises.

Financial statements communicate important facts about an organization. Users of financial statements rely on these facts to make decisions that affect the well-being of businesses and the general health of the economy. Therefore, it is essential that financial statements are both reliable and useful for decision-making. Useful accounting and financial data is information that makes managers more effective - it makes managers better decision makers.

International Financial Reporting System

This course is designed to explore the role of International Financial Reporting Standards (IFRS) for organizations competing in increasingly global economies. It entails the convergence of different countries' accounting systems, differences between GAAP and IFRS, and ways of transformation/transition to internationally recognized reporting for local companies. Course learning materials include case studies and assignments that require analysis and that promote discussion.

Taxation and VAT

This course instils the skills and knowledge needed to comply with the taxation principles and practices of local laws and international standards. Attendees 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. The course is designed for chief accountants, accountants, managers of accounting and finance departments, and financial controllers (tax inspectors and tax police).

Financial Performance Analysis

This course provides attendees with tools and skills to evaluate the company's financial condition. Financial statements, ratio analysis and their interpretation are critical to making the right managerial decisions. For any business to survive in a competitive and challenging environment it must attract external financial support: via issuing new stocks, applying for bank loans or direct investments. Regular analysis of financial performance indicators will support prompt preventive measures to keep the company attractive for investors.

Financial Analysis Using Excel

This course introduces participants to various MS Excel tools of financial analysis that can be used in getting insight into real problems and making business decisions.

It continues with a study of IT principles and how they apply to financial analysis through the use of MS Excel worksheets, graphs, and step-by-step examples. Participants will learn to perform financial analysis and conduct research.

Risk Management

This course is designed to assess, prevent (mitigate when possible), monitor and control risks. In some cases acceptable risk might approach zero. Risks may also encompass natural catastrophe/force major as well as deliberate actions from other parties. Risk management strategy provides participants with skills and knowledge to prevent, avoid and transfer risks to reduce their negative impact and/or measure them to analyse their actual consequences on the business. Financial risk management focuses on risks to be managed by using existing financial instruments.

Financial Accounting

This course presents the fundamental concepts and techniques of the basic accounting system, including accounting for a complete cycle of business activities. It also reviews the basic principles of internal control and financial statements: assets, current liabilities, payroll accounting, as well as an overview of revenue and expense issues.

Budgeting, Planning and Controlling

This course enables participants to analyse the company's financial stability and to develop the planning and budgeting of the company's operational and financial activities. The tools and skills introduced in the sessions will support budgeting and forecasting of operating cash flows, pro-forma income statement and balance sheet development

Auditing

This course is designed for members of the Board of Directors, finance directors, managers and internal auditors. The main focus of the course is on the auditor's decision-making process. As well, the course discusses and analyses the key issues of internal control functions and their importance from the auditor's standpoint to support and improve the efficiency and profitability of the organization.

Project Management

Project management has become one of the most effective and widely accepted tools of business operation management. This course helps participants understand modern techniques and technologies used in project management: developing a project organizational chart, monitoring and controlling of the project implementation processes/stages and reporting. As well, the course provides techniques for team building and team management, and recognizes the impact of leadership and motivation on the successful implementation project goals.

Fundamentals of Marketing

The purpose of this course is to introduce the general concepts of marketing, its business function and the practices of modern marketing. Attendees 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 discussed.

Effective Business Communication

This course introduces the role of communication in business relations; basic elements of the communication process; and the components of successful communication. It also explores the role of media, advertising and PR.

Marketing Research

This course introduces attendees to the basics of marketing research such as planning and conducting marketing research, interviewing techniques, data analysis, drawing reliable conclusions and the presentations of results.

Sales from Start to Finish

Negotiation has become an important aspect of selling. Salespeople have to work out satisfactory solutions to customers' demands and concerns to reach a mutually acceptable agreement. Modern sales should be cooperation oriented, result in value-added, geared toward problem solving, and should concentrate on building relationships with buyers. The course will provide participants with win-win negotiation skills development.

Conflict and Stress Management

Introducing conflict as an ordinary event in any system, the course uses generated contradictions as its engine for further development. On the one hand, conflict can draw attention to necessary change. On the other hand, conflict can act as a driver for; building better relationships between groups; developing more precise organizational structures; and strengthening organizational behaviour integrity. Attendees will understand how dangerous unrecognised conflicts can be and learn to develop systems of conflict identification, assessment, and resolution. Case studies offered for discussions have been tailored to real relationships that arise in every day business situations.

Strategic Marketing

This course introduces key marketing strategies and their implementation. The main objectives of the course are to:

- Study specifics of strategic marketing.
- Learn key marketing strategies.
- Analyse different methods of estimating a product's and company's competitiveness.
- Analyse market opportunities.
- Discuss different approaches to marketing planning.

Services Marketing

This is an advanced course specifically designed to explore issues relevant to marketing services. Attendees are expected to enter the course with some knowledge of current marketing practice and theory. The course will enable participants to analyse marketing issues, develop marketing solutions, design and implement new creative ideas and apply marketing principles to a broad range of situations.

Making Successful Presentations

This course is designed for anyone whose position requires them to introduce, promote, and sell their ideas, products and services in a convincing manner. Presentation structure, development, applied multimedia and other techniques will be experienced. Videotaping and case studies will be included in the course.

Effective Negotiation Skills

This course is designed to develop and enhance negotiation skills and strategies to successfully communicate and deal with counterparts in the short and long term. It provides practical skills in communicating with people and managing negotiations. Participants will develop a comprehension of the processes and factors that affect negotiations.

Brand Management

This course will explain the differences between brand and trademark, and provide participants with the skills and knowledge to create and evaluate brands. Case studies tailored to local conditions will support a better

understanding and competence in building and managing brands and their equity. The course is designed for those who are responsible for promoting a product, service and company.

Essential Management Skills

This course is a study of key approaches in organizational management. It introduces the essential issues of modern business management such as planning, organization design, organizational change, leadership, motivation, group dynamics, etc. Theory will be complimented by a number of cases tailored to actual business thus supporting a better understanding of the topic.

Fundamentals of Human Resource Management

The objective of this course is to provide practical skills and general knowledge to deal with human resource issues within an organization. At the same time the topic covers the current discourse and trends related to human resource management at both the strategic and international level and provides easy access to these issues for both managers and non-experts.

Total Quality Management (TQM)

This course introduces modern techniques of operations management based on TQM principles, including the development of systems necessary to realize managerial goals and objectives. The course objective is to provide attendees with practical skills and knowledge to design and build Quality Management and Quality Assurance systems and to conduct external and internal quality audits. TQM principles and procedures as well as a variety of TQM document samples will support organization TQM monitoring in compliance with ISO standards.

Team Building

Successful teamwork can result in the group's performance being greater than the sum of the individual team member's performances. What differentiates a 'team' from other groups is the successful interaction and cooperation between team members who share and coordinate their experiences, skills, knowledge corporate values and aspirations.

Legal and Regulatory Issues on Tenders

This course is designed for professionals who represent state organizations, (any legal entities with more than 50% of their shares belonging to the government and those affiliated with legal entities) and who deal with the organization of tenders. The course covers the major issues related to tenders: legislation and regulations; amendments and changes to the "Law on Tenders"; tender documentation development procedures/maintenance/security and archiving. As well, different types of tender will be discussed: open/closed competition; one source tender; and tender via open merchant exchange.

Finance and Accounting for Non –Financial Managers

This course provides an introduction to finance and accounting principles as well as managerial accounting basics in compliance with International Financial Reporting System standards. The course is designed for accountant/finance freshmen, line managers and those interested in the use of accounting and finance data to enhance decision making. The objective of the course is to instill an understanding of accounting methodologies, procedures; balance sheets; income and cash flow statement development and interpretation and its use to analyse financial performance.

Investment Analysis

The purpose of this course is to introduce investment alternatives that are available today and develop an approach to analyse and attract investments. The course involves both theory and application. The course discusses available investment instruments and considers the purpose and operation of capital markets around the world. The theoretical part details tools of evaluating current investments and future opportunities to develop a portfolio of investments that will satisfy risk-return objectives.

Small Business and Entrepreneurship

This course provides an introduction to entrepreneurship, including an understanding of 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.

Database Maintenance (Microsoft Access)

This course provides the skills and knowledge to develop file organization techniques, data normalization and security, and to distribute information using Microsoft Access. The course is designed for computer literate users who need to enhance/upgrade their ability to use Microsoft Access applications.

Advanced EXCEL

The objective of this course is to provide attendees with the most effective means of data processing, a study of relational calculus, data security and integrity, and specific commercial database development techniques using Microsoft Excel applications. The course is designed for computer literate users who need to enhance their skills and knowledge in solving complicated IT issues when working with documents. Excel instruments and functions will be developed using practical exercises.

MS Project

This course is designed to train attendees to be able to effectively implement projects. Attendees will learn to use MS Project programs to develop project plans and monitor/manager their implementation. During sessions participants will learn to use software to optimise project implementation processes and procedures. The course is designed for project managers, IT support people, and those who are interested in automating project management processes.

Performance Appraisal and Motivation

This course is designed to provide attendees with practical and psychologically sound strategies to improve the attitude and behaviour of both staff and manager. This will foster a comfortable working environment characterized by open and effective communication. Participants will:

- Learn how to encourage subordinates to undertake new tasks and face challenges.
- Gain 5 step motivation enhancement tools.
- Learn to make risk weighed decisions and become more creative.

RK Labour Code and Regulations

The purpose of this course is to study the Labour Code of the Republic of Kazakhstan in order to manage labour relationships with relation to labour security, the protection of employer and employee rights and the maintenance and monitoring of medical and health security and insurance. The course material covers regulations and procedures to comply laws to improve labour relationships in the organization. Case studies are used to gain practical skills and knowledge to help students understand how to apply regulatory issues to real working environments.

HR Document Maintenance/Monitoring and Legal Support

A sound document filing/archiving policy and procedures is mandatory for any organization. HR professionals understand that the huge volume of company paperwork to be organized daily can become very difficult to manage. If an important document is stored in the wrong place, and/or unintentionally destroyed/lost it may result in the company facing a lawsuit.

This course will teach attendees how to handle and store documentation in today's electronic era. This includes current requirements to secure specific e-mail as legal documents; and procedures to protect an organization in the emerging environment of E-Risk Management.

Skills for Success: Guide for Secretaries and Administrative Assistants

The course is designed for practicing administrative assistants, secretaries, and office managers who wish to enhance their skills and knowledge to provide better customer care. The course covers such topics as business communication/correspondence, listening, time management, self-organization, conflict and stress management and utilizes learning tools such as group discussions, case studies and role games.

Customer Service

Want to learn how to sell more? How to provide better customer service? How to achieve competitive advantage? The answer is to meet your customers' needs... to satisfy their expectations by offering them attractive services. This course teaches communication and negotiation skills and how to effectively apply them when serving clients. In the course, participants will experience techniques and psychological tools of communication through case study/role play analysis and discussions. Participants will learn to build constructive cooperation with their counterpart.

Time Management

Effective leaders understand the real value of time. It is the scarcest resource necessary to achieve organizational goals. Money can be borrowed and people can be hired. As for time, it cannot be bought, sold or borrowed. This course is designed to teach attendees effective time management techniques. The course provides attendees with the skills and tools of planning, organizing and effectively utilizing their time.

EXECUTIVE MASTER OF BUSINESS ADMINISTRATION (EMBA)

Statement of Purpose

The Executive Master of Business Administration 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 world of business to gain increased understanding of the total organization, to achieve and maintain a competitive advantage. The program is offered in both English and Russian languages, via flexible learning model that allows for active continuous full-time employment while simultaneously achieving the Executive MBA.

KIMEP University's Executive MBA is a transformational experience, both personally and professionally. The Program equips you with the skills, knowledge and networks to propel your career wherever you decide to take it.

The program allows you *to balance a demanding career and personal commitments* within 18-months period of intensive study and professional development. Learning modules are scheduled by Fridays and Saturdays (unless otherwise noted), and specialization is available through elective studies.

Taught by world-renowned faculty, program participants benefit from the diverse perspectives of peers from a wide variety of nationalities, job functions and industry sectors.

Mission

The purpose of the Executive MBA program (EMBA) is to provide business enterprises with strategic competitive advantages and government agencies with the enhanced capacity to deliver public services by building on the existing capacities of the next generation of senior managers and executives to allow them to become effective leaders. The program will also enable working professionals to gain a comprehensive understanding of business and earn a Master of Business Administration degree without interrupting their career.

PROGRAM OBJECTIVES

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

1. A comprehensive understanding of business and general management.
2. The knowledge and skills to lead ethically within any part of an organization or to lead across departments.
3. A broader perspective of business, developing a strategic and global perspective.
4. The enhanced capacity to apply strategies to improve their organizations.
5. The enhanced capacity to use information technology proficiency, including supply chain management.
6. The enhanced capacity to improve organizational performance.
7. The ability to analyze impact of the external forces on the organization (including economic, financial, marketing, etc.)

INTENDED PROGRAM LEARNING OUTCOMES

After successful completion of the Program, learners will be able to:

- Design, analyze and synthesize the business research.
- Analyze business theories, markets, and reporting practices in organizational development settings.
- Describe and analyze a simple circular flow model and the national accounts, the role of economics for organization's success.
- Describe and synthesize the main concepts and describe issues of the modern financial systems including financial markets and financial institutions.
- Identify organizational, personal, cultural issues that impact on Ethics as leaders lead culturally diverse work teams to a success.
- Evaluate contemporary issues in IT/MIS and their impact on IT/MIS problems in an organizational setting.
- Describe the underlying concepts, techniques, analyses and methods by which the accounting functions support management decision-making.
- Describe and synthesize current investment decision making methodologies of the organization.
- Describe and analyze the relationship between operations and a competitive advantage in the marketplace.
- Describe and analyze the key concepts in strategic marketing and assess their relative importance.
- Describe and define the current trend of globalization.
- Identify and synthesize strategic approach and applicability of the risk management.
- Synthesize, select and justify an appropriate business strategy, and use it in strategic audit of a company.

