



KIMEP UNIVERSITY

# KIMEP CATALOG

2019-2020

# ACADEMIC CALENDAR 2019-2020

	FALL	SPRING	SUMMER1	SUMMER2**
	(15 weeks, excluding 1 week of Study Break and Examination period)	(15 weeks, excluding 1 week of Study Break and Examination period)	(7.5 weeks, 60 min classes)	(3 weeks, 150 min classes)
Advising starts	July 10, 2019	November 20, 2019	April 02, 2020	April 02, 2020
Registration for 4th year undergraduate students, Honored students, students with special needs and all Masterstudents begins (1/3 payment and Student Fee are required prior to registration for Fall semester)	August 02, 2019	December 03, 2019	April 20, 2020	April 20, 2020
Registration for 3d year Undergraduate students begins (1/3 payment and Student Fee are required prior to registration for Fall semester)	August 06, 2019	December 06, 2019	April 23, 2020	April 23, 2020
Registration for 2d year Undergraduate students begins (1/3 payment and Student Fee are required prior to registration for Fall semester)	August 09, 2019	December 10, 2019	April 27, 2020	April 27, 2020
Registration for 1t year Undergraduate students begins (1/3 payment and Student Fee are required prior to registration for Fall semester)	August 13, 2019	December 13, 2019	April 30, 2020	April 30, 2020
Registration for non-degree students begins (100% payment for all courses + Student Fee is required)	August 16, 2019	December 20, 2019	May 04, 2020	May 04, 2020
Advising and Orientation Program for freshmen	August 23-24, 2019	January 25, 2020		
Registration ends	August 25, 2019	January 07, 2020	May 11, 2020	July 06, 2020
<b>Classes start</b>	<b>August 26, 2019</b>	<b>January 08, 2020</b>	<b>May 12, 2020</b>	<b>July 07, 2020</b>
<b>Internship starts</b>	<b>August 26, 2019</b>	<b>January 08, 2020</b>	<b>May 12, 2020</b>	<b>July 07, 2020</b>
Add/Drop period	08/26/2019 - 9/01/2019	01/08/2020 - 01/14/2020	05/12/2020 - 05/13/2020	07/07/2020 - 07/08/2020
Late Registration period for all students (need Instructors' approval)	09/02/2019 - 09/08/2019	01/15/2020 - 01/21/2020	05/14/2020 - 05/15/2020	-
Withdraw from a Course with 80% Tuition Refund (online)	09/02/2019 - 09/08/2019	01/15/2020 - 01/21/2020	-	-
Withdraw from a Course with 60% Tuition Refund (online)	09/09/2019 - 09/15/2019	01/22/2020 - 01/28/2020	-	-
Withdraw from a Course with 40% Tuition Refund (online)	09/16/2019 - 09/22/2019	01/29/2020 - 02/04/2020	-	-
Withdraw from a Course with 20% Tuition Refund (online)	09/23/2019 - 9/29/2019	02/05/2020 - 02/11/2020	-	-
(after this date there are no refunds for withdrawals from courses)	September 29, 2019	February 11, 2020	-	-
Second Payment Deadline - Friday of 5 <sup>th</sup> week (second 1/3 of total tuition is due)	September 27, 2019	February 07, 2020	-	-
"I" grades from previous semester convert into "F"s (7 <sup>th</sup> week of classes)	10/07/2019 - 10/13/2019	02/17/2020 - 02/23/2020	-	-
Scores Submission deadlines for First Mid-term Assessments	10/14/2019 - 10/20/2019	02/24/2020 - 03/01/2020	6/15/2020 - 6/21/2020	-
Study Break	10/21/2019 - 10/27/2019	03/02/2020 - 03/08/2020	-	-
Third Payment Deadline - Friday 9 <sup>th</sup> week (final 1/3 of total tuition is due)	October 25, 2019	March 06, 2020	-	-
Administrative Withdrawal from courses of students with overdue tuition balance (Friday 13 <sup>th</sup> week)	November 22, 2019	April 03, 2020	-	-
Scores Submission deadlines for Second Mid-term Assessments	11/25/2019 - 12/03/2019	04/06/2020 - 04/12/2020	-	-
Last Day to Withdraw from a Course with grade of "W" (online)	December 14, 2019	April 30, 2020	July 02, 2020	July 27, 2020
Internship ends	December 14, 2019	April 30, 2020	July 02, 2020	July 27, 2020
Classes End	December 14, 2019	April 30, 2020	July 02, 2020	July 27, 2020
Final Assessments Starts, Examination Period	15, 18 - 26 December 2019	2-6, 8, 10 - 11 May 2020	July 3 - 5, 2020	July 27, 2020
Semester Ends	December 26, 2019	May 11, 2020	July 05, 2020	July 27, 2020
All grades officially submitted	no later than one week following the date of the final examination, or the last day of classes for the courses with no final examination scheduled			
Change Grade Forms due	January 16, 2020	May 25, 2020	July 20, 2020	August 10, 2020
Graduation Ceremony	-	May 16, 2020		-
<b>KIMEP IS CLOSED ***:</b>				
New Year's Day	-	1-2 January, 2020	-	-
Christmas	-	7 January, 2020	-	-
Women's Day	-	8 March, 2020	-	-
Nauryz Day	-	21-23 March, 2020	-	-
International Labor Day	-	1 May, 2020	-	-
Defenders of the Fatherland Day	-	7 May, 2020	-	-
Victory Day	-	9 May, 2020	-	-
Capital Day	-	-	July 06, 2020	-
Kurban Ait	11 August, 2019	-	-	-
Constitutional Day	30 August, 2019	-	-	-
First President's Day	1 December, 2019	-	-	-
Independence Day	12/16/2019 - 12/17/2019	-	-	-

\*\* if takes place

\*\*\* all make ups should be appointed by instructors instead of missed classes during national holidays

## PRESIDENT'S MESSAGE TO STUDENTS



KIMEP University is the leading university in Central Asia providing western-style education. KIMEP's mission is to form well-educated citizens and to thereby improve the quality of life in the Central Asian region. It achieves this by imparting and diffusing knowledge in business, the social sciences, law and language studies. It encourages students to take seriously their responsibility to the greater community through community service.

In September 2014, all of KIMEP University's undergraduate and graduate degree programs received accreditation from AQ Austria. A number of programs have further international accreditation. The Asian Forum on Business Education (AFBE) has granted accreditation to the undergraduate and graduate business programs. The Executive MBA also has been accredited by the Federation for International Business Administration (FIBAA). In the social sciences, the undergraduate and graduate programs in Public Administration have received accreditation from the European Association for Public Administration Accreditation, while the American Communications Association has accredited the undergraduate and graduate programs in Journalism and Mass Communication.

The university prides itself on more, however, than simply providing first-class academic programs. KIMEP University distinguishes itself in its devotion to the well-being and personal development of its students. In stark contrast to many universities throughout the Commonwealth of Independent States, KIMEP University involves representatives from its independent student association in the decision-making process. This complements the university's broader commitment to transparency, fairness and integrity, as well as fosters a sense of empowerment and responsibility among students.

The alumni which the university produces are not only highly qualified, but deeply committed to these values, and it is these characteristics that make them such desirable hires. They are recruited by top local and international firms and organizations, and they can be found in diverse professional roles around the world.

KIMEP University has played a critical role in the economic modernization of Kazakhstan. Many Kazakhstani political and business leaders rank among our alumni. KIMEP University serves as an incubator for future generations of Kazakhstani and regional leaders. As an innovative and adaptive institution, KIMEP University will continue to tailor its services to the needs of its students and to those of the Kazakhstani state and society as a whole.

Information provided in this university catalogue is for the purpose of helping students achieve their academic goals in a timely manner by providing information regarding academic courses, academic requirements, university policies, and student responsibilities.

Respectfully,

A handwritten signature in blue ink that reads "Chan Young Bang". The signature is written in a cursive, flowing style.

Chan Young Bang, Ph.D.  
President KIMEP University

## TABLE OF CONTENTS:

<b>PART I. GENERAL INFORMATION</b> .....6	
• Disclaimer.....6	
• Foreword.....6	
• Mission .....6	
<b>PART II. ADMISSIONS</b> .....6	
• Administration.....6	
• General provisions.....7	
• Applying to KIMEP programs.....7	
• Applicants portal.....8	
• Regulation on University Admission Commission.....8	
• Admission to Undergraduate and Graduate programs:.....9	
- Undergraduate.....11	
- Graduate .....14	
• Access to non-degree study.....16	
<b>PART III. FINANCIAL AID SERVICES</b> .....17	
• Mission of the Financial Aid Office.....17	
• Types of financial aid.....18	
• General rules that govern financial Assistance.....20	
• Scholarship probation and suspension policy.....22	
• Tuition Payment policy.....23	
<b>PART IV. REGISTRATION AND ACADEMIC POLICIES</b> .....27	
• Mission.....27	
• Online resources.....27	
• Credit System.....27	
• Grading System.....28	
• Types of grades.....29	
• Grade submission, change and appeal...32	
• Grade Point Average (GPA).....33	
• Academic awards and honors.....34	
• Academic records.....34	
• Course coding.....35	
• Academic communication policy.....36	
• Code of confidentiality.....36	
• Student status.....36	
• Academic standing.....37	
• Academic support program.....40	
• Registration for classes.....40	
• Leave and withdrawal from KIMEP University.....43	
• Transfers:	
- Internal Transfers.....44	
- Transfer of credits from outside.....45	
- ECTS transfer.....46	
- Fast-track.....46	
• Graduation.....46	
<b>PART V. STUDENT LIFE</b> .....48	
• Administration.....48	
• KIMEP Student Association (KSA).....49	
• International Office .....49	
• Learning Support Center.....54	
• Residence life and housing.....57	
• Medical services.....64	
• Sport Center.....65	
• Student Center.....67	
• Great Hall.....67	
<b>PART VI. UNIVERSITY CODE OF CONDUCT</b> .....67	
<b>PART VII. ACADEMIC UNITS</b> .....83	
• Bang College of Business (BCB).....83	
- Department of Accounting & Finance.....85	
- Department of Management & Marketing.....86	
- Research Center .....86	
- Center for Entrepreneurship & Innovation.....87	
• Executive Education Center (EEC).....87	
- Professional Development and Certificate Program (PDCP) And Mini-MBA.....90	
- Leadership Development Program (LDP).....96	
- International Professional Certification Programs.....98	
- Certificate in Taxation program (ADIT).....99	
- CFA program.....100	
- Conferences, Clubs and Workshops.....100	
- Partnerships.....101	
- Mini-MBA Course Descriptions...102	
• College of Social Science (CSS).....107	
- Department of Economics.....109	
- Department of Media & Communications.....109	
- Department of Public Administration.....110	
- Department of International Relations & Regional Studies.....111	
- Central Asian Studies Center.....111	
- China & Central Asia Studies Center.....112	
• Law School (LS).....112	
- Legal Clinic.....113	
• College of Humanities and Education.....114	

- Center for Educational Excellence.....115
- World Language & Preparatory Program.....115

**PART VIII. DEGREE PROGRAMS**.....116  
**UNDERGRADUATE DEGREE PROGRAMS:**....116

- General Education Program requirements.....116
- Undergraduate Language requirements.....120
- Bang College of Business Undergraduate Programs:.....126
  - Bachelor of Accounting and Audit – 6BO41.....139
  - Bachelor of Finance – 6BO41.....144
  - Bachelor of Management – 6BO41.....148
  - Bachelor of Marketing – 6BO41.....152
  - Bachelor of Information Systems – 6BO61.....156
  - Bachelor of Global Logistics and Supply Chain Management.....158
  - Bachelor of Tourism and International Hospitality.....151
- College of Social Science Undergraduate Programs:.....164
  - Bachelor of Economics – 6BO41.....165
  - Bachelor of International Relations 6BO31.....171
  - Bachelor of Public and Municipal Administration – 6BO41.....177
  - Bachelor of Journalism – 6BO32.....183
  - Minors offered at CSS.....188
- The School of Law Undergraduate Programs:.....194
  - Bachelor of Laws – 6BO42.....196
  - Bachelor of International Law – 6BO42.....201
- College of Humanities and Education Undergraduate Programs:.....208
  - Bachelor of Foreign Language: Two Foreign Languages – 6BO17.....208
  - Bachelor in Translation Studies Interpretation – 6BO23.....218

**GRADUATE DEGREE PROGRAMS:**.....227

- Graduate English Requirements.....227
- Bang College of Business Graduate Programs:.....228
  - Master of Business Administration – 7MO41.....228

- Master of Accounting and Audit – 7MO41.....238
- Master of Finance – 7MO41.....242
- Master of Marketing – 7MO41.....246
- Executive Master of Business Administration – 7MO41.....249

- College of Social Science Graduate Programs:.....257
  - Master of Economics – 7MO41.....257
  - Master of International Relations – 7MO31.....261
  - Master of Public and Municipal Administration – 7MO41.....264
  - Master of International Journalism – 7MO32.....267
- The School of Law Graduate Program:.....271
  - Master of International Law – 7MO42.....271
- College of Humanities and Education Graduate Program:.....276
  - Master of Foreign Language: Two Foreign Languages – 7MO17.....276

**DOCTORAL DEGREE PROGRAMS IN BANG COLLEGE OF BUSINESS:**.....279

- Doctor of Philosophy in Accounting and Audit – 8DO41.....281
- Doctor of Philosophy in Finance – 8DO41.....284
- Doctor of Philosophy in Management – 8DO41.....287
- Doctor of Philosophy in Marketing – 8DO41.....290

**PART IX. COURSE DESCRIPTIONS**.....293

- Undergraduate Program Course Descriptions.....293
  - General Education courses.....293
  - BCB Undergraduate courses.....299
  - CSS Undergraduate courses.....326
  - College of Humanities and Education Undergraduate courses.....361
  - Law Undergraduate courses.....383
- Graduate Program Course Description...399
  - BCB Graduate courses.....399
  - CSS Graduate courses.....418
  - Law Graduate courses.....439
  - College of Humanities and Education Graduate Courses.....449
- Doctoral Programs Course Descriptions.453

<b>PART X. LIBRARY</b> .....	461
<b>PART XI. COMPUTER &amp; INFORMATION SYSTEMS CENTER</b> .....	463
<b>PART XII. CORPORATE DEVELOPMENT AND ALUMNI ASSOCIATION</b> .....	467
<b>PART XIII. HUMAN RESOURCES</b> .....	469
<b>PART XIV. QUALITY ASSUARANCE &amp; INSTITUTIONAL RESEARCH</b> .....	471
<b>PART XV. FACULTY &amp; ADMINISTRATORS</b> .....	473

## **PART I. GENERAL INFORMATION**

### **DISCLAIMER**

KIMEP University wishes to emphasize that the materials in this catalog, including policies, programs, courses and tuition fees, are subject to change, alteration, or amendment at the absolute discretion of KIMEP University.

### **FOREWORD**

The purpose of the 2019-2020 KIMEP Catalog is to provide students, faculty members, administrators and all other interested persons with the details of policies 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 and auxiliary services.

### **MISSION**

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 II. ADMISSIONS**

### **ADMINISTRATION**

Director  
Natalya Miltseva, MA in Higher Education Administration

Associate Director  
Assem Beisembinova, MBA

Enrollment Services Manager  
Anastassiya Manoilenko, MBA

The Department of Student Recruitment and Admission (DSRA) reports to the Provost and General Deputy to the President. It serves as a central information point for all internal and external inquiries on applications and admissions to academic programs.

Admission Officers and Coordinators work together with students (on part-time employment basis) on recruitment, applications and admission procedures that are in line with the strategic and operational plans; as well as the goals and targets set at institutional, program and admission office levels.

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

## **GENERAL PROVISIONS**

***This part summarizes<sup>1</sup> key policies and procedures related to application and admission of students to KIMEP University for admission decisions in AY 2019-20. This document is subject to annual review in accordance with changes made to legislative acts, strategic goals, organizational operations and/or program structure.***

***Any changes and additions to admission policies are to be approved by the KIMEP University President's Cabinet***

*All matters related to recruitment and admissions are to be addressed to the Department of Student Recruitment and Admission*

KIMEP University is committed to a policy of equal opportunity for admission of all qualified individuals. The university is also committed to the principles of continuing life-long education, and it does not discriminate against any individual or group on the basis of race, ethnicity, nationality, religion, gender, social or sexual orientation, creed, marital status, physical disabilities, remote area location, age and/or any other subjective criteria.

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

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

Any information provided during the admissions process concerning an applicant's disability is voluntary. Specific services are made available once eligibility is proven through professional documentation to the KIMEP Medical Center. This procedure is maintained in accordance with laws relating to confidentiality. No limitations are placed on the number or proportion of persons with disabilities who may be admitted or enrolled.

KIMEP University has three study periods: Fall, Spring and Summer semesters (see Academic calendar <https://kimep.kz/current-students/calendar/> )

Academic rules and policies, academic programs and degree requirements are listed in the KIMEP University Catalog, which is annually updated and changed (see catalog: <https://www.kimep.kz/about/publications/>)

## **APPLYING TO KIMEP PROGRAMS**

KIMEP University has an open and transparent process of applying to academic programs on a year-round basis. Specialists in the Department of Student Recruitment and Admission will provide assistance and will answer all questions regarding application process.

Applicants will need to submit the Application Form with required documents attached for certain semester by set deadlines.

According to state law, documents, submitted in foreign languages, have to be accompanied with a certified translation into Kazakh or Russian language.

---

<sup>1</sup> The full version of the KIMEP Admission Policies for 2019-20 is available from Recruitment and Admissions department



In some cases, especially with foreign applicants, Department of Student Recruitment and Admission has a right to request additional documents (licenses for educational activity of organizations issuing the diplomas, confirmations of attestation and accreditation, confirmations of degree, specialization and diploma, etc.)

Incomplete application may result in delay for admission review/decision or rejection of admission.

Cases of fraudulent documents or submission of knowingly false information result in permanent application rejection and may be transferred for consideration to law enforcement bodies in accordance with the order set forth by the legislation of the Republic of Kazakhstan.

The complete application package has to be submitted to the Department of Student Recruitment and Admission through on-line applicant portal: (<https://www.kimep.kz/ext/application/online/>)

## **Notifications**

The system automatically sends out a notification on receipt of applications to the e-mail address indicated in the application. The status of the submitted application may be checked using the Applicant portal or the following link of KIMEP web site: (<https://kimep.kz/prospective-students/admission/>).

## **APPLICANTS PORTAL**

KIMEP strives to offer world class educational services and to increase its range of on-line admission and recruitment services. This goal requires that applicants are given the opportunity to apply on-line from any place in the world with Internet access, as well as to receive personalized information regarding the status of their application and other useful information through a centralized web-resource for applicants, known as the Applicants Portal (<https://www.kimep.kz/ext/application/online/>).

On-line application is developed in three languages – Kazakh, Russian and English. Applicants may easily activate their account in the system by entering a current personal e-mail address. On-line application is reviewed by the admission officers of the DSRA only on the condition of filling in all mandatory fields and submitting the on-line application. Incomplete or/and not submitted on-line applications will be annulled after three months of inactivity in the on-line account. Applicants may initiate another application later on from very beginning.

On-line applications shall be printed out and signed by the admitted students (together with signing a contract of rendering educational services) upon arrival to the university campus.

## **REGULATION ON UNIVERSITY ADMISSION COMMISSION**

1. Department of Student Recruitment and Admission (DSRA) is created to recruit and admit students to KIMEP academic programs in accordance with admission policies, strategic and operational plans.
2. Annually DSRA organizes relevant recruitment activities in Kazakhstan, Central Asia and internationally.
3. DSRA is empowered and responsible for all activities related to collection, review and data entry from on-line applications of all programs of the KIMEP University (except for exchange students<sup>2</sup>). DSRA is also responsible for review of each and all applicants as to comply with the KIMEP Admission Policy 2019-2020 and, therefore, for identification in terms of admission or rejection to KIMEP programs with the follow up communication that would lead to arrival, visa, registration and enrollment or re-application for the next intake.
4. On behalf of the University, DSRA proceeds with admission to the academic programs as per the Admission Policy approved by the President (or his designee) and issues the Admission Orders for students.
5. DSRA reports to the Provost and General Deputy to the President. It serves as a central information point for all internal and external inquiries on applications and admissions to academic programs.
6. DSRA closely interacts with KIMEP units responsible for the admission decision-making, such as Academic Council/Summer Oversight Committee and President's Cabinet. Members of the committees are approved at the University level.

---

<sup>2</sup> International Office is responsible

7. In collaboration with Deans, faculty, and DSRA Office of Academic Affairs plans, organizes, conducts and reports on the entrance exams that lead to admission or rejection decisions.
8. DSRA closely works with the Ministry of Education and Science of the Republic of Kazakhstan on the issues related to required state examinations (UNT/KTA and Graduate exams). Director appoints responsible officers and informs state bodies.
9. To ensure smooth and effective admission process 2019-2020, the University Admission Committee is created as the following:
  - University President, the Chair
  - VPAA and PGDP
  - College Deans (CSS, BCB, Law School, College of Humanities and Education)
  - Executive Secretary
  - Chairs of Subject Examination Commissions:
    - a. Interview for undergraduate foreign applicants – Program Chairs
    - b. Undergraduate and Graduate Program Examinations – Program Chairs

Admission Committee is formed for 1 year and work is adjourned after all admission is done.

10. Student admission decisions are recorded in the form of Order specifying the grounds for the admission. The final list of admitted students is approved by KIMEP President in the form of Order on admission to undergraduate programs, graduate programs and non-degree programs. Each Admission Order has a list of requirements which admitted student shall fulfill to ensure eligibility for full admission. Those admitted students who did not comply with each and all requirements listed in the Admission Order are withdrawn as non-matriculated students. Students, who complied with each and all requirements stipulated in the Admission Orders, will have access to course registration in accordance with their program and terms of study.
11. Neither KIMEP nor any group, committee, individual at any level will guarantee admission to KIMEP University and/or its programs.
12. Admission consideration is separate from financial aid considerations. By making admission decision to academic programs KIMEP University does not mean any financial aid promise to any type of the applicant.
13. Upon completion of the recruitment and admission process, DSRA provides detailed reports to KIMEP departments and administration, and to the state authorities (the Ministry of Education and Science of the Republic of Kazakhstan and National Statistical Agency).

## **ADMISSION TO UNDERGRADUATE AND GRADUATE PROGRAMS**

KIMEP is governed by the university's charter (available at <https://kimep.kz/about/management-and-governance/>) with the participation of faculty members, students, staff and administrators at various policy-making levels.

Together with the global experience of working with applicants, state admission legislation applies when making admission decisions, including the Law of the RK On Education, Standard Rules of Admission to Academic Institutions Offering Undergraduate Education, Standard Rules of Admission to Academic Institutions Offering Graduate Education, and Rules for Students' Transfer and Reinstatement, as well as the RK Government Order (as of July 9, 2013 #701).

KIMEP University and its academic units review specific requirements for submission of documents and criteria of admission of students to each program on annual basis. Requirements are approved by the University Academic Council (or its standing committee during summer period) as well as by the President's Cabinet. Upon completion of the process of admission, all applicants receive letters of admission, letters of access to non-degree educational services or letters of rejection. Appropriate orders are approved by the President and serve as a ground for the start of study at KIMEP University.

On behalf of the University, the Department of Student Recruitment and Admissions issues orders for three types of degree students and for non-degree students. Periods of issuing the orders of admission to undergraduate and graduate programs are defined by the legislation of the RK:

1. Orders of admission of undergraduate students, graduate and doctorate students

2. Orders on transfer and reinstatement of undergraduate students
3. Orders for granting access to non-degree educational services (throughout the year) for:
  - Non-degree students taking undergraduate or graduate level courses;
  - Auditing students with the purpose of increased access to higher education;
  - Exchange students from other universities aiming to increase academic mobility;
  - International Summer School visitors aiming to increase academic mobility;
  - Any other non-degree groups.

Admitted students will immediately receive notifications to their e-mail address, indicated in their application form, as well as via the Applicant Portal in the section “Check your admission status”.

To take part in dual degree programs (at KIMEP University and a partner university) it is necessary to fulfill the admission requirements set forth by each university/program.

The order provides the list of requirements that each admitted student must fulfill before classes start. Admitted students who do not fulfill all requirements listed in the order shall be withdrawn from the university during the semester in which they are to start studies.

Information packages are sent to all admitted undergraduate, graduate, doctoral and non-degree students via e-mail indicated in the application form. The package includes the admissions letter, important contact information, information about orientation programs, terms and conditions of tuition payment, registration for foundation and degree courses, medical requirements, nostrification requirements, etc.

Applicants who did not fulfill the admissions requirements may contact the DSRA in order to take part in the next admission round and to voluntarily participate in the special preparatory program.

### **Nostrification**

Documentation in regards to education, issued by the foreign academic institutions shall undergo the procedure of nostrification required by the state (after admission of students, during the first semester of their studies).

### **Additional requirements to foreign citizens<sup>3</sup>**

Foreign citizens shall submit the following documents before registration for any courses (according to the Law on Migration, Chapter 5):

1. Financial statement on availability of funds to cover accommodation and tuition in accordance with the educational services contract, except ethnic Kazakhs;
2. Criminal records form.

### **Admission and Financial Aid**

Applications for admission are reviewed separately from applications for financial aid. Admission to academic programs at KIMEP University does not guarantee provision of financial aid to applicants.

The Admissions and Scholarship Committee is the standing committee of the KIMEP Academic Council that sets the policies and procedures for financial aid.

Financial Aid Office sets the deadlines and requirements for submission of documents <https://kimep.kz/prospective-students/financial-aid/>

KIMEP University, Abai Avenue 4, Office 203 (Valikhanov Building)

Almaty, 050010 Kazakhstan

Email: [finaid@kimep.kz](mailto:finaid@kimep.kz)

Tel: +7 (727) 270 43 16

Corporate Development Department deals with the external funds and trilateral contracts

---

<sup>3</sup> Immigrants coming to the territory of RK for educational services are those foreign citizens who are admitted to education institutions (secondary, post secondary, higher education), including exchange programs and preparatory courses.

<https://kimep.kz/about/division-of-research-international-and-strategic-affairs/>

2 Abay Ave, Office 401  
Almaty, Kazakhstan 050010  
Tel.: +7 (727) 270 42 26  
e-mail: [cdd@kimep.kz](mailto:cdd@kimep.kz)

***Neither KIMEP University, nor any other group, committee, or person may guarantee admission to KIMEP University or any of its programs.***

## **ADMISSION TO UNDERGRADUATE PROGRAMS**

KIMEP University is highly committed to offering a world-class education and to attract qualified applicants from different social, cultural and educational backgrounds who demonstrate strong potential for personal growth, development and professional success.

Educational organizations of the Republic of Kazakhstan that implement professional academic programs at undergraduate levels may admit graduates from high schools and professional vocational schools as well as undergraduate students for a second undergraduate degree (i.e. fast track option).

### **I. Entry requirements to undergraduate programs**

- **Completed secondary education**

- a) Attestat (diploma) for completion of high school or professional vocational school (authentic copy).
- b) **RK citizens:** The original Unified National Testing (UNT) or Comprehensive Testing (KTA) certificate issued for the current year with passing scores as set by the Ministry of Education and Science of the RK for the year of entry.
- c) **Foreign citizens:** interview with the program is required.

### **The list of elective and specialized subjects in the Unified National Testing and Comprehensive Testing in relation to UGRAD degrees**

Code	Undergraduate degree	1 Specialized subject	2 Specialized subject
5B020200	International Relations	Foreign Language	World History
5B030100	Law	World History	Person, Public and Law
5B030200	International Law	World History	Person, Public and Law
5B050400	Journalism	2 creative examinations	1 creative examination
5B050600	Economics	Geography	Mathematics
5B050700	Management	Geography	Mathematics
5B050800	Accounting and Audit	Geography	Mathematics
5B050900	Finance	Geography	Mathematics
5B051000	Public and Municipal Administration	Geography	Mathematics

5B051100	Marketing	Geography	Mathematics
5B011900	Foreign language: 2 foreign languages	Foreign Language	World History
5B020700	Translation studies	Foreign Language	World History
5B070300	Information systems	Mathematics	Physics

• **Other requirements**

- a) Admission for the fast-track study option for the best graduates of professional vocational schools is done based on the state classifier of related specializations.
- b) KIMEP University recognizes secondary students' participation in the International Baccalaureate Program and awards college credit for completion of standard and higher level courses that show grades of four, five, six, and seven corresponding to GE courses offered at KIMEP. Moreover, direct placement to academic courses is granted to those IB diploma holders whose final score is 24 and above (out of 45). The maximum number of transfer credits per student is 27 (6 subjects of IB program + 9 credits of KIMEP English Language courses).
- c) KIMEP University awards college credit for the graduates of Nazarbayev Intellectual Schools possessing an NIS Grade 12 Certificate which reflects completion of higher and standard level courses that show grades not lower than C. Direct placement to academic courses is granted as well. With some variation by degree program, the NIS graduates will be given credit for the following courses: Kazakh language I, Kazakh language II, Academic Listening and Note Taking, Academic Reading and Writing I, Academic Reading and Writing II (for students who obtain an IELTS score of 7 or higher), Information and Communication Technologies OR Business Computer Applications, Introduction to Financial Literacy, Mathematics for Business and Economics OR Calculus (BCB), Physics (ISB), Introduction to Economics (CSS). The maximum number of transfer credits per student is 30.
- d) Students may be transferred or reinstated after withdrawal from other universities if they have fully completed the first academic period of a program of study according to the individual study plan (with a GPA of not less than 2.0). The student may be transferred or reinstated to any program of study and to any specialization of undergraduate studies. Requests for transfer or for reinstatement are considered by the programs and the academic difference in disciplines of working curricula is defined during the period of summer and winter breaks within five business days before the start of the next academic period. Final documentation is signed by the Dean of the College, by the Vice President of Academic Affairs and by the President of KIMEP. Within three business days from the date of issuing the order on transfer or on reinstatement, the written request to provide a personal file of the student is sent to the student's previous university of study.

KIMEP University admits applicants to fast-track study on UGRAD specializations listed below for the best graduates of technical and professional vocational schools under the following conditions:

1. The technical or professional vocational school should have a state license for conducting a specific educational activity and demonstrate the state attestation (copies of both documents are mandatory to be submitted to the Admissions Office of KIMEP University)
2. The diploma GPA should be no less than 4 (out of 5)
3. Courses taken in technical/professional vocational schools to be used towards the fast-track study must have individual grades of not less than 4 (out of 5).
4. The list of courses counted toward fast track study, the difference and the individual study plan will be defined according to the transfer policy of KIMEP University. The copy should be submitted to the personal file of the applicant after no more than 5 business days.
5. KTA is required as per state admission rules.

## **II. Defining English Proficiency Level<sup>4</sup>**

Because KIMEP University is an English Medium of Instruction institution, students' English proficiency level must be assessed prior to being admitted. Students that have not undergone a procedure of defining their English proficiency start their studies from the beginner level **(UFC)**. To assess English proficiency, KIMEP University accepts the following English proficiency test certificates:

- TOEFL (Code of KIMEP University for the examination is 2104)
- IELTS
- Cambridge English Examinations
- KIMEP English Placement Test
- Provisional Foundation English courses successfully passed prior to admission for degree or non-degree program

<b>Placement in English Course</b>	<b>KEPT score (at entry)</b>	<b>CEFR* (at entry)</b>	<b>CEFR (at exit)</b>	<b>IELTS (at entry)</b>	<b>IELTS (at exit)</b>	<b>TOEFL iBT (at entry)</b>	<b>TOEFL (paper-based) /Institutional TOEFL (at entry)</b>	<b>TOEFL (computer) at entry</b>
<b>Academic English</b>	80-100%	B2 mid	B2 upper to C1	5.5 (no score below 5.0)	≥6.0	70	523	193
<b>UFA</b>	51-79%	B1 mid	B2 mid	4.5 (no score below 4.0)	5.5	57-69	475-522	163-192
<b>UFB</b>	30-50%	A1+	B1 mid	3.5 (no score below 3.0)	4.5	27-56	380-474	83-162
<b>UFC</b>	< 30 %	Beginner or False Beginner	A1+	<3.0	3.5	<26	<379	<82

**CEFR\*** - *Common European Framework of Reference (Common European competencies of foreign language proficiency: studying, learning, assessment)*

Although the KEPT (or its equivalent) is used as the primary reference for placement, new students can move to a higher level during the first week of their study. This can be done in accordance with an instructor's

<sup>4</sup> Is not an entry/admission requirement for undergraduate programs

recommendation if their level of English proficiency has been proved to be higher, or if they submit their IELTS or TOEFL results before the semester starts or during the first week of study.

Suggested procedure: a) the student submits the original of the English language proficiency test (e.g. IELTS) to the College of Humanities and Education with the request to reconsider the placement; b) After the results have been verified, the College of Humanities and Education issues a memo to the Office of the Registrar with the request to transfer the student to the appropriate level with the copy of the English language proficiency test; c) the College of Humanities and Education archives one copy in the student's file and returns the original to the student.

### **III. Academic standing<sup>5</sup>**

KIMEP welcomes young leaders from a variety of backgrounds. The system of ranking the incoming students includes several criteria:

- a) Average academic standing upon results of secondary and secondary-special education
- b) Evaluation of English proficiency, UNT/KTA, international and Kazakhstani academic and personal achievements

### **ADMISSION TO GRADUATE PROGRAMS (MASTERS AND DOCTORATE STUDIES)**

Graduate programs accept those individuals who have completed undergraduate programs. Doctoral programs admit those who have completed graduate degrees (i.e. Masters degrees) or those who completed the residency training in medical specializations.

#### **Entry requirements to graduate programs**

##### **1. Completed higher education**

- Copy of a diploma confirming the completion of undergraduate degree(s).
- Copy of a transcript (diploma supplement) with grades

##### **2. Submission of applications**

According to Standard Rules of Admission to Academic Institutions Offering Graduate Education, all applicants are obliged to submit a complete application package to the Admissions Office by July 30 of the corresponding year.

##### **3. Complex Test (CT)**

CT follows the method developed by the National Testing Center of the Ministry of Education and Science of Kazakhstan.

All graduate applicants – citizens of the Republic of Kazakhstan – have to take Complex Test in order to secure admission to the graduate program.

##### **4. Entrance examinations by specializations<sup>6</sup>**

- a) Entrance examination for MAE program (KGET – KIMEP Graduate Entrance Test) – with a score not lower than 14;
- b) Entrance examination for MBA, MACTA, MFIN, MMKT<sup>7</sup> programs (KGET – KIMEP Graduate Entrance Test) – a score not lower than 15; an additional criterion for admission to the MBA program is at least 1 year of work experience or equivalent including internship and volunteering work;
- c) Entrance examination for the MAIJ program in the form of an essay – 10 (ten) and above out of 25 and the interview in writing (10 out of 25);

---

<sup>5</sup>Is not an entry/admission requirement for undergraduate programs

<sup>6</sup> KIMEP graduates with GPA of 3.0 and above are exempted from program entrance tests

<sup>7</sup> Fall is the only entry point for Specialized Masters programs: MACTA, MFIN, MMKT

- d) Entrance examinations for MPA, MIR, LLM and EXMBA programs are held in the form of an interview in the field of study by departmental committees; an additional criterion for admission to the EMBA program is a requirement of a minimum of 5 years of work experience or its equivalent;
- e) Entrance examination for the MAFL program has two stages (a) English Language test and two professional essays and b) interview evaluated with a 50% passing score.

5. KIMEP University accepts **international certificates** of GMAT and GRE tests for the appropriate graduate programs, which are considered on an individual basis by departments.  
Code of KIMEP University for GMAT examination is BLP-9V-74 and BLP-9V-70

## 6. Defining English proficiency level

Because KIMEP University is an English Medium of Instruction institution, students' English proficiency level must be assessed prior to being admitted. Therefore, defining level of English proficiency is mandatory, except for:

1. Holders of completed undergraduate, graduate or doctoral degrees or their equivalents from English medium universities (authentic diploma, transcript and confirmation of English teaching form the university concerned), including KIMEP University Graduates
2. Students of dual degree programs between KIMEP and partner universities
3. Students in the Russian cohorts of the EMBA program

Students that did not undergo evaluation of their English-language proficiency begin their studies at the beginner level (GRADC).

Placement in English Course	KEPT score (at entry)	CEFR* (at entry)	CEFR (at exit)	IELTS (B (at entry)	IELTS (at exit)	TOEFL iBT (at entry)	TOEFL (paper-based) /Institutional TOEFL (at entry)	TOEFL (computer) (at entry)
<b>Direct to Program</b>	60-100%	B1	n/a	4.5 (no score below 4.0)	n/a	70	523	193
<b>Graduate English Foundation level A</b>	50-59%	A2	B1	4.0 (no score below 3.5)	4.5	41	437	123
<b>Graduate English Foundation level B</b>	21-49%	A1+	A2	3.5 (no score below 3.0)	4.0	27-40	380-436	83- 123
<b>Graduate English Foundation level C</b>	< 20 %	Beginner or False Beginner	A1+	<3.0	3.5	<26	<379	<82

To evaluate English-language proficiency, KIMEP University accepts international English proficiency test certificates

- TOEFL (Code of KIMEP University for the examination is 2104)



- IELTS
- Cambridge English Examinations
- KIMEP English Placement Test

**CEFR\*** - *Common European Framework of Reference (Common European competencies of foreign language proficiency: studying, learning, assessment)*

Although the KEPT (or its equivalent) is used as the primary reference for placement, new students can move to a higher level during the first week of their study. This can be done in accordance with an instructor's recommendation if the student's level of English proficiency has been proved to be higher, or if they submit their IELTS or TOEFL results before the semester starts or during the first week of study.

Suggested procedure: a) the student submits the original of the English language proficiency test (e.g. IELTS) to the College of Humanities and Education with the request to reconsider the placement; b) After the results have been verified the College of Humanities and Education issues a memo to the Office of the Registrar with the request to transfer the student to the appropriate level with the copy of the English language proficiency test; c) the College of Humanities and Education archives one copy in the student's file and returns the original to the student.

### **Entry requirements to the PHD programs in Accounting and Audit, Marketing, Management and Finance**

#### **1. Completed graduate degree<sup>8</sup>**

- Copy of a diploma confirming the completion of a graduate degree "master"
- Copy of transcripts (diploma supplement) with grades

#### **2. Possession of the valid international certificates proving the knowledge of the English Language**

**English language:** Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP – at least 460 points), Test of English as a Foreign Language Institutional Testing Program Internet-based Test (TOEFL IBT, threshold score – at least 87), (TOEFL threshold score – at least 560 points), International English Language Tests System (IELTS, threshold score – at least 5.5);

#### **Additional consideration by a selection committee:**

- Official GMAT 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 PhD 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
- An Interview with program admissions committee

### **ACCESS TO NON-DEGREE STUDY**

There are several opportunities to study at KIMEP as a non-degree student: non-degree at the time of application with or without the intent to enter an undergraduate/graduate program in the future, adult learners, visitors of the International Summer School, exchange students, Russian or Kazakh language learners. All these groups receive a

---

<sup>8</sup> According to the system of higher education of the RK

special document reflecting the results of study in individual courses taken at KIMEP University, but not any academic degree or diploma.

**1. NON-DEGREE** (available at both undergraduate and graduate course levels) is an educational option to be used by any person wishing to take courses for personal purposes without any intention of obtaining a degree. Upon the completion of the selected courses, the document is issued with an indication of course title (s), number of academic credits and grades. Successfully completed courses may be transferred to undergraduate or graduate degree programs. Defining the level of English proficiency is mandatory for this group of non-degree, except for the Russian cohort in EMBA. Students who graduated from KIMEP or English-medium universities applying to non-degree programs may be exempted from KEPT and Foundation English courses.

## **2. ADULT LEARNER**

Adult Learner is an option of non-degree study, offered to all people (21 years and older) interested in auditing courses currently offered by KIMEP University. A person under adult learning status can audit courses; however no current or final course assessment or academic credits will apply to these individuals. Verification of English proficiency is not required for the students with adult learner status.

## **3. INTERNATIONAL SUMMER SCHOOL**

Students are admitted to ISS courses for general education purposes but are not able to continue studying at KIMEP University after completion of ISS without undergoing a procedure of admission to an appropriate program (undergraduate, graduate, non-degree).

## **4. EXCHANGE PROGRAM**

According to cooperation agreements established between KIMEP University and foreign academic institutions, exchange students undergo a selection process to study at KIMEP University for one or two semesters depending on specific conditions of the cooperation agreements. Conditions of selection and enrollment are monitored by the International Office.

## **PART III. FINANCIAL AID SERVICES**

### **MISSION OF THE FINANCIAL AID OFFICE**

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 in Financial Aid program for particular Academic Year and approved by the President's Cabinet. All detailed terms and conditions are stated in the General Financial Aid Rules and Regulations paragraph below.

Once in a year KIMEP University may organize an Honorary Financial Aid Award Ceremony where all awarded students and their parents together with donors are invited to share student success and kind contributions toward it. Financial aid is designed to support academically successful students and encourage all students to be committed to excellence.

KIMEP University offers different types of financial aid based on student's academic merit. These include scholarships, grants, teaching assistantships, and other on-campus employment opportunities. The amount and type of scholarships or grants depends on its criteria and student's academic performance, and may take different forms. There is no need-based financial aid, but University tries to support its students in case of emergency based on documents that prove strong unfavorable situation in student's family. Need-based financial aid is subject to the

decision of the KIMEP University's President's Cabinet or other Administrative body. 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.

## **TYPES OF FINANCIAL AID**

### **External Financial Assistance**

Financial assistance in a form of scholarships, grants and tuition discounts would not have been possible without help from various companies and foundations. Many companies and international foundations feel that it is very important to contribute to building up a new generation of managers by providing financial aid to students, especially those who have financial constraints. Corporate Development department serves as a link between scholarship and grants givers and KIMEP University. Once a company establishes a scholarship fund, Corporate Development department and Financial Aid Office define a pool of students who are eligible to receive a scholarship based on either company's criteria or criteria set by KIMEP University. For outside support, a student refers to Financial Aid Office, and a student will be informed about outside scholarship/stipend competition if he/she meets criteria. KIMEP University is grateful to all sponsors and donors who continued to help and support academic and institutional development of KIMEP University over these years.

If some company would like to pay tuition fee for a student, a Trilateral Contract between a sponsor company, a student and KIMEP University is the most effective and simple way. This widely accepted practice is used by those companies that want their employees to receive the benefits of an education at KIMEP University. For more information address the Corporate Development department.

### **Internal Financial Assistance**

Focusing on individual student's academic merit achievements, KIMEP University strategy is to lift up the academic quality of our students to new level and encourage student community of KIMEP University to be committed to excellence. To diversify student community, KIMEP University offers financial assistance to a wide range of students including newly admitted and current undergraduate and graduate (except EMBA) students, as well as PhD, students from Kazakhstan and other countries. The Financial Aid program is reviewed and approved every year by responsible bodies. After approval the Financial Aid program is available in Financial Aid Office, KIMEP University web-site and in other printing information materials.

### **Applying for Financial Aid**

Students apply for financial assistance by completing the online application for Admission and Financial Aid at official web site of KIMEP University and uploading a set of required documents. Based on approved eligibility criteria and/or documents provided, the Financial Aid Office determines students' eligibility for consideration for 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.

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.

If a student faces force-major situations arising because of extraordinary circumstances that the student was not able to foresee or prevent, he/she has an opportunity to apply for Financial Aid providing the required documents, as an evidence of such circumstances. All applications will be considered, however, KIMEP University does not guarantee to satisfy all requests and such financial assistance distribution will depend on funds available at KIMEP University budget.

### **Eligibility Criteria**

Eligibility criteria imply that all documents must be valid at the moment of application.

Applicants for graduate programs as well as international applicants, both for undergraduate and graduate programs, can participate in early distribution that takes place in spring. By the results of early distribution, prospective applicants are preliminary awarded prior to admission. Scholarship award does not guarantee admission to the KIMEP University. Scholarship recipients must fulfill all the admission requirements.

Non-degree students applied for undergraduate or graduate degree in the particular year are eligible for consideration for scholarships/financial aid offered for applicants for that particular year. Scholarship/financial aid award will be provided only to admitted degree students. In case if awarded student is not admitted, the award will go to the next student in the waiting list, if applicable.

Students transferring to KIMEP University from other universities, including transferring by reinstatement, are eligible for the scholarship for transferring students. There are two intakes and scholarship distributions for transfer students: in Summer and in Winter.

All students receiving financial aid will be reviewed each semester for continued eligibility. Students who do not meet the criteria set for their award standard will have Financial Aid removed or frozen (depends on type of aid) for that semester. They are welcome to submit an application again at the end of the next academic year if they again meet the eligibility criteria.

Once financial aid is awarded, the recipients will have corresponding records on their student payment account. Scholarship/grant recipients will receive an Letter of Award with prolongation terms (if applicable).

### **Work and Study Policy (Work-Study\*)**

KIMEP University encourages students to gain working experience and makes it possible as a part of financial assistance.

The Work-study program provides an opportunity for all Undergraduate and Graduate students to work as a part-time assistants in administrative (office assistants) and academic units (teacher/research assistants) not limited to colleges and faculty offices, libraries, print shop, dormitory, student club auxiliary services and other various departments and Faculty offices. Students may work not more than 20 or 30 hours per week performing different duties (for Undergraduate and Graduate accordingly). Students are paid hourly according to the manning table. The Work-Study program gives students the opportunity not only to earn, but also provides the student with valuable work experience in University environment. The experience may later give students an advantage in entering the employment market and benefit in salary competition.

Financial Aid Office establishes consistent approach in providing list of students willing to work at campus and those who meet the required criteria assigned by employee. The requirements may vary program, minimum GPA, year of study etc.

All departments/units and Faculty by themselves should invite on interview selected candidates and choose among them required candidate(s) to work.

Besides that, in order to sign a contract between University and part-time student, interested departments/units and Faculty have to submit the following documents to the HR Office:

1. A pre-employment contract form signed by part-time student(s), instructor and Dean of concerned academic units or Head of concerned unit;
2. Copy of the CV of the part-time student(s),
3. For Office Assistants - transcript and semester schedule of candidate;
4. Any other document(s) required by HR

## **Eligibility criteria for Teacher Assistants, Research Assistants and Office Assistants:**

### **Qualifications for Teacher Assistants (TA's):**

1. 3rd and 4th year Undergraduate students and all Graduate students;
2. GPA at least 3.00,
3. Instructor must have at least 40 registered students in one class/section for TA hiring.

### **Qualifications for Research Assistants (RA's):**

1. 3rd and 4th year Undergraduate students and all Graduate students;
2. GPA at least 3.50;

### **Qualifications for Office Assistants (OA's):**

1. 2nd, 3rd and 4th year all Undergraduate students and all Graduate students;
2. GPA at least 2.50

## **Hiring procedure for Teacher Assistants, Research Assistants and Office Assistants:**

1. Apply for the part-time work (Students). According to determined eligibility criteria for students who are looking for part-time job at campus as TA's, RAs or OA's there is an application form at Student Portal with personal information (questionnaire). The application could be found on: my.kimep → FINANCES → Financial Aid → Part-Time work.
2. Eligible students' list (Faculty/Staff). Faculty/Departments consider students from the link generated by Financial Aid Office and invite student(s) on interview, choosing the required candidate(s) for part-time work as TA, RA or OA. Only student who are eligible for work will be in the list. Link location: Intranet -> Enrollment Management -> Financial Aid -> "List of eligible students for part-time work".
3. Hiring (HR Office). The next step is the final one when corresponding Faculty/Department/representatives inquire and provide all necessary documents to KIMEP University HR Office (CVs, interview forms, offer forms etc.). Further from their part HR Office works with employers on further related questions (contract, conditions, salary rate, etc.). HR Office has to mark every hired part-time student and hired students will disappear from "List of eligible students for part-time work".

\*Every Academic Year, conditions, special order of hiring, etc. are subject to change with respect to going Academic Year, based on the Orders from President Cabinet or its Representatives (if any)

## **GENERAL RULES AND REGULATIONS THAT GOVERN FINANCIAL ASSISTANCE (SCHOLARSHIPS/GRANTS/FINANCIAL AID)**

These are general rules and regulations that govern the internal financial assistance, as well as external one if other is not specified by donor. Each type of financial assistance may have its own specific rules, terms and conditions that are stated in the Letter of Award.

1. Financial assistance for KIMEP University's students only.
2. The scholarship/grant/financial aid may provide full or partial tuition waiver with duration from one semester only to the whole period of study for degree completion.
3. Each academic year consists of consecutive Fall, Spring, and Summer semesters. One-year scholarships distributed during academic year are valid only for remaining period following the award (Spring and/or Summer semester). Any financial assistance awarded for completion of a degree is limited to the maximum of 4 consecutive academic years for undergraduate students and 2 consecutive academic years for graduate students.
4. English proficiency is regulated by the English proficiency level definition policy stated in the Catalog and evaluated based on the results of IELTS, TOEFL or KEPT. Non-Controlled KIMEP University computer-based KEPT is not valid for financial aid purposes.

5. All prospective students applying for scholarships (including KIMEP Fast tracks, International, those attended KIMEP's Provisional program, etc.) should submit KEPT/TOEFL/IELTS results for scholarship purposes. IELTS and TOEFL certificate should be valid at the moment of submission to KIMEP. IELTS should not exceed two years from the date of issue.
6. Unless otherwise stated the minimum passing score for scholarship criteria: interviews, essays, contests, GPA, KTA, etc. is 50% out of maximum possible;
7. Content, topic and volume of motivation letters/essays/interview forms are determined by Colleges.
8. Current student with incomplete grade received during the Academic Year prior the award (including Fall, Spring and Summer semesters) is not eligible for any graduate or undergraduate scholarships for current students. Exception: Graduate thesis with the confirmation from the Dean's office
9. A student cannot be awarded more than one type of financial assistance from internal fund in one semester; therefore he/she will be given the most suitable one. A student awarded external financial assistance can receive KIMEP University's financial assistance up to the remaining amount of tuition that the student has to pay in particular semester or Academic Year. A student cannot receive financial aid that exceeds the total amount of tuition for semester, academic year or degree.
10. A student may receive one 100% scholarship to cover one bachelor degree and is not eligible for any other KIMEP University undergraduate scholarship full or partial. A student may receive one 100% scholarship to cover master degree and is not eligible for any other KIMEP University graduate scholarship full or partial. In case if a student was previously awarded partial scholarship for another program in the same degree level – undergraduate or graduate, then this student may be considered for the scholarship after consideration of all other eligible students in the list who were not awarded previously.
11. Each scholarship has its own duration and cannot be prolonged.
12. The financial assistance is not transferable and has no cash value; it will be deposited to the student's account to cover tuition. The financial assistance is automatically accrued to student's account, and is reflected in Payment Report from the moment when the full-time academic load is obtained in Fall and Spring semesters and any academic load in Summer semesters.
13. The financial assistance covers certain number of credits per semester in accordance to the credit limit requirement mentioned in the Financial Aid Program Policy for particular AY (if any). Any financial assistance is also limited to the number of credits required for degree completion based on the Catalog (both for full and partial scholarships awarded for any period) taking into consideration credits transferred from another degree/program/university, etc. Credit limit for 100% scholarships is 39 credits per academic year;
14. Recipient must register for courses in the first semester following the award; financial assistance will be terminated if no registration takes place.
15. In order to register for Fall and Spring semester a recipient of financial assistance must pay all fees, payments, deposits and at least 1/3 (one third) of his/her semester tuition that is not covered by financial assistance. 2/3 and 3/3 are paid in the same way and in accordance to the Academic Calendar deadlines. (e.g.: the amount of scholarship is 75% of the tuition fee, taking into account the number of registered courses the recipient must pay 1/3 out of remaining 25% of tuition fee to register for Fall or Spring semester).
16. Financial aid does not cover any withdrawn, retaken, academic withdrawals "AW" and "o" credit courses, late payment fees, late registration fees, as well as other fees, fines, dormitory and library deposits, etc. for which student is liable. However if a student who was awarded any form of financial aid withdraws from the institution the financial aid received will be discontinued with an immediate effect and a student will not be required to reimburse KIMEP for the courses taken up until that point or for other benefits of awarded scholarship package;
17. Foundation courses are covered by the following scholarships: scholarships for Transferring students, Intellectual KIMEP Olympiad and "Altyn Belgi" scholarships.
18. In order to keep the financial assistance during the whole period of its validity the recipient have to keep certain minimum overall GPA each semester as required by particular scholarships/grants/financial aid stated in the letter of award and to keep a full-time status in Fall and Spring semesters: registration minimum for 4 courses or 12 credits for Bachelors and 3 courses or 9 credits for Masters. The exception to this policy is the registration for the last credits left for graduation in the final semester of study where the full-time status is waived. This also applies to the Exchange Program, as chosen by student in the final semester of study. In this

case, the student is liable to cover extra credits taken by Exchange Program and not covered by the scholarship/financial aid. The student has to transfer back, towards his degree at KIMEP, only those credits required for graduation.