Equal Opportunities

KIMEP University provides equal opportunities for all applicants irrespective of age, sex, religion and other conditions. It includes the acceptance of people with disabilities, offering them the same conditions as are offered to other applicants.

A person with a disability is able to seek admission to, or apply for enrolment in, KIMEP University **on the same basis** as a prospective student without a disability.

KIMEP University puts actions in place to help ensure equal opportunity for people with a disability by making education related adjustments.

The academic requirements for admissions are determined by identifying academic achievement reasonably expected at the admission, including skills and abilities required and whether the academic requirements can be met in another way by making education related adjustments.

Admissions tests: KEPT and KGET are objective and do not discriminate against applicants on grounds of any of the protected characteristics. Tests and assessments are accessible to applicants with disabilities and KIMEP University complies with its duty to make reasonable adjustments for disabled people who are being assessed. KIMEP University makes the test material available in an adapted format, allowing extra time or providing a scribe, depending on the individual needs of the applicant.

NB: Fulfilling the entry requirements does NOT guarantee admission, as the admission is subject to approval by the Executive MBA Oversight Committee.

Degree Requirements

The Executive MBA is offered via a venue that is consistent with the area that business and government needs. Class meetings are scheduled on weekends during intensive learning sessions. In the future, a customized meeting schedule may be developed to accommodate the specific needs of prospective candidates. Anyway, the requisite 45 hours faculty-to-learner contact time per each 3-credit course (equivalent to 5 ECTS) will be achieved.

Learning time at the Executive MBA Program is organized so that a learner is required to spend per week on average 30 hours including teaching and self-study hours.

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

Coursework required for Graduation	ECTS
12 learning modules including internship and original research in report form	60
Cumulative GPA (at or above)	3.00

Executive MBA Program Courses

The program curriculum aims to improving management skills and pushing business practice to new heights. Prerequisites to all Executive MBA courses (learning modules) are determined at the discretion of the Executive MBA Oversight 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 prerequisite course can be required. The program encompasses the business skills and knowledge needed for building leadership capacity in a small to large organization.

Learning Modules on Executive MBA Program

Code	Title	ECTS
EBA5290	Research Methodology and Writing ¹	5
EBA5254	Organizational Behavior and Development ²	5
EBA5231	Applied Managerial Economics	3.5
EBA5206	Accounting and Finance: Theory and Applications	6
EBA5257	Leadership and Ethics	5
EBA5281	Business Intelligence Applications	5
EBA5221	Management Control Systems	5
EBA5216	Financing and Investment Decision Making	5
EBA5273	Global Logistics and Supply Chain Management	3.5
EBA5242	Strategic Marketing	3.5
EBA5255	Global Business, Innovation And Risk Management	3.5
EBA5251	Strategic Management and Business Policy ³	5
EBA5292	Executive MBA Thesis	5
Total EMBA Required Courseware		60

NB:

¹Ministry-required course for all master's degree programs in Kazakhstan, Research Methodology and Writing module serves to meet the Professional Foreign Language (Business English) requirement.

²Ministry-required course for all master's degree programs in Kazakhstan, Organizational Behavior and Development module is accepted for Psychology requirement.

³Ministry-required internship for all master's degree programs in Kazakhstan, Internship is 0 (zero) ECTS as it is included in this learning module. Learning assessment (in the strategic plan format) documents portfolio of students' practical experience, which serves as the basis of this internship requirement.

Prerequisite coursework

Prerequisites to all Executive MBA courses shall be determined at the discretion of the Executive MBA Oversight Committee. In general, the business or government management/leadership experience prescribed in the admissions criteria is sufficient. However, if a particular set of skills or background knowledge are missing, a pre-requisite course can be required. The program encompasses the business skills and knowledge needed for effective leadership capacity in a small and large organization.

Executive MBA Program: Course Descriptions

FOUNDATION MANAGEMENT

The learning under the Foundation Management provides an overview of the philosophy and practical applications of research. Students will learn the methodological processes one should take in order to produce valid and reliable data that can be used in decision making in both professional and personal life. Through the learning of processes students will be able to better critique and analyze secondary data, understand what constitutes empirical data, and know how to conduct an independent study that will produce the results students need.

EBA5290 Research Methodology and Writing, 5 ECTS

This module is designed to familiarize students with the thesis procedures and guidelines, and explain them the research process and research methodologies in more details, including an overview of the philosophy and practical applications of research. Students will learn the methodological processes one should take in order to produce valid and reliable data that can be used in decision making in both professional and personal life. Through the learning of the processes students will be better able to critique and analyze secondary data, understand what constitutes empirical data, and know how to conduct an independent study that will produce the results students need. The module will also emphasize the importance and limitations of theory and methodology in scientific research as well as the purposes of applied research, evaluation, analysis, and research ethics. Throughout their Executive MBA studies students will design the original research project that will turn into the Master's thesis. This module also serves to meet the MES requirement of Professional Foreign Language (Business English).

Intended learning outcomes

After successful completion of this module, learners will be able to:

- Explain, in both theoretical and practical terms, why research is important and different from the “street-smart” approach;
- Design independently and administer study;
- Differentiate between qualitative and quantitative research and the pros and cons attached to each;
- Develop research plans that produce valid and reliable results;
- Analyze and critique secondary and primary data and produce final report.

EBA5254 Organizational Behavior and Development, 5 ECTS

This module 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 module considers international best practices in management and HR techniques and compares with practices prevalent in Kazakhstan today. This module also examines the role of the leader in the organization and facilitates 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 module will also explore the emergence of corporate ethics in the business/work environment, its impact on the role of the leader and how it can be applied in Central Asia. This module also serves to meet the MES requirement of Psychology.

Intended learning outcomes

After successful completion of this module, learners will be able to:

- Analyze business theories, markets, and reporting practices in organizational development;
- Apply organizational development theories and best practices;
- Assess culture and change management in organizations;
- Evaluate strategic management and critical thinking in organizations; manage data; apply systems theory and design to organizations;
- Communicate effectively;
- Analyze ethical and legal responsibilities in organizations and society.

MANAGEMENT CORE CONCEPTS

The studies under the Management Core Concepts examine market behavior, real consumer actions, and analyze market behavior. The principles of accounting and finance and also economics are reviewed. The students are also provided with the concepts to understand and utilize economic and financial information relevant to management in domestic and multinational business decision-making.

EBA5231 Applied Managerial Economics, 3.5 ECTS

This module examines market behavior and focuses on actions of real consumers. The module analyzes how market behavior impacts on production, competition, monopolies and oligopolies. The principles of macroeconomics and microeconomics are reviewed. The module also provides students with the ability to understand and utilize economic information relevant to managerial decision-making in domestic and multinational companies based in Kazakhstan.

Intended learning outcomes

After successful completion of this module, learners will be able to:

- Describe a simple circular flow model and the national accounts, i.e. components of Gross Domestic Product (GDP);
- Analyze the role of interest rates in determining components of GDP, with particular attention on the “investment function;”
- Determine the role of interest rates in determining the demand and supply of “money;”
- Analyze how “fiscal” and “monetary” policies will affect the model, which allows predicting patterns of interest rate changes.

EBA5206 Accounting And Finance: Theory and Applications, 6 ECTS

This module surveys the basic concepts and tools of Accounting and Finance.

• *Finance part:* It provides an overview of main concepts and issues of the modern financial systems including financial markets and financial institutions. Theoretical grounds for such concepts as time value of money, bond and stock valuation, net present value and investments valuation will be discussed along with the emphasis on practical skills of problem-solving by students. This module will also lay background for the future advanced courses in Finance.

• *Accounting part:* Its focus is to establish understanding of the underlying principles by making it possible to account for business/financial transactions in numeric sense. Students will become familiar with financial statements, and learn how not only to construct but also to interpret different financial statements. Importance of financial reporting and analyses will be emphasized both during the lecture and through practical case studies.

Intended learning outcomes

After successful completion of this module, learners will be able to:

- Describe and synthesize the main concepts and describe issues of the modern financial systems including financial markets and financial institutions;
- Describe and evaluate theoretical grounds for such concepts as time value of money, bond and stock valuation, net present value and investments valuation will be discussed along with the emphasis on practical skills of problem solving by students;
- Describe and analyze the underlying principles making it possible to account for business/financial transactions in numeric sense;
- Describe and analyze financial statements;
- Analyze and interpret different types of financial statements.

LEADERSHIP DEVELOPMENT

Under the Leadership Development courses, managers and decision makers in business, industry and government must be familiar with the leadership and ethics, use of information and its processing. The purpose of Leadership at the graduate level is preparing middle and senior management to understand different leadership theories, to maximize efficiency of their preferred style of leadership and to differentiate leadership applications. Business Intelligence aims to support better decision making and basically refers to the computer-based techniques used in identifying, extracting and analyzing business data for strategic decision makers.

EBA5257 Leadership and Ethics, 5 ECTS

Students will have the opportunity to practice and further develop their leadership styles as well as to identify and form strategies for dealing with conflicting leadership styles. *Ethics part* of the module will emphasize the individual as a decision-maker and focus upon the ethical issues and dilemmas facing managers in most business organizations. The specific module objectives are to raise students' general awareness of ethical dilemmas at work, to place ethical issues within a management context subject to analysis and decision-making action, and to enhance and improve the ability of students to reason toward a satisfactory resolution of an ethical dilemma.

Intended learning outcomes

After successful completion of this module, learners will be able to:

- Describe a number of management theories and distinguish between them;
- Articulate what leadership is and what good leaders do;
- Discriminate between individual, team and organizational leadership roles and activities;
- Explain several key theories of motivation and how they might apply practically;
- Identify organizational, personal, cultural issues that impact on Ethics as leaders;

- Recognize cultural differences that leaders must accommodate in order to lead culturally diverse work teams;
- Identify contemporary challenges facing leaders and some potential strategies to manage these challenges;
- Apply critical thinking and problem solving skills to the analysis and resolution of leadership problems and Ethics in studies.

EBA5281 Business Intelligence Applications, 5 ECTS

The module introduces the essentials of Information Technology and Management Information Systems (IT/MIS) for executive learners, explores the effects of IT/MIS on modern organizations, and how it can help them reach a competitive position in a rapidly changing environment.

This module is designed to study how to use technologies, processes and applications to analyze information and business processes as well as how to collect, analyze and utilize information with a focus on strategic competitiveness. This module also discusses the conceptual and practical aspects of presenting, manipulating, processing and visualizing large amount of data needed for strategic decisions.

The module examines management, organizational and technological issues regarding information systems technology through miscellaneous problems that today's management face, such as business intelligence and information management, knowledge management, planning, decision-making, and communication. Several concepts, case-studies and examples will explore new technical and managerial developments, including innovation, creativity and executive-level implications.

Intended learning outcomes:

After successful completion of this module, learners will be able to:

- Define IT/MIS-related key concepts;
- Analyze and write a short critique of an element of the IT/MIS literature in the area of their interest;
- Create a clearly stated problem statement; demonstrate and document the problem solving process;
- Evaluate contemporary issues in IT/MIS and their impact on IT/MIS problems in an organizational setting;
- Make a presentation, written or verbal business reports that demonstrate their capacity of critical thinking.

DECISION MAKING

Studies under the Decision Making review the classical methodologies and techniques for different types of decision making including financial, management and economic decisions. Control systems are also covered with emphasis on new management practices. Decision making is an essential leadership skill, thus the courses will enhance students' ability to understand how to make timely, well-considered decisions, empowering and increasing the learner's ability to lead a team to well-deserved success.

EBA5221 Management Control Systems, 5 ECTS

The objective of this module is to provide the participants with a thorough understanding of the management control structure and processes in firms, specifically in the implementation of control instruments in organizations. The accounting and financial control systems are also discussed as a part of the overall control system with emphasis on the financial information and feedback of organizational performance, as well as human behavior aspects of management control.

Intended learning outcomes

After successful completion of this module, learners will be able to:

- Describe and analyze the basic terminology, tools and techniques of financial accounting and the impact of those tools and techniques on financial statements;
- Identify different types of accounting statements;
- Prepare and explain financial statements, as well as to demonstrate problem solving skills through different types of accounting cases and problems;
- Apply financial accounting tools and techniques in decision-making processes;
- Describe the underlying concepts, techniques, analyses and methods by which the accounting functions support management decision-making.

EBA5216 Financing and Investment Decision Making, 5 ECTS

The module examines financing and investment decisions, and their interrelations in detail. The overall goal is to obtain a comprehensive and in-depth perspective of the area of Financial Management. Special emphasis is given on integration of the concepts of financial management into a total systems approach to business decision-making. 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.

Intended learning outcomes

After successful completion of this module, learners will be able to:

- Describe and analyze the foundational theories of Corporate Finance related to financing and investment decisions;
- Analyze the business reports and evaluate the financing and investment decisions of the organization;
- Describe and synthesize current investment decision-making methodologies of the organization.