19. If recipient of financial assistance is going to participate in exchange program, he/she has to register fulltime and transfer back to KIMEP University at least 4 courses or 12 credits (for Bachelors), and at least 3 courses, or 9 credits (for Masters) in Fall or Spring semester. Regardless of offered scholarship package, only tuition coverage will be provided to student on exchange program. Tuition coverage for the Exchange program is based on number of transferred credits from Exchange Program towards the student's degree at KIMEP. If student registers for the Exchange Program in his/her final semester of study then the Scholarship will cover only the final credits. The final credits must be transferred towards student's degree as well. Other components of scholarships package such as stipend, library/dormitory/transportation fee coverage will not be provided.
20. Provision of financial assistance cannot be considered if student no longer meets eligibility criteria. If overall GPA falls below the requirement, however would be above 2.33, a student may apply for scholarship probation for next semester. If GPA falls below 2.33, then student cannot apply for scholarship probation and has to raise GPA up to the required level. This policy is applied once for the entire period of the student's study regardless of the number and types of received scholarships (see the details in the Scholarship probation and suspension policy)
21. If awarded student wants to be transferred to another undergraduate/graduate program of KIMEP University then the opportunity to keep the financial assistance will depend on the terms of the particular scholarship/grant/financial aid stated in the letter of award.
22. The submitted student's information is retained by KIMEP University and can be used for any future references.
23. By accepting the financial assistance recipient agrees that personal information (tuition payments, grades, debt, etc.) will be opened to third parties (parents, guardians or sponsors). The recipient of financial assistance also agrees to participate in recruitment and promotion events organized by departments and offices of KIMEP University.
24. The KIMEP University reserves a right to cancel, modify or amend the conditions, criteria, and order of allocating and granting the financial aid/scholarship, as well as not to award scholarships based on decision of the Disciplinary Committee or President Cabinet or other authorized body, as well as due to Academic/Disciplinary probation, falsification of any official documents, or other actions that can be qualified as an administrative violation of the KIMEP University's regulations. The financial assistance provided by external funds or companies is an exception to this rule.
25. The following conditions can serve as an automatic disqualification of student from any type of scholarship/grant/financial aid: Academic/Disciplinary probation, falsification of any official documents, and other actions that can be qualified as an administrative violation of KIMEP University's regulations. In addition, disciplinary, legal and/or administrative actions may be taken.
26. KIMEP University's website, Catalog and recipient's personal e-mail provided by KIMEP University (e.g. studentname@kimep.kz) are official sources of information. It is responsibility of a student to be acknowledged with information that is published in the Catalog, on University's website or sent to student's university e-mail. Student is considered to be acquainted with the information published in the Catalog, web site and/or sent to student's university e-mail.
27. Student should contact the Financial Aid Office (#203, Valikhanov bld.) to find out about updated information on scholarship/grant/financial aid. Awarded students are advised to consult with the Financial Aid Office before doing any changes in academic, financial or other areas related to their studies at KIMEP University (withdraw courses, transfer between programs, applying for exchange program, receiving "I" grade, etc.), as it may lead to suspension or cancellation of scholarship/grant/financial aid.

## **SCHOLARSHIP PROBATION AND SUSPENSION POLICY**

After being awarded and during the whole scholarship duration period (1, 1.5, 2 or 4 years) students have to maintain eligibility from semester to semester and from year to year in order to receive their scholarship. Each

scholarship requires students to meet certain prolongation criteria, i.e. full-time registration in Fall and Spring semesters, minimum cumulative GPA level, etc. Awarded students receive the list of scholarship rules/requirements/prolongation criteria with their Letter of Award and have to submit signed acceptance letter to the Financial Aid office within the certain period. Rejected (not accepted) scholarships may be redistributed to the students from the wait list if so provided by scholarship rules. If students do not meet scholarship prolongation requirements, they will face the following course of action: probation, suspension, or termination of their scholarships.

### **Scholarship probation**

Understanding that different difficulties with adaptation to university study may happen, as well as family or health problems may occur during the period of study of a student, KIMEP University offers one semester (Fall, Spring or Summer) of scholarship probation. Scholarship probation is offered to students whose GPA dropped below the required prolongation level, yet is higher than 2.33 (2.33 is the minimum GPA for providing financial aid in accordance to the GPA Standardization Policy). Students with scholarship probation will be consulted and monitored by the FAO and Support Learning/Center Student Affairs in order to help them to improve their academic standing. Students must be meeting the requirements of the scholarship by the end of the probationary semester; otherwise, students will be suspended from the scholarship. Scholarship probation will be provided only once and by student's request (as some may prefer to pay tuition and keep this opportunity of scholarship probation for the future). Scholarship probation will not be given to students whose GPA dropped below 2.33, their scholarship will be suspended. Scholarship probation will not be given to students who had scholarship suspension and raised GPA above 2.33 yet below the scholarship prolongation GPA requirement.

### **Scholarship suspension**

The automatic suspension of a scholarship without a probationary semester is given to:

- Students whose GPA dropped below 2.33;
- After the probationary semester, if students do not meet the scholarship GPA requirements;
- If scholarship duration period is over;
- By the decision of the Disciplinary Committee, and other terms stated in the Catalog

### **Reinstatement of scholarship**

Once a student returns to the minimum requirements for the scholarship, the scholarship will be reinstated automatically if so provided by scholarship rules. A reinstated scholarship will not include payments that were forfeited during the suspension period.

### **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 / Academic Council /President's Cabinet.

## **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 completion and keep current year's tuition for all years of study.
2. Students willing to pay in advance (before the study) for the whole period of education in a lump sum should stop by the Registrar Office to receive further instruction in order for tuition to be fixed. Exceptions are cases of retakes and of registration for additional courses. In this cases payment shall be made according to the price, current at the moment of registration.
3. Pay tuition for the semester at the beginning of the semester.
4. 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.

### **Late payment fee**

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

- Fully paid
- Paid or Scheduled to be paid appropriately for the second installment before the end of the 5<sup>th</sup> week and for third installment before the end of the 9<sup>th</sup> week of the semester.

Students who are registered for any classes in Fall Semester or Spring Semester and have an outstanding debt shall be fined a late payment fee. Students will be warned at the beginning of the fifth week of the semester; the late payment fee 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 General 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 reserves the right to take administrative and/or legal actions to the students whose payments have not been received by the tuition due date, as indicated in the Academic Calendar or in the payment plan. Although, the University notifies students about the payment deadlines by sending a message to the student's University provided email address and/or by phone, it is responsibility of a student to be current in payment of all financial obligations to the University. Following administrative actions will be taken in case the student has overdue tuition balance:

1. Administrative Withdraw will be applied to all students whose accounts not found to be current and which are owing any outstanding amount on the Friday of the thirteenth week.
  - i. Withdraw (administrative withdraw) from registered classes, i.e. the student won't be able to attend classes, submit assignments, and sit final examinations.
  - ii. Official transcript won't be available to the student until the balance owed is paid in full.
  - iii. Registration for classes will be blocked until the balance owed is paid in full.
  - iv. Withdrawn students may apply for reinstatement of dropped classes during fourteenth and fifteenth week if the balanced owed is paid in full. Reinstatement requires Instructor approval.

Following legal actions may be taken in case the student has overdue tuition balance:

1. Student 's account may be sent to a collection agency. In such circumstances, the student will be responsible for all collection costs, including, but not limited to, agency fees, attorney fees and courts, on top of the balance owed to the University.

### **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. When undergraduate student applies for refund he/she should meet Learning Support Center (LSC) coordinators. The LSC shall consider each case on merit and reserves the right to inform parents.

### **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 reduce 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 Individual Payment Plan through Financial Aid Office.
4. Use one of the tuition payment options mentioned above
5. Find out opportunities available through part - time employment on campus (refer to KIMEP University Student Portal) or elsewhere.

### **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 authorized University's representatives.

- When undergraduate student applies for refund he/she should meet Learning Support Center (LSC) coordinators. The LSC shall consider each case on merit and reserves the right to inform parents;

### **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.

### **Special refund arrangements for transfer credit students**

1. Students wishing to transfer credits to KIMEP University are not advised to take the course(s) under study before credit transfer processing ends;
2. If this/these course(s) are taken anyway, then the students are advised on the following special refund arrangements in case of positive credit transfer decision:
  - a. Partial Refund: for course(s) currently being taken.
    - i. The refund percentage is calculated on a pro rata basis of total tuition for course(s) starting the (a) date of the credit transfer decision or (b) last date student(s) appeared on the attendance list(s), whichever is later;
    - ii. Students wishing to complete this/these course(s) anyway, may do so. No refund in this case;
    - iii. Students wishing to apply for a partial refund should comply with the following:
      1. Stop attending this/these course(s) beginning the date of the credit transfer decision;
      2. File a request with the Registrar Office no later than three working days of the date of the credit transfer decision. No late requests allowed;
    - iv. Refund timing & processing follow general rules/procedures mentioned above in the Refund Policy sub-chapter;
  - b. **No Refund:** for fully completed course(s) with assigned final grade(s);

## **PART IV. REGISTRATION & ACADEMIC POLICIES**

### **MISSION AND PURPOSE**

The Office of the Registrar is dedicated to providing the best possible services to 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](http://www.kimep.kz) > 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 members 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 credits 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
A-	Very good	Very good	Good	3.67
B+	Good	Good	Passing	3.33
B	Good	Satisfactory	Failing or Passing**	3
B-	Good	Passing	Failing or Passing**	2.67
C+	Satisfactory	Failing or Passing*	Failing	2.33
C	Satisfactory	Failing or Passing*	Failing	2
C-	Satisfactory	Failing or Passing*	Failing	1.67
D+	Passing	Failing	Failing	1.33
D	Passing	Failing	Failing	1
D-	Lowest Passing	Failing	Failing	0.67
F	Failing	Failing	Failing	0

\* Grade “C” for Master 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

## TYPES OF GRADES

### 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

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

- To receive a grade of “pass” a student must have selected the pass-fail option at the beginning of the semester.
- After the registration period ends the pass-fail option cannot be changed.
- An earned grade of C or higher is recorded as “Pass”; an earned grade of “C–” or less is recorded as “F”.
- “Pass” earns credits which may count towards graduation.
- “Pass” has no grade points and is not included in the calculation of the GPA.
- “F” earns no credits.
- “F” has zero grade points which are included in the calculation of the GPA.

### Eligibility for Pass-Fail

- Full-time 4th year undergraduate students who are not on academic probation are eligible. The option is not available to graduate students.
- There is a limit of 3 credits per semester.
- The maximum within a degree is 6 credits.
- The pass-fail course must be a free elective course and not a requirement.
- The department offering the course must give written permission for pass-fail.
- 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.

Audited courses are recorded on the transcript with the notation “AU”. Audited courses are not included in the calculation of the GPA.

- The grade of “AU” is automatic. The instructor cannot assign any other grade.
- Audited courses do not receive credit, cannot be counted towards graduation requirements and cannot be transferred.

### Eligibility for Audit

- Any student may audit any course for which s/he meets the prerequisites.

- The student must register to audit the course.
- The student must pay for the course the same as for any other course.

### **Grade of In Progress – IP**

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

- The grade of “IP” does not affect the GPA.
- If a student does not complete the 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:

- 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”.
- The student must have completed all course requirements prior to the uncontrollable event.
- 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.
- 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.
- An “I” may not be used as an excuse for failing to meet the course attendance requirements, which are stated in every syllabus.
- An “I” may not be awarded as a substitute for a failing or poor grade.
- A student’s need to seek employment in order to pay for his/her studies does not constitute a justification for an “I”.
- 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.

- 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.
- The instructor and the student should develop a plan to complete the remaining coursework in a timely fashion.
- 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.
- Academic Leave (AL) does not exempt the student from completing needed work in order to convert the “I” into a standard grade in time.
- 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”.
- 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.

- 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.
- Prolongation of Incomplete Grade for regular courses for undergraduate and graduate students is prohibited
- Master students can apply for prolongation of Incomplete Grade for Master Thesis on exceptional basis by online request. Prolongation could not be beyond the time limit allowed for graduation.

### **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).

- The grade of “W” is automatic. The instructor cannot assign any other grade.
- The grade of “W” is assigned 0 (zero) credits and cannot count towards graduation.
- The grade of “W” has no grade points and is not included in the calculation of the GPA.
- The grade of “W” does not count in any restrictions or limitations on the number of retakes for a course.
- 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.
- In order to repeat the course a student must register for the course again and pay the regular tuition fees.

### **Withdrawing from a Course**

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.

- The number of grade W of undergraduate course cannot exceed 10 units within the entire study period on Bachelor Degree Program.
- Instructor, learning support center coordinator and student will receive automatic E-MAIL notification on course withdrawal record in the system.
- Student may exceed the number of W (more than 10 units) only in case of serious reasons (e.g., medical or family emergency, prolonged illness and etc.). Student should apply for “hardship withdrawal” (“HW”) and receive approvals of Program Manager and the Dean of College and submit the approved request to the Registrar Office.
- Based on the approved “HW” registrar officer will withdraw the student from all courses he/she is currently registered for and assign grades of “W” for those classes.
- A hardship withdrawal (“HW”) cannot be used to withdraw from some courses selectively while remaining being enrolled in other courses. Selective withdrawal will be permitted only under exceptional circumstances.
- 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.
- The withdrawal e-form must be received by the Registrar’s Office before the deadline to withdraw.

Students may withdraw from courses until the last day of semester/summer classes. The last date to withdraw is stated in the academic calendar.

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.

### **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.

KIMEP University reserves the right to take administrative and/or legal actions to the students whose payments have not been received by the tuition due date, as indicated in the Academic Calendar or in the payment plan. Following administrative actions will be taken in case the student has overdue tuition balance:

1. Withdraw (administrative withdraw) with “AW” grade from registered classes, i.e. the student won’t be able to attend classes, submit assignments, and sit final examinations.
2. Withdraw (administrative withdraw) from the University, if outstanding balance is not paid in full by the end of the following semester (classes end) unless the student has made satisfactory arrangements prior to this date.

## **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, Comprehensive Exam, Dissertation and 1 credit courses are excluded). Foundation courses are not credit bearing courses, so it is not applicable to them as well.

- Fall and Spring semesters’ 1st assessment must be completed by the 8th week of classes, 2nd assessment by the 13th week of classes and final assessment by 16th week (Final Exam period).
- Summer 1 courses must include at least one assessment score (60%) due to the Registrar before the last day of the course and the final assessment (40%) score due to the Registrar by the end of summer 1 term. No assessment scores are required for Summer 2 term.
- Students may withdraw from courses until the last day of semester/summer classes
- Fixed dates should be indicated in the Academic Calendar

Access to final exams will be given to all students despite of their first and second assessments scores (effective from S2019 – to implement the order #494 of the MOE from September 25, 2018);

Students who dropped the course by the results of first and second assessment would be offered an option by Registrar office to reinstate into the course.

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.

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**

A grade assigned by an instructor is only subject to the appeals procedure if:

- There was a clerical/administrative error in the calculation and/or assignment of the grade;
- The student's grade does not adhere to the syllabus assessment grading system

Situations of proven academic dishonesty are not eligible for this process.

Students may appeal any graded assignment given by the instructor. Students are encouraged to meet with faculty any time during the semester if they have inquiries or questions.

There are five sequential steps in the grade appeal procedure:

- Student submits an online inquiry form (student portal/forms/grade appeal) regarding the grade(s) in question for the course no later than 72 hours after official posting of the final course grade;
- The student's online inquiry form will be automatically sent to the instructor to respond utilizing the online inquiry system. This response should be made within two working days of receipt of the student inquiry. If the instructor's response to this inquiry resolves the student's concerns, the process ends at this point;
- If the student believes that the faculty response to the inquiry does not resolve her concerns, the student has the right, within two working days, to complete a further online grade appeal form which will be automatically sent to the Chair of the College's grade appeal committee who will convene a meeting with the committee members to review the student's grade appeal;
- The College's grade appeal committee will review the information and documentation from both the instructor and the student and if needed, will request further documentation or testimony from the instructor and/or student;
- The College's grade appeal committee will determine the final outcome of the student's grade appeal. That decision is not subject to further appeal.

During this process, students are responsible for clearly stating the reason(s) for their inquiry and appeal, for providing documentation such as graded assignments (if they were returned to the student), and for providing other documentation and information requested by the committee. Faculty are responsible for providing course documentation relevant to the appeal (including graded assignments if they were not returned to the student) and other documentation and information requested by the committee. All parties are required to conform to the norms and policies of KIMEP University.

**PLEASE NOTE:** While every attempt will be made to conclude the appeals process quickly, the process is dependent upon the presence of faculty on campus; in some cases, an appeal may not be decided until early in the semester after the appeal is submitted.

## **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 are examples:

History of Civilizations A 3 credits  
 $4.00 \text{ (for A)} \times 3 \text{ (credits)} = 12.00$

Kazakh Language B 2 credits  
 $3.00 \text{ (for B)} \times 2 \text{ (credits)} = 6.00$

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 Academic Awards and Honors policy.

## **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](http://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](http://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 violet 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](http://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.

### **Diploma supplement**

The diploma supplement is a document accompanying a higher education diploma, providing a standardized description of the nature, level, context, content and status of the studies completed by its holder. It has the following eight sections of information:

1. Holder of the qualification
2. Qualification
3. Level and function of the qualification
4. Program contents and results gained
5. Information on the function of the qualification
6. Any additional relevant information
7. Certification of the supplement
8. Details of the national higher educational system concerned

KIMEP should follow the structure and sequence of information as provided by European Commission, avoid information overload and present information as concisely as possible.

Supplement is free from any value judgements, equivalence statements or suggestions about recognition. The Registrar signs a diploma supplement and certifies the document with the Registrar's official seal.

From Spring 2018 the Supplement will be issued automatically to all graduates, free of charge, in English language. Diploma Supplement can be issued upon request to alumni graduated in 2013 and onwards.

### **COURSE CODING**

KIMEP University uses an alphanumeric coding scheme that consists of 3 alpha and 4 numeric characters. The first alpha characters represent the department or discipline for the course. 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 Intended students

1000	All Students (Mainly First Year)
2000	Second or Third Year Students
3000	Third or Fourth Year Students
4000	Third or Fourth Year Students
5000	Graduate Students Only
6000	Doctoral Students Only

## **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".

## **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.

**Visiting students** are those who independently come to the KIMEP U without having a formal exchange agreement.

## **UNDERGRADUATE DEGREE-SEEKING CLASS STANDING**

**Freshman** – refers to a student during his/her first academic year followed the admission to the program

**First-year student** – A student who has fewer than 30 earned credit hours student with up, regardless the year of entry

**Sophomore** - A student who has 31-68 earned credit hours

**Junior** - A student who has 69-106 earned credit hours

**Senior** - A student who has at least 107 earned credit hours

## **GRADUATE DEGREE-SEEKING CLASS STANDING**

**Newcomer** – refers to a graduate student during his/her first academic semester followed the admission to the program

**Fast-Track Student** - newly admitted graduate student who has certain courses transferred from recognized undergraduate degree toward graduate records

## **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.

## **Bachelor Program**

<b>Credits earned</b>	<b>Year of Study</b>
0 to 30	First year (Freshman)
31 to 68	Second year (Sophomore)
69 to 106	Third year (Junior)
107 and up	Fourth Year (Senior)

## **Graduate Program**

<b>Credits earned</b>	<b>Year of Study</b>
0 to 30	First year
31 and up	Second year

### **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.

## **STUDENTS WITH “AT-RISK OF ACADEMIC FAILURE” STATUS**

According to Fridlander (1980) at-risk students are “Those students who because of poor academic preparation, language handicaps, or low motivation may have difficulty to succeed”

### **Early warning indicators**

#### **I. Freshmen are flagged for early intervention if:**

##### **Admission stage:**

Overall UNT score is below 60;

UNT mathematics score (for BCB, BPMA and BAE programs only) is below 10;

KEPT score is below 50 (Undergraduate English Foundation courses Level C and B).

or/and:

1. fails to attend the Fall Orientation Program;
2. fails to attend Academic Policies make-up workshop.

##### **First semester:**

Students are flagged for early intervention if:

1. have more than 2 (Undergraduate English Foundation) or 3 (Academic English or/and Kazakh language) unexcused absences, demonstrate poor performance or/and skills deficiency during the first two weeks of classes;
2. identified as “at risk” by faculty based on attendance, performance and/or skills deficiency two weeks before the midterm break;  
earn less than 50% of the first and second assessment scores.

have one F and/or one W by the result of the first semester

#### **II. First Year Students (less than 30 credits earned) are flagged for early intervention if:**

1. do not pass Foundation A course during the first year after admission;
2. took less than 24 credits and have GPA below 2.10;
3. have one F and/or one W by the result of the first semester
4. identified as at risk by faculty two weeks before the first assessment.

### **III. Senior Students (over 30 credits earned) are flagged for early intervention if:**

1. GPA is below 2.10 at the end of the term;
2. identified as at risk by faculty two weeks before the first assessment (midterm);
3. have more than one F and/or more than one W in one semester.

### **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**

- 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.
- 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.
- 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.
- A student will be returned to regular status whenever the overall GPA is raised to 2.0 or above.
- 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.
- Student may return to KIMEP University following the Reinstatement policy.
- 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**

- By the results of first semester of study at KIMEP UNIVERSITY if cumulative grade point average of a student is below 3.0 BCB, LAW and LC graduate programs and 2.67 for other Masters programs, the obligatory academic counseling with the program/college is required.
- 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 BCB, LAW and LC graduate programs and 2.67 for other Masters programs.
- 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.
- A student will be returned to regular status whenever the overall GPA is raised to 3.0 for BCB, LAW and LC graduate programs and 2.67 for other Master programs or above.
- A graduate student who has attempted 18 or more credits while on Academic Probation, whose overall GPA is still below 3.0 for BCB, LAW and LC graduate programs and 2.67 for other Master programs will be withdrawn from KIMEP University.
- Student may return to KIMEP University following the policy of Returning Students.



## **ACADEMIC SUSPENSION**

Any student who does not regain good standing is offered one semester Academic Suspension option. If student decides to accept the offer, he/she has a right to register for one 2/3 credits course and is obliged to participate in an academic recovery program during one semester. After a semester of the recovery program, a student returns to the Academic Probation status for one more semester and if is not able or willing to regain good standing will be dismissed from the KIMEP University.

Academic Suspension is allowed during the whole student's history only once (at least under the certain Student ID).

## **ACADEMIC SUPPORT PROGRAM**

The Academic Support Program is a mandatory recovery program for students with the academic suspension status. The Academic Support Program is designed to help students to regain good standing with emphasis placed on self-responsibility, proper decision-making and sturdy skills. Participation in the Program is a must!

Students must register for one credit course that includes a series of one hour workshops. These workshops are focused on the academic performance skills, such as studies, making the grade, critical thinking, presentations, working in groups, effective reading, writing, handling homework and test taking, communications, memory tricks, listening and note taking, etc.

All students who participate in the Support Program must attend the workshops on a weekly (every other week) basis throughout the semester. The Student Learning Center advisors shall make individual appointments with students to help them design a personal schedule for the Academic Recovery Program that meets their individual needs. If poor academic performance is caused by behavioral problems rather than skills deficiency, the student should attend the mandatory counseling with the KIMEP University psychologist.

Students must fill in an application form to register for the Academic Support Program. The Academic support Program is free of charge.

The Academic Recovery Program will be offered in the Fall and Spring semesters on the dates specified in the KIMEP U academic calendar.

If a student fails to attend the workshops as scheduled in accordance with his/her individual recovery program a semester long, this student will be dismissed from the KIMEP U.

The Academic Support Program is an opportunity for students to identify their problems that caused their academic problems and define steps to be taken to correct these problems.

## **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. Summer one is 7.5 weeks long and Summer two semester is 3 weeks long.

Semester breaks and final exam periods are not included.

### **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. Physical education can be taken above 18 credits.

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.

An undergraduate student on academic suspension option may register for one 2/3 credits course and is obliged to participate in an academic recovery program during one semester.

### **Summer semester**

The maximum number of credits (and/or credit equivalents) that a student may take in a seven and 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. Physical education can be taken above 9 credits.

### **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 year 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:

- The dean assigns instructor for Independent Study and makes recommendation to Vice President of Academic Affairs for final approval.

A signed form for Independent Study should be submitted to the Registrar's Office

- The student registers for the course as independent study and pays the regular tuition fee.
- 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.

### **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 16<sup>th</sup> 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.

There is no final exam schedule for short summer semesters. Final Exams should be held on the last day of classes.

## **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 or 2 semesters separately. Exception is Academic Leave due to maternity reason (3 years) and due to military services (for the whole period of services), provided official documents confirming the declared status. Any period of academic leave from KIMEP University is included into the time limit allowed for graduation.

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). Registrar's office informs non-enrolled students about upcoming withdrawal by e-mail only.

Such students are welcomed back through Registrar Office, following the State Standard rules.

### **Eligibility for Leave of Absence (AL):**

- All 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's 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 can cancel Academic Leave upon student's request if he wants to return earlier

### **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:

- Apply for withdrawal on-line via Student Portal
- Contact the Dean of Student Affairs
- Settle all debts and obligations with the University.
- Pay a withdrawal fee if withdrawal is initiated by student

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
- Retrieve all official documents (such as UNT certificate)
- If withdrawn students 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:

- Undergraduate students must complete one full semester.
- Graduate students wishing to transfer from one program to another may do so without regard to the number of credits completed.
- The student must meet all admission and/or transfer requirements of the receiving program.
- Student has notified the parent college and has written permission of the dean of the receiving college.
- 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 reappplies 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.

Grades achieved at KIMEP University can be transferred automatically only if they are “C”, and 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.

- 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.
- If a course does not match a current course title then the course may be transferred as Special Topics.
- Courses in disciplines that are not taught at KIMEP University can still be transferred as free electives.
- Credits for courses taken at other institutions of higher education will only be transferred if the student has earned “C”, and higher grade in the course. However coursework taken at a partner university as part of a KIMEP University sponsored student exchange program requires any passing grade in order to be transferred. All courses taken abroad must be transferred within semester following the exchange period. In case of studying abroad during more than 1 semester it could be done after each semester abroad.
- No letter grade is assigned to transfer courses. Transfer courses are not considered in the calculation of the grade point average.
- There is no limit to the number of credits eligible for transfer as long as the courses are determined to be equivalent.
- A course will not be accepted for transfer in the event that the learning outcomes are substantially different from the relevant KIMEP course.
- No transfer credits to non-degree status are allowed.
- To apply for the transfer applicant should submit a transcript with grading system described. No course with “pass” grade is transferred unless the numerical scale for the grade provided.
- Student, admitted by transfer policy, can further apply for additional course transfer within one semester of study. No course transfer is allowed thereafter.
- One course of Physical Education taken during one semester at other university is equal to two KIMEP credits.
- 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.).

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.

### **ECTS KIMEP UNIVERSITY**

2	1
3	2
5	3
7	4
10	6

### **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.

## **GRADUATION**

### **KIMEP UNIVERSITY 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.

### **KIMEP UNIVERSITY Graduation Requirements**

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

- Fulfill all KIMEP University requirements.
- Settle all financial obligations to the University.
- Fulfill all requirements, if any, of the College.
- Fulfill all requirement 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:

- Earn credits with a minimum passing grade of "D-" or better in each course.
- Earn at least 50% from courses taken at KIMEP University.

- 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.)
- Complete General Education required courses (GER) based on program curricular.
- Receive a passing grade in all required non-credit prerequisite courses.
- 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:

- 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.
- 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.
- Receive a passing grade in all required credit and non-credit courses.
- 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.

- 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 College of Humanities and Education two grades of "C" in elective courses are allowed for graduation. The 2 C's policy does not apply to 0 credit English courses.
- Have a cumulative grade point average (GPA) at or above the minimum requirement: 2.67 for CSS graduate programs and 3.0 for BCB, LAW and College of Humanities and Education graduate programs
- Research, write and publicly defend a master's thesis.
- 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. In order to graduate, a student should:

- 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.
- 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.

- Spring graduates may participate.
- Graduates from the previous fall semester may participate even though they have already received their diplomas.
- 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:

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

## **PART V. STUDENT LIFE**

### **ADMINISTRATION**

Aigerim Ibrayeva, MD, MPhil,  
Associate Vice President of Student Affairs

Fariza Bekzhan, MBA,  
Executive Director of Student Affairs

Elmira Suleimanova, Diploma  
Director of International Office

Sabina Smagulova, Diploma  
Student Learning Support Center Coordinator

Assel Tokina, MA  
Director of Residence Life and Housing Department

Margarita Andreyeva, MBA  
Director of Residence Hall

Sergey Dyakov, Diploma  
Senior Doctor of Medical Center

Yergazy Orazaliyev, Diploma  
Director of Sports Center

### **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 and consistent with KIMEP University's mission. The Office of Student Affairs reinforces and extends KIMEP University's influence beyond the classroom. It provides students, faculty, and staff with a variety of services including but not

limited to: physical education classes, student life, academic support, incoming and outgoing academic mobility, recreation and sports, residence life and medical assistance. Student Affairs staff work with faculty, staff and KIMEP U Student Association to create a safe and welcoming community and to support the personal, professional, social, and educational development of the University's students.

### **KIMEP STUDENT ASSOCIATION (KSA)**

KIMEP University is the only university in the CIS 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 representatives sit on almost all major standing committees such as the KIMEP Budget Committee, Disciplinary Committee, Academic Integrity Committee, Academic Council, Tender Committee, and college level committees. 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 Office of Student Affairs. 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 KSA members contribute greatly to the intellectual, cultural and personal development of the student community.

#### **Student organizations**

KIMEP University offers its students opportunities for interesting and unforgettable extracurricular activities. Each semester students full of enthusiasm and ambitions independently hold various events rousing surprise and delight.

More than 30 student clubs and organizations of very different nature with the goal to make university life unique and vibrant are registered at KIMEP U. Among them are intellectual clubs, sport teams, charity organizations, environmental organizations, etc. KIMEP University is proud to have the Debate Club, Case club, English language theatre, English club and other language clubs, Media clubs, International students' club, etc.

Moreover, University has number of student information and entertainment publications (KIMEP Times, KIMEP Pie, etc.), as well as Legal Clinic providing legal advice by students and faculty. Students also organize intellectual tournaments and competitions, parties, games and activities on campus, cultural festivals and art exhibitions, as well as official premier of movies made by students. KIMEP University student life is an excellent platform for personal growth and self-realization of any student.

#### **Student activity fees expenditures guidelines**

The purpose of the Student Activity Fee (hereinafter SAF) is to provide funds to enrich the co-curricular environment for the students of KIMEP University. SAF gives students financial independence in managing their budgets for student activities and projects.

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

The KSA Budget Committee is responsible for communicating information concerned with budgeting of the events and activities, organizing budget hearings, and preparing the KSA budget for the forthcoming semester. (For more information see <http://www.kimep.kz> )

### **INTERNATIONAL OFFICE**

International Office strives to expand KIMEP University's international activities and to enhance the awareness and reputation of KIMEP as a competitive institution in the global academic community.

#### **International partnership**

KIMEP University has established partnerships with over 170 higher educational institutions in Europe, North America, CIS, and Asia. These collaborations entail academic mobility programs, dual degree programs, international summer programs, internship, and international projects.

## **International projects**

International Office seeks for collaboration with international organizations to provide funding for academic mobility; applies for and administers international grant agreements to support academic mobility; provides logistic support to colleges and participants in the implementation of international projects such as dual degree, summer school, etc.

KIMEP University conducts different kind of international projects in cooperation with international organizations to offer remarkable opportunities for human capacity development on campus and abroad, generates intellectual excitement, and gives all university constituents access to vital international knowledge.

## **International students**

International Office assists incoming and returning international students (regular, dual degree, exchange, non-degree) by:

- Advising on non-academic issues in cooperation with relevant units prior and after arrival on campus
- Advising in daily life matters and addressing student' needs to relevant departments to seek solutions
- Bridging international students with their "buddies" and helping them to adjust to campus life and Almaty city
- Organizing and conducting Orientation sessions, cultural and social events in and off campus.

## **Buddy Program**

The KIMEP University is looking for ways to bridge the cultural and academic gap for foreign students while also capitalizing on the global perspective they bring to campus. Buddy program was created to put forward organized efforts to match incoming international students with current students, help international students adjust to the KIMEP University environment, and deal with cultural adjustment. Buddy program assists international students with any issues that they may have throughout the entire period of study at KIMEP University.

## **Academic Mobility**

Number of academic mobility programs with scholarship or without are offered to students, faculty, and staff for a semester or year to study, do research, have training, and internship with KIMEP University partners. This program is designed to help participants acquire new knowledge and skills, support their professional and personal development, deepen their cross-cultural understanding. With a help of the program, students will gain competitive advantage among other job applicants, have an opportunity to find job on a local or international labor markets, and could pursue their further education in Kazakhstan or abroad.

The principles and regulations of the academic mobility at KIMEP University are available on the website <https://kimep.kz/diam/rules/> and correspond to the rules and regulations of the Ministry of Education and Sciences of the RK, rules of the international organizations- providers of academic mobility grants and inter-governmental agreements in the field of education and science between The RK and other countries.

## **Academic Mobility terms and definitions:**

Disclaimer: Academic Mobility goals, objectives and general rules correspond to the basic principles of the Bologna Declaration.

1. Academic mobility refers to moving students, faculty or staff members to study, teach, do research, etc. to other Higher Educational Institutions inside or outside of Kazakhstan for a limited period of time. The mobility results are recognized by home university if do not contradict with the university and the state requirements.

## **Types of academic mobility:**

- Academic mobility regulated by a Student Exchange Agreement with a partner academic institution is an Exchange Program.
- Individual academic mobility is moving a student, faculty or staff members for a limited period to another educational or scientific institution inside or outside of the country for studying, teaching, conducting research or professional development.

- Group (collective) academic mobility is moving or hosting of a group of students for a limited period to/in another educational or scientific institution for studying, teaching, conducting research or advanced training.
  - Internal (Kazakhstan) academic mobility is moving students, faculty or staff members for studying, training, or conducting research in another higher education institution inside of Kazakhstan.
  - External (international) academic mobility is moving students, faculty or staff members for studying, training, or conducting research in another higher education institution abroad.
  - Short-term academic mobility is moving students, faculty or staff members to another institution for a period of 10 days to one regular semester.
  - Long-term academic mobility is moving students, faculty or staff members to another institution for a period of one academic year.
2. Academic mobility participant is a student, academic or administrative employee who is moving to another institution in the framework of the mobility program.

### **Outgoing Academic Mobility (Exchange program)**

Exchange program offers KIMEP University students the opportunity to spend either a semester or a full academic year, or summer at a partner university inside or outside of Kazakhstan. The list of KIMEP University partners offering exchange opportunities along with application guide, universities' briefs are available on the Student Portal and L-drive, International Mobility folder.

#### **Eligibility Criteria**

- to be 18 y.o and older
- GPA of 3.0 and above
- 30 to 100 credit hours earned for undergraduate degree students with
- 12 credit hours earned for graduate degree students with (graduate students on their last term are not eligible)
- be registered for courses at KIMEP University at the time of the application

Students on Academic or Disciplinary probation are not eligible to participate in the exchange program. Students may participate in the program only 2 times within the degree.

#### **Application procedure**

**Note:** Students should follow the guide on Student Portal: Study-Additional Study Options-Outgoing Exchange Program-Before application.

- Students should be aware of universities description and check suitable field of studies
- Students should choose from 1 to 3 universities by priority order and list them in the online application.
- Students should collect and submit the following documents:
  - Copy of valid passport
  - Motivation essay (1 page max)
  - Confirmation of English language proficiency at min. B2 level
  - Proof of extracurricular activity
  - Proof of vulnerable situation (if any)

#### **Selection criteria**

The Exchange Program Selection Committee is composed of the Chair, VPAA or his/her representative, and 3 faculty members from each college. The selection is made through the on-line system and every member does it independently and fair. The result will present the average score.

Selection Criteria Score (score min 0, max 10 total) includes the following components:

**1) GPA**– (scored from 0 to 5) reflects the academic performance of a student.

The following scores are assigned to the GPA variations:

<b>GPA</b>	<b>Score</b>
Above 4.00	5
3.99-3.8	4
3.79-3.6	3
3.59-3.4	2
3.39-3.2	1
3.19-3.0	0.5

2) **Motivation Content** – (score 0-4) is evaluated based on motivational essay and reflects the following components:

- Study Program Reference – (score 0 -3). The score depends on the strength of the reference. (i.e. general motivation spirit, contingency in courses selection, clear vision of further career pass or education, knowledge of English language, etc.)
- Foreign Language Reference – (score 0-0.5) a good command of host country or university language of instruction or commitment to study the language.
- Extracurricular Activities- (score: 0-0.5) participation in any KIMEP University student organization, cultural, and social life inside or outside of KIMEP during the study period.

**3) Participation in Exchange** – (score 0 - 1) an applicant who did not participate in the exchange program receives a competitive advantage and gains 1 point whereas experienced candidates receive 0 point.

**The priority will be given to:**

- orphans and left without the care of both parents since childhood;
- students with special need status;
- children from families with many children (certificate).

### **Externally Funded Exchange Program**

Academic mobility with external funding is the exchange program and is subject to the Rules, partnership agreements, course transfer and payment to KIMEP, and a participant has the status of an exchange student.

An international grant (Erasmus Plus, Mevlana, Ernst Mach, etc.) partially covers expenses for transportation and living expenses for the period from one week till one semester and is administrated by the partner institution.

The Externally Funded Exchange Program is subject to a number of special eligibility requirements and selection criteria in addition to the general requirements and criteria for the exchange program. For Erasmus+ ICM:

- GPA 3.7 and higher
- Motivation letter

**The additional priority will be given to those who**

- did not receive 100% scholarships or grants to study at the KIMEP or a grant for academic mobility program;
- are vulnerable people (refugees, ethnic minority, discriminated) (a certificate);
- have not benefited from an external grant program and a full scholarship at KIMEP University.

**Required documents:**

- Printed online application from;
- Completed questionnaire for KZ citizens who travels abroad for study through the academic mobility program (original);
- National passport, must be valid 6 months after the validity of the visa (copy);
- Confirmation of English language skills at B2 level;
- Confirmation of non-academic activity (copy);
- Letters of recommendation (only if required by the host institution) (copy);
- Acceptance Letter/ invitation of a foreign university (copy);

- Commitment (Payment Guarantee) Letter (original);
- Learning Agreement – signed by 3 parties (partner, participant, KIMEP University);

### **Student responsibilities:**

- Exchange students pay applicable tuition fees to their home institution, they will be exempt from paying tuition, admission, registration, and student fees to the host institution, if otherwise is not stipulated in the partnership agreement.
- Exchange students are subject to and must abide by all the rules and regulation of the host institutions and countries.
- Participants pass the online Course Approval procedure - a harmonization of each desired discipline at the partner university with a discipline at KIMEP.
- Have the Learning Agreement (LA) signed by the three parties: the students, the academic coordinator of the program at KIMEP and the host university. The LA contains a list of courses or modules of the educational program that the student plans to study at the host institution.
- The limit of the number of credits for study in other educational institutions during the semester (15-16 weeks) - should not be less than 9 and not exceed 18 KIMEP credits (30 ECTS) per semester.
- Those with a financial aid at KIMEP fulfill the same scholarship requirements while studying abroad.
- Participants follow the Course Transfer and Payment Policy at KIMEP, register at KIMEP for the Exchange Program for each semester and report the IO Coordinator of the courses taken at a partner university.
- Students are responsible for travel costs, visa, accommodation, medical insurance, books and supplies, meals, and any other costs that may arise during their travel to/back from and stay at a host partner HEIs.
- Participants undergo admission process at the partner university, register there for disciplines (subject to the requirements for prerequisites at the appropriate level), work on logistics (accommodation, transportation, insurance, visa, necessary payments, etc.) with a support of the partner university and the IO Coordinator.
- Participants assigned to study within the framework of academic mobility for one academic year register at KIMEP for each Exchange Program semester.
- Exchange students should sign and follow the Commitment of KIMEP's Outgoing Exchange Student before departure to the host University
- The original transcript is submitted to the Registrar, and a copy to the College Program Manager. The participant submits the LA to complete the recognition process.
- Disciplines successfully passed by bachelor students in partner universities are transferred to KIMEP with a grade "Pass". Courses passed in non-partner universities with "C" (63%) and higher grades are transferred to KIMEP with a grade "Pass".
- For Master students the passing grade in exchange program is "B-". The grade "C" can be considered as passing, only "2C" grades allowed for the entire Master program.
- The Credit Transfer procedure is carried out during the semester following the period of academic mobility. In the case of studying in a partner university for more than 1 semester, this should be done after each semester.

To learn more, please follow the Link: <https://kimep.kz/diam/study-abroad-opportunities-for-kimep-students/>

### **Incoming (Exchange Program) Academic Mobility**

Every regular semester KIMEP University hosts international students coming from partner universities in the framework of exchange and dual degree programs agreements.

#### **Eligibility criteria:**

- Be a regular student at the home university
- Have GPA of 2.67 and above
- Have a solid command of English (equivalent to IELTS 6.0/TOEFL iBT 80)

#### **Application procedure:**

- Students will be nominated by partner universities for a semester or full academic year and apply online through KIMEP U admission portal

- Students should collect the following required documents:
  - Copy of International Passport
  - Official transcript (records of grades)
  - Evidence of previous degrees (bachelor diploma for masters or high school certificate for bachelors)
  - Vaccinations records certificate
  - Bank or Income statement (of 2500\$ per semester, \$5000 per year)
  - Criminal record certificate
- Students should fill (following recommended sample) and send visa form to the host coordinator within the deadline

### **Student responsibilities:**

- Student should register for a full academic load at host university
- Students should pay their tuition fee and student fee to the home university and are exempted from tuition fee at the host institution. In some cases, depending on the agreement with the host university the student fee is paid to the host university.
- Students are responsible for all expenses including meal, accommodation, transportation, health insurance, visa, personal expenses, and etc.
- Student are expected to pass courses successfully in order to transfer earned credits back towards the academic requirements at home universities.

### **Responsibility of Host University:**

- University provides assistance in finding accommodation for exchange students
- Program Coordinator for incoming mobility and a student organization “Buddy of International Students” (BIS) assist participants in pre and after arrival activities and during their stay at KIMEP University.
- BIS students may assist with medical checkups, bank payments, visits to local authority bodies, as well as arrange tours and cultural activities.
- Coordinator updates exchange students with latest news, policies, and activities happening inside or outside of campus.
- Coordinator will send the student’s transcript to the partner university in a timely manner.

## **LEARNING SUPPORT CENTER (LSC)**

The KIMEP University Learning Support Center (LSC) was established to serve a broad scope of student needs, ranging from the individually structured assistance and services to specialized, comprehensive support systems. The KIMEP University Learning Support Center is working on developing unified promotional materials for informing students and parents to have reasonable expectations regarding their education and possible career options.

### **Advising and Orientation Program**

Advising and Orientation Program is one semester program designed to welcome new students and their parents to the KIMEP U community that offers a carefully planned activities and workshop sessions. All undergraduate students are expected to register for the Advising and Orientation Workshops.

This program is intended for support new students and their parents as they begin their journey at KIMEP U. During this program, orientation leaders, deans, active students will gradually introduce life at KIMEP U. Advising and Orientation Program participants will learn about the wide variety of student activities and services at KIMEP U and have many opportunities to ask questions as well as learn about the campus culture and student life.

### **Academic placement for students with special needs**

KIMEP University is committed to providing equal educational opportunity and participation for students with disabilities. It is the University’s policy that no qualified student with a disability be excluded from participating in any University program or activity, denied the benefits of any University program or activity, or otherwise subjected to discrimination with regard to any University program or activity.

LSC offers academic placement for students with special needs. To be eligible for services, students with disabilities must identify themselves and present professional documentation to the Medical Center for verification.

Students with documented disabilities are eligible for early registration times. All students should meet with LSC coordinator prior to requesting early registration. This ensures that student is taking the appropriate classes for the program of study.

Reasonable academic adjustments and accommodations include but are not limited to:

- Extended time for testing
- Alternative testing sites
- Permission to tape lectures
- Copies of overheads or outlines/notes used in lectures
- Volunteer readers
- Scribes for classroom
- Print materials in alternate format
- Permission to bring of food and drink into an examination
- Written instructions for those with a hearing impairment.
- Enlarged font papers for those with a visual impairment

To be eligible for services, students with disabilities must identify themselves and present professional documentation to the Medical Center for verification. Students with documented disabilities are eligible for early registration times. All students should meet with LSC coordinator prior to requesting early registration. This ensures that student is taking the appropriate classes for the program of study. Reasonable academic adjustments and accommodations include but are not limited to: Extended time for testing• Alternative testing sites• Permission to tape lectures• Copies of overheads or outlines/notes• used in lectures Volunteer readers• 50 Scribes for classroom• Print materials in alternate format• Permission to bring of food and drink• into an examination Written instructions for those with a• hearing impairment. Enlarged font papers for those with a• visual impairment

### **Students should follow the following steps to request academic adjustments and/or accommodations:**

1. Apply for services as soon as possible and provide documentation of conditions that may warrant academic accommodations
2. Provide all of the information requested on the Accommodation Request form to the LSC
3. Remind an instructor of the need for the accommodation, for extended time and/or quiet room accommodations for testing, before each test
4. It is the student's responsibility to arrange classroom accommodations with his/her instructor. **Tests and exams must be taken at the same time as scheduled for the class unless otherwise approved by the instructor.** Requests for extended time and/or quiet room may be accommodated in several ways.

### **Academic Probation**

Academic Probation status is given to a student if he/she is at academic risk of failure.

- If a cumulative grade point average of a student is below 2.00, he/she is required for obligatory academic counseling with SLSC Coordinator
- If the student has earned 24 credits with GPA below 2.0, he/she will be placed on Academic Probation. If the student has earned less than 24 credits with GPA below 2.0 he will be placed at risk.
- An undergraduate student on Academic Probation may not register for more than 12 credits in Fall/Spring semester and for more than 6 (six) credits in Summer I semester. Academic counseling remains obligatory for the student on Academic Probation.
- An undergraduate student on Academic Probation cannot be the recipient of the KIMEP University financial aid.
- A student will be returned to the regular status whenever the overall GPA is raised to 2.0 or above.
- An undergraduate student who has attempted 24 or more credits while on Academic Probation and if



overall GPA is still below 2.0, he/she will be withdrawn from KIMEP University.

- Student may return to KIMEP University following the Reinstatement policy.
- An undergraduate student with GPA of 1.9 or above and 117 or more credits earned and if graduation is possible based on the availability of remaining courses in the upcoming semester, may request Academic Probation prolongation for one semester. However, it is required to raise GPA 2.0 or above in order to graduate.

### **Academic support program for undergraduate students on Academic Probation and At Risk**

Academic Support Program is mandatory for undergraduate students placed on AP status and first year students placed on at Risk, as well as scholarship holders and special need students. Also Academic Support Program will be available for students who were identified by faculty as in need of academic support. The aim of the academic support program is to ensure that the students on AP and At Risk statuses are provided with all necessary assistance and guidance to succeed.

The program is designed to offer comprehensive tutoring assistance and services, build, and reflect upon their personal and academic development with the goal of helping students to succeed academically and return a student on good academic standing.

Students who are linked to Academic Support Program embrace the academic excellence value, and learn about learning, motivation, time management, goal-setting, and apply these knowledge. Students on AP and At Risk status in order to overcome difficulties, approach situations differently and may need extra support or more discipline based training than other students.

Students with more than one “F” or “W” in one semester will be flagged for possible early intervention.

The number of grade “W” of undergraduate course cannot exceed 10 units within the entire study period on Bachelor Degree.

Student may exceed the number of “W”(more than 10 units) only in case of serious reasons (e.g., medical or family emergency, prolonged illness and etc.). Student should apply for “hardship withdrawal” (“HW”) and receive approvals of Program Manager and the Dean of College and submit the approved request to the Registrar Office.

Based on the approved “HW” registrar officer will withdraw the student from all courses he/she is currently registered for and assign grades of “W” for those classes.

A hardship withdrawal (“HW”) cannot be used to withdraw from some courses selectively while remaining enrolled in other courses. Selective withdrawal will be permitted only under exceptional circumstances.

### **Peer tutoring program**

KIMEP U Tutoring Program is a program designed for students who are seeking additional assistance to improve their academic performance. Tutors are available for almost all academic subjects. The Peer Tutoring Program provides tutoring for KIMEP U students on AP who need academic assistance to meet the academic needs of undergraduate degree in many of the introductory level courses, as well as some of the upper-level courses. Small group and drop-in by appointments tutoring are available at no additional cost to students.

Tutors are students who have been selected by academic department faculty and have completed a tutor training program conducted by the SLSC.

Tutoring Program is a part of KIMEP University Academic Support Program. This is the mandatory program to be registered and is offered only during regular semesters.

Tutoring is available for all undergraduate students on AP and freshmen at risk identified by faculty as an early alert intervention to be made. Students must be currently registered for a course to receive tutoring for that particular course. Some of the high demand and repeating courses may automatically be open to small groups. Peer tutoring begins on the second week of classes and ends the last day of classes. Tutoring is useful for students who need help clarifying course content and asking specific questions about the material in their classes. Tutors are trained to help students understand the fundamental concepts in their courses, although the student is expected to put forth the effort to learn the material on their own by attending lectures and studying regularly. Tutoring also offers students the ability to practice and integrate the content from their courses to help prepare for exams. A tutor will not directly help students with course assignments, as this would be an academic integrity

violation. The tutor can guide a student through the process of an assignment and support the student on the concepts required for the assignment.

## **RESIDENCE LIFE AND HOUSING**

### **Residence Hall**

Student housing is conveniently located on campus. Residence hall may accommodate 424 students. There are comfortable and clean rooms served by a polite and friendly staff. Residence hall also has: four laundry rooms, study rooms & TV rooms on each floor, kitchens that are available for student use 24 hours a day. Utilities such as Wi-Fi, cable television, electricity and water are included in the Residence hall rate. Residence hall, as well as the KIMEP University campus, offers a secure environment 24 hours a day.

### **Application**

It is the responsibility of all applicants and current students who desire campus housing to apply for it by the deadline.

### **Eligibility**

Applicants for space are prioritized as the following:

- ✓ Orphans and students with special needs
- ✓ 1st year Kazakhstan regional students
- ✓ 1st year international students
- ✓ Exchange students (both graduate and undergraduate)
- ✓ CAUS and other scholarship students
- ✓ Special cases (potential UGRAD failed UNT/ non-degree)
- ✓ All others (including returning students, and residential assistants, including students in the waiting list).

Accommodation in residence hall is provided for one academic year with possible prolongation if resident meets the eligibility criteria (scholarship, GPA, registration status).

For freshmen students, academic criteria are applied as soon as the overall GPA is accumulated. Returning students (except for orphans and students with special need) under all other required conditions should have full-time status and GPA 2.67 accumulated (students with special need and orphans - 2.00);

All eligible students are required to reapply for prolongation by the end of the Summer I semester. Students on Disciplinary or Academic probation shall not be granted a place in Residence hall under any conditions. Housing is not guaranteed after the freshmen year.

### **Assignment of space**

Assignment to the university residence hall is made without regard to race, ethnicity, gender, or religion. When possible, the assignments would take in to account preferences of the applicants. Assignment procedure as well as other housing policies and procedures are subject to change and its applicant responsibility to learn new rules and regulations.

Please note that the space in Residence Hall is limited and the priority is given to those eligible candidates who first made payment. There is a possibility of separate accommodation with double size payment, in case of free rooms in Residence Hall.

### **Online reserve and Roommate request**

Reserve and roommate request forms are available at Student Portal and open according to the Move-in schedule. Roommates must both be admitted to the KIMEP U at the time of assignment, be enrolled, and be the same gender. Additionally, all roommate requests must be mutual – each student must have requested the other. We strive to assign preferred roommates together, and it is usually possible to honour roommate preferences. Final roommate assignment is made at the discretion of the KIMEP Housing Committee.

### **Damage Deposit Fee**

A damage deposit is required prior to moving in to KIMEP Residence Hall. During the occupancy of a room by the applicant, the damage deposit will be held until the student moves out of campus housing permanently.

Any damages that are assessed will be withheld from this deposit, as will any other charges owed to KIMEP University, and the balance will be refunded to the depositor. Students must also follow and complete the move-out procedures in order to receive a refund of damage deposit. After vacating the residence room, students will have time until the end of the following term to request the refund of their deposit, or it will be forfeited. Residents must request the return of the deposit by completing the Residence Hall Move-Out Form and submitting it to the Residence Hall administration.

Students are responsible for taking care of all residence area property and damage payments. Broken equipment or needed repairs are to be reported to the Residence hall administration. Residence Hall administration together with Residence Life and Housing Department will inspect the residential area, including rooms, on regular basis. If damage is found and residents deny taking the responsibility, the cost of repairs will be deducted from every resident of the room or floor.

### **Residence Hall accommodation payment policy**

Students, who intend to take up residence in Residence Hall, must confirm their place by making ½ of the payment before the beginning of the semester and another ½ of the payment in the mid of the semester (before midterm breaks); or 100% advance payment for accommodation for whole semester. Payment for accommodation in Residence Hall 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 Residence Hall – all rooms are single sex.