GLOBAL PERSPECTIVES

Studies under the Global Perspectives enhance the individual's ability to understand his or her condition in the community and the world, and improve the ability to make effective judgments, including the study of nations, cultures, and civilizations and their impact upon business interactions throughout the world with a focus on understanding how these are all interconnected and how they change, and on the individual's responsibility in this process. Learning modules provide the individual with a realistic perspective on world issues, problems and prospects, and an awareness of the relationships between an individual's enlightened self-interest and the concerns of an organization as a whole.

EBA5273 Global Logistics and Supply Chain Management, 3.5 ECTS

The module focuses on managing resources in service and production operations environments for globalization and outsourcing for competitive advantage from a strategic viewpoint. The module participants will learn how the value chain and lean synchronization improve supply-chain management (SCM) design. The module builds a solid foundation in designing SCM networks, process design, capacity assessment and operations network configuration in SCM. The role of location and distribution networks, customer handling, order fulfillment and service quality design in SCM are identified. Participants will understand the applications of strategic forecasting, inventory flow, material requirements planning (MRP), vendor selection and evaluation, purchasing and subcontracting, contract preparations, management of integrated project planning and financial analysis for global strategy formulation.

Intended learning outcomes

After successful completion of this module, learners will be able to:

- Describe and analyze the relationship between operations and a competitive advantage in the marketplace;
- Identify the issues related to designing and managing operations and the techniques used for that identification;
- Describe and develop techniques to analyze their quantitative reasoning ability.

EBA5242 Strategic Marketing, 3.5 ECTS

The students will learn to develop and implement effective marketing strategies including the identification of target markets and creation of competitive advantage. Strategic marketing, as a process of creating market-driven strategies, contributes to the further refinement of students' abilities and skills, development of core strategy and competitive positioning.

Intended learning outcomes

After successful completion of this module, learners will be able to:

- Describe and analyze the key concepts in strategic marketing and assess their relative importance;
- Describe and analyze external environment and impact on organization's marketing competitiveness;
- Describe and synthesize the tactical marketing methodologies for implementation within the workplace;
- Describe and apply the elements of marketing strategies at different product life cycle stages within the organization.

EBA5255 Global Business, Innovation and Risk Management, 3.5 ECTS

The module 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 neighboring CIS countries are part of the course.

The module also provides comprehensive analyses and insights in risk management performed by corporations and financial institutions. The course will focus on case studies and discussions in order to study the fundamentals of financial risk management. It covers techniques to identify, measure, and manage financial risk, as modern financial markets and regulation require. Specifically, topics of discussion will include the development of value-at-risk and stress-testing, the management of exchange rate risk, interest rate risk, credit risk, liquidity risk, operation risk and integrated risk. The module also studies risk management applications of forwards and futures, option strategies, swap strategies, as well as credit derivatives and learn the pros and cons of many derivative securities. Students will be exposed to various risk management issues in today's marketplace.

Intended learning outcomes

After successful completion of this module, learners will be able to:

- Describe and define the current trend of globalization;
- Describe and analyze current and classic theories for trade and internationalization of firms;
- Identify the global influences of multinational bodies (IMF, World Bank, WTO);
- Identify and evaluate trends in regional economic integration;
- Describe and evaluate the impact of government intervention on business;
- Identify and analyze the international monetary and exchange rate systems;
- Identify appropriate global strategy and organizational options;
- Describe and assess the firms' tactics methodologies to enter and operate in the international markets;
- Identify and analyze challenges in international marketing;
- Identify and synthesize strategic approach and applicability of the risk management;
- Identify and apply strategies implications for managing: market risk, credit risk and liquidity risk;
- Analyze and assess operational and integrated risks.

INTEGRATIVE CONCEPTS

The Integrative Concepts cover executive management decisions and actions for formulating and implementing short and long-term plans, which determine organizational performance, role of the top-management decision making in establishing the firm's mission, strategic analysis of alternative actions, evaluation of external and internal environmental conditions, industry characteristics and organizational capabilities in determining the strategy for the firm in the 21st century. Different business disciplines are integrated for the purpose of developing the student's strategic decision-making skills. The focus is on the (complex) case studies, strategic thinking, project management, use of quality to improve performance and assignments related to the top-management development.

M12. EBA5251 Strategic Management and Business Policy, 5 ECTS

The module is aimed at students developing the appropriate conceptual framework for approaching the main management decisions connected with the strategy. The study of strategic management emphasizes the monitoring and evaluating of external opportunities and threats in light of a corporation's strengths and weaknesses. Internship is 0 (zero) ECTS as it is included in the Strategic Management and Business Policy learning module. Learning assessment (in the strategic plan format) documents portfolio of students' practical experience, which serves as the basis of the internship requirement by MES.

Intended learning outcomes

After successful completion of this module, learners will be able to:

- Describe and analyze methodologies of strategic management process;
- Formulate and implement of corporate, business, and functional strategies;
- Identify and evaluate the principle driving forces that will shape the future of international competition;
- Analyze and evaluate corporate governance issues pertinent to an organization;
- Analyze and formulate tactical decisions in business-level strategy;
- Synthesize, select and justify an appropriate business strategy, and use it in strategic audit of a company.

EBA5292 Executive MBA Thesis, 5 ECTS

Completion and defense of the Executive MBA Thesis – so-called Integrated Business Research Project (IBRP) – is an integral part of this module. Under the supervision of his/her academic adviser or full-time faculty, the program participant 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 for IBRP should be submitted to the supervising BCB Executive MBA Core Faculty – an adviser specializing in the area of interest. The research work may also include theoretical and practical aspects, conclusions and recommendations. Executive MBA Thesis consists of the following two parts:

Part I: Strategic Audit of an Organization

Preferably, a company of current employment; however, it may be a company of past employment, or another organization.

Part II: Research Projecting an Area of Interest:

Business Studies Areas: (i) Accounting; (ii) Finance; (iii) Management; (iv) Marketing; (v) Information Systems; (vi) Operations Management and/or any other relevant area of Business Studies.

Learning outcomes

The primary purpose of the thesis work is:

- To enhance and apply the body of knowledge acquired by a student during studies on the Executive MBA Program;
- To share this knowledge with interested parties in the society;
- To transfer the acquired knowledge to the workplace;
- These purposes are accomplished through an in-depth investigation of a particular business issue and dissemination of the findings.

Transfer of Credits

Transferring KIMEP credits

Business-related credits earned by a student in degree status at KIMEP University are permanent and can be used in any degree program for which the credits are appropriate. If a student is withdrawn from KIMEP University and later reapplies to study under a new student ID, the credits previously earned can be transferred to the records for the new ID. If requirements have changed then some credits may not be applicable. The curriculum committee of the department or program makes the final determination of whether previous credits correspond to current requirements and can count towards the degree.

Grade taken at KIMEP University, on a different students' ID, can be transferred only if they are "B-" or better." Students who change degree status or ID number must request that their records are updated during the first semester of study under the new ID number.

Transfer of credits from non-degree status are allowed in case the student transfer from non-degree to a degree status and when student has earned a grade of minimum "B" or better. Any credits earned by the day of student's transfer to the regular status are eligible for transfer from non-degree to a degree status. Transfer of credits from a degree to non-degree status is not allowed.

Transferring Credits from another University

Business-related coursework completed at other accredited universities in Kazakhstan or abroad can be transferred to KIMEP University. The verification of the Ministry of Education and Science (MES) license or its equivalent shall accompany any college decision on credits transferred (except for the institutions that have a formal agreement with KIMEP University on academic course transfers). Number of credits transferred is a math calculation of course content as per the current KIMEP University credit system.

A student with the coursework completed outside of KIMEP University should present a request for course transfer to the department that would most likely be responsible for the course at KIMEP University. The application must be accompanied by a detailed course syllabus showing the topics covered in the course and an official transcript showing the number of credits and the grade or final assessment in the course.

1. If an equivalent course exists at KIMEP University the transcript will indicate the equivalent KIMEP University course code and course title. The course doesn't need to be transferred for the same number of credits as the KIMEP University course.
2. If a business-related course does not match a current course title then the course can be transferred as Special Topics.
3. Courses in disciplines that are not taught at KIMEP University can still be transferred as free electives.
4. Courses taught in languages other than English can be considered for transfer if the courses were taken at an accredited university.
5. Credits for courses taken at other institutions of higher education will only be transferred if the student has earned a "B-" or higher grade in the course. Transfer of grades earned at graduate level at KIMEP University involves a transfer of a letter grade equivalent and will count towards the requirements of Grade Point Average (GPA). However, coursework taken at a partner university as part of a KIMEP University sponsored student exchange program requires only a passing grade in order to be transferred.
6. Course(s) transferred credits do 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 number of credits transferred. Students may be offered the equivalent credits free of charge in a regular Master degree program at KIMEP or other programs at the discretion of the Executive MBA Oversight committee and KIMEP administration approval. Such courses will not be included in the student's graduation requirements.
7. No letter grade is assigned to transfer courses. Transfer courses are not considered in the GPA calculation
8. No more than fifty (50) percent of student's degree program requirements can be transferred. No transfer credits to non-degree status are allowed.
9. The course transfer decision is an academic decision and the final judgment and decision is made by the department that would most likely be responsible for the course at KIMEP University (number of credits, level of the course, course equivalent in KIMEP University catalog, etc.).
10. Office of the Registrar may not accept some credits transfers for processing if not satisfied with above. The Academic Council does oversight of the course transfer procedure and decision making at KIMEP University in any cases of inconsistency or student appeals.

Independent Study

In light of a special course delivery mode at Executive MBA Program (sequential delivery), certain students may require to enroll in the format of Independent study course format.

A *graduate student* (in good academic standing on regular status) may enroll in independent study if:

1. A course necessary for graduation is missed when offered at the enrolled cohort.
2. A course necessary for graduation is missed with the next cohort when the course is offered.
3. A course necessary for graduation is not offered.
4. A course necessary for graduation has been cancelled.

Independent study can be authorized if sufficient courses or substitute courses are not available for the student to make continuous progress towards completing the degree. No more than six KIMEP University credits of independent study can be used for a graduate degree.

The process for completing an independent study is as follows:

1. A faculty member with expertise in the subject area (preferably a faculty member who has previously taught the course) agrees to supervise the independent study of an executive student.
2. The supervising faculty member submits a study plan detailing the learning objectives, reading assignments, student-faculty learning schedule, and methods of assessment.
3. The Program Administration reviews the submitted study plan. The Program Administration may approve the plan, disapprove the plan, or request additional information.
4. If the Program Administration agrees with the proposed study plan, then a recommendation is made to the dean for the final approval.
5. The dean notifies the Registrar's Office in writing about the approval of the independent study. The form for Independent Study is available at the Office of the Registrar webpage.
6. The student registers for the course as independent study and pays the tuition fee at 50% level of the regular tuition fee. The tuition fee for the registered independent study must be paid by the student in addition (over the total amount) of tuition fees payable for the entire Program.
7. At the end of the semester, the supervising faculty submits all documents verifying completion of the independent study along with the student grade.

Time Limits

All students admitted to the program are admitted as full-time students

1. The program is delivered such that students are expected to complete all degree requirements within 18-months period.
2. The maximum duration of the program is 36 months. Under exceptional circumstances the Executive MBA Oversight Committee may extend this period.

Tuition and Refund Policies

There is one fee for the program, set for each cohort group. Information on tuition fee, discounts, payments options and refund policy are available from the program office.

Suspension of Studies

The program recognizes that unforeseen circumstances may result in a student being unable to attend one or more courses. In such cases, the student may request a temporary suspension of their studies. This does not mean a withdrawal from the program itself. Requests to suspend studies must be made in writing to the Executive MBA Program Director.

Courses missed during the period of suspension may be taken by joining another Executive MBA cohort. In the event that the course is not offered by the Executive MBA Program, or if the student is unable to attend the course that is offered, the student may be required to take a similar course (approved by the Executive MBA Program) from KIMEP University's regular MBA program. Alternatively, the student makes a special request to the Executive MBA Program Director to complete the course requirement as a self-study. Normally, a maximum of one self-study course will be permitted for EMBA. At the discretion of the Program, additional requests may be considered in exceptional circumstances.

In the cases of courses taken by joining another Executive MBA cohort, or taken with the regular MBA program, there will be no additional charge to the student, provided the request for suspension of studies was received prior to the start of the course. In the case of self-study the student will be required to pay the full-credit (Executive MBA) value for the course.

A suspension of studies does not alter the time allowed to complete the Executive MBA degree. It is the student's responsibility to complete the degree requirements within the time period articulated in the 'Degree Requirements' section of the Program Overview and/or KIMEP University catalog.

Retaking of Courses

Students retaking courses for reasons other than those described above will be required to pay a tuition fee based on the per-credit fee in effect for the Executive MBA class that he/she joins. The tuition fee will be calculated as 'total credits in the program / full tuition fee for the program' * 'credit value of the course'.

LEADERSHIP DEVELOPMENT PROGRAM (LDP)

Statement of Purpose

The KIMEP Leadership Development Program (LDP) was established in 2010, as part of an innovative curriculum redesign, putting a greater emphasis on personal leadership awareness and skills development.

The purpose of the Leadership Development Program is to help KIMEP students develop the necessary skills to assume key positions in Kazakhstani business and government. It focuses on the practical application of leadership skills, ending in a supervised internship. Those students that fulfill all requirements of the Program receive a Special Certificate in Leadership.

The Program brings an academic focus to the study and development of leadership by:

- **Teaching** - providing students with opportunities to learn about leadership frameworks, challenges, skills and development practices.
- **Research** - partnering with faculty on research relating to leadership for use by the academic and business communities.
- **Outreach** - assembling recognized leaders and experts to stimulate thinking and identify leadership development needs.

The key methodology of the Leadership Development Program is the action learning based on the feedback of both participating companies and students. Such a program is very difficult to execute, requiring a new level of integration between traditional faculty, career services, and corporate executives.

Program Description

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

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

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

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

- *The ICT Development Index in Kazakhstan: The Focus on Business Environment* (joint project with Microsoft Kazakhstan).
- *Innovation Management: A Critical Analysis of the Government Initiatives to Foster Innovation in Kazakhstan* (joint project with Microsoft Kazakhstan).
- *Islamic Banking in the Republic of Kazakhstan: The Al Hilal Bank Market Entry Challenges* (joint project with Al Hilal Bank Kazakhstan).
- *Leadership of the Kazakhstan Banking System in the CIS: Myth or Reality?* (joint project with ICC Business Advisors).
- *New methods and tools to promote products on the market: Winston case (project for JTI Kazakhstan Company).*
- *Innovation Incubator (LDP students initiative project on launching business start-ups)*

This is the opportunity for the LDP students to demonstrate their mastery of innovation, marketing, finance, strategy, operations, project management, business communications, and other management disciplines. Furthermore, the Program provides an exclusive opportunity for students to work closely with each other as well as senior executives from leading organizations in a real-world business context.

Program highlights

- Module 1. Visionary leadership
- Module 2. Leadership across sectors
- Module 3. Building values and developing actions
- Module 4. Power and leadership
- Module 5. Leading change
- Module 6. Building trust and commitment
- Module 7. Strategic thinking
- Module 8. Leading organizational design
- Module 9. Influential leadership communication
- Module 10. Leading organizational performance

Undergraduate: MAJOR AND MINOR IN LEADERSHIP

Leadership is one of the most critical functions that constitute the essence of management competence in modern organizations. It takes mainly strong leaders to prepare the organization to go through essential changes and help it effectively resolve all the difficulties on its way to successful transformation.

Successful leaders:

- Lead throughout all managerial areas of the organizations.
- Establish trust and commitment.
- Understand the present challenges and trends of the industries.
- Provide effective business solutions.
- Understand and inspire employees.
- Understand personal capacities of effective leaders.

Leadership majors learn how to understand and apply basic leadership principles in modern organizations in the most effective way.

Major and Minor in Leadership

Major requires all courses in Group A and any three course selected from Group B	
Minor requires three courses from Group A	
Group A: Required courses for major	
LDP3201	Leadership: Principles and Best Practices
LDP4201	Leadership: Making Principles Work
LDP4202	Leadership in Action
Group B: Elective courses for major and minor	
MGT3202	Principles of Business Ethics
MGT3204	Human Resource Management
MGT3205	Decision Making
MGT3206	Leadership and Motivation
MGT3207	Managing Negotiation
MGT3209	International Management
MGT3210	International Business
MGT3211	Small Business Management
MGT3212	Organizational Behavior
MGT3213	Managing Change
MGT3215	Hospitality Management
MGT3216	Leisure and Recreational Management
MGT3299	Selected Topics in Management
MGT4202	Compensation Management
MGT4203	Performance Management
MGT4204	Cases in Management
OPM3215	Business Time Series Forecasting

Non BSc students must also complete MGT3001 *Principles of Management* and 1 elective course from Group B for the major/minor in order to receive the minor.

MBA: LEADERSHIP AND ORGANIZATIONAL DEVELOPMENT MAJOR and MINOR

Leadership and organizational development major and minor prepares students to assume executive leadership positions in future. As Kazakhstani economy evolves, leadership and organizational development will become the area where more capable and competent leaders will be in high demand. This will create a need for strong leaders to prepare organizations to go through strategic changes and effectively manage those.

After completing this program, participants will be able to:

- Provide strategic vision to their organizations.
- Understand and promote ethical values.
- Analyze the trends of the industries.
- Design effective organizations and effectively manage changes.
- Lead their organizations towards achieving superior performance.

LEADERSHIP AND ORGANIZATIONAL DEVELOPMENT MAJOR and MINOR: Requirements

Major requires both courses from Group A and 1 course selected from Group B
Minor requires 2 courses selected from

Group A and Group B	
Group A: Required courses for major	
MGT5232	Leadership and Corporate Governance
MGT5233	Leadership and Organizational Design
Group B: Elective courses for major and minor	
MGT5206	Leadership and Motivation
MGT5207	Human Resources Management
MGT5227	Change Management
MGT5229	Competitive Advantage Strategy
MGT5230	Innovation Management

Benefits

The students not only get academic and intellectual benefits, but also have inside access to many opportunities for internships and jobs. Upon completion of all the courses indicated as required for major, a student gets a **Certificate in Leadership**

PROFESSIONAL SEMINARS IN CORPORATE GOVERNANCE

These professional seminars provides the opportunity to develop or upgrade skills required to manage corporate governance better, with the evaluation of specific areas such as accountability, risk, sustainability and the regulatory environment.

The Program is designed for executives, boards of directors, and others active in governance seeking tools and information on the latest trends, regulations, and leading practices around corporate governance professionals.

Program Description

A candidate may take any or all of the below mentioned courses to get knowledge and experience in Corporate Governance.

1. Leadership and Corporate Governance

This is a comprehensive and in-depth Corporate Governance course, combining theory and applications. The students will be introduced to Corporate Governance practices in different countries. The course provides deep involvement of students in assessing the costs and benefits of better corporate governance standards that will help making reasonable decisions to protect investors' rights. 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. The OECD Principles of Corporate Governance will be reviewed. This course will present the unique situations in the Kazakhstan corporate governance environment. Potential or existing directors are expected to understand elementary accounting (International Standards) and the fundamentals of Risk Management. The class will analyze the corporate governance structure of Kazakhstani companies that are listed on the London Stock Exchange (LSE) and see how these companies have evolved their governance to abide by the listing requirements of the LSE. Case studies will be discussed throughout the course.

2. Leadership and Organizational Design

This course intends to develop basic understanding of organizational theory and enables students to apply the knowledge acquired to help organizations in solving their current problems. Students will also be equipped with critical and analytical toolkits to assess organizations' structure and its impact on the organizational effectiveness. Thus, students will understand how to design and change organizational structures to achieve superior performance and be able to analyze the organizations from the leadership and managerial viewpoint.

3. Corporate Governance Practices in the Republic of Kazakhstan

This course provides an overview of the regulation, frameworks and principles behind corporate governance policy and practices in Kazakhstan and is designed for members of the Board of Directors of Kazakhstan companies and candidates for these positions.

Benefits of the program

- Knowledge and competencies crucial for top managers
- Practical application of acquired knowledge and skills
- Opportunities for networking with business professionals

- Consistent educational program in the area, preparation for the role of corporate director, personal career plan
- Increasing competitiveness on labor market

KIMEP Leaders Forum

The ability to deliver programs involving multiple academic disciplines and non-academic partners is critical in today's corporate/university partnerships. Every week the Program brings the brightest minds from a wide range of industries and backgrounds.

The Program already featured the speakers from such companies as Kazyna Capital Management, Kaztransoil, Centras, KEGOC, IWEP, PWC, Eurasian Bank, Kazkommertsbank, Eurasia Foundation, KPMG, Deloitte, Ernst&Young, JTI, Proctor&Gamble, Microsoft, Nokia, HSBC, Toyota, Al Hilal Bank, Kaspi Bank, CitiBank, Sayat Zholshy Partners, International Finance Corporation and many others.

The guest speakers become Members of the KIMEP Leaders Forum. This membership allows not only sharing expertise but also developing practical business solutions together with KIMEP students.

CONFERENCES, CLUBS AND WORKSHOPS

The Executive Education Center supports the business community by introducing new alternative learning and networking opportunities. These take many forms and can be designed to serve audiences ranging from the general community to specific industries or business functions.

EEC along with organizing its own conferences, seminars and benchmark testing of employees, helps to organize KIMEP University-wide seminars, conferences, symposiums both in-house and virtually, hosts HR and Marketing Clubs. EEC also cooperates closely with other KIMEP University Colleges and Units in hosting different events and offers various trainings for outside clients.

KIMEP HR Club

Executive Education Center at KIMEP University continues to create learning and networking opportunities that will benefit working professionals of Kazakhstan. Created in 2009 in the Executive Education Center, the KIMEP HR Club (Forum) provides HR Directors and other HR representatives from the KIMEP University EEC partner companies with the opportunity to discuss the challenges they are facing in their organizations and to collectively seek solutions. Within the three years of its active work the Forum has grown professionally and is considered one of the best platforms for the HRM in the area. The Forum offers a series of "workshops" designed for people working in Human Resources. The workshops provide the HR representatives with practical solutions and modern instruments and have wide media coverage. Apart from main target, it also gathers together experienced HR coaches, business consultants, trainers and private business owners. HR Club members meet every second month of the year, ultimately, as a result of the Forum discussions, each year the EEC organizes International HR conferences for both members and non-members of the Club. Participants come from different companies of Kazakhstan, Russia and Kyrgyzstan. The practical role of the HR Forum meetings cannot be overestimated as the HR Forum serves as a strong networking point for local and international HR specialists.

International KIMEP HR Conferences

The International HR Conferences in KIMEP "HRM Architecture Building" with a slogan "Train for superior results" are successfully held every year at KIMEP University campus. The target audience is executives, governmental bodies, mid-managers, HR directors of business companies, HR practitioners, consultants, educators, Business School students and graduates from different regions of Kazakhstan and invited guests from Russia and Kyrgyzstan. Supporters of KIMEP HR Conferences are Almaty Akimat, guests from Russia, Kyrgyzstan and International Corporations executives. KIMEP Executive Education Center invites outstanding key speakers from the area each year. Speakers' key messages are: "any organization shall be aware of its own potential for developing talents, and be professional in identifying, motivating and retaining those". The professional audience has a brilliant opportunity to familiarize themselves with the latest trends in business education, to compare the Kazakhstani trends with the Russian Federation trends and look into the global achievements in the field. Finally, they have tools and new ideas in HRM drawn from the conference to apply those in their organizations to achieve ever-higher results. The conference participants also have a great opportunity to participate in Educational Exhibitions.

KIMEP Marketing Club "Navigator"

The mission of the KIMEP EEC's Marketing Club "Navigator" is to build a platform for working professionals to enhance their knowledge and understanding of modern marketing practices and important professional skills. We also strive to provide the Club members with the exclusive opportunity to network with representatives from the most distinguished companies of Almaty city and the chance to interact socially with their peers.

According to the mission of the Marketing Club, the major focus of its activities is: on the marketing issues, including direct marketing, online marketing, and many others. More importantly, the Club participants are offered to speak out on different topics and the audience is encouraged to actively discuss the practical significance of these issues and challenges that they pose towards local marketers, ways to adjust them to local business environment. In general, the practical implication of the Club sessions is difficult to undervalue as the Club serves as an effective experience-sharing and strong network-creating platform for local marketers.

EXECUTIVE EDUCATION CENTER PARTNERSHIPS

Memorandums of Understanding (MOU)

KIMEP Executive Education Center has long-term partnerships and has signed memorandums of understanding with various organizations which are mutually beneficial for all parties. The purpose of these MOUs is to provide a framework of cooperation between companies and organizations and KIMEP University in the areas of common interest, for the purpose of further implementation of joint programs and projects, which are aimed to strengthen national capacities in the areas of education and research, through different activities.

The EEC has signed the MOUs with American Chamber of Commerce in Kazakhstan; EUROBAK - European Business Association of Kazakhstan; KAZKA - Kazakhstan Association of Entrepreneurs; ATFBank; Pricewaterhouse Coopers Academy (ACCA certification courses and other joint programs); Almaty Business Association, CMC Kazakhstan - Kazakhstan Chamber of Management Consultants; AWARD.kz (IT Conferences and Business Labs schools); GRATA Law Firm (certificate training programs in oil and gas); Intercomp Global (organizing professional Forums); Step & Grow Academy (projects in coaching and mentoring); Key Partners (HRM events); BIRK (partnership in creating HR Forum in Atyrau); the Human Capital Lead, the Association of HR professionals in RK (cooperation in implementation of HR Certification Program) and others.

Corporate Partnerships

- 1997-1998 KIMEP IETC and AES (American Energy Service Co)- 250 trainees
- 2002-2004 KIMEP - Food Master (Corporate Executive MBA)- 14 graduates
- May 25, 2005- August 25, 2006. The Eurasia Foundation-KIMEP Project in "Ust-Kamenogorsk Leadership Learning Center Establishment"- 650 trainees, contribution to the establishment of self-sustainable Leadership Learning Center in Uskemen
- KIMEP Advanced Management Program (AMP)- The sessions were specifically structured for senior level business and government executives. The outstanding speakers of the program were the CEOs, Chairmen of Governmental Bodies, KIMEP Senior Faculty members.
- Air Astana-KIMEP- English for specific purposes training sessions for supervisors and managers
- JTI Project - 840 employees trained
- Borusan Makina Kazakhstan & KIMEP - The Leadership program of BMK is aimed at leadership profile
- AMA - KIMEP - 361 trainees and 42 graduates awarded with certificates in Advanced Management
- Petro KZ & KIMEP - Specialization in Project Management in Oil and Gas

The UK Educational Certification Institutions - KIMEP cooperation

- ABE -15 trainees, 5 certified
- LCCI EB - 303 certified (237 business representatives and 66 KIMEP MBA students)
- CIM - 29 individuals trained

Preparation to the U.S. Educational Certification Institutions in KIMEP University EEC

The Chartered Financial Analyst (CFA) Program

The CFA charter is a qualification for finance and investment professionals, particularly in the fields of investment management and financial analysis of stocks, bonds and their derivative assets. The program focuses on portfolio management and financial analysis, and provides generalist knowledge of other areas of finance. CFA is a graduate level self-study program offered by the CFA Institute (formerly AIMR) to investment and financial professionals. KIMEP EEC prepares candidates for CFA examination. A candidate, who successfully completes the program, sits the examination and on meeting all exam requirements, he or she is awarded a "CFA charter" and becomes a "CFA charter holder."