**Note:** If the student-resident is not able to move in to the Residence Hall within the indicated period due to a reasonable excuse, then he/she has one more chance to rebook or cancel the room one week prior to arrival date. The payment fee for accommodation will be charged starting from the arrival date indicated in the booking system.

**Note:** Refund of deposit for exchange students will be carried out via accounting office 3 days before move out.

### **Move-in procedure**

A student granted a place in the KIMEP University Residence Hall shall:

- ✓ Provide: State Identification Document; Student ID, Individual Identification Number (IIN), 2 pcs of 3x4 cm pictures
- ✓ Pay accommodation fee (see bellow)
- ✓ Go through medical examination in the KIMEP U Medical Center
- ✓ Move in to Residence Hall within 1 day before start of classes as the latest.

### **Medical examination and move in hours**

According to the "Sanitary and Epidemiological Requirements for Education Objects", N 611, from August 16, 2017, all incoming and returning students before being allowed to reside in Residence Hall of the KIMEP University shall undergo a medical check-up for parasitic and infectious diseases (pediculosis, scabies, skin diseases, bites of ticks and bedbugs).

If at the medical check-up an infectious or parasitic disease is detected, or there is a suspicion for bites of ticks or bedbugs, then under the Hygiene Rules N# 283 "Hygiene and epidemiological requirements to undertake measures to prevent the parasitic diseases" as of March 31, 2015, the student, before settling into Residence Hall shall undergo a sanitary decontamination.

The check-up shall be performed by the medical personnel of the KIMEP U Medical Center during working hours only.

Working hours of the medical center are: Monday to Friday 8-00 AM to 8-00 PM, Saturday 9-00 AM to 2-00 PM, Sunday is a day-off.

Students arriving to reside in Residence Hall should coordinate own arrival based on the working days and hours of the Medical Center. If the arrival is scheduled for night time, holidays or weekend, then they should temporarily stay in the hotels.

KIMEP off-campus housing department may assist students in finding a temporary accommodation.

Accommodation expenses might be reimbursed if all possible arrivals are scheduled on nights and weekends, however, this rule is applied only in case if student arrives 24 hours or less prior the move in date. Students who wish to reimburse the accommodation expenses should submit accommodation bills to the dorm administration the same day they move in. The amount paid for the temporary accommodation will be deducted from the Residence Hall fee.

### **Late move-in policy**

If the student is not able to move in to residence hall within the indicated period due to a reasonable excuse, then he/she is expected to inform the administration of Residence Hall through the Student Portal of the KIMEP University by submitting the "Request for late move-in"

If a student does not arrive during the indicated period without informing the administration of Residence Hall he/she shall be deprived of the right for a place in Residence Hall.

### **Room change**

A room assignment is for the entire academic year. Requests for room changes based upon roommate incompatibility will be considered upon application of the student residents after they have been in residence for two weeks.

### **Residential assistant program**

Residential Assistant (RA) Program operates to support the mission of the University. The purpose of the program is to facilitate the daily operations of Residence Hall and to ensure 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 Residence Hall and has a certain number of duties contained in the RAs job description.

Compensation for RAs includes free room in Residence Hall for the length of their term of service.

### **Eligibility Criteria**

1. KIMEP University Residence Hall residents – full time undergraduate and graduate students - are welcome to apply for residence assistant's positions. Current Residential Assistants may not apply for a position after two years of service.
2. RAs are expected to remain in a good academic standing. Candidates who are on Academic Probation, at risk, Disciplinary Probation and suspension are not eligible for an RA position. Incomplete grades must be completed before the start of employment in the Fall semester. If a student is placed on probation or is suspended during his/her service as a Residential Assistant, this will be ground for termination.
3. RAs must be full-time students (undergraduate student-12 credits, graduate student-9 credits) and maintain a cumulative GPA of 2.67 or better for undergraduate student and GPA of 3.00 or above for graduate student on an ongoing basis.

### **Selection Process**

The RA Selection Process is a multi-step process. The descriptions below are meant to help residents understand each phase and their role in the process.

#### **1.Application**

The first stage of the selection process is filling out the RA application form and collect all needed documents listed below:

Required:

- a) Application form and CV
- b) Motivation Letter
- c) Transcript
- d) Reference letter from faculty or administration staff

Optional:

- e) Reference letter from KSA organization
- f) Copies of certificates of achievements

## 2. Interviews

After the RA Selection Committee reviews the candidates applications and checks if they meet the criteria a group of candidates are passed on to the interview phase of the selection process. During the interview they meet the members of the selection committee to discuss their interest in the position.

All candidates are expected to demonstrate maturity, responsibility, and patience, aptitude for conflict resolution, creative thinking, enthusiasm and commitment.

## 3. Selection

The committee makes a decision and letters are sent to all applicants indicating if they are being offered a position during 3 working days after the interview.

Residence Hall Code of Conduct

Occupancy of Residence Hall is a privilege extended to the student by the University. Continuation of this privilege is dependent upon his/her reasonable and satisfactory personal conduct and the observances of all University Regulations.

The list of prohibited activities for residents and penalties for their violation, but not limited to the following:  
The list of prohibited activities for residents and penalties for their violation, but not limited to the following:

	<b>Behavioral Misconduct in Residence Hall includes:</b>	<b>Sanction</b>
1	Physically assaulting a neighbor or other residents with a weapon (knife, bat, traumatic gun, etc)	1st offense: Immediate dismissal from Residence Hall and report to SADC
2	Physically fighting with neighbor, staff member or other residents	1st offense: Immediate dismissal from Residence Hall and report to SADC
3	Being identified as dealer and/or provider of drugs in Residence Hall	1st offense: Immediate dismissal from Residence Hall and report to SADC
4	Possession and consumption of alcohol, Unlawful Substances (drugs) in Residence Hall	1st offense: Immediate dismissal Residence Hall and report to SADC
5	Theft of property	1st offense: Immediate dismissal Residence Hall and report to SADC
6	Sexual harassment/assault	1st offense: Immediate dismissal from Residence Hall and report to SADC
7	Intimate relationship	1st offense: Immediate dismissal from Residence Hall
	Behavioural Misconduct that leads to Disciplinary Probation after 2nd offense to Dismissal in	Sanction

	Residence Hall includes:	
1	Arriving at the dormitory under alcohol/drug intoxication	1st offense: Written warning, mandatory psychologist counselling 2nd offense: Consideration by SADC (up to dismissal)
2	Smoking is banned (cigarettes, electronic cigarettes, water pipes etc.)	1st offense: Written warning, mandatory psychologist counselling 2nd offense: Consideration by SADC (up to dismissal)
3	Verbally threatening /using abusive language /discrimination of any aspects towards another student or faculty/staff member with harmful intent	1st offense: Written warning, mandatory psychologist counselling 2nd offense: Consideration by SADC (up to dismissal)
4	Groundless accusation	1st Offense: Mandatory Counseling and Disciplinary Probation 2nd Offense: Immediate dismissal from the Dormitory and report to SADC
5	Organization of commercial or gambling associated with winning and losing	1st offense: Written warning, mandatory psychologist counselling 2nd offense: Consideration by SADC (up to dismissal)
6	Playing cards in the rooms	1st offense: Verbal warning 2nd offense: Written warning 3rd offense: Consideration SADC (up to dismissal)
7	Giving the room's key to the third person	1st offense: Verbal warning 2nd offense: Written warning 3rd offense: Consideration SADC (up to dismissal)
8	Unauthorized resettlement to another room	1st offense: Verbal warning 2nd offense: Written warning 3rd offense: Consideration by the SADC (up to dismissal)
9	Having animals	1st offense: Verbal warning 2nd offense: Written warning 3rd offense: Consideration by SADC
10	The use of electrical appliances in rooms of Residence Hall: electric cookers, electric kettles, microwave ovens, heaters of an open type	1st offense: Verbal warning 2nd offense: Written warning 3rd offense: Consideration by SADC
11	Noise (shouts, loud music)	1st offense: Verbal warning 2nd offense: Written warning 3rd offense: Consideration by SADC

12	Damage to Residence Hall property	Deduction from Deposit
13	Handling fire safety appliances	Consideration by SADC ( up to dismissal)
14	Not throwing away trash in the specific trash bags; throwing away trash out the window; throwing away food trash into the trash bags of toilets	1st offense: Verbal warning 2nd offense: Written warning 3rd offense: Consideration by SADC
15	Storage and drying of belongings in corridors, halls and on balcony railings	1st offense: Verbal warning 2nd offense: Written warning 3rd offense: Consideration by SADC

**Note:** For other actions, which are not specified in the list above, but entailing violations of the Rules of Residence Hall, will also be subject to Disciplinary Committee penalties. Parents are notified in written form in the event of eviction of a student for violating Residency Rules. The Security Department has the right to check students residing in Residence Hall for alcohol drinks or narcotic drugs.

### **Faculty Housing**

Faculty Housing offers on-campus, off-campus and short-term housing options.

#### **KIMEP Guest House Accommodation**

The KIMEP Guest House is an apartment in a residential house located on campus with 4 double bed guest rooms, TV lounge, porch, kitchen, 1 WC room and 2 washrooms (bathroom and shower room). Rented or accommodated by the bedroom, KIMEP guests will share the common areas of the house. The Guest House was created for two purposes – to reduce hotel expenses for new faculty and to have an on-campus place for visitors, international students and departmental guests.

In order to provide guidance on the use of the Guest House, the following policy applies:

1. New full-time foreign faculty, visiting faculty who will be teaching at KIMEP for one semester or less, visiting international students, who are writing research papers or staff will be permitted to utilize housing paying rental fee of 5700KZT per day.
2. New FFS coming with family and children will be accommodated in a hotel, according to the KIMEP Hotel Accommodation Policy.
3. In the event that an exception to this policy is requested, permission of the Provost and General Deputy to the President respectively will be required.

### **Hotel Accommodation**

When it is not possible for a new full-time foreign faculty/staff/guest member to be placed in the guest house while they search for accommodation in Almaty, the following policy applies:

- KIMEP will pay for the hotel expenses for a standard room in one of the hotels with which KIMEP has an agreement, in accordance with the housing allowance. Permission of the Provost and General Deputy to the President respectively will be required.

### **On-Campus Faculty House Accommodation**

This policy regulates rent rules for 17 apartments in the Faculty House located on campus:

- Occupancy is granted according to the Waiting List.
- The Waiting List is built on a basis of applications, the priority list regulations indicated below:

1. FFS with special needs, with an unlimited period of staying but within the contractual period.
2. FFS family (both spouses work at KIMEP), with an unlimited period of staying but within the contractual period.
3. New FFS (senior administrative staff, Deans, Associate Deans, Director/Chair, Full Professor, Associate Professor, Assistant Professor, Senior Lecturer) for a maximum of one year, to give a chance to other new faculty and staff to get this kind of benefit.

In each priority case the lease contract is built from the date of occupancy until 1st of August (beginning of the following academic year), and as the contract term comes to an end, an additional agreement will be composed for term prolongation.

At the beginning of each academic year, rent prices for these apartments are determined by Residence Life and Housing Department based on an independent assessment of a real estate agency with the approval of top administration.

In case of a sabbatical leave of 1 semester or more, the tenant must vacate his/her apartment for the duration of his leave. Although the tenant will not pay the rent during sabbatical, the apartment will be assigned to him upon return to KIMEP. The interim tenant should understand that he/she will have to move out from this apartment upon the arrival of the tenant on sabbatical. A Memorandum of Mutual Agreement between the FFS going on sabbatical and the new tenant should be signed.

The rent fee will be automatically deducted from FFS's monthly salary, as well as long-distance calls made from the apartment.

#### **FIXIT Services**

In case of any issues related to the plumbing, electricity, carpentering and others, it is necessary to fill in an online request form located on KIMEP's Intranet (<http://intranet> → Housing Department → REQUEST FORM (Plumbing, electricity, telephone, renovation problems and others)) or contact Residence Life and Housing Department ( ext.1022/1229) . The request will be satisfied within 3-7 working days, depending on the character of the problem.

#### **Smoking**

Since August 2009, KIMEP is a Smoke-Free zone. It is prohibited to smoke in apartments. Smoking is only permitted in the designated spots.

#### **Pets in Housing**

It is prohibited to keep animals in the apartment.

#### **Parking**

There is a parking policy, which can be found on the KIMEP Intranet:

<http://intranet/→Support Services Division→New parking lot policy/>.

Tenants should park in the Institute parking lot, but not near the apartment house.

#### **Safety**

The tenant is obliged to switch off all electric utilities and gas supply except refrigerators, whenever leaving the apartment. The tenant should not clog the pipes in the apartment, since this may cause flooding. In case of such an event, all of the fees for the repair are to be burdened by the tenant. The resident should not leave his/her door unlocked.

#### **Security**

It is not recommended to invite a third party within the housing.



After **23:00** till 6.00 the privacy of the neighbors should not be broken in order to avoid any inconsistencies and complaints. (According to the article 333 of the administrative code of RK about violation of silence from 23:00 to 6 in the morning).

## **MEDICAL SERVICES**

Medical center provides outpatient medical care for KIMEP students, faculty and staff. Health care service on campus includes physicians, nurses who provide primary care services including checkups, preventive care, first aid care, and psychologist counseling. Students, faculty and staff may visit the Medical Center during the working hours. The Medical Center office is located inside Residence Hall building on the ground floor.

### **Required Documents for newly admitted students**

All applicants shall provide the following documents to the Medical center when submitting documents to the Admission office (course registration will not be available until certificate provided):

Health certificate (form # 086/y), which includes:

- Examination and conclusion of the following physicians: therapist, surgeon, neurologist, oculist, otolaryngologist and results of micro-reaction test
- Copy of form # 063/y (copies of vaccinations records from the vaccination card or from the “Health Passport”)
- Results of chest x-ray (original with description with name of doctor and his/her stamp). According to the Joint Order of Healthcare Department and Consumer rights protection department of Almaty, X-ray films of students from other cities must be verified in Almaty health care units.

Foreign students shall bring and submit a copy of their vaccination records to the Medical Center of KIMEP University. They also may obtain Medical Certificate (form-086/y), X-ray and Medical insurance in Almaty after their arrival.

**Note:** All International and regional students are strongly advised to purchase a voluntary medical insurance from Insurance company functioning in Almaty city. Students may learn more about medical insurance options in Almaty by contacting the Medical Center staff.

### **Medical certificates for absences**

The Medical Center controls medical certificates for absences of students and employees.

Medical Centre provides medical excuses for short-term and long term absences due to illness or injury and works with students to provide appropriate documentation. When a student is hospitalized or has a serious, ongoing illness or injury, Medical Centre will, at the student’s request and with the student’s consent, communicate with the student’s academic adviser. Students are instructed to contact their professor/instructor/coach in the event that they need to miss class, etc. due to an illness, injury, or an emergency. All decisions about the impact of an absence, as well as any arrangements for making up work, rest with the instructors. Academic advisers are available to provide assistance to students or faculty members who have concerns about attendance issues.

According to KIMEP University policy all medical certificates on general illness, trauma, maternity leave, etc are verified by a doctor of KIMEP University Medical Center.

1. Sick leave certificate issued to patients undergoing examinations in ambulatory or stationary
2. One-day certificates from clinical outpatient departments, medical centers
3. Certificates from sanatoriums, cosmetology clinics, etc.

Medical Center reserves the right to verify medical certificates submitted by a student. In case of false submission, the student is redirected to the SADC for disciplinary hearings.

### **Medical Center Hours**

Medical Centre is open 12 months of the year. Working hours of the medical center are: Monday to Friday 8-00 AM to 8-00 PM, Saturday 9-00 AM to 2-00 PM, Sunday is a day-off. All medical care provided at Medical Centre

is strictly confidential. No one, on or off campus, other than Medical Centre staff, has access to medical record information without written permission from the student.

**Note:** For medical care on evenings and weekends please contact to your insurance company for advice and appointment or call 103.

### **Medical fee**

The annual check up fee is charged from all undergraduate degree students at the beginning of the Fall semester along with the student fee and first installment of the tuition fee. The check up results will allow student attend the Sport Center Gym.

### **Counselling & Psychological Services**

Counselling & Psychological Services provides a variety of services to enrolled KIMEP students. Individual counselling services are designed for students who can benefit from short-term therapy. Often, a few individual meetings with a psychologist can help better identify, understand, and resolve emotional barriers that may be interfering with personal well-being and academic success. These confidential services are for KIMEP U students at no cost. If a student's situation requires longer-term therapy, referrals can be made to off-campus resources.

## **SPORT CENTER**

The Sport Center is conveniently located on campus and has almost everything to meet the requirements of the sport activities of students, faculty, staff and alumni. Weekly activities include: volleyball, indoor basketball, table tennis, cardio, and aerobics. The Sport 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. Entry to the Sport Center is free for KIMEP University students, faculty, staff, and alumni. The outdoor sports as football field, workout and street ball areas also offer a variety of outdoor sport activities for KIMEP University students, faculty and staff. KIMEP University is unique in being home for the first created American football team in Kazakhstan. KIMEP University Sport Centre offers to students 2 credit course of "Physical Education". Students may register for one course of Physical Education per semester and they are free to choose among pilates, fitness, cardio, yoga, aerobics, basketball, mini football, volleyball, dance, ping-pong or chess.

### **Sport Teams**

All students attending the University are eligible for membership in a sport sections. In addition, current faculty, staff and alumni of the University are also eligible to join sport sections.

### **Disclaimer**

In addition to the general provision, each sport team may determine additional membership rules. However, the membership requirements must be free from discrimination based on race, sex, religion, ethnic group. All Sport Team members must sign a membership form annually to be an active member of a recognized sport team.

### **KIMEP Sport Sections**

Football(male)  
Football (female)  
American football (male)  
Basketball(male)  
Basketball (female)

Volleyball(male)  
Volleyball (female)  
Table Tennis (mixed)  
Chess (mixed)  
Arm-wrestling (mixed)

## **I. Mission and Aims**

Sport Teams exist to promote character traits of high value to personal development and success in later life, embrace the discipline needed to reach high standards; learn to work with others as a team in pursuit of a common goal; and adherence to codes of fairness and respect

The main tasks of sport section are to:

- participate in university-wide, urban, and international sports events;
- involve students in sport activities;
- disseminate sport centered values around the campus;
- contribute to student's personality, self discipline, self reliability, and sport and life achievements.

## **II. Organization of work**

1. Classes are in sport sections on mini-football, basketball, volleyball, table tennis, American football, chess, arm-wrestling are run in the form of training sessions in accordance with the timetable approved by the Director of the KIMEP U Sports Center.
2. Any full time student, faculty member, staff, and alumni of the University is eligible to be a sport team member.
3. Classes are carried by the professional trainer or experienced athletes.
4. Sport team related expenses may be covered by the Sport Center or KSA budget, donations from the sponsors, or team members.

## **III. Sport Team Selection Process**

### **Eligibility criteria**

General to all candidates:

1. Full time KIMEP students, faculty, staff members, or alumni
2. Good Health status (health certificate)
3. Approval of the Director of the Sport Center and AVPSA

For employees:

4. Permission of the supervisor

For students only:

5. GPA of 2, 7 and above

The following, will give a competitive advantage to the candidates:

1. Sport achievements including professional degrees in relative field
2. Membership in the professional sport team or association

### **Selection Process**

The Selection Process is a multi-step process. The descriptions below are meant to help applicants understand each phase and their role in the process.

Selection process

1. Fill and submit application form
2. Pass the selection test
3. Go through the interview by the selection committee
4. Approval of selected candidates by Director of Sports Center

### **1. Application**

The first stage of the selection process is filling out the application form and collect all needed documents listed below:

Required:

- a) Application form and CV

- b) Motivation Letter
- c) Transcript

Optional:

- d) Reference letter from faculty, staff sport team
- e) Copies of certificates of achievements

All interested candidates must fill in and submit application form by the designated due date

## **2. Test**

The applicants have to pass selection tests for each activity in order to join the sport sections. The Sport Teams encourage competing at the highest level possible in their respective sports, but each team provides an opportunity for players of all ages and capabilities to enjoy their sport.

## **3. Interviews**

After the Selection Committee reviews the candidates applications and checks if they meet the criteria a group of candidates are passed on to the interview phase of the selection process. During the interview they meet the members of the selection committee to discuss their interest in the position.

All candidates are expected to demonstrate maturity, responsibility, and patience, aptitude for conflict resolution, creative thinking, enthusiasm and commitment.

## **4. Selection**

The committee makes a decision and letters are sent to all applicants indicating if they are being offered a membership during 3 working days after the interview.

## **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.

## **GREAT HALL**

The Great Hall hosts many activities, including biweekly screenings of movies on a large theatre screen and theater-quality sound system run by KIMEP University. 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.

## **PART VI. UNIVERSITY CODE OF CONDUCT**

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 does 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.

All members of this academic community enjoy the same basic freedoms, rights and responsibilities. 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. All members of the university community are responsible for the rules 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.

### **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 Disciplinary 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. 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.

- Cases where evidence of harassment is discovered will automatically be referred to KIMEP University authorities and then reviewed and discussed by the Disciplinary Committee. The Disciplinary Committee will make recommendations to the Provost and General Deputy to the President of the KIMEP University for appropriate action.

### **KIMEP University Drug and Alcohol Policy**

The President's Cabinet 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, faculty, and staff.

It is also prohibited to sale or distribute 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.

Cases where evidence of possession or use of these substances is discovered at "student events" on campus will automatically be referred to KIMEP University authorities and then reviewed and discussed by the Student Affairs Disciplinary 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.

Cases where there is evidence that there has been a violation of this policy will automatically be referred to KIMEP University authorities and then reviewed and discussed by the Student Affairs Disciplinary 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 SA 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.

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

The use of KIMEP University facilities for activities and events is considered as 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 includes but not limited to 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. The policy

outlined in this Code of Conduct is not to restrict the 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 Office of Student Affairs must be notified at least two weeks in advance of any plans to conduct an event on campus. The administration reserves the right to refuse usage of facilities to any entity for any event.

Ultimately, it is the responsibility of the Event Host to make sure that all participants are obeying KIMEP University rules and regulations.

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

- In the event that any 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 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 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 Disciplinary Committee will make recommendations to the Provost and General Deputy to the President of the KIMEP University for appropriate action.

## **GENERAL CONDUCT POLICY**

### **Student Centered Learning**

*“Any definition of student centered learning has both an academic and a social dimension. Student centered learning requires seeing students as people who have a certain ‘personal autonomy’.*

*Seeing students as partners in the construction of knowledge is a radically different view to seeing them as consumers, or as individuals who simply reproduce knowledge.” (Koen Geven, Robert Santa, 2010)*

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.

### **Faculty Conduct Policy**

Violations of published laws; policies or rules and regulations may subject violators to appropriate disciplinary action by KIMEP University authorities. Faculty members who have engaged in misconduct, or whose poor work performance is due to culpable behavior (with blame) on the part of the staff member, will be subject to a progressive discipline process. Where the University believes that a faculty member may have engaged in misconduct or is not living up to their professional and work responsibilities due to culpable behavior, the University will first investigate the circumstances surrounding the allegations. Faculty members are expected to fully co-operate with any such investigation.

As part of this investigation the University will provide the faculty member the opportunity to present the facts of their case and to respond to the issues that the University may rely on in determining whether discipline is required and the extent of the disciplinary penalty.

### **Examples of Faculty Misconduct**

“Personal misconduct” includes, but is not limited to:

- Criminal acts such as assault of a student
- Bullying and other forms of mental and / or physical harassment including behaving aggressively and / or in a manner likely to cause distress to students, staff or another faculty
- Fighting while on KIMEP premises
- Unprofessional behavior such as *Yelling* or *Screaming* at staff or students

- Harassment on the grounds of sex, marital status, disability, race, ethnic origin, nationality, age, religious or political beliefs or socio-economic background;
- Acts while under the influence of alcohol that threaten the integrity and image of the institution
- Distribution of confidential, slanderous or libelous information that tarnishes the image of the institution and disturbs peace and harmony within the KIMEP community
- Incapacity at work from alcohol or being under the influence of illegal drugs;
- Other unethical behavior as stated in the Labor Law of Kazakhstan (Faculty Code of Practice, page 86, <https://kimep.kz/discover/files/2014/01/17-06-2016-Faculty-Code-of-Practice-June-2016-final.pdf>)

**Note: other types of misconduct, which are not specified in the list above will be also subject to a progressive discipline process**

## **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 official of KIMEP University who is investigating a complaint, or to any official body that is judging a complaint may result in disciplinary action. Violations of published laws; policies or rules and regulations may subject violators to appropriate disciplinary action by KIMEP University authorities.

### **Complaints about Faculty Conduct**

KIMEP University respects the academic freedom of the faculty and will not interfere with it regarding the content or style of teaching activities. At the same time KIMEP University recognizes its responsibility to provide students with a procedure for addressing complaints concerned with incompetent or inefficient service, physical or mental incapacity, biased attitude, and harassment of any kind – sexual, ethnic, religious, etc.

Students may receive advice in the student affairs office or Learning Support Center about complaint procedure.

The procedure is the following:

- **Informal resolution.** First of all, students are encouraged to resolve complaints informally with the faculty member or to seek the assistance of the department chair or dean to facilitate the discussion.
- **Formal complaint.** If facilitation is unsuccessful or student does not wish resolve the situation informally, or if faculty misconduct is too severe, the student must file a written complaint with the department chair or dean if the academic unit does not have departments (Law School, College of Humanities and Education). Any evidence supporting the case should be included with the complaint.
- **Case review.** This step includes a review of the alleged violation(s), the associated information, and evidence by the chair/dean/director of the Department/College/School/Center. If it is determined that the case has merit, the process will move forward to the next step. If it is determined that the case does not have merit, student is informed about the decision within 10 working days. Merit is determined based on the facts and evidence presented by a complainant.
- **An administrative resolution** will occur between the chair/director/dean and the accused faculty member. This process will allow the faculty member an initial response to the claim and may involve admission of responsibility and acceptance of sanctions, or explanation. The outcome of the process will be a decision by the chair/dean/director either: a) to apply sanctions (in cases of admission of responsibility), b) to proceed to disciplinary hearings (in cases with continuing merit), or c) to withdraw the case (in situations where explanation indicates the case no longer.
- **Disciplinary Hearings.** If the administrative resolution concludes the case should continue to disciplinary hearing, the chair/dean/director will schedule a meeting of the Disciplinary Committee within 10 working days after the complaint was filed. The committee membership must consist, at minimum, of a committee chair, two faculty members, one student, and one administrative staff 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. The faculty named in the complaint will be invited to attend a meeting of the committee three days in advance. Exceptions to this policy may occur if an emergency situation exists. The faculty is expected to appear at this meeting. Failure to do so without giving advance notice of extenuating circumstances will mean a decision can be taken without presentation of evidence by the faculty member. The Committee will hear from both sides and both parties have the right to hear all evidence presented. The person(s) facing the complaint and those bringing the complaint will then be asked to leave the room while the



Committee makes a decision. A simple majority constitutes a decision. The Chairperson has the casting vote in the event of a tie.