CFA Level I Exam Preparatory Course Topics in EEC:

Ethical and Professional Standards, Quantitative Analysis, Economics, Financial Reporting and Analysis, Corporate Finance, Portfolio Management, Equity Investments, Fixed Income, Derivatives, Alternate Investments.

Preparation to the UK Educational Certification Institutions in KIMEP University EEC

CIPD Intermediate level qualifications

EEC applied for the following CIPD Intermediate level qualifications in 2012:

- Diploma in Human Resource Management
- Certificate in Human Resource Management

The CIPD qualifications at Intermediate level, to which EEC applied, offer the perfect platform to further develop HR, L&D or other specialist knowledge after studying a CIPD Foundation level qualification. Alternatively, if a participant is working in HR, but has no professionally recognized HR qualifications, he or she can choose to study CIPD Intermediate level qualifications at KIMEP University EEC.

Deeper understanding of HR and L&D issues: CIPD new Intermediate level qualifications will give a broader perspective of the organizational issues facing HR professionals and enable our client to develop effective analytical and problem solving skills.

The knowledge towards professional membership: the Intermediate certificate and diploma in HR Management provide the knowledge towards Associate professional membership.

Intermediate qualifications are ideal for those who:

- seek to develop a career in HR management and development
- are working in the field of HR management and development and need to extend their knowledge and skills
- have responsibility for implementing HR policies and strategies
- need to understand the role of HR in the wider organizational and environmental context.

PART VII-INTERNATIONAL RELATIONS OFFICE



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GOALS AND OBJECTIVES

INTERNATIONAL FACULTY AND RESEARCHERS

INTERNATIONAL PARTNERSHIPS

STUDY ABROAD OPPORTUNITIES

OVERSEAS PROGRAM

EXCHANGE PROGRAM

STUDY ABROAD THROUGH PARTNERSHIP IN A CONSORTIUM

DUAL DEGREE PROGRAMS

INTERNATIONAL SUMMER SCHOOL

KIMEP BUDDY SYSTEM

GOALS AND OBJECTIVES

- To create conditions for international students, faculty, and staff to study and work successfully at KIMEP University during their stay in Almaty and to advise them in collaboration with other KIMEP University departments on academic, cultural, and social issues. This includes organizing social and cultural events, meetings, and outdoor activities.
- To enhance the awareness and reputation of KIMEP University in the global academic community by creating and developing partnerships with leading universities worldwide and by organizing concrete joint activities such as student and faculty exchange programs, International Summer School programs, dual degree programs, joint research programs, seminars, and events.
- To create opportunities for KIMEP University students and faculty to study or to do internships or research abroad as part of their academic program/work at KIMEP University through exchange programs, Overseas Summer Programs, internships, dual degree or international scholarship programs; to provide KIMEP students and faculty with information on these programs and to assist them before and after their stay abroad.
- To collaborate with international organizations on all these international activities and to search and apply for international funding.

INTERNATIONAL FACULTY AND RESEARCHERS

KIMEP University prides itself on having the largest contingent of international professors in the CIS with Western terminal degrees from such countries as the USA, Canada, Asia, and Europe. KIMEP University welcomes international university fellows who seek affiliation with one of its College departments. Fulbright fellows, independent researchers, and faculty members from partner universities all conduct research in collaboration with current KIMEP faculty members.

INTERNATIONAL PARTNERSHIPS

KIMEP University has established partnerships with over 100 higher educational institutions in Europe, North America, and Asia. These collaborations entail student exchange programs, dual degree programs, joint international summer programs, faculty mobility programs, and joint research programs.

STUDY ABROAD OPPORTUNITIES

OVERSEAS PROGRAM

KIMEP University aims to offer its students “a window to the rest of the world.” The International Relations Office administers a number of overseas programs, some with scholarships, to study for a semester or more abroad or to participate in Summer Programs, as well as internships offered by different universities worldwide. Apart from the exchange programs, the IRO acts as a liaison between universities and students in different scholarship programs and activities. In these cases, the application procedure and requirements and the selection criteria are set up and administrated by hosting universities.

KIMEP students going to study abroad (short term, summer schools) pay tuition fees to the host universities unless other conditions are stipulated in the agreements between universities. The course transfer procedure should be done prior to departure and is regulated by the relevant college.

KIMEP University organizes customized Summer Programs for groups of international students from different universities to get academic as well as cultural exchange experience in Kazakhstan. KIMEP professors share their knowledge and the latest information, either through their individual research or through our research centers, including the Central Asian Studies Center, the European Studies center, the Central Asian Tax Research Center, the Central Asian Center for Media and Society, The Center for Entrepreneurship, etc. Students attend guest lectures by professors from KIMEP University and by professionals from the business community in Kazakhstan.

EXCHANGE PROGRAM

Exchange programs offer KIMEP University students the opportunity to spend either a semester or a full academic year at a partner university abroad. These exchange programs are not only an excellent learning opportunity, but enable students to gain valuable international experience, make new friends all over the world, improve their English, and study other languages. Students who want to experience study and life abroad are invited to apply to the International Relations Office. Generally, applicants are selected based on their overall GPA, language skills, extracurricular activities, and recommendation letters. Preference is usually given to undergraduate students who have earned from 30 to 100 credits and masters degree students who have earned at least 12 credits. KIMEP University Fast Track masters degree students may apply after being admitted to the Master program.

All students who take part in the exchange programs remain registered at KIMEP University. They pay the tuition fee for 9 credits per semester to KIMEP University prior to departure. Undergraduate and graduate students may transfer a minimum of 9 credits per semester to be counted towards their KIMEP University degree. The compliance of KIMEP credits versus ECTS credits for transfer purposes and the refund of the tuition fee policy will be handled according to the Course Transfer Procedure for Exchange Students. KIMEP exchange students on scholarships at KIMEP University continue to receive scholarships on condition that they meet all scholarship requirements.

Students from partner universities who would like to study at KIMEP University as exchange students are invited to apply through the International Offices at their home university.

The whole list of international partner universities, as well as the list of those offering student exchange places, the description of each university's application procedure, costs, and the Course Transfer Procedure for Exchange Students, can be found on our web page <http://www.kimep.kz/international/>

STUDY ABROAD THROUGH PARTNERSHIP IN A CONSORTIUM

KIMEP University is a member of consortia that won Erasmus Mundus grants from the European Commission to implement its mobility flows. Information and procedure can be found on our webpage <http://www.kimep.kz/international/about/erasmus-mundus/>

1. Erasmus Mundus Action 1 – Joint Master Program: International Masters in Russian, Central and East European Studies double degree program (IMRCEES)

Description: Consortium of 5 universities composed of 5 European universities and 6 non-European universities and additional non-educational partners. Students of this program study at the University of Glasgow in Year 1. The Year 2 mobility period is spent at another double degree partner university. Students in Semester 1 follow specialized study tracks in one or more of the following areas: Central Asian Studies; Caucasus/Caspian Sea Basin Studies; Baltic Sea Region Studies; Soviet and Post-Soviet Studies; and Central European Studies. They complete the writing of their dissertation in Semester 2.

Graduates will receive the degree of International Masters in Russian, Central and East European Studies from the University of Glasgow and the second part of the double degree depending upon the choice of mobility partner in Year 2. At KIMEP University this is the Master in International Relations with a major in Central Asian Studies.

2. Erasmus Mundus Action 2 Partnership: eASTANA

To provide students and academic staff from Kazakhstan, Kyrgyzstan, Uzbekistan, and Tajikistan with a broad academic curriculum and a range of unique learning, teaching, and research experience in a European environment, within the eASTANA project, through mobility flows to EU partner universities from 1 to 34 months. The eASTANA project is focused on the Engineering, Technology, Business, and Management fields of study.

3. Erasmus Mundus Action 2 Partnership: MARCO XXI

To provide students and academic staff from Kazakhstan, Kyrgyzstan, Uzbekistan, and Tajikistan with a broad academic curriculum and a range of unique learning, teaching, and research experience in a European environment, within the MARCO XXI project, through mobility flows to EU partner universities from 1 to 34 months. The MARCO XXI project is focused on the Agricultural Sciences, Architecture, Education and Teacher Training, Business, Engineering and Technology, Medical Sciences, Law, Geography and Geology, and Social Sciences fields of study.

4. Erasmus Mundus Action 2 Partnership: EURO-ASIAN CEA

To provide students and academic staff from Kazakhstan, Kyrgyzstan, Uzbekistan, Turkmenistan, and Tajikistan with a broad academic curriculum and a range of unique learning, teaching, and research experience in a European environment, within the EURO-ASIAN CEA project, through mobility flows to EU partner universities from 1 to 34 months. The EURO-ASIAN CEA project is focused on the Agricultural Sciences, Architecture, Urban and Regional Planning, Business Studies and Management Sciences, Education, Teacher Training, Engineering, Technology, Geography, Geology, Law, Medical Sciences, Social Science.

5. Erasmus Mundus Action 2 Partnership: CANEM

To provide students and academic staff from Kazakhstan, Kyrgyzstan, Uzbekistan, Turkmenistan, and Tajikistan with a broad academic curriculum and a range of unique learning, teaching, and research experience in a European environment, within the CANEM project, through mobility flows to EU partner universities from 1 to 34 months. The CANEM project is focused on the Economics, Management, Business, and Tourism, but the project accepts students from other fields of study, which are adjacent areas of learning.

DUAL DEGREE PROGRAMS

One advantage of being a KIMEP University student is to have the opportunity to study on Dual Degree Programs that KIMEP University has developed with leading world universities. KIMEP has signed dual degree agreements with:

- Humboldt University Berlin, Germany (MA Economics/MA Economics and Management Science)
- University of Glasgow, UK (Master in International Relations/Master in Russian, Central and Eastern European Studies)
- Cass Business School / City University London, UK (MBA/MSc in Finance area)
- IESEG School of Management / Catholic University of Lille, France (MBA/Master International Business)
- IESEG School of Management / Catholic University of Lille, France (BSc in Business & Accounting/ Bachelor in Business Administration).
- EM Strasbourg Business School / University of Strasbourg, France (BSc Business & Accounting / Bachelor in European Management)
- Graduate School of International Studies (GSIS) of Yonsei University, South Korea (Master in International Relations / Master in Global Affairs & Policy; or Master of Arts in Korean Studies; or MA Economics / Master in Global Economy & Strategy)

Relevant colleges provide consultations on study plan, course transfer and admission rules. The logistic support is done by the International Relations Office. The information can be found in the Globus, the information center or webpage <http://www.kimep.kz/admission/about/gradadm/academics/ddp/>

INTERNATIONAL SUMMER SCHOOL

KIMEP University established an International Summer School (ISS) in the summer of 2010. The aim of this new program is to increase the diversity of the student and faculty community. Visiting international faculty members are invited to teach students from KIMEP University and other universities in Kazakhstan and abroad. Undergraduate and graduate students are welcome. At ISS, the courses are often innovative in content and format. At ISS, students take classes in business, law, or social sciences taught by international faculty coming from different universities in such countries as, for example, the United States, the UK, France, China, or Australia. Students will have classes in English, as well as the opportunity to learn Russian or Kazakh.

APPLICATION POLICY FOR STUDENTS OF INTERNATIONAL SUMMER SCHOOL

Applicants will be waived from entrance exams. They will apply as non degree students for the International Summer School only. There are no admission criteria. It is a students' responsibility to have the academic background and language skills to enable them to benefit from the attendance of classes.

In order to apply for the International Summer School 2014, students should send the application package:

- Application form
- Scanned copy of passport / identity card
- Scanned copy of transcript for current students, scanned copy of diploma and transcript for graduated students

A limited number of merit-based tuition scholarships are available for international, Central Asian, and Kazakhstan (non-KIMEP University) students. General requirements for the scholarship competition:

- GPA above 3.3.
- Motivation essay to express interest to participate at ISS.
- Outstanding extracurricular activities.

Information on how to apply, application form, schedule, important dates, and information on scholarships can be found on the webpage <http://www.kimep.kz/international/about/iss/>

After successful completion of the program students earn 3 credits and a certificate from KIMEP University.

KIMEP University students wishing to apply to the ISS should follow the regular online procedure for registration for courses.

KIMEP BUDDY SYSTEM

KIMEP BUDDY SYSTEM has been created by the IRO in order to help international exchange students better adjust to the KIMEP University environment and their new place of living in Almaty. The IRO appoints buddy students for every international exchange student to assist him or her with different issues that the student may have throughout the entire period of study at KIMEP University. The buddy students organize various cultural events for both international and local students and contribute greatly to the planning and implementing of the exchange student orientation, the Welcome/Farewell Parties, and the International Days for international students that the International Relations Office organizes in the Fall, Spring, and Summer semesters.

PART VIII - OLIVIER GISCARD d'ESTAING LIBRARY

STATEMENT OF PURPOSE

PROFILE

COLLECTIONS

LIBRARY RULES AND REGULATIONS

ADMINISTRATION

Director
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STATEMENT OF PURPOSE

The mission of the Olivier Giscard d'Estaing Library (hereafter Library) is to serve the academic information needs of the KIMEP University community. To fulfill this mission, the library is building a permanent research collection and providing access to electronic resources that support University academic requirements, as well as exchanging information resources with other organizations locally and internationally. The library is committed to helping all patrons evaluate and use the available information resources.

PROFILE

The library offers open access to local and global information resources for its patrons seven days a week. The main building is designed to serve up to 400 students at a time. It houses public reading areas, the circulation, reference and periodicals collection. The library maintains its reserves materials collection here as well. Electronic resources are accessible in two independent study laboratories with computer and multimedia workstations within the library. Additional workstations are provided in other locations for use of the online catalog, the reference and periodicals resources. Librarians are available to assist students with finding and evaluating all of the print and e-resource materials. Other public use areas include a Conference Room, ID and Document Processing Center and a lounge in the lobby with vending machines. Across campus in the Valykanov building adjacent to the University's Textbook Rental Center, the library operates a reading room with 107 seats and 21 computers.

COLLECTIONS

Currently the KIMEP University has about 110,000 print volumes: approximately 72,000 in English with the remainder in Kazakh and Russian. In addition, the library provides electronic access to over 900 000 documents including journal articles, newspapers, conference papers and reference materials. The students may search these

collections using online catalog and the library's electronics resources page. These collections contain works in all of the academic disciplines taught at the University including business, social sciences, law, journalism and a variety of other subjects. The reserves collection contains required readings for the courses as determined by course instructors. Donations to the library collection include materials from governmental organizations, leading firms as KPMG, W&C, UNDP, IDEA and different NGOs.

Reference and Periodicals

The reference collection is constantly being updated to provide the most current reference materials available. Periodicals maintain a collection of 180 titles of international newspapers, academic journals and popular periodicals in English and a similar collection of local publications in Kazakh and Russian.

CARD. Librarians have created and continually update CARD (Central Asia Research Database), a bibliographic database of periodical articles on Kazakhstan and other Central Asian countries focusing on topics of particular interest to the students.

For those interested in continuing their education abroad, the reference librarians gather information about universities in Europe, the United States and Canada as well as some universities located in Asia. 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 library brings students information sources not readily available in Kazakhstan through the Internet. From almost every computer on campus students have access to a number of databases with bibliographic citations and full text articles from hundreds of periodicals including refereed academic journals. Some of these databases require training to use effectively and patrons should feel free to ask any librarian for assistance.

The library maintains a collection of major academic electronic databases including EBSCOHost (multidisciplinary collection of database), ABI/Inform Global (a business information database), JSTOR (an archive of scholarly journals covered by academic and research institutions), Ebrary (over 89 000 e-books in all academic areas), Paragraf (Kazakhstan legal database) and Zakon (Kazakhstan legal database published by the Ministry of Justice RK), Lexis /Nexis Academic (database that includes over 45 000 documents on law), Emerald, Sage and Springerlink (multidisciplinary journal collections), Cabell's Directory (collection of academic journals on business and computer science for publishing opportunities). Since 2012 the library has subscribed to the Web of Knowledge platform (the platform for academics to create and plan their own research strategies) and Elsevier databases (ScienceDirect and Scopus). The library also maintains its own database, CARD which has bibliographic entries on articles of regional and topical importance on Central Asia and Kazakhstan.

Students may also use the library's collection of audio and videocassettes, CDs and DVDs in the Electronic Resources Laboratory, which is located on the second floor of the main building.

Campus-wide Information Resources

Students and faculty may access any of the library's electronic databases from the computers in any of the computer laboratories or offices throughout campus.

The library also works closely with other university units to meet the University community's information needs, including Computer and Information Systems Center, Language Center, Corporate Development Department, and others.

Course Textbooks

At KIMEP University, as at other Western-style institutions of higher education, students check out the course textbooks and other materials they require for study throughout the semester. Reserve copies of required course readings are available for use in the library reading rooms. Some reserve copies of textbooks may be rented overnight.

Textbook Rental

The library operates a Textbook Rental Center (hereafter the Center) to assist students who cannot purchase their required course materials.

Students place a textbook security deposit at the beginning of each semester. The required amount is 18,070 tenge. Students then receive the required materials for their courses. The Center charges a rental fee for all course materials provided. The amount of the fee is 25% of the cost of the material and it is deducted from the textbook security deposit. The deposit must be brought back up to 18,070 tenge before the beginning of the next semester in order for a student to rent the textbooks. At the end of a student's career, the balance of the deposit is returned to the student. The security deposit and rental fee amounts are adjusted periodically to reflect changes in the quantity and cost of textbooks and other course materials.

The library expects that there will be the usual wear and tear of a textbook used for a semester. However, students turning in mutilated or destroyed books or books exhibiting more than usual wear and tear must pay fees and/or fines according to the rules for library books (see Fees and Fines below).

LIBRARY RULES AND REGULATIONS

The Library Administration determines the library's rules and regulations according to the mandates of the KIMEP University Executive Committee.

1. Identification Card

A plastic Identification Card (ID) is issued to all individuals affiliated with KIMEP University. A patron is allowed only one card, thus, if you are both a student and an employee of the University, you must discuss which card is the most appropriate for you.

The ID card should be carried with you at all times while on campus. A student must produce this card or the 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. This card also serves as the library ID card and gives access to the library. It should be presented when borrowing materials and may be required to enter the library. The ID card is issued free of charge; the replacement fee is 3000 tenge. If a card is broken or has been stolen a replacement will be free upon the presentation of broken parts or the certificate from local police. Please report the loss or theft of the card to the library so that the account can be disabled. This ensures that no one else can use your card. The ID card is issued to the person named on it. Its use is strictly limited to the bearer and is non-transferable. Allowing another person to use the ID card will result in the loss of the bearer's right to it and thus to use the library and library resources. The ID card is the property of the University. The card must be surrendered to the University upon termination of the status of the bearer or upon violation of library rules and regulations.

Upon graduation, students must relinquish their IDs. A fee of 1000 tenge should be paid if the student cannot turn in his card.

2. Library Loan

Circulation

Library materials circulate according to the item status (main collection, reserve item, reference item, etc.) and the type of borrower. For students, main collection materials (excluding fiction collection items) circulate according to these guidelines:

- Undergraduate students: 1 week, 1 renewal, 3 item limit
 - Graduate students: 2 weeks, 1 renewal, 5 item limit
- For textbooks in the Reserve collection, circulation is irrespective of the type of student.

Textbooks from the Reserve collection are allowed to be checked out overnight from 8:00 p.m. and must be returned by 10:30 a.m. the following morning or fines will begin to accrue. The fine for each hour of late return is 370 tenge. For books that are held in the Reserve Collection but that are still available through the Center for rental are available for overnight check out from the Reserves Collection only with a fee of 370 tenge.

Faculty may check out textbooks for up to one full semester. Teachers have a limit of 20 volumes. Reference books may be checked out for up to 2 weeks with one renewal.

Regardless of the type of patron (faculty, student or staff), fiction collection items are checked out for 4 weeks with one renewal with a 3-item limit.

Overdue fines are levied when items are overdue, damaged or missing (see below, Fees and Fines).

Recalls

If a student or faculty member has found an item in the catalog that has been checked out by another patron, he may request that the library issue a recall notice to the patron who has this item. Within three days of receiving such notice the person notified must return the material to the library. Failure to do so will result in overdue fines of 370 tenge per day until the item is returned, and the current replacement cost of the item will be charged to the patron if the item is 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 must first deposit their ID with the circulation librarian. There is a time limit on using the item, determined by the circulation librarian (relying on information of the item's popularity), after which it should be returned to the circulation desk. 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 3-hour maximum. The student must deposit ID card with the circulation librarian during this time. An overdue fine may be levied if the material is not returned on time (see below, Fees and Fines). The overnight loan of reserve titles can be arranged 2 hours before the library closes (typically not before 8:00 p.m.). The student must deposit ID card with the library overnight. Items are due the next morning no later than 10:30 a.m. Fines will be incurred by the student if the title is returned late (see below, Fees and Fines).

Reference and Periodicals

Reference works, periodicals and journals are located on the third floor of the main library building. These are non-circulating materials and may be used only in the Reference and Periodicals areas. Dictionaries and encyclopedias can not be checked out. Other materials may be available to be used outside the Reference area for a limited time.

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: Outer coats, bags, computer bags, briefcases, food and drink must be deposited in the coatroom before entering the library reading areas and laboratories.

The use of cellular telephones is not permitted in the library reading areas and laboratories (telephones may be used in stair wells and in the library lounge). Ringers must be turned off in the building.

The consumption of food and drink is not permitted in the library reading areas and laboratories. Food and drink may be consumed ONLY in the lobby of the library building.

4. External Users

Individuals and organizations in the wider community are welcome to use the library's collections for the purpose of academic or professional research.

Registered external users of the library are allowed to use the library collections and Electronic Resources in the library and study in the reading rooms during regular working hours, according to policies and procedures established for all patrons (with some restrictions in materials check out).

For the registration of external users, refer to the library administration or any library helpdesk.

5. Fees and Fines

ID CARD. The replacement of the ID card is 3000 tenge. A fee of 1000 tenge must be paid if the card cannot be returned to the library upon the patron leaving the University (i.e., upon graduation, termination of employment, withdrawal).

TEXTBOOK RENTAL. The textbook rental fee deposit is 18,070 tenge. The rental fee for a textbook is 25% of the replacement cost of the book. Renting a textbook overnight from the library's Reserve Collection, if textbooks are available at TRC, 370 tenge (if not available for rental, checkout is free).

OVERDUE FINES. The overdue fine for any item checked out overnight is 370 tenge per hour. The overdue fine for any item checked out for a period of more than one day is 370 tenge. Failure to return a recalled item on time will incur overdue fines of 370 tenge per day until the item is returned, and the current replacement cost of the item if not returned within seven days of the recall notice due date.

DAMAGED OR UNRETURNED BOOK FINES. A patron is responsible for the any books borrowed under his name (through his card). The patron should inspect the book prior to taking it out of the library to ensure that it is in good condition. The library staff will note and record any deficiencies in the book's condition. The patron will be charged for any damage to a book while checked out in his name. Damaged or unreturned books will be charged on the following basis as determined by the Library Administration:

- Damaged item – current replacement cost of the book (100% - 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 (50%).
- Minor wear and tear – cost of repair (15%).
- Failure to return an item for any reason will result in a fine, typically 3 to 5 times the original cost of the item; this fine is not refundable.

Patrons observed violating these regulations may be asked to leave the library. In case of repeated violations, or a single egregious violation (as determined by the Director of the library), the student patrons may be denied access to the library and library resources, and may be referred to the Dean of Student Affairs and Academic Disciplinary Committee.

PLEASE NOTE

Rules and regulations in the catalog are subject to change without notice. Inquire at the Library's Administrative office for the most current ones.

PART IX – DEPARTMENT OF INSTITUTIONAL RESEARCH

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DEPARTMENT PROFILE
QUALITY ASSURANCE POLICY
INSTITUTIONAL RESEARCH ACTIVITY IN BRIEF
REGULAR SURVEYS
ON-REQUEST STUDIES
KIMEP FACT BOOK

ADMINISTRATION

Director

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STATEMENT OF PURPOSE

The Department of Institutional Research (DIR) is a corporate unit operating under the President of KIMEP University. The purpose of DIR is to support quality assurance systems by developing practices of evaluation and reviews that highlight areas for attention and improvement.

GOALS AND OBJECTIVES

The Department monitors, analyzes and evaluates institutional performance, supports planning and decision-making processes within KIMEP University, and provides secure information on KIMEP University's activities for external agencies. The DIR also liaises with external partners, such as state bodies, higher education institutions, national and international agencies, to share best practices and develop wider-ranging strategies for the benefit of the community as a whole. It also contributes to arrangement of institutional conferences and symposia.

DEPARTMENT PROFILE

The Department carries out surveys and reviews of KIMEP University's activities and provides summaries and detailed analyses for senior management, individual departments and other interested parties. Working in partnership with the academic colleges, schools and centers, DIR ensures that KIMEP University offers high quality in teaching, learning and assessment to its students. In cooperation with the administrative and support units of the University, it provides systems that ensure integrity and quality of services for the academic community.

The DIR is responsible for KIMEP University's regular reporting to the Ministry of Education and Science of RK and other state bodies. It also contributes to KIMEP University's reporting to various external agencies, both national and international.

QUALITY ASSURANCE POLICY

KIMEP University is committed to working to rigorous systems, policies and procedures that will ensure delivery of a quality experience for students. Furthermore, it will put in place measures to continually assess and evaluate its performance, through an independent Corporate Department. The role of the Department is as follows:

1. To develop and implement quality assurance systems and procedures across the full range of KIMEP University's activities
2. To monitor the implementation of quality assurance procedures and processes institution-wide
3. Upon requests from KIMEP University management, to undertake reviews and audits necessary to safeguard the integrity and quality of the institution's activities
4. To provide the information and analysis necessary to support decision-making at the institutional level and within colleges/divisions
5. To advise the University on the quality implications of proposals, policies and strategic plans.

INSTITUTIONAL RESEARCH ACTIVITY IN BRIEF

The DIR regular activities include KIMEP University's internal assessment tools -- teaching evaluation by students, students' satisfaction survey and faculty satisfaction survey, as well as external ones – surveys of KIMEP University's alumni and their employers. The Department also carries out various on-request studies that investigate particular quality aspects in individual academic programs or separate areas of the University's activities. Reports on regular surveys conducted during the last six academic years as well as in AY 2012-13 are available to all interested parties on DIR page of KIMEP University's website (<http://www.kimep.kz/qair/about/survey-results>).