- **Decision.** After hearing all relevant testimony, the Committee will deliberate in private. The decision of the Committee will be released within 10 working days after disciplinary hearings.
- **Appeal.** If either the student or the faculty member is not satisfied with the decision of the committee, they may file a written appeal to the next level committee (college or KIMEP; if hearings started from the department level, there shall be two levels for the appeal- College and university) within ten working days of receiving the decision. The chief academic officer (dean or VPAA) shall serve as the chairperson of an Appeals Committee, which shall also include the chief student affairs representative, 3 faculty members, and one student representative. The committee shall issue a written decision within twenty calendar days of receiving the appeal. A copy of the decision shall be sent to the student, the faculty member, the department chairperson, and the president.
- **Disciplinary charges.** Following the completion of these procedures, the committee shall decide on the appropriate action, if any, to take, for example: verbal warning, warning letter, reprimand letter, termination.

## **Complaints about Staff Conduct**

### **Professionalism**

Administrative staff are expected to proceed in their daily duties to demonstrate their professionalism with clear understanding of responsibilities, commitment to respectful, responsive communication, excellence and quality in all they do, and student-centered attitude.

### **Application of the Code**

The Provost and General Deputy Office together with the Associate Vice President of Student Affairs will exercise jurisdiction over the relevant units and members conduct.

Sanctions for the conduct listed below may be imposed on any administrative, professional, or supervisory member found responsible for violating the Code of Ethics.

The Provost Office together with the Student Affairs office has responsibility for adjudicating cases based on allegations of misconduct. Ordinarily the University will proceed with written complaints but reserves the right to proceed without a written complaint.

### **Professional Conduct**

KIMEP U expects all administrators to conform to the explicit standards of professionalism defined in this policy. Any administrator who demonstrates behavior that does not comply with or that is inconsistent with the minimal standards of professionalism may be subject to the range of disciplinary actions.

1. An administrator shall carry out the duties of the office with competence and strive to maintain and quality of service;
2. An administrator has the obligation, within the scope of his/her authority, to insure compliance with the KIMEP Core Values;
3. An administrator should see students as partners in the construction of knowledge and personal growth;
4. An Administrator should promote student well-being, retention, progression, and achievement;
5. An administrator should understand the value and impact of services that support students;
6. An administrator should refuse to accept any gift, favor, service, or other item of significant value from any person, group, private business, or public agency which may affect the impartial performance of one's duties;
7. An administrator should not create any obstacles and hassles in administrative procedures and be able to address student inquiry correctly. If an administrator is not able to provide correct information or service, he/she should find the resource person who would be able to do so.
8. An administrator should not involve students in unnecessarily time-consuming, confusing, and unreliable bureaucratic procedure.
9. An administrator should not create the situation when students feel that needed information is both in short supply and hidden in balkanized departments for which they have lack an overall roadmap.
10. Staff shall treat other staff and students with dignity. Free from harassment, gossip, slanderous accusations, or inappropriate confrontations.

**Procedures for Complaints**

The following procedures comprise the conduct process:

- **Complaint Reported.** Complaints should be reported in writing and registered in Clerical Office. Then complaints are submitted to the Human Resource Office. HR Office reports on incoming complaint to Provost & GDP.
- **Case review.** This step includes a review of the alleged violation(s) and the associated information and evidence by HR Head, the Provost, The VPAA and KIMEP Legal Office. If it is determined that the case has merit, the process will move forward to the next step. If it is determined that the case does not have merit the HR Head and the Provost will meet with the complaining party and explain, why the complaint will not be pursued.
- **An administrative resolution** will be attempted between the two parties. This process will allow the staff to admit responsibility for violation(s) of the Code and accept the sanctions.
- **Disciplinary Hearings.** If the case is not handled an administrative resolution, the HR Office and Provost will pass the case to a KIMEP Disciplinary Committee. Committee members (3) are selected by the Provost, HR, and Legal Office. KIMEP Disciplinary Committee will be scheduled within 7 working days after the employee has been charged. Committee membership will be on annual basis and shall consist of 1 member of the HR department, 1 SA representative, 1 general body staff representative. The chair position is rotating on annual basis. The secretary is also on a rotating annual basis. KIMEP Disciplinary committee will review the case with all relevant evidences; will hear witness statements if any and interview the charged individual. Charged individuals, must be given the opportunity for an interview by the committee. If the committee has question related to KZ Labor policy or laws, they may request answers in writing to specific questions from the Legal Office or HR. If the Committee needs help in investigative work, they may meet with the HR Head and the Provost to determine exactly what is needed and who can help.

The Committee member will serve for one year and will not serve two years in a row.

The Committee work is confidential, outside involvement or interference is considered a violation of the integrity of the committee and a violation of the confidentiality agreement signed by al members.

- **Decision.** The decision of the Committee will be released within 5 working days after disciplinary hearings.
- **Appeal Process.** If staff member disagrees with the Committee decision, the appeal should be submitted to the President’s Cabinet. The decision of the President’s Cabinet is final.

**Sanctions:**

1. Reprimand letter
2. Admonition
3. Reprimand
4. Severe reprimand
5. Termination of employment contract upon initiative of the Employer

**STUDENT NON – ACADEMIC CODE OF CONDUCT POLICY**

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

	<b>Behavioral Misconduct Includes:</b>	<b>Normal sanction</b>
1	Physically Assaulting Another Student or Faculty/Staff Member or visitor with a Weapon (knife, bat, traumatic gun)	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	Immediate suspension and probability of Permanent Dismissal from KIMEP University

3	Being identified as dealer and/or provider of drugs on campus	Immediate suspension and probability of Permanent Dismissal from KIMEP University
4	Unlawful Possession of Substances on Campus (drugs)	Immediate suspension and probability Dismissal from KIMEP University
5	Sexual Harassment/Assault	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.	Immediate suspension and probability of Permanent Dismissal from KIMEP University
7	Theft of Property	Immediate suspension and probability of Permanent Dismissal from KIMEP University
8	Physically Fighting or Displaying Physical Aggressiveness & Contact Towards Another Student	1 <sup>st</sup> Offense: immediate suspension and Mandatory Counseling 2 <sup>nd</sup> Offense: Immediate suspension and probability of Permanent Dismissal from KIMEP University
9	Undermining the KIMEP U reputation while studying in a partner university (any reported academic misconduct should be referred to the college; non-academic misconduct to SADC)	1 <sup>st</sup> Offense: immediate suspension and Mandatory Counseling 2 <sup>nd</sup> Offense: Immediate suspension and probability of Permanent Dismissal from KIMEP University

## II. Behavioral Misconduct that leads to Disciplinary Probation and after 2<sup>nd</sup> offense to Dismissal

1	Verbally threatening /using abusive language /discrimination of any aspects towards another student or faculty/staff member with harmful intent	1 <sup>st</sup> Offense: Mandatory Counseling & Disciplinary Probation 2 <sup>nd</sup> Offense: Immediate suspension and probability of Dismissal from KIMEP University
2	Groundless accusation	1 <sup>st</sup> Offense: Mandatory Counseling and Disciplinary Probation 2 <sup>nd</sup> Offense: Immediate suspension and probability of Permanent Expulsion from KIMEP University
3	Being found in possession of any kind of weapon (For example: a knife, firearm, or club).	1 <sup>st</sup> Offense: Mandatory Counseling and Disciplinary Probation 2 <sup>nd</sup> Offense: Immediate suspension and probability of Permanent Expulsion from KIMEP University
4	Alcohol Intoxication/Possession Unlawful Substances on Campus	1 <sup>st</sup> Offense: Immediate confiscation of the substance by security personnel. Mandatory Counseling and Disciplinary Probation

		2 <sup>nd</sup> Offense: suspension and probability of permanent expulsion.
5	Smoking is banned at KIMEP University (cigarettes, electronic cigarettes, water pipes etc.). Violating of smoking policy anywhere at KIMEP University Campus is prohibited.	Immediate confiscation of cigarettes by security personnel 1 <sup>st</sup> Offense: Disciplinary Probation 2 <sup>nd</sup> Offense: Immediate suspension and probability of a one year expulsion 3 <sup>rd</sup> offense: suspension and probability of permanent expulsion.
6	Vandalism or deliberate damage to KIMEP University property or the property of other individuals	1 <sup>st</sup> Offense: Disciplinary Probation 2 <sup>nd</sup> Offense: Automatic Suspension or Dismissal
7	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.)	1 <sup>st</sup> Offense: Mandatory Counseling and Disciplinary Probation 2 <sup>nd</sup> Offense: Automatic Suspension or Dismissal
8	Littering On Campus Grounds (This would include the improper disposal of cigarette butts, chewing gum, and other trash)	1 <sup>st</sup> Offense: Verbal Warning 2 <sup>nd</sup> Offense: Community Service (Cleaning Campus)
9	The playing of cards for the purpose of gambling and/or gambling on campus grounds	1 <sup>st</sup> Offense: Verbal warning & immediate confiscation of cards by KIMEP University Official 2 <sup>nd</sup> Offense: Mandatory Counseling and Disciplinary Probation 3 <sup>rd</sup> Offense: Automatic Suspension or Dismissal
10	Falsification of medical certificates/documents	1 <sup>st</sup> Offense: Disciplinary Probation 2 <sup>nd</sup> Offense: Automatic Suspension or Dismissal
11	Campus Cleanliness	1 <sup>st</sup> Offense: Community service up to 4 hours on campus under the supervision of the Office of Student Affairs. 2 <sup>nd</sup> Offense: Community service up to 10 hours on campus under the supervision of the Office of Student Affairs. 3 <sup>rd</sup> Offense: Disciplinary Probation. 4 <sup>th</sup> Offense: Automatic Suspension for one semester from KIMEP University. 5 <sup>th</sup> Offense: Automatic Suspension from KIMEP University within the parameters of the prior offense.

**Note: For other actions, which are not specified in the list above will also be subject to Disciplinary Committee penalties.**

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. (Faculty or Employee misconduct cases are reviewed in accordance with Faculty Code of Practice and Employees Hand Book).

Violations of published laws; policies or rules and regulations may subject violators to appropriate disciplinary action by KIMEP University authorities. All non-academic personal behavior cases shall be reported to the Student Affairs Disciplinary Committee.

The Student Affairs Integrity Committee has the jurisdiction to investigate any non academic student violations of rules and regulations of the institution. The Student Affairs Disciplinary Committee members shall be the Executive Director of Student Affairs, one faculty member from each College/School, nominated by the Dean, and representative of Financial Aid, International Office, and three KSA representatives.

The rotating chair position will change each academic year. 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.

The student(s) named in the complaint will be told to attend a meeting of the SADC in most cases three days in advance. Exceptions to this policy may occur if an emergency situation exists. The student(s) MUST appear at this meeting. Failure to do so without giving advance notice of extenuating circumstances is taken as an admission of guilt.

The SADC 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 SADC makes a decision.

A simple majority constitutes a decision. The Chairperson has the casting vote in the event of a tie.

The person(s) about whom the complaint was lodged is then notified in writing within five days of the Committee decision after signing the minutes of SADC hearings.

Upon the issuing reprimand or dismissal/suspension letter, the decision must be immediately obeyed. Failure to do this will open the person penalized to further disciplinary action.

All appeals must be submitted to the office of Provost and General Deputy to the President within one week of the decision of the SADC. Provost and General Deputy to the President will create an appeal committee. The decision of this Committee is final.

**Actions of the committee**

The SADC 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.

**Dismissal**

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.

**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. In case of serious damage 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 SADC.

**STUDENT ACADEMIC CODE OF BEHAVIOR**

Student academic behavior at KIMEP University should support the principle of freedom of expression for both instructors and students. The university respects the rights of instructors to teach and students to learn. Any action that impedes these rights is prohibited. The expectation is that students:

1. Arrive on time for class (after 10 minutes instructors have the right to refuse entry if instructor arrives on time for the start of class).
2. Obtain the instructor's permission if there is a legitimate need to leave class early.
3. Turn off all mobile phones and electronic devices if requested to do so by instructor. (Instructors have the right to confiscate mobile phones that have not been turned off for the remainder of the class period.)
4. Refrain from talking to other students except during structured classroom activities. (Instructors have the right to direct offending students to leave the classroom.)
5. Refrain from making disruptive noises such as slamming doors.
6. Behave in a respectful manner towards the instructor and other students. (Incidents of insulting behavior and/or use of offensive language or gestures can be forwarded to a disciplinary committee for sanctions.)
7. Respect the opinions and beliefs of others even if there is disagreement.

These guidelines are appropriate for all academic situations whether in lectures, seminars, tutorials, or in interaction in instructor office.

## **Disruptive Classroom Behavior Policy**

Students are not permitted to engage in classroom behavior that interferes with the instructor's ability to conduct the class or with the ability of other students to profit from the instruction. An individual engaging in disruptive classroom behavior will be subject to: First offense: warning from instructor. Second offense: removal from class. Third offense: sanction by the College Disciplinary Committee.

"Disruptive," as applied to the academic setting, means verbal and other behavior in the classroom that a reasonable faculty member would judge as contrary to normal academic functions. Examples include, but are not limited to, speaking persistently without being recognized, frequently interrupting other speakers, constantly making statements that are off the topic, use of intimidation, physical threats, harassing behavior, use of mobile telephones, personal insults, physical contact, and refusal to comply with faculty direction. The institution reserves the right to move directly to removal from class or sanction by the College Disciplinary Committee, depending on the nature and severity of the misconduct.

## **Class Attendance Policy**

Students are expected to attend all classes. Instructors are responsible for upholding their college's attendance policy.

The instructor is responsible for informing students of attendance policies and the effect of attendance on their grade during one of the first two class sessions. The student is responsible for knowing the college's policy.

Only the instructor can approve a student's request to be absent from class. Violation of the instructor's attendance policy may result in lowered grades or in an instructor-initiated withdrawal from the course. In the event of a dispute, the matter may be reported to the College Disciplinary Committee.

## **Make-up Class Policy**

All contact hours declared in the schedule shall be maintained (for example, for a three credit course, 45 contact hours is typically expected). The academic department and faculty monitor the completion of required contact hours. KIMEP University recognizes the official holidays of the Republic of Kazakhstan. With the purpose of maintaining the excellence in education, both instructors and students of KIMEP University are expected to follow the class make-up policies:

1. Make-up days for all class cancellations due to official holidays are scheduled in the annual academic calendar. Make-up class schedule may fall on the weekends due to the limited flexibility of academic scheduling. Please refer to the Academic Calendar and make hall reservations. However, the offered schedule is flexible and can be changed for a more suitable time for instructors and students. Make-up classes are monitored by the department chairs and deans.
2. When an Instructor cancels a class due to the sick leave, conference trip, or any authorized absence, a make-up class is expected. The class should be scheduled, taking into consideration both instructor's and students' time. Make-up classes are monitored by the department chairs and deans.
3. Class cancellations by the University or instructor due to the weather or unexpected circumstances should be made up. Depending on the case, the scheduling is made either by the institution or instructors. Make-up classes are monitored by the department chairs and deans.

## **Examination Rules**

Effective proctoring of exams is crucial for the reputation and integrity of the student evaluation system. To ensure the integrity of exams:

1. Proctors have the right to demand ID cards upon entrance to the examination room or at any time during the exam.
2. All coats, bags, brief cases and other materials must be placed in the designated area, usually adjacent to the senior proctor's table.
3. All reference books, materials, papers, magazines and journals must be deposited at the senior proctor's table. Unless otherwise indicated, they must not be within the sight or reach of students.
4. Students may not borrow anything from other students.

5. It is the students' responsibility to know whether translation dictionaries are permitted or not.
6. Possession of unauthorized notes or reference material whether referred to or not, may be taken as proof of cheating regardless of their nature.
7. Students may not leave the room once the examination has started for any reason. Students leaving the examination room will not be allowed to return. Students are advised to use the restrooms immediately before an examination.
8. Talking to anyone other than the proctor in the examination room is not permitted.
9. Student may not use cell phones, pagers or any text messaging devices.
10. Students must stop working at the end of the time allowed for the exam. Continuing to work on the exam after the allotted time is considered as cheating.
11. Communicating answers to other students is as serious as receiving answers. Students who assist others are subject to disciplinary action and penalties.

### **Academic Integrity/Violations Policy**

University considers academic integrity to be essential for students' intellectual development. Incidents of academic dishonesty/violations can also seriously damage the reputation of the university.

KIMEP University requires all students, faculty and staff to accept responsibility to pursue academic research and learning in an honest and ethical manner. Any and all behavior that leads to academic dishonesty is strictly forbidden.

### **Zero Tolerance Policy**

KIMEP University has a "zero tolerance" policy for all forms of academic dishonesty. "Zero tolerance means no rule (academic or extra curricular) violation will be accepted". Zero tolerance applies to homework, quizzes, assignments, papers, presentations and midterm exams, the same as for final exams. Zero tolerance applies to admission and diagnostic tests, the same as for classroom assessments. And zero tolerance applies to faculty the same as to students. Faculties are expected to lead by example.

### **Plagiarism**

Plagiarism is a form of academic dishonesty. Plagiarism is defined as submitting someone else's work as one's own. Plagiarism occurs when a person:

1. Directly copies one or more sentences of another person's written work without acknowledgment.
2. Closely paraphrases one or more paragraphs without acknowledgment of the origin of the ideas.
3. Uses facts, figures, drawings or charts without acknowledging the source.
4. Fails to put a word for word citation in quotation marks assuming that referencing the source is sufficient (i.e. a referenced work created by "cut" and "paste").
5. Turns in an assignment done by someone else.

### **Levels of Academic Violations**

Incidents of academic dishonesty/violations can be classified into different levels depending on the seriousness of the action.

**Level 1 incidents** are situations in which the dishonesty would have only a small impact on the person's academic record. Examples would be falsifying an attendance sheet, copying a homework assignment, copying from another student's answer sheet during a quiz, or instances of plagiarism where only a part of an assignment is plagiarized. Dishonest behavior on an exam, quiz or assessment activity that counts for 10% or less of the total assessment is level 1 dishonesty.

**Level 2 incidents** are intentional and preplanned. The outcome of the dishonesty is significant enough that it might have an impact on a final grade or on some desired outcome. Examples include preparation and/ or use of



cheat notes during an exam, communicating or receiving answers during an exam, submitting papers or assignments done by others, plagiarism, falsifying documents and/or forging approval signatures.

**Level 3 incidents** are serious incidents of dishonesty. Examples of level 3 dishonesty are gaining access to copies of upcoming examinations, gaining access to student records and changing grades or scores, falsifying academic records or documents, taking an exam for someone else or having someone else take one's exams, presenting a false identification or fraudulent documents.

**Level 4 incidents** are most serious and include criminal activity related to academic performance. Examples include theft and distribution of upcoming exams, bribery of faculty or staff to provide information or to change data, selling exam answers, gaining unauthorized access to data and/or computer systems and stealing information or changing data.

**Review Procedures** (see also flow chart for the review process)

When an incident of academic dishonesty occurs, the faculty or staff member should respond to the situation immediately upon becoming aware of the dishonesty.

For level 1 violations the faculty member or person responsible may handle the academic dishonesty at a personal level. If the person(s) involved accept the decision or penalty, then no further action is required. If the people accused of academic dishonesty disagree with the penalty or feel that the charge of academic dishonesty is incorrect, they may request a hearing with the College Academic Integrity Committee. If second offense for level 1 violation, then instructor informs department chair in writing.

For incidents of dishonesty at level 2 or higher, the faculty member or person responsible should submit a report of the dishonesty to the department chair immediately upon becoming aware of the dishonesty.

Any incident which has an impact of more than 10 percent of a grade is automatically level 2 and must be reported. Normally the report is submitted to department chair of the college responsible for the course in which the student is enrolled. If an incident involves persons from more than one School or College, then the Vice President of Academic Affairs will decide which committee is the most appropriate committee to hear the case.

Upon receiving the incident report, the chair of the College Academic Integrity Committee notifies the person of the charge of academic dishonesty and indicates the time and date of the next committee meeting. The College Academic Integrity Committee evaluates the evidence, determines whether or not academic violations have occurred and determines an appropriate penalty. If further investigation is necessary, the committee may meet several times in order to determine the outcome of a case.

People accused have the right to appear before the committee and to make statements to the committee. The accused also have the right to counsel and to have others speak on their behalf.

The academic integrity committee should examine the record of academic violations (if applicable) of the accused to determine an appropriate penalty. Once a decision has been reached, the College Disciplinary Committee must report in writing by letter the findings to the instructor, the student and the Registrar within 5 working days (excluding holiday and break periods).

Students have the right to appeal the decision of a College Academic Integrity Committee to the University Academic Integrity Committee.

The appeal should be submitted in writing to the Academic Affairs Office within 5 working days (excluding holiday and break periods) of receipt of the written letter of the College Academic Integrity Committee. If the appeal has a basis on the grounds of new evidence or due process violations, the appeal is heard by the KIMEP University Academic Integrity Committee. In order to have the appeal heard, the defendant must state a specific reason: a) new evidence not considered by the college/school academic integrity committee has been provided or b) due process violations occurred. A defendant may not use the appeal process to simply plead for a lighter sanction.

The KIMEP University Academic Integrity Committee may uphold the decision of the College Disciplinary Committee, may return the case to the CDC to be reheard, or may render a revised decision on it own. The decision of the KIMEP University Disciplinary Committee is final.

## **Penalty Guidelines**

The appropriate penalty for an incident of academic dishonesty depends on the level of the academic dishonesty and on the person's record. Individuals involved in multiple incidents of academic dishonesty should be given harsher sentences with each additional incident of dishonesty.

**For a Level 1 offense**, appropriate penalties are:

- A grade of zero (o) for the assignment. The o is used in the calculation of the final grade.
- A reduction in the grade for the course.
- Additional coursework or a project to encourage ethical behavior..

**For a Level 2 offense** penalties may include:

- A grade of zero (o) for the assignment. The o is used in the calculation of the final grade.
- A reduction in the grade for the course.
- A grade of "F" for the course. (In such cases the student may not withdraw from the course.)
- Suspension for one semester.
- Additional coursework or a project to encourage ethical behavior.

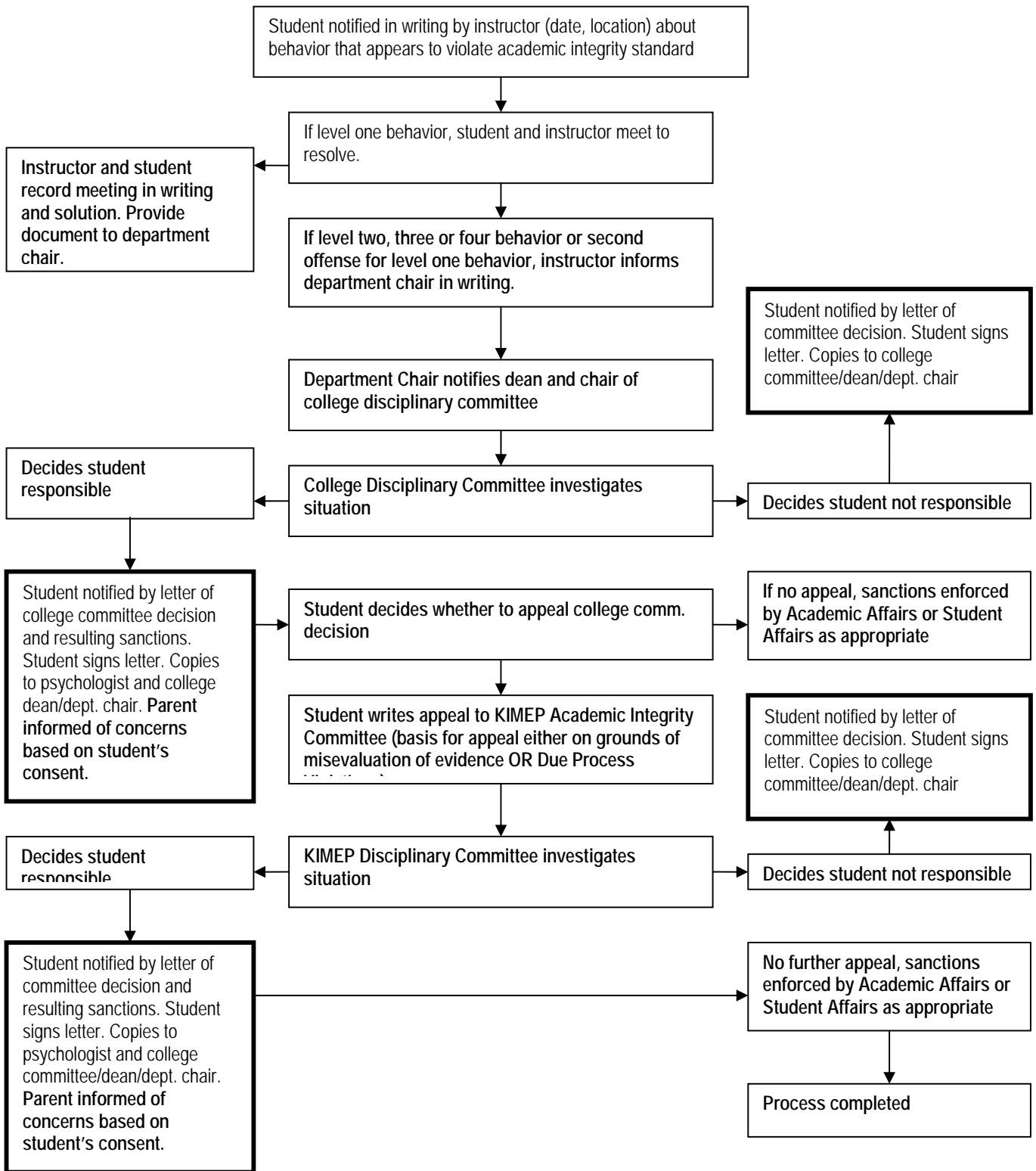
**For a Level 3 offense**, penalties may include:

- A grade of "F" for the course. (In such cases the student may not withdraw from the course.)
- Forced withdrawal from all courses for the current semester.
- Suspension for one to three semesters.
- Expulsion from KIMEP University.
- Additional coursework or a project to encourage ethical behavior.