REGULAR SURVEYS

FACULTY TEACHING EVALUATION SURVEY (FTES)

FTES allows retrieving the valuable opinion of students on quality of teaching in each subject they take and serves as an effective feedback channel between faculty and students -- the main stakeholders in educational process. Evaluation results are made available to faculty members and academic management via KIMEP University's intranet. Full reports on quality of teaching KIMEP-wide and by units and the analysis of its dynamics are submitted to top management and available for the academic community on the website. Survey results help to determine particular teaching aspects requiring improvement and to promote the quality of education in following ways:

- Allows faculty member to identify stronger/weaker sides of own performance.
- Creates the spirit of healthy competition among faculty members.
- Serves as a feedback tool between students, faculty and academic management.
- Allows the University to closely monitor and further maintain the quality of teaching.

FACULTY SATISFACTION SURVEY (FSS)

The FSS measures the level of faculty satisfaction with working conditions, professional development and leadership at KIMEP University to further develop the University as a good place to work. The survey is conducted each Spring Semester since 2005-06 AY on an anonymous and voluntary basis. All faculty members are invited to take part in the survey. Survey results are presented to top management and faculty community in the form of a report that highlights stronger and weaker aspects of working conditions and presents the general picture of satisfaction dynamics in comparison with previous period. Based on survey findings, KIMEP University's top management develops action plans to further enhance University's working environment.

STUDENT SATISFACTION SURVEY (SSS)

The SSS aims to investigate the level of students' satisfaction with their academic and non-academic experience, which provides a picture of the overall effectiveness of KIMEP University's services to students. The survey is conducted each Spring semester since 2005. All registered students can fill in the survey via KIMEP University's website on a voluntary basis. The survey report is submitted to the University's management and disseminated among KIMEP University's community. The results allow KIMEP University's decision makers to continuously monitor the effectiveness of the University's operations and highlight areas for further improvement of services offered to students.

KIMEP ALUMNI SURVEY (KAS)

The KAS aims to assure the quality of professional preparation of graduates by collecting their feedback about working experience, job performance and level of satisfaction with the quality of KIMEP University's education, which would allow identifying areas for improvement. The survey is conducted each summer since 2005 by the means of e-mails and phone interviews with graduates of previous year. The survey results are reported to the top management and shared with KIMEP University's faculty and students. The key messages are taken as the basis for the further enhancement of University's programs, services and environment.

KIMEP ALUMNI EMPLOYERS' SATISFACTION SURVEY (KAESS)

KAESS seeks opinion of employers on levels of KIMEP graduates' professional preparedness in terms of knowledge, skills and attitudes. The survey is conducted every fourth year since 2007 through different channels: electronic mail, fax, post and visits. The survey results illustrate employers' perception of KIMEP graduates' professional quality and help to determine the ways of further improvement of academic programs.

ON-REQUEST STUDIES

The Department often undertakes ad hoc surveys, reviews and analyses to support institutional decision-making within the scope of University's current needs and focus. The list of studies undertaken varies between different

academic years. In AY 2012-2013 the DIR, inter alia, conducted/reported results of about a dozen studies pertaining to University's internal operations or external educational environment.

Studies with internal focus

- Survey of newly-enrolled students gathered their opinions on quality of services and information provided by KIMEP University's recruitment team
- Analysis of admission process highlighted areas for further improvement of undergraduate and graduate recruitment activities
- In-depth interviews with attrited students helped to identify the further directions of ensuring student retention at KIMEP University
- A 3-year projection of student admission rates contributed to the effective planning of KIMEP University's student recruitment campaign
- Grill services survey was undertaken to identify the level of satisfaction of KIMEP University's community with the services and pricing of campus canteen
- Survey of students on faculty members' professional conduct helped to assess the students' level of satisfaction with professional behavior of KIMEP University's faculty staff.

Studies with external focus

In order to facilitate the systematic advancement of KIMEP University's scope of educational services, DIR has undertaken a number of studies aimed to determine the feasibility of opening new academic programs:

- Research on potential demand for certification program in real estate sector, undertaken in cooperation with leading real estate experts of Kazakhstan
- Review of educational market in the field of executive level programs for Oil and Gas specialists
- Market analysis on bachelor programs in natural, technical and medical sciences offered by Kazakhstani HEIs. To identify the competitive advantage of KIMEP University's alumni in the labor market, DIR has implemented the following investigations:
- Survey of alumni on market value of their degrees after three years of graduating from KIMEP University
- The launch of exploratory project on "Return on investment in KIMEP University education" aiming to determine the period of time necessary for KIMEP University's graduates to earn back the amounts invested into their studies.

SPECIAL FOCUS PROJECTS

To identify the levels of KIMEP University graduates' contribution to the country's development the DIR published Alumni Success Stories Booklet "Inspiring by Example". It presents the compelling stories of professional achievements of KIMEP University's prominent alumni. The graduates reflect on KIMEP University's contribution to their career accomplishments and personal growth.

To present the comprehensive picture of academic research at KIMEP University on the eve of its' XX anniversary the Research Bulletin was compiled and published presenting the scholarly records of over one hundred KIMEP University's faculty members.

KIMEP FACT BOOK

Since Fall 2006, the Department has been annually preparing the KIMEP Fact Book, which provides reliable comprehensive information on the University and its activities for potential students and collaborators.

Key rubrics include:

- Student body statistics
- Faculty body statistics
- Alumni statistics
- Success stories of KIMEP alumni
- Administrative staff
- Academic programs and specializations
- Financial aid and fees
- Campus and facilities
- Key contact details

The book is published in English, Russian and Kazakh. All issues are available online at <http://www.kimep.kz/about/about/publications>.

PART X - DEPARTMENT OF CORPORATE DEVELOPMENT AND ALUMNI ASSOCIATION

ADMINISTRATION
STATEMENT OF PURPOSE
GOALS AND OBJECTIVES
ACTIVITIES
ALUMNI ASSOCIATION
CAREER AND EMPLOYMENT SERVICES OFFICES

ADMINISTRATION

Deputy to the President for Corporate Development
Balzhan Suzhikova, Candidate of Sciences, Fullbright and RSEP Scholar

Director
Stanley Currier, MA, M.Ed

Deputy Director
Raushan Kanayeva, MA

Director, Career and Employment Services
Meruert Adaibekova, Candidate of Sciences, MBA

Coordinator, Career and Employment Services
Elmira Kabiyeva, MBA

Grants Manager
Aigul Kuikabayeva, MBA

Alumni and Database Specialist
Dinara Mustakhayeva, MA

Contracts Specialist
Larissa Mukhametshina, BSc

Office №401, 402, 405 Dostyk Building,
Phone: +7 (727) 270-42-26, 270-43-96, 270-42-27, 270-44-46 (ext: 2044, 2054, 2045, 2067, 2166)
Fax: +7(727) 270-44-59
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STATEMENT OF PURPOSE

The Corporate Development Department was established at KIMEP in 1998 in order to create and maintain long-term beneficial relationships with business community. The mission of the department is to develop KIMEP as the leading institution of higher education in the region. CDD contributes to KIMEP's sustainable development by generating external resources and promoting mutually beneficial partnership relations with the corporate community, non-government organizations and government agencies in Kazakhstan, the Central Asian region and worldwide.

GOAL AND OBJECTIVES

The goal of the department is to promote KIMEP among businesses, foundations, and organizations in Kazakhstan and around the world, and invite them to cooperate with KIMEP and offer them the opportunity to contribute to KIMEP's development. The department seeks financial sponsorship and support from national and international donor organizations and companies. All connections established by the Corporate Development Department with the business community and donor organizations strictly adhere to the principle of mutual benefit.

ACTIVITIES

The department works to raise funds for KIMEP's academic and institutional development. Through various activities and projects, the department engages the corporate community in campus life.

The activities of Corporate Development Department include:

- Establishing partnership relations with the business community and foundations in Kazakhstan, the CIS and abroad.
- Seeking financial sponsorship and support from national and international donors.
- Fundraising for scholarships and grants for KIMEP students.
- Concluding trilateral agreements between companies/ organizations, students and KIMEP.
- Providing the business community with opportunities to advertise their businesses and find prospective interns/employees from KIMEP.
- Bringing companies, foundations, and non-profit organizations to campus for speaking engagements, conferences and seminars.

ALUMNI ASSOCIATION

Office 403, Dostyk Building,
Phone: +7 (727) 270-42-26
cdd@kimep.kz

PURPOSE

The Alumni Association was established to maintain a permanent relationship between KIMEP and its alumni, with the purpose of mutual service and support. An active alumni network makes a stronger university and multiplies the value and prestige of a KIMEP degree.

GOAL AND OBJECTIVES

The goal of the Alumni Association is to keep Alumni conversant with the programs and activities of KIMEP and provide support to the University and its program. Alumni Association assists the University in the growth of its cultural and extracurricular activities and facilitates KIMEP's involvement in the community. Alumni currently serve on KIMEP's business advisory board and as mentors to various student organizations on campus.

ACTIVITIES

Alumni Association activities include:

- Developing an active network of alumni branches, as well as discipline-specific alumni groups.
- Serving an important role to KIMEP as benefactors, as spokespersons and advocates for the University, as advisors to the Colleges, and as a positive voice championing the importance of a KIMEP degree.
- Acting as role models for current KIMEP students.
- Fundraising for current students through the Rakhmet Scholarship Fund.
- Annual reunions, luncheons and networking activities that recognize outstanding alumni in spheres of professional development and community service.

CAREER AND EMPLOYMENT SERVICES OFFICE

Office 410/Dostyk Building,
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Career and employment opportunities

The Mission of Career and Employment Services is:

- To be a bridge bringing together KIMEP students with the business community in Kazakhstan and abroad.
- To provide a wide range services in the development of the marketability of KIMEP students and graduates.
- To speed up and to simplify the job selection process.

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.

- Career and Employment Services concentrates its efforts on assisting leading companies around the world as a source of the most successful and dynamic talent and has succeeded in attracting an important and regular corporate clientele seeking employees.
- Our electronic database ensures access to a broad range of personnel and employment opportunities.
- Career and Employment Services provides KIMEP students and alumni job seekers with the career skills and employment services.

The Career and Employment opportunities are available for graduate and undergraduate KIMEP students seeking full or part-time work. Assistance is provided to employers seeking either full- or part-time employees. Students have a choice of either getting information from the Career and Employment Services webpage, the University Life course, or to visit and meet our staff personally.

Our goal is to help you become better career decision-makers and planners by developing job search competencies, learning about employment opportunities, and connecting with employers by:

1. Placing the students with relevant jobs and Internships.
2. Consulting every day with students about how to develop the right career skills required by employers.
3. Consulting every day with students about composing CVs and improving interview and job search techniques (mock interview programs).
4. Conducting Annual Job Fairs (providing KIMEP students with direct contact to company representatives).
5. Inviting guest lecturers and arranging presentations of companies at KIMEP.
6. Creating Career and Employment Events Calendar (to be developed).
7. Maintaining a Career and Employment website.
8. Developing an E-newsletter.
9. Providing students with a Job Opportunities Database, Part-Time Job Database, Internship Database, and an Online Employment Agency Database.
10. Arranging alumni guest lectures.

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, round tables, trainings and company presentations.
- Organizing sessions to improve students' skills that will help them to find a job (such as resume writing, passing employer interviews etc...).

For Employers we offer:

- Personnel selection.
- Candidate interviews.
- Candidate pre-selection.
- Organization of company presentations, master classes.
- Annual KIMEP Job Fair.
- Internship in collaboration with Internship offices.

PART XI – COMPUTER AND INFORMATION SYSTEMS CENTER

ADMINISTRATION
STATEMENT OF PURPOSE
PROFILE
FACILITIES AND SERVICES
RULES OF USING COMPUTER LABORATORIES
STUDENT ELECTRONIC EMAIL
PRINTING POLICY (KIMEP COMPUTER LABORATORIES)

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Web-site: <http://www.kimep.kz/cisc/>

STATEMENT OF PURPOSE

The CISC Mission is to support and enhance the teaching, learning, research and administrative processes at KIMEP and to facilitate the endeavors of KIMEP students, faculty and staff in meeting the institutional mission and goals through continuous development and maintenance of information and computing facilities and through the provision of the highest quality information technology services.

PROFILE

CISC administers KIMEP's computer facilities and local area network; develops and supports software applications, databases, and web-based services. Currently, CISC employs 40 staff. 6 are full time system administrators and engineers, 4 are software programmers, 2 IT Projects Specialist, 3 Software Specialist, 21 full-time and part-time lab supervisors, and 4 administration staff.

FACILITIES AND SERVICES

Currently, there are 1376 computers at KIMEP, of which 1345 are connected to LAN and 1330 are connected to the Internet. Hardware facilities also include 530 printers, 30 scanners, 32 cameras, including web cameras, 90 LCD projectors, 17 LCD panels, 2 interactive boards, and 22 servers. All facilities are upgraded or replaced on a regular basis in order to keep up with changing technology and institutional needs. There are 16 computer laboratories on campus, which include 313 computers. 150 additional computers are available for students' use in language lab, multimedia lab (JMC department), math lab (mathematical center) and the reading halls and multimedia lab in the Library. The current student to computer ratio is 6. All computers in the laboratories are connected to LAN and the Internet. The computer laboratories are open early in the morning till late in the evening with some open 7 days per week. KIMEP's classrooms are equipped with LCD-projectors, audio systems, interactive boards and computers, which allow 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 for research of 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 EEC 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 varying size. Access to the Internet is provided through a fiber optic line with total bandwidth of 50 Mbps (20Mbps - for computers in offices, 20Mbps - for students, and 10Mbps - for main services and videoconferencing). The computers are connected through a certified Category 5 local area network and Wi-Fi connection is available on the territory of campus.