**For a Level 4 offense**, penalties may include:

- Forced withdrawal from all courses for the current semester.
- Suspension for 1 - 2 years.
- Expulsion from KIMEP University. Students who received sanctions from an academic disciplinary committee are placed on academic integrity probation for a minimum of one semester.

## **Review process for the College Academic Integrity and KIMEP Academic Integrity Committees**



## **PART VII. ACADEMIC UNITS**

### **BANG COLLEGE OF BUSINESS**

#### **ADMINISTRATION**

Dean  
Jay Ho Young Lee, Ph.D.

Office: # 302-7 (Dostyk bld.)  
Tel: +7 (727) 2704440, ext. 2255  
e-mail: [jayhylee@kimep.kz](mailto:jayhylee@kimep.kz)

Associate Dean of Graduate Programs  
Dewan MD Zahurul Islam, Ph.D.

Associate Dean of Undergraduate Programs  
Balzhan Zhussupova, Ph.D.

Associate Dean for EEC Administration  
Muhammad Nadeem Khalid, Ph.D.

Director of Research Centre  
TBA

Director of KIMEP Center for Entrepreneurship & Innovation  
TBA

Chair, Department of Accounting and Finance  
Bibigul Zhakupova, MA

Chair, Department of Management and Marketing  
TBA

Director of Student Recruitment for MBA and EMBA  
Bakytgul Tundikbayeva, 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), Master of Marketing, Master of Finance, Master of Accounting and Audit 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 acquired a full membership in the European Foundation for Management Development (EFMD) and will prepared 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 and specialized Master 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 1600 undergraduate students, 400 master students and 24 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 five undergraduate degree programs with various specializations, five graduate Master's degree programs, and a Doctor of Philosophy (Ph.D). The degree programs are:

- Bachelor of Accounting and Audit (BACTA)
- Bachelor of Finance (BFIN)
- Bachelor of Management (BMGT)
- Bachelor of Marketing (BMKT)
- Bachelor of Information Systems (BIS)
- Bachelor of Global Logistics and Supply Chain Management
- Bachelor of Tourism and International Hospitality
- Masters of Business Administration (MBA)
- Master of Finance (MFIN)
- Master of Accounting and Audit (MACTA)
- Master of Marketing (MMKT)
- Executive Masters of Business Administration (EMBA)
- Doctor of Philosophy (Ph.D) in Accounting and Audit
- Doctor of Philosophy (Ph.D) in Finance
- Doctor of Philosophy (Ph.D) in Marketing
- Doctor of Philosophy (Ph.D) in Management

### **DEPARTMENT OF ACCOUNTING AND FINANCE**

Chair, Bibigul Zhakupova  
Office No: 314 Dostyk Building  
Tel.: +7 (727) 270-44-40 (Ext: 2062)  
[zbibigul@kimep.kz](mailto:zbibigul@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 be 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, Master of Finance and Master of Accounting and Audit at the Master 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.

## **DEPARTMENT OF MANAGEMENT AND MARKETING**

Chair, TBA

Office No: 328 /Dostyk

Tel: +7 (727) 270 44 40 (Ext.)

[E-mail: conrad@kimep.kz](mailto:conrad@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 will 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 and Master of Marketing at the Master 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.

## **RESEARCH CENTER AT BCB**

Director, TBA

Office No: /Dostyk

Tel: +7 (727) 270 44 40 (Ext. )

[bcb-research@kimep.kz](mailto:bcb-research@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.

## **CENTER FOR ENTREPRENEURSHIP & INNOVATION AT BCB**

TBA

Office No: / Dostyk

Tel: +7 (727) 270 44 40 (Ext. )

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](http://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.

## **EXECUTIVE EDUCATION CENTER (EEC)**

### **ADMINISTRATION**

Nadeem Khalid, PhD

Associate Dean of BCB for EEC

Office: #102 (Executive Education Center bld.)

Tel: +7(727) 237 47 86

Fax: +7(727) 237-48-02,

E-mail: [nadeem.k@kimep.kz](mailto:nadeem.k@kimep.kz)

Website: <http://www.kimep.kz/eec/>



## **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 too 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 University<sup>9</sup> 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, 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), the first major initiative of EEC funded by USAID. The success of IIB encouraged KIMEP to engage in further outreach to the financial sector, and many successful programs followed. 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.

---

<sup>9</sup> 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 known as KIMEP Continuing Education Department.

EEC has also made a considerable contribution to the development of Kazakhstan's oil and gas industry. 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 then, 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 seven 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 Results." 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, 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 and Mini MBA Programs exceeded quality requirements of the Foundation for International Business Administration Accreditation (FIBAA) and have recently been re-accredited for seven years without any conditions by this agency from 2018 until 2025. Before re-accreditation in November 2017, the FIBAA accredited both EEC programs in 2012.

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'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.

Executive MBA program was accredited by AQAAA (The Agency for Quality Assurance and Accreditation Austria). EDUNIVERSAL Masters ranking the best Masters and MBA programs worldwide listed KIMEP EMBA in Top 200 best master programs worldwide in nine EDUNIVERSAL geographical regions.

The accreditations and ranks received by the Executive Education Center programs is another milestone in KIMEP University's quest to offer truly world-class education.

## **The Executive Education Center Programs and Offerings**

- ✓ Executive Master of Business Administration (EMBA)
- ✓ Professional Development and Certificate Program (PDCP) and Mini-MBA
- ✓ Leadership Development Program (LDP)
- ✓ Advanced Management Program (AMP)
- ✓ International Professional Certification Programs: The Chartered Financial Analyst (CFA) Program, Advanced Diploma in Taxation (ADIT)
- ✓ EEC partnerships and Center sponsored conferences, forums, clubs, roundtables, workshops.

## **PROFESSIONAL DEVELOPMENT AND CERTIFICATE PROGRAM (PDCP)**

Office: #101 (Executive Education Center bld.)

Tel: +7(727) 270-43-00, 270-43-01

Fax: +7(727) 237-48-02, 237-48-03

E-mail: [pdp\\_asst@kimep.kz](mailto:pdp_asst@kimep.kz); [abgd@kimep.kz](mailto:abgd@kimep.kz)

Website: [www.kimep.kz/eec](http://www.kimep.kz/eec); <https://www.kimep.kz/eec/professional-development/>

### **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.

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 everyday 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.

### **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 in the following list of area specialization.

#### **List of Areas of Specialization**

- ✓ Finance and Accounting
- ✓ Marketing and Sales
- ✓ Management
- ✓ Human Resource Management
- ✓ Administrative and Secretarial Skills
- ✓ Applied IT Courses for Business
- ✓ Leadership

#### **List of Courses offered in area of specialization**

<b>Area of Specialization</b>	<b>List of courses</b>
<b>Finance/Accounting:</b>	<ol style="list-style-type: none"> <li>1. Accounting/Finance Principles</li> <li>2. Budgeting, Planning and Controlling</li> <li>3. Managerial/Cost Accounting</li> <li>4. Corporate Finance</li> <li>5. Financial Statements: How to Develop, Read and Interpret</li> <li>6. International Financial Reporting System</li> <li>7. Taxation and VAT</li> <li>8. Financial Performance Analysis</li> <li>9. Financial Statement Analysis Using EXCEL</li> <li>10. Financial Accounting</li> <li>11. Auditing</li> <li>12. Financial Modeling &amp; Data Analysis in Microsoft Excel</li> </ol>
<b>Marketing and Sales:</b>	<ol style="list-style-type: none"> <li>1. Fundamentals of Marketing</li> <li>2. Strategic Marketing</li> <li>3. Effective Business Communication Skills</li> </ol>

	<ol style="list-style-type: none"> <li>4. Marketing Research</li> <li>5. Sales from Start to Finish</li> <li>6. E – Marketing</li> <li>7. Services/Consumer Marketing</li> <li>8. Making Successful Presentations</li> <li>9. Effective Negotiation Skills</li> <li>10. Brand Management</li> </ol>
<b>Management:</b>	<ol style="list-style-type: none"> <li>1. Essential Management Skills</li> <li>2. Accounting/Finance Principles</li> <li>3. Finance and Accounting for Non-Financial Managers</li> <li>4. Total Quality Management</li> <li>5. Effective Business Communication Skills</li> <li>6. Conflict and Stress Management</li> <li>7. Making Successful Presentations</li> <li>8. Effective Negotiation Skills</li> <li>9. Project Management</li> <li>10. Team Building</li> <li>11. Managing Innovations</li> <li>12. Decision Making in Challenging Environments</li> <li>13. Legal and Regulatory Issues on Tenders</li> <li>14. Business Plan Development</li> <li>15. Small Business and Entrepreneurship</li> <li>16. Financial Performance Analysis</li> </ol>
<b>Human Resource Management:</b>	<ol style="list-style-type: none"> <li>1. Fundamentals of HRM</li> <li>2. RK Labor Code and Regulations</li> <li>3. Effective Business Communication Skills</li> <li>4. Conflict and Stress Management</li> <li>5. Performance Appraisal</li> <li>6. Motivation</li> <li>7. Team Building</li> <li>8. Compensation: Effective Reward Programs</li> <li>9. HR Document Maintenance: Monitoring and Legal Support</li> </ol>
<b>Administrative and Secretarial Skills:</b>	<ol style="list-style-type: none"> <li>1. Skills for Success: Guide for Secretaries and Administrative Assistants</li> <li>2. Customer Service</li> <li>3. Effective Business Communication Skills</li> <li>4. Telephone Selling</li> <li>5. Conflict and Stress Management</li> <li>6. Time Management</li> <li>7. Essential Management Skills</li> <li>8. Team Building</li> <li>9. Making Successful Presentations</li> <li>10. Archive/Documentation Administration and Legislation</li> </ol>
<b>Applied IT Courses for Business:</b>	<ol style="list-style-type: none"> <li>1. Database Maintenance (Microsoft Access)</li> <li>2. Advanced EXCEL</li> <li>3. Auto CAD for Businesses</li> <li>4. Data Analysis Using SPSS</li> <li>5. MS Project</li> <li>6. Multimedia Technologies to Develop Presentations</li> <li>7. E-document Circulation and ERP System for Management</li> <li>8. Financial Statement Analysis Using EXCEL</li> <li>9. Financial Modeling &amp; Data Analysis in Microsoft Excel</li> </ol>
<b>Leadership:</b>	<ol style="list-style-type: none"> <li>1. Finance Management I.</li> <li>2. Change Management</li> </ol>

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

## MINI MBA PROFESSIONAL DIPLOMA

### 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), maintain sustainability and transparency to keep shareholders / investors informed about the business.
- ✓ Identify theories and concepts which underlie cost accounting and budgeting related to real business activities to apply to financial sustainability 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.
- ✓ Access, 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 labor relationships in the organization.

#### 1. Mini – MBA specialization in Management

Course Code	Course Title	ECTS
	<b>Foundation Management (core)</b>	<b>5</b>
<b>Module 1</b>	Finance and Accounting for Non-Financial Managers	
<b>Module 2</b>	Principles of Management	
	<b>Economics (core)</b>	<b>5</b>
<b>Module 3</b>	Business Microeconomics	
<b>Module 4</b>	Business Macroeconomics	
	<b>Organizational Behavior and Development (core)</b>	<b>5</b>

<b>Module 5</b>	Basics of Human Resources Management	
<b>Module 6</b>	Organization Behavior	
	<b>Business Communication (core)</b>	<b>5</b>
<b>Module 7</b>	Presentation and Public Speaking	
<b>Module 8</b>	Win – Win Negotiation	
	<b>Electives</b>	
	<b>Leadership and Ethics Development</b>	<b>5</b>
<b>Module 9</b>	Leader and Team	
<b>Module 10</b>	Situational Leadership	
	<b>Managing People</b>	<b>5</b>
<b>Module 11</b>	Conflict and Stress Management	
<b>Module 12</b>	Time Management	
	<b>Project Management</b>	<b>5</b>
<b>Module 13</b>	Principles of Project Management	
<b>Module 14</b>	Decision Making	
	<b>Strategic Management</b>	<b>5</b>
<b>Module 15</b>	Strategic Business Planning	
<b>Module 16</b>	Strategic Management	
	<b>Employer – Employee Relation Management</b>	<b>5</b>
<b>Module 17</b>	Delegation and Motivation	
Module 18	Performance Appraisal and Employee Promotion	

## 2. Mini – MBA specialization in Human Resource Management

Course Code	Course Title	ECTS
	<b>Foundation Management (core)</b>	<b>5</b>
<b>Module 1</b>	Finance and Accounting for Non-Financial Managers	
<b>Module 2</b>	Principles of Management	
	<b>Economics (core)</b>	<b>5</b>
<b>Module 3</b>	Business Microeconomics	
<b>Module 4</b>	Business Macroeconomics	
	<b>Organizational Behavior and Development (core)</b>	<b>5</b>
<b>Module 5</b>	Basics of Human Resources Management	
<b>Module 6</b>	Organization Behavior	
	<b>Business Communication (core)</b>	<b>5</b>
<b>Module 7</b>	Presentation and Public Speaking	
<b>Module 8</b>	Win – Win Negotiation	
	<b>Electives</b>	
	<b>Foundation Human Resource Management</b>	<b>5</b>
<b>Module 9</b>	Hiring: Interview, Selection, Adaptation/ Induction	
<b>Module 10</b>	Kazakhstan Labor Code and Regulations	
	<b>Managing Subordinates</b>	<b>5</b>
<b>Module 11</b>	Delegation and Motivation	
<b>Module 12</b>	Team Building	
	<b>Decision Making</b>	<b>5</b>
<b>Module 13</b>	Performance Appraisal and Promotion	
<b>Module 14</b>	Compensation	
	<b>Document E-Risk Management</b>	<b>5</b>

<b>Module 15</b>	Document Record Maintenance and Archiving	
<b>Module 16</b>	Document E-Risk Management	
	<b>Employer – Employee Relation Regulation</b>	<b>5</b>
<b>Module 17</b>	Labor Safety and Health Protection	
<b>Module 18</b>	Labor Contract Regulation. Problems of Contract Law	

### 3. Mini – MBA specialization in Finance and Accounting

Course Code	Course Titles	ECTS
	<b>Foundation Management (core)</b>	<b>5</b>
<b>Module 1</b>	Finance and Accounting for Non-Financial Managers	
<b>Module 2</b>	Principles of Management	
	<b>Economics (core)</b>	<b>5</b>
<b>Module 3</b>	Business Microeconomics	
<b>Module 4</b>	Business Macroeconomics	
	<b>Organizational Behavior and Development (core)</b>	<b>5</b>
<b>Module 5</b>	Basics of Human Resources Management	
<b>Module 6</b>	Organization Behavior	
	<b>Business Communication (core)</b>	<b>5</b>
<b>Module 7</b>	Presentation and Public Speaking	
<b>Module 8</b>	Win-Win Negotiations	
	<b>Electives</b>	
	<b>Finance and Accounting: Theory and Applications</b>	<b>5</b>
<b>Module 9</b>	Corporate Finance	
<b>Module 10</b>	Managerial Accounting	
	<b>Financial Reporting</b>	<b>5</b>
<b>Module 11</b>	Financial Statement Analyses	
<b>Module 12</b>	International Financial Reporting Standards	
	<b>Risk Management</b>	<b>5</b>
<b>Module 13</b>	Operations Risk Management	
<b>Module 14</b>	Investment Risk Management	
	<b>Decision Making</b>	<b>5</b>
<b>Module 15</b>	Budgeting, Planning and Controlling	
<b>Module 16</b>	Auditing	
	<b>Applied IT</b>	<b>5</b>
<b>Module 17</b>	Financial Analyses Using Excel	
<b>Module 18</b>	<b>Financial Modelling and Data Analyses in Excel</b>	

### 4. Mini – MBA Specialization in Marketing and Sales

Course Code	Course Title	ECTS
	<b>Foundation Management (core)</b>	<b>5</b>
<b>Module 1</b>	Finance and Accounting for Non-Financial Managers	
<b>Module 2</b>	Principles of Management	
	<b>Economics (core)</b>	<b>5</b>
<b>Module 3</b>	Business Microeconomics	
<b>Module 4</b>	Business Macroeconomics	
	<b>Organizational Behavior and Development (core)</b>	<b>5</b>
<b>Module 5</b>	Basics of Human Resources Management	
<b>Module 6</b>	Organization Behavior	



	<b>Business Communication (core)</b>	<b>5</b>
<b>Module 7</b>	Presentation and Public Speaking	
<b>Module 8</b>	Win – Win Negotiations	
	<b>Electives</b>	
	Fundamentals of Marketing	<b>5</b>
<b>Module 9</b>	Contemporary Marketing	
<b>Module 10</b>	E - Marketing	
	<b>Market Oriented Strategy</b>	<b>5</b>
<b>Module 11</b>	Strategic Marketing	
<b>Module 12</b>	Strategic Marketing Planning	
	<b>Product and Brand Strategy</b>	<b>5</b>
<b>Module 13</b>	Brand Management	
<b>Module 14</b>	New Product Development	
	<b>Business Development and Promotion</b>	<b>5</b>
<b>Module 15</b>	Consumer Behavior	
<b>Module 16</b>	Marketing Research	
	<b>Customer Service</b>	<b>5</b>
<b>Module 17</b>	Customer Care	
<b>Module 18</b>	<b>Conflict and Stress Management</b>	

## **LEADERSHIP DEVELOPMENT PROGRAM (LDP)**

Office: # 109 (Executive Education Center bld.)

Tel: +7 (727) 237-47-87 (1034)

Fax: +7 (727) 300 5777, 237 4785,

E-mail: [m.izbassarova@kimep.kz](mailto:m.izbassarova@kimep.kz)

Website: <http://www.kimep.kz/eec/>

### **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 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.

### **Language of instruction**

KIMEP faculty members teaching at Leadership Development Program conduct the academic part of the class session in English. However, the format of the program is designed in a way to attract, additionally to academic hours, business leaders from different sectors to share their professional experience with students. Due to the specifics of the Kazakhstani market, the guest speakers may speak either in English or Russian language at their discretion during guest lectures given at the program.

### **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

### **Bachelor of Management: 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 Leadership:

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

Please see the Bachelor of Management Program Curriculum for details.

### **Bachelor Programs: Minor in Leadership**

Each bachelor degree program has an option for various minors. Minor in Leadership requires a set of courses as listed in the table below. However, non-BCB Bachelor students need to take, in addition to courses required for Minor in Leadership, MGT3001 Principles of Management and one Management elective.

A student cannot 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.

Minor in Leadership (all 3 courses)	LDP3201	Leadership: Principles and Best Practices	3
	LDP4201	Leadership: Making Principles Work	3
	LDP4202	Leadership in Action	3

### **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, National Bank of the Republic of Kazakhstan, KEGOC, IWEP, PwC, MARS, Nestle Eurasia, Eurasian Bank, Halyk Bank, Eurasia Foundation, KPMG, Deloitte, Ernst & Young, JTI, Philip Morris, Danone, METRO Cash & Carry, Magnum, Ramstore, L'Oreal, Proctor & Gamble, Microsoft, Nokia, Kcell, Pedersen & Partners, HSBC, Toyota, Foodpanda, Siemens Kazakhstan, Al Hilal Bank, Kaspi Bank, CitiBank, Altyn Bank, 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.

### **INTERNATIONAL PROFESSIONAL CERTIFICATION PROGRAMS**

#### **PREPARATION TO THE UK EDUCATIONAL CERTIFICATION INSTITUTIONS IN KIMEP UNIVERSITY EEC:**

#### **INTERNATIONAL QUALIFICATIONS FROM LONDON CHAMBER OF COMMERCE AND INDUSTRY (LCCHQ)**

Office: #101 (Executive Education Center bld.)

Tel: +7(727) 270-43-00, 270-43-01

Fax: +7(727) 237-48-02, 237-48-03

E-mail: [pdp\\_asst@kimep.kz](mailto:pdp_asst@kimep.kz); [abgd@kimep.kz](mailto:abgd@kimep.kz)

Website: [www.kimep.kz/eec](http://www.kimep.kz/eec); <https://www.kimep.kz/eec/professional-development/>

Executive Education Center is the only official testing and preparation center of the LCCIEB in Central Asia and Kazakhstan.

LCCI English for Business Level 2 recommends 90 Guided Learning Hours (GLHs) designed to master business correspondence skills with particular attention given to sentence structure and appropriate vocabulary, clarity and logical sequence of ideas expressed, templates and other essential elements that contribute to effective business writing. 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) to deal with the challenges of business writing and speaking through easy to follow step-by-step approach, different case–studies and scenarios, and also the practical experience of both participants and trainer. 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.

### **KIMEP CERTIFICATE IN TAXATION PROGRAM (ADIT)**

Office: # 109 (Executive Education Center bld.)

Tel: +7 (727) 237-47-87 (1034)

Fax: +7 (727) 300 5777, 237 4785,

E-mail: [m.izbassarova@kimep.kz](mailto:m.izbassarova@kimep.kz)

Website: <http://www.kimep.kz/eec/>

Executive Education Center (EEC) at KIMEP University launched the professional education program – KIMEP Certificate in Taxation, which is offered in conjunction with international professional qualification in taxation “Advanced Diploma in International Taxation” (ADIT), which is administered by the UK based Chartered Institute of Taxation (CIOT).

The KIMEP Certificate in Taxation is offered as series of 3 courses provided in executive format, which are aimed as preparatory courses for the ADIT examination:

- International Tax Law (1st ADIT Paper)
- Tax Law in Kazakhstan (2nd ADIT Paper – in form of dissertation/paper)
- Taxation of Multinational Enterprises (3rd ADIT Paper – Transfer Pricing)

The program is offered to professionals in Taxation: Accountants, Corporate Tax Managers, Tax Preparers, Attorneys, and Financial Advisors, Government and Non Profit Financial Professionals, business students and others who have good technical skills and/or are interested in pursuing a course of study in taxation.

### **Learning Outcomes**

Upon completion of the program, the learners will be able to:

1. Identify the problems related to international taxation as well as develop comprehensive solutions;
2. Analyze the relevance of anti-avoidance provisions as well as the General Anti-Avoidance Rules and determine the implications on business operations of Multinational Enterprises;
3. Justify the purpose of government regulations such as taxes and tariffs and clarify the way it affects Multinational Enterprises' tax obligations and tax planning strategies;
4. Analyze real business cases, identify issues and design constructive detailed solutions;
5. Break down and carry out benchmarking of Kazakhstan's Legislation, International Tax Treaties, and Foreign Tax Legislation in the areas relevant to the Multinational Enterprises;
6. Comprehend the tax planning opportunities for Multinational Enterprises.

## **PREPARATION TO THE U.S. EDUCATIONAL CERTIFICATION INSTITUTIONS IN KIMEP UNIVERSITY EEC**

### **THE CHARTERED FINANCIAL ANALYST (CFA) PROGRAM**

Office: # 109 (Executive Education Center bld.)

Tel: +7 (727) 237-47-87 (1034)

Fax: +7 (727) 300 5777, 237 4785,

E-mail: [m.izbassarova@kimep.kz](mailto:m.izbassarova@kimep.kz)

Website: <http://www.kimep.kz/eec/>

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 to investment and financial professionals. KIMEP EEC prepares candidates for CFA examination. A candidate, who successfully completes the program (3 courses), sits the examination and on meeting all exam requirements, 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.

Timetable: Thursday evenings and Saturday mornings (65 academic hours in total)

Content of the course: regular learning sessions, test, mock exams and preparatory session.

## **CONFERENCES, CLUBS AND WORKSHOPS**

Office: # 109 (Executive Education Center bld.)

Tel: +7 (727) 237-47-87 (1034)

Fax: +7 (727) 300 5777, 237 4785,

E-mail: [m.izbassarova@kimep.kz](mailto:m.izbassarova@kimep.kz)

Website: <http://www.kimep.kz/eec/>

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. The Club functions in English and Russian languages.

### **International KIMEP HR Conferences**

The International HR Conferences in KIMEP "HRM Architecture Building" with a slogan "Train for superior results" are successfully held 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 EEC partner companies from industries, Almaty Akimat, guests from Russia, Kyrgyzstan, Uzbekistan 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: being a platform number 1 for marketers from industry to discuss, share the trends in marketing, brand management and communication. 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. The Club functions in English and Russian languages.

## **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); 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**

- ✓ KIMEP IETC and AES (American Energy Service Co)- 250 trainees
- ✓ LCCIIQ – KIMEP EEC yearly international certification
- ✓ KIMEP - Food Master (Corporate Executive MBA)
- ✓ 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 – KIMEP Project – 840 employees trained
- ✓ Borusan Makina Kazakhstan – KIMEP: The Leadership program of BMK is aimed at leadership profile and the MiniMBA Corporate trainings since 2010
- ✓ AMA – KIMEP – 361 trainees and 42 graduates awarded with certificates in Advanced Management
- ✓ Petro KZ & KIMEP - Specialization in Project Management in Oil and Gas
- ✓ KIMEP – Ministry of Defense of the Republic of Kazakhstan – Corporate Executive MBA
- ✓ KIMEP – KarazhanbasMunai (Aktau) – Corporate Executive MBA
- ✓ KIMEP – Aktau Sea Port – Corporate Executive MBA
- ✓ KIMEP – KazTransGas Corporation in Astana – Corporate Executive MBA
- ✓ Ramstore (Almaty)- KIMEP EEC – Corporate trainings
- ✓ Astana Akimat – KIMEP EMBA
- ✓ The President’s Administration – KIMEP EMBA
- ✓ Samruk Kazyna – KIMEP EEC
- ✓ KazEnergy (Astana) - KIMEP EMBA
- ✓ USKO (Almaty) – KIMEP cooperation via EMBA program
- ✓ Astana International Financial Center – KIMEP EEC

### **COURSE DESCRIPTIONS OF THE MINI-MBA PROGRAM**

#### **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 difference 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 analyze 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 behavior integrity. Attendees will understand how dangerous unrecognized 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 everyday 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.
- Analyze different methods of estimating a product's and company's competitiveness.
- Analyze 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 analyze 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 analyze financial performance.

### **Investment Analysis**

The purpose of this course is to introduce investment alternatives that are available today and develop an approach to analyze 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 optimize 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 behavior 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 Labor Code and Regulations**

The purpose of this course is to study the Labor Code of the Republic of Kazakhstan in order to manage labor relationships with relation to labor 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 labor 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.