Faculty members have the opportunity to publish their lectures and teaching materials in electronic format for the students on the file-server known as L-Drive. The L-Drive is accessible for students via the Internet upon logging in. Students have the opportunity to store their papers and projects on the file-server known as H-Drive, which is accessible from all computer labs, classrooms, and also via the Internet.

The internal and external electronic communication is carried out through e-mails. Every faculty member, student, and all office employees have individual e-mail addresses, which are combined into appropriate e-mail lists. Faculty members are able to communicate via e-mail with the students in their classes, and administration is able to communicate with specified groups of students. Students are expected to check their student e-mail on a regular basis, and any communication sent to them by the administration or faculty is considered to be received and read by the students.

KIMEP offers an opportunity for distance learning for those students who are away from campus, or for those with tight schedules. The distance learning server operates using the Moodle as course management system. 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 online: check the schedule for the upcoming semester; communicate with their academic advisors; choose the courses according to their descriptions and prerequisites; register for courses; check their grades for the previous semester; check their GPA for the previous semesters; check their financial obligations to KIMEP; check their individual academic requirements; order transcripts and certificates; complete the financial aid application form, academic leave form, waive course form, graduation request and refund application. The faculty members can exercise the following features online: check the actual number of students registered for the course during the registration period, obtain the list of students registered for a course, carry out advisory services, enter final grades, check students' transcripts and checklists, check the results of faculty teaching evaluation surveys, reserve a hall for extra classes, get attendance lists and make a schedule for semester and exams schedule. The Office of the Registrar can obtain the following current and exact information on any student online: number of credits obtained, GPA, list of courses completed, individual schedules, and financial obligations. The Sports Center can exercise the following features: make a training schedule, control attendance, keep records of medical certificates. Finally, the administration can obtain the following information online, which is necessary for decision making, planning, and forecasting: number of registered students by colleges, academic programs, courses, and years of study; tuition revenue by colleges and academic programs; payment request tracking systems; contracts and internal documents tracking systems; reports on accommodation, payments and settlement in a dormitory. Additionally, KIMEP uses the following systems, some of which have been developed internally, and some have been outsourced: Automated Accounting and Finance System including HR module, Online Admissions, Dormitory Database, Online Directory, Automated Library System, etc. KIMEP strictly follows a policy of using only licensed, freeware, or shareware software packages. The above online functions are available through the Intranet site accessible only on campus, and through the official KIMEP website: www.kimep.kz. Appropriate access rights are granted to different groups of users upon logging in. The KIMEP website serves as an important source of information about KIMEP for students, parents, faculties and staff, potential employees, incoming students and alumni, and the community. Through KIMEP's communications platform, all members of the the KIMEP community can: check their email from any location with an internet connection; schedule events through an online calendar and notify guests; upload videos to a common storage space; create and collaborate on documents, spreadsheets, presentations, forms, and drawings in real-time; upload and share any file type; develop and display rich websites with many

technological features; create mailing lists and discussion forums for communication and material sharing; create profiles in a shared social network, with easy tools for communication and staying in contact.

RULES OF USING COMPUTER LABORATORIES

The purpose of the following rules is to ensure reasonable order of operation of computer laboratories, as well as to protect KIMEP local area network from viruses and unauthorized access. Computer laboratories should be used for study and research purposes only. The students are obliged to satisfy the following requirements:

1. Present a KIMEP student ID to the computer laboratory supervisor upon request.
2. Register in the journal, indicating the time in and out.
3. Log-in when starting working on a computer.
4. Fulfill all instructions and recommendations of the computer laboratory supervisor.
5. Present all removable disks in use to the computer laboratory supervisor for virus checking.
6. When working with the local area network, comply with the instructions located at each workstation.
7. The students may work with the information located at the following network disks: Default on cl327n (K:), Default on cl329n (E:), Lecture on 'l-drives' (L:), and H-Drive. Accessing other disks is subject to penalty (see note**).
8. In the case of a line, students may work in computer laboratories up to 2 hours at a time only.
9. The volume of information kept by each student on the H-Drive is limited to 100 Mb.
10. Log-off when finished working on a computer.
11. In case of any non-standard situation (system failure, etc.), ask the computer laboratory supervisor for help. Attempts to solve the problem by own means often lead to the damage of software.

It is strictly prohibited for students to:

1. Install software of any kind on servers and workstations, as well as on H-Drive.
2. Make changes to system files and network configuration.
3. Move, replace, or make attempts to fix computer equipment in computer laboratories.
4. Work on servers.
5. Access pornographic or hacker Internet websites, as well as any websites not related to the academic process.
6. 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.
7. Use other person's UserName and/or Password, as well as to provide UserName and/or Password to other person(s).
8. Bring outside persons to the computer laboratory.
9. Breach the printing policy in the computer labs
10. Break computer laboratories' operating schedule
11. 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.
12. Bring food or drinks to the computer laboratories, as well as enter the computer laboratory in overcoats

In case of violation of the above rules, the student loses his/her privilege to use KIMEP computer laboratories according to the following penalties:

- Accessing Internet websites not related to the academic process (Games, all types of Messengers, entertaining sites, pictures, videos, postcards, etc.) – 1 week.
- Failure to register in the journal (indicating the time in and out) – 1 week.
- Loss of username and/or password – 1 week.
- Exceeding the H-Drive limit – 1 week.
- Bringing food or drinks to the computer laboratory – 1 week.
- Breaching the printing policy in the computer labs – 1 week.
- Breaking computer laboratories' operating schedule – 1 week.
- Using other person's username and/or password, as well as providing username and/or password to other person(s) – 1 month.
- Downloading, executing, or saving on workstations, file servers or H-Drive of any files of the following types: *.exe, *.com, *.bat, *.mpg, *.avi, *.mp3, *.rep, as well as of any other files not related to the academic process – 1 month.
- Work on servers – 1 month.
- Installation of software, or changing system or network configuration – 1 year.
- Accessing pornographic or hacker websites – 1 year.

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.

STUDENTS ELECTRONIC MAIL

Every KIMEP student is provided with an e-mail address on the university e-mail server, which is considered to be his/her official student e-mail address. This e-mail system is an official means of communication, and is intended to supplement other communication means. Important announcements, news and messages regarding the academic affairs, student life, or administrative issues can be communicated to the appropriate students via this e-mail system. All students are expected to check their student e-mail on a regular basis, and any communication sent to them by the administration or faculty is considered to be received and read by the students. E-mail

addresses are assigned to students by the Computer and Information Systems Center, and are identical to the students' local area network logins. Students should not use other student's e-mail username and/or password, or provide their e-mail username and password to other person(s). Students can be held responsible for misuse of their email address and online privileges by third parties. The student e-mail system should not be used for spam purposes, for monetary gain, for dissemination of illegal information or any purpose in violation of KIMEP's code of practice.

PRINTING POLICY (KIMEP COMPUTER LABORATORIES)

Each computer laboratory at KIMEP has at least one printer available for students during working hours of the laboratory. KIMEP assumes that users understand that printers are expensive and fragile equipment and cannot be used as copy machines for producing multiple copies. Only currently enrolled KIMEP students are allowed to use the printers. The purpose of this policy is to provide equipment safety and reduce toner costs in computer laboratories.

It is strictly prohibited to print the following materials in computer laboratories:

- Any information from Internet
- Any information from L-drive
- Accessory and auxiliary materials
- Materials unrelated to academic process
- Slides

It is allowed to print the following materials in the computer laboratories (one copy only):

- Final version of student's assignment (project)
- Resume
- Questionnaire
- Group assignment (project)

PART XII – HUMAN RESOURCES DEPARTMENT

VISION

VALUES

MISSION

SUPPORT AND MAINTAIN

VISION

Human Resources will function as a strategic unit to position KIMEP as a leading employer among academic institutions in Almaty and other cities and regions of Kazakhstan.

VALUES

- Commitment to assess employees' needs for now and for the future;
- People are the primary value at KIMEP.

MISSION

- Promote an effective work environment that will facilitate the Institute's mission and strategic goals;
- Create innovative and flexible employee-centered programs and services to attract and retain the most talented academic and non-academic staff;
- Emphasize a positive and supportive work environment;
- Focus on 'employee as customer' consistently striving to exceed expectations.

SUPPORT AND MAINTAIN

- Respect for the individual;
- Transparent hiring and employment process;
- Appreciation and recognition for good work;

- Competitive employee benefits;
- Management accessibility and communication;
- Workforce development.

PART XIII – CONTACT INFORMATION

**BOARD OF TRUSTEES
ADMINISTRATION
PRESIDENT’S CABINET
EXECUTIVE COMMITTEE OF KIMEP
ACADEMIC COUNCIL
PRESIDENT’S OFFICE
PLANNING AND DEVELOPMENT
ACADEMIC AFFAIRS
STUDENT AFFAIRS
NON-ACADEMIC AFFAIRS**

BOARD OF TRUSTEES (2013-2014 BOARD)

Anastasios Sitsas

“JTI”, HQ, Geneva, Vice President for Trade and Consumer Marketing (since September 2011) -present;

Chan Young Bang

President of “KIMEP University” JSC since 2000- present;

Daulet Khamitovich Sembayev

Deputy Chairman of the Board of Directors of “Kazkommertsbank” JSC before July 2011 (left due to retirement) – present;

Nadezhda Nikolayevna Pogorelova

“Economical Center” Consulting Firm” LLP, General Director since December 1994 – present;

Hartmut Fischer

Professor of Economics, University of San Francisco, California, USA - present;

Stephen Nye

KPMG, Partner, Luxembourg- present;

Igor Victorovich Tupikov

“Buran Boiler” JSC (Almaty), President since February 2005- present;

David Patton

Vice President of American Councils for International Education, Washington, DC, since 2002- present;

Nathan Cling

University of Northern Colorado, USA, Director of Management and Marketing School, Professor of Marketing – present;

Seung Hoh Choi

Director of Eximbank, Korea, February 2010 – present;

Murat Kadesovich Orynkhanov

Vice Minister of Education and Science of the Republic of Kazakhstan since March 9, 2011 - present;

Nei Hei Park

Auditor, Sejong Foundation, September 1996 – present;

Kalymzhan Valikhanovich Ibraimov

Deputy Chairman of the Committee of State Property and Privatization of the Ministry of Finance of the Republic of Kazakhstan since November 7, 2008 - present;

Arman Bekmakhanovich Kuralbayev

Head of Department of State Property and Privatization of Almaty city of the Ministry of Finance of the Republic of Kazakhstan since April 30, 2013- present

ADMINISTRATION

President

Chan Young Bang, PhD

Vice President of Strategic Planning, Development and Research

William Gissy, PhD

Associate Vice President Advancement

Ronald Voogdt, MA, MS

Vice President of Academic Affairs

Martin O'Hara, PhD

Associate Vice President of Academic Affairs

Golam Mostafa, PhD

Associate Vice President for Government Relations, Development and Legal Affairs

Olga Uzhegova, DBA

Deputy to the President for Facilities, Planning and Development

Rassim Karibov, MBA

Deputy to the President for Human Resources

Dinara Seitova, PhD

Deputy to the President for Student Recruitment and Admission

Chekmareva Larissa, MPA, M.ED

Deputy to the President for Executive Education

Dilbar Gimranova, MBA, M. Philosophy

Deputy to the President for Corporate Development

Balzhan Suzhikova, PhD

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Chan Young Bang, PhD

President

Elia Ramamonjisoa, PhD

Acting Vice President of Accounting and Finance

Martin O'Hara, PhD

Vice President of Academic Affairs

William Gissy, PhD

Vice President of Strategic Planning, Development and Research

EXECUTIVE COMMITTEE

Chan Young Bang, PhD, President / *Committee Chairman*

Elia M. Ramamonjisoa, PhD, Acting Vice President of Accounting and Finance

Martin O'Hara, PhD, Vice President of Academic Affairs

William Gissy, PhD, Vice President of Strategic Planning, Development and Research

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Olga Uzhegova, DBA, Associate Vice President of Government Relations, Development and Legal Affairs

Ronald Voogdt, MSc., MA, Associate Vice-President of Advancement

John Dixon, PhD, Acting Dean of College of Social Sciences

Joseph Luke, J.D., Acting Dean of the School of Law

Aigerim Ibrayeva, MPA, M.Phil., Executive Director of Student Affairs

Kenneth Saycell, MA, Executive Director of Language Center

Balzhan Suzhikova, PhD, Deputy to the President for Corporate Development

Dilbar Gimranova, MBA, M.Phil., Deputy to the President for Executive Education Center

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Rassim Karibov, MBA, Deputy to the President for Facilities, Planning and Development

Uvassilya Samuratova, MBA, Registrar / *Non-member observer*

ACADEMIC COUNCIL (membership)

Elected:

3 representatives from the College of Social Sciences
3 representatives from the Bang College of Business
1 representative from the School of Law
2 representatives from the Language Center

Ex-officio (non-voting):

Vice-President of Academic Affairs
Associate Vice-President of Academic Affairs
Vice-President of Strategic Planning and Development
Dean of BCB
Dean of CSS
Dean of Law School
Director of the Language Centre
Deputy to the President for Executive Education Center
Registrar
Deputy to the President for Admission and Recruitment
Director of Financial Aid Office
1 representative from the KIMEP Student Association

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