## **COLLEGE OF SOCIAL SCIENCE**

### **ADMINISTRATION**

Office: # 503/505 (Valykhonov Bld.)  
Tel.: +7 (727) 270-43-40 (ext. 3266)  
Fax: +7 (727) 270-43-44  
e-mail:

[aigulb@kimep.kz](mailto:aigulb@kimep.kz) ;  
[zdinara@kimep.kz](mailto:zdinara@kimep.kz) ;  
[css\\_internship@kimep.kz](mailto:css_internship@kimep.kz)  
[www.kimep.kz/academics/css](http://www.kimep.kz/academics/css)

Acting Dean  
Gerald Pech, PhD

Associate Dean  
Aigul Adibayeva, CSc

Research Director  
Aliya Tankibayeva, PhD

Department of Public Administration  
Chair, Dennis Soltys, PhD

Department of International Relations & Regional Studies  
Interim Chair, Aigul Adibayeva, CSc

Department of Economics  
Chair, Eldar Madumarov, PhD

Department of Media & Communication  
Chair, Frederick Emrich, MA

## **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 our well qualified and experienced foreign and local faculty and visiting professors;
- 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.

## **DEPARTMENT OF ECONOMICS**

Department Chair

Eldar Madumarov, PhD

Office № 507 (Valikhanov Building)

Tel: +7 (727) 270-42-71, ext. 3071

e-mail: [madumarov@kimep.kz](mailto:madumarov@kimep.kz)

### **Mission Statement**

The Department of Economics provides Global-standard education in economics. The Department is a center of education with relevance to the region and beyond.

The Department's core mission is to train students to comprehend the structure and functioning of the Global economy, national economies, and reach a deep understanding of local social, business, and economic policy issues. The goal is to enable students to compete on an equal footing with graduates from top-ranking departments anywhere in the world. The graduates of Economics program lead and support decision making processes at all levels in business and government, by providing them theoretical and empirical frameworks of analysis, conceptual apparatus, and state-of-the-art techniques, to transcend cultural boundaries and parochialism.

The Department prepares students for a wide range of career choices in business and government, financial institutions – private and public – and non-governmental organizations as well as multilateral institutions. The Department provides students with educational and professional development via 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 our education in economics lies, however, in the flexibility with which our students can apply themselves, with rigor and clarity of thinking, by developing a framework of coherent investigation for each specific, new problem they may face.

### **Degree Programs**

The Department of Economics offers a Bachelors of Economics (BAE) at the undergraduate level, and a Master of Economics (MAE) for post graduate students.

## **DEPARTMENT OF MEDIA AND COMMUNICATIONS**

Department Chair

Frederick Emrich, MA

Office № 408 (Valikhanov building)

Tel.: +7 (727) 270-42-96, ext. 3115

e-mail: [femrich@kimep.kz](mailto:femrich@kimep.kz)

### **Mission Statement**

The Department of Media and Communications 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 our 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 DMC 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 Media and Communications 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 Media and Communications offers a Bachelor of Journalism and a Master of International Journalism.

## **DEPARTMENT OF PUBLIC ADMINISTRATION**

Department Chair  
Dennis Soltys, PhD  
Office № 306 (Valikhanov building)  
Tel.: +7 (727) 270-42-66, ext. 3049  
e-mail: [dsoltys@kimep.kz](mailto:dsoltys@kimep.kz)

### **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 which 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 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). The membership in NISPAcee qualifies the Department to apply for

accreditation of its programs by the European Association for Public Administration Accreditation (EAPAA).

### **Degree Programs**

The Department of Public Administration offers a Bachelor of Public and Municipal Administration for undergraduate students and a Master of Public and Municipal Administration for post graduate students. Both BPMA and MPMA programs of the department are accredited by the European Association for Public Administration Accreditation (EAPAA). KIMEP University is the first institution in Central Asia to achieve this recognition. The accreditation is valid for a period of seven years with effect from September 2012.

## **DEPARTMENT OF INTERNATIONAL RELATIONS AND REGIONAL STUDIES**

Department Chair  
Office # 512 (Valikhanov building)  
Tel: +7 (727) 270-42-12

### **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 – the Department is a member of the international consortium of universities and offers a joint Master’s degree - the Erasmus Mundus International Master in Central, Eastern European and Eurasian Studies program and Glasgow University, UK is a main coordinator of this 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:

- 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
- 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.
- To foster students’ critical and analytical thinking and to expand their linguistic, technical, research and communication skills.
- To analyze the core fields and sub-fields in the discipline through innovative teaching
- To develop student/faculty collaboration that allows students to attain the political literacy necessary for good citizenship.
- 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 International Relations (BIR) for undergraduate students and a Master in International Relations (MIR) for post graduate students.

## **THE CENTRAL ASIAN STUDIES CENTER (CASC)**

Director:

\*\*

Deputy Director:

Zharmukhamed Zardykhan, PhD

Facebook: CASC Almaty

Website: <http://www.casc.kz>



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) - led by the Department of International Relations and Regional Studies and including academics from all the four departments of the college - for fostering cooperation on research with international scholars.

## **CHINA AND CENTRAL ASIA STUDIES CENTER (CCASC)**

CCASC Acting Director:

Eldar Madumarov,

E-mail: [madumarov@kimep.kz](mailto:madumarov@kimep.kz)

CCASC Research Coordinator:

Akerke Nurgaliyeva

E-mail: [nurgaliyeva@kimep.kz](mailto:nurgaliyeva@kimep.kz)

Official website: [www.chinacentralasia.org](http://www.chinacentralasia.org)

The center aims to study the political, economic and social aspects of the growing Chinese engagement in Central Asian countries with the special focus on the implementation of the Silk Road Economic Belt/Belt and Road Initiative. It will conduct and facilitate research on:

- 1) Chinese direct investments in Central Asia;
- 2) Bilateral trade between China and Central Asian states and trade regimes;
- 3) Financial flows;
- 4) Labor migration and employment;
- 5) Impact of China's engagement on regional economic integration;
- 6) Best practices of Chinese economic and social reforms applicable in Kazakhstan/Central Asia.

The center was launched in December 2017 by KIMEP College of Social Sciences.

### **CCASC Advisory Board**

Bernt Berger, a Senior fellow and Head of Asia Programme at German Council on Foreign Relations.

Alexander Gabuyev, a Senior fellow and the chair of the Russia in the Asia-Pacific Program at the Carnegie Moscow Center.

Oraz Jandosov, the Director of RAKURS Center for Economic Analysis and Principle Partner of RAKURS Consulting Group LLP.

Marc Lanteigne, a Senior Lecturer at the Centre for Defence and Strategic Studies (CDSS), Massey University, Auckland, New Zealand.

Philippe Le Corre, a Senior Fellow with the Harvard Kennedy School's Mossavar-Rahmani Center for Business and Government and a Research Fellow with the Belfer Center for Science and International Affairs

### **CCASC Partners**

Rakurs Consulting Group LLP (Kazakhstan)

University of Agder (NO-UiA) (Norway)

## **THE SCHOOL OF LAW**

### **ADMINISTRATION**

Fred M. Isaacs, J.D., Dean

[f.isaacs@kimep.kz](mailto:f.isaacs@kimep.kz)

Laura Kamyspayeva, Law School Coordinator and Advisor

[lawcoord@kimep.kz](mailto:lawcoord@kimep.kz)

Yelena Glazova, Law School Coordinator  
[glazova@kimep.kz](mailto:glazova@kimep.kz)

Office: #120 New Academic Building  
Tel.: +7 (727) 271-72-72, ext. 2727  
Fax: +7 (727) 271-71-71, ext. 2728

## **GENERAL INFORMATION**

### **Statement of Purpose**

The School of Law provides undergraduate and graduate education in national and international law. It prepares students to take leadership and management roles in the development of the business economy, legal practice community and civil society in Kazakhstan and Central Asia.

### **Mission**

The mission of the School of Law is to provide students with a deep understanding of substantive Kazakhstani and international law, and of the role that national and international law play 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.

### **Profile**

The School of Law incorporates the best academic practices in teaching and scholarship as 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 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. 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.

### **Faculty**

The Faculty of the School of Law consists of foreign and local scholars and practitioners. The School of Law stresses high-quality teaching and aspires to advance knowledge through the development of research. Faculty members are actively engaged in research both in law and in related fields. The faculty publishes articles in international and national peer-reviewed journals and engages in the publication of books in their fields of expertise.

### **Degree Programs**

The School of Law offers two undergraduate programs: Bachelor of Laws and Bachelor of International Law and one graduate program: Master of International Law. In addition, the School of Law offers a Minor in Law to undergraduate students enrolled in other KIMEP colleges.

## **LEGAL CLINIC**

KIMEP Legal Clinic is a non-profit academic unit of the School of Law of KIMEP University serving the public interest. The Clinic is a provider of free legal services to the undeserved and disadvantaged in Almaty area and the Republic of Kazakhstan (online consultations). Supervised by Law School faculty members and practicing attorneys, law students interview clients, write legal memoranda, solve cases, draft documents, do all necessary paperwork to apply for different aid programs for their clients and also represent the clients in government

agencies. Currently, academic internship of law students is conducted exclusively on the platform of KIMEP Legal Clinic.

## **COLLEGE OF HUMANITIES AND EDUCATION**

### **DEPARTMENTS**

DEPARTMENT OF LEARNING AND TEACHING  
DEPARTMENT OF MODERN LANGUAGES AND TRANSLATION  
DEPARTMENT OF ENGLISH

### **PROGRAMS**

#### **UNDERGRADUATE DEGREE PROGRAM:**

BACHELOR OF ARTS IN FOREIGN LANGUAGE: TWO FOREIGN LANGUAGES (BAFL)  
BACHELOR OF ARTS IN TRANSLATION STUDIES (BATS)

#### **GRADUATE DEGREE PROGRAMS**

MASTER OF ARTS IN FOREIGN LANGUAGE: TWO FOREIGN LANGUAGES (TESOL)

### **ADMINISTRATION**

Dean  
Juldyz Smagulova, PhD, CSc  
Associate Professor

Associate Dean  
Karina Narymbetova, CSc, MA in TESOL

Office: #228, Dostyk Building  
Tel.: +7(727) 270-43-68/78 (ext. 2268/2261)  
E-mail: [marina.kim@kimep.kz](mailto:marina.kim@kimep.kz)  
[lc-asst@kimep.kz](mailto:lc-asst@kimep.kz)  
[www.kimep.kz/academics/lc](http://www.kimep.kz/academics/lc)  
Instagram: #kimeplc

#### **Statement of Purpose**

The College of Humanities and Education 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 College also offers three academic programs aimed at preparing language professionals for the interconnected world.

#### **Mission**

The College of Humanities and Education supports the university's mission by providing opportunities for our students to develop proficiency in English and English academic literacy, critical thinking, and communicative skills in multiple languages, as well as the knowledge of language pedagogy, translation studies, linguistics, literature and appreciation of arts expected of culturally literate citizens. Our mission is:

- To promote quality language education through teacher training, research and its dissemination, and through improving standards for instruction.
- To help students build a solid foundation for successful careers in many fields that rely on effective communication, translation/interpreting and other multilingual skills.
- To develop students' discipline based skills as well as transferrable and marketable skills necessary for lifelong learning, critical thinking, and engaged citizenship within local and global society.

- To promote academic excellence by involving students in creating, comprehending, and interpreting different kinds of texts in various media.
- To reinforce the crucial role of the humanities in instilling critical thinking and creativity.
- To imbue students with the university's values of academic integrity and work ethic, responsibility, transparency and accountability, and engaged citizenship.

### **Profile**

The work of the College of Humanities and Education is multifaceted. It provides university-wide academic English and writing courses, as well as language and general education courses, and pre-credential Foundation English courses for undergraduate and graduate students. The courses are aimed at improving English language proficiency and honing the verbal skills required for future academic and professional success. More specifically, the College is tasked with developing students' abilities to think and read critically and to write and speak effectively and persuasively, both in an academic and in a social context. Student-centeredness is our core value; students are given the opportunity to practice and develop in a supportive environment using constructive feedback.

Our undergraduate and graduate programs in Foreign Languages are designed to provide fundamental knowledge in the areas of applied linguistics, language teaching methodology, curriculum design and assessment. The aim is to prepare TEFL professionals for the local and international educational context. The graduate MAFL program has an unconditional European accreditation from the AQAAA (Agency for Quality Assurance and Accreditation Austria).

Our undergraduate program in Translation Studies is designed to nurture professional translators/interpreters and is thus strongly grounded in practice and application. The aim is to prepare well-rounded professionals, well equipped with the knowledge and skills necessary to meet the challenges of the globalized and interconnected world.

### **Center for Educational Excellence**

College of Humanities and Education houses Center for Educational Excellence (CEE). The aim of this center is to provide a life-long professional development, internship and re-qualification for professionals in the field of education. The CEE strives to enhance the quality of learning, teaching, scholarship and educational management by being a change agent supporting the transformation of the Kazakhstan's system of education.

CEE offers professional development in three main areas:

- Excellence in Educational Leadership – training educational managers (Rectors, Deans, School Principals, administrators, etc.) to develop their capacity to guide effective change within major educational reforms in Kazakhstan. The special focus will be on program evaluation, international accreditation process and organizational change.
- Excellence in Teaching and Learning – training university instructors primarily and school teachers to enhance the quality of education in Kazakhstan's higher education institutions and schools. The program aims to promote evidence-based pedagogical practices that foster student academic engagement, learning, and success. Special focus will be on English-medium instruction and multilingual education.
- Excellence in Research – training young researchers to increase their research capacity in aspects such as advanced-level academic writing, research design, data collection and analysis, dissemination of data and scholarly publishing.

### **World Language and Preparatory Program**

College's commercial unit World Language and Preparatory Program provide its customers with a wide range of high quality language courses (English, Kazakh, Russian, and other languages.) and preparatory courses for exams required for local and international study such as KGET, KTA, TOEFL, IELTS, SAT, and GRE.

### Contacts

Program Development Manager: Kamiya Abdulkhakimova

Email: [kamiya@kimep.kz](mailto:kamiya@kimep.kz)  
Phone: 270-44-83

## **PART VIII. DEGREE PROGRAMS**

### **UNDERGRADUATE DEGREE PROGRAMS:**

#### **GENERAL EDUCATION PROGRAM REQUIREMENTS**

**The courses are offered by the departments that are most in line with the specific area of general education. General Education courses will still refer to the goals and objectives that are listed under this section.**

#### **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.

#### **Goals and Objectives**

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.

#### **Intended Learning Outcomes**

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:

- 1: Demonstrate analytical skills.
- 2: Demonstrate effective problem solving and critical thinking skills.
- 3: Demonstrate awareness of topics in history, geography, and economy.
- 4: Demonstrate awareness of ethical and philosophical topics.
- 5: Demonstrate awareness of topics in political science.
- 6: Demonstrate awareness of topics in psychology
- 7: Demonstrate knowledge and skills in information technology

**General Education Courses: 36 credits equivalent to 58 ECTS  
(Category A + Category B + Category C)**

#### **I. Required Disciplines**

**Category A: Core Courses (27 credits, 43 ECTS)**

**Each student is required to take 27 credits according to the following table requirements:**

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>ECTS</b>
GEN/IRL 1000	Modern History of Kazakhstan	3	5
ENG 1110	Academic Listening and Note Taking	3	5
ENG 1120	Academic Reading and Writing 1	3	5
KAZxxxx	Kazakh language 1 (semester 1)	3	5
KAZxxxx	Kazakh language 2 (semester 2)	3	5
GEN/IRL 2500 or GEN/IRL 2510	Introduction to Philosophy or Principles of Ethics	3	5
GEN/OPM 1300 or GEN/OPM 2301	Information and Communication Technologies or Business Computer Applications	3	5
GEN	Physical Training	6	8
<b>TOTAL</b>		<b>27</b>	<b>43</b>

## **II. Module of Socio-political and Cultural Knowledge**

**In addition to Required General Education courses (Category A), each student must take 9 credits from available General Education Elective courses: 6 credits in Category B and 3 credits in category C**

**Category B – General Education Arts, Society, and Culture Courses (6 credits or 10 ECTS)  
Courses in this category are going to be offered according to student interest and faculty availability.**

**Please select any TWO courses from the list below:**

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>ECTS</b>
GEN/ASC 2103	Introduction to Drama	3	5
GEN/ASC 2108	Introduction to Films	3	5
GEN/ASC 2102	Introduction to World Literature	3	5
GEN/ASC 1102	Mythology and Folklore	3	5
GEN/ASC 2104	Digital photography	3	5
GEN/ASC 3202	The History of Writing	3	5
GEN/ASC 2105	Drawing and Painting	3	5
GEN/ASC 2106	Art and Visual Culture	3	5
GEN/ASC 2107	Introduction to World Art History	3	5
GEN/ASC 2109	Introduction to Creative Writing	3	5
GEN/ASC 2110	Transmedia: The Art of Contemporary Storytelling	3	5
GEN/ASC 2111	Society and Culture in Central Asia	3	5
GEN/ASC 2112	History of Social Media	3	5
GEN/ASC 2113	Globalization and Diversity	3	5
GEN/ASC 2114	Cheating, Fraud, and Corruption in Society	3	5
GEN/ASC 2115	Law and the Arts	3	5
GEN/ASC 2116	Animals and Society	3	5
GEN/ASC 2117	Design Foundations	3	5

GEN/ASC 2118	Applied Arts and Design	3	5
GEN/ASC 2119	Elective 1	3	5
GEN/ASC 2120	Elective 2	3	5

### Category C – General Data Analysis Courses

**Please select ONE course in this category from the list below (3 credits or 5 ECTS):**

Course Code	Course Title	Credits	ECTS
GEN/DA 2030	Ecological Data Evaluation	3	5
GEN/DA 2202	Spreadsheet Data Analysis	3	5
GEN/DA2203	Introduction to Financial Literacy	3	5
GEN/DA2204	Introduction to Language in Society	3	5
GEN/DA2205	Introduction to Criminal Forensics	3	5
GEN/DA 2206	Understanding Digital Media	3	5
GEN/DA 2207	Data Evaluation in Business Projects	3	5
GEN/DA 2208	Elective	3	5

### PHYSICAL EDUCATION REQUIREMENTS (6 credits/8 ECTS)

Students should take the Physical Education required courses.

### GENERAL RULES

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, Introduction to Computers and Modern History of Kazakhstan. 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.

Students should complete GEN1000 Modern 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 their data analysis course, arts courses and 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 “Modern History of Kazakhstan” in effect at KIMEP U from Spring 2013:**

1. State Exam for “Modern 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 International Relations 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 International Relations.
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 “Modern 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 fourth 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 “Modern 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 “Modern 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 6 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 Study Support**

A Math Study Support 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.

## UNDERGRADUATE LANGUAGE 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 College of Humanities and Education 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 except those who have a valid TOEFL or IELTS certificate must take a placement test (KEPT) prior to the start of classes. The information about dates and testing procedure should be obtained from the Admission Office. The Advising Office in the College of Humanities and Education can provide additional information about testing.

## FOUNDATION ENGLISH

### 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 three levels of English, each requiring a total of 225 contact 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:

Course Code	Course Title	Level of Proficiency at Entry *	Level of Proficiency upon Completion*	Duration in contact hours	Prerequisite
ENG0101	Foundation English Level C	Beginner	A1 +	225 contact hours	Determined by KEPT**
ENG0102	Foundation English Level B	A1 +	B1 Mid	225 contact hours	ENG0101 (or requisite KEPT)
ENG0103	Foundation English Level A	B1 Mid	B2 Mid	225 contact hours	ENG0102 (or requisite KEPT)

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

\*\* **KIMEP English Placement Test**

### Confirmation of Level

Although the KEPT (or equivalent) is used as the primary reference for placement, new students will receive an assessment during the first week of classes in order to confirm their suitability to the level in which they have been placed. This assessment procedure is recommended for all newly admitted students. After the consultation and the approval of the Dean of the College, 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. It is possible to skip a level, provided a student takes an external test (such as IELTS) the result of which corresponds to the required level of proficiency upon completion.

### 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 heavily 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 225 contact hours.

Courses offered in the fall, spring and summer semesters run for a semester. At the end of the 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. The College Advising Coordinator is available to assist students in making appropriate choices.

### Concurrent Study

Concurrent enrollment is permitted only within the following guidelines:

Course Code		Students may take concurrently:
ENG0101 Foundation C	Undergraduate	Russian or Kazakh Language/History of Kazakhstan /Physical Education
ENG0102 Foundation B	Undergraduate	Russian or Kazakh Language/History of Kazakhstan/Life Security/Physical Education
ENG0103 Foundation A	Undergraduate	Russian or Kazakh Language/History of Kazakhstan/Life Security/Physical Education/Business Computer Applications/Introduction to Computers

No exceptions to the above table will be considered. Students should refer to the Academic Program sections for any restrictions that might apply to courses that can be taken concurrently with ENG0103.

### Final Results

Students do not receive a letter grade for Foundation English courses. Instead they receive either a Pass or a Fail. 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 College of Humanities and Education's appeal procedure can be obtained from the Advising Coordinator of the College in Room 223, Dostyk Building or one of the Assistants in Room 228, Dostyk Building.

## ACADEMIC ENGLISH

KIMEP is an English-medium university. 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 College of Humanities and Education offers 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.

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:

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

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

ENG 1110 and ENG 1120 form part of the General Education program, whereas ENG1100 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 College's Advising Coordinator or the Associate Dean 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 only English language courses until the English language requirement has been met.
- ENG1120 Academic Reading and Writing 1 (formerly GEB1120) and ENG1121 Academic Reading and Writing 2 (formerly GEN1121) is offered only in Fall and Spring, **not in Summer**.

### KAZAKH LANGUAGE

Because Kazakh is the state language, all Kazakhstani undergraduate students are required to take two courses (six credits) of the general Kazakh language. Only one Kazakh language course is permitted per semester.

No General Kazakh language courses are offered in Summer 1 and 2.

Kazakhstani students will be given a diagnostic test in the first day of class 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.

In addition to required 6 credits of General Kazakh language, Kazakhstani students should choose **one** of the professional language courses according to the type of school they attended:

- Students who graduated from a Russian-medium school take a course in Professional Kazakh.
- Students who graduated from a Kazakh-medium school take a course in Professional Russian.

International students can choose and take 8 credits of Kazakh or Russian.

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 Kazakh courses are offered to international students:

Course Code	Course Title	Number of credits	Prerequisite
KAZ 1501	Beginning Kazakh	3 credits	no
KAZ 1502	Elementary Kazakh	3 credits	KAZ1501 Beginning Kazakh
KAZ 1504	Pre-Intermediate Kazakh	3 credits	KAZ1502 Elementary Kazakh
KAZ2101	Professional Kazakh 1	2 credits	KAZ1502 Elementary Kazakh or KAZ 1504 Pre-Intermediate Kazakh

The following Kazakh courses are offered to graduates of Russian-medium schools:

Course Code	Course Title	Number of credits	Prerequisite
KAZ1504	Pre-Intermediate Kazakh	3 credits	none
KAZ1506	Intermediate Kazakh	3 credits	KAZ1504 Pre-Intermediate Kazakh
KAZ 1508	Upper-Intermediate Kazakh	3 credits	KAZ1506 Intermediate Kazakh
KAZ 1509	Advanced Kazakh	3 credits	KAZ 1508 Upper-Intermediate Kazakh
KAZ2102	Professional Kazakh 2	2 credits	KAZ1506 Intermediate Kazakh

The following Kazakh courses are offered for graduates of Kazakh-medium schools:

Course Code	Course Title	Number of credits	Prerequisite
KAZ2002	Business Kazakh	3 credits	None
KAZ2003	Kazakh language and culture (Elective course)	3 credits	KAZ2002 Business Kazakh or KAZ2004 Public Speaking in Kazakh
KAZ2004	Public Speaking in Kazakh (Elective course)	3 credits	KAZ2002 Business Kazakh or KAZ2003 Kazakh Language and Culture
RUS2103	Professional Russian 3	2 credits	KAZ2002 Business Kazakh or KAZ2003 Kazakh Language and Culture or KAZ2004 Public Speaking in Kazakh

### RUSSIAN LANGUAGE

Students will be given a diagnostic test on the first day of class 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.

The following Russian language courses are offered to international students (except CIS):

Course	Course Title	Number of	Prerequisite
--------	--------------	-----------	--------------

<b>Code</b>		<b>credits</b>	
RUS1301	Beginning Russian	3 credits	None
RUS1302	Elementary Russian	3 credits	RUS1301 Beginning Russian
RUS1304	Pre-Intermediate Russian	3 credits	RUS1302 Elementary Russian
RUS 1306	Intermediate Russian	3 credits	RUS 1304 Pre-Intermediate Russian
RUS 2101	Professional Russian 1	2 credits	RUS1302 Elementary Russian or RUS 1304 Pre-Intermediate Russian

The following Russian language courses are offered to international students from CIS countries:

<b>Course Code</b>	<b>Course Title</b>	<b>Number of credits</b>	<b>Prerequisite</b>
RUS1304	Pre-Intermediate Russian	3 credits	None
RUS 1306	Intermediate Russian	3 credits	RUS 1304 Pre-Intermediate Russian
RUS1308	Upper Intermediate Russian	3 credits	RUS 1306 Intermediate Russian
RUS 2101	Professional Russian 2	2 credits	RUS1306 Intermediate Russian or RUS1308 Upper-Intermediate Russian

The following courses are offered to graduates of Kazakh medium schools and students from the CIS countries:

<b>Course Code</b>	<b>Course Title</b>	<b>Number of credits</b>	<b>Prerequisite</b>
RUS1308	Upper Intermediate Russian	3 credits	None
RUS2001	Advanced Russian	3 credits	RUS 1308 Upper-Intermediate Russian, or equivalent
RUS3302	Business Communication in Russian	3 credits	RUS2001 Advanced Russian
RUS 2102	Professional Russian 3	2 credits	RUS2001 Advanced Russian or RUS3302 Business Communication in Russian

### **FOUNDATION RUSSIAN**

Foundation Russian course is a language certificate program that is designed to meet the needs of international students from South Korea, the USA and other foreign countries. The aim of this course is to prepare international students to obtain a TORFL certificate.

<b>Course Code</b>	<b>Course Title</b>	<b>Levels covered</b>	<b>Passing grade</b>	<b>Certified</b>
RUS 0001	Undergraduate Russian C	Elementary Level (TEL / A1)	60 %	NO
		Basic Level (TBL / A2)		
RUS 0002	Undergraduate Russian B	The First Certification Level (TORFL-I / B1)	60 %	YES
RUS 0003	Undergraduate Russian A	The Second Level Certificate	60 %	YES

		(TORFL-II / B2)		
--	--	-----------------	--	--

### **Kazakh / Russian language completion**

Please note:

- A student must have fulfilled his/her Kazakh/Russian requirements by the completion of 75 credits
- If a student has not completed his/her Kazakh/Russian by 75 credit hours, the student will be limited to taking only Kazakh/Russian language until the Kazakh/Russian language requirement has been met.
- No Kazakh language courses are offered in Summer 1 and 2.

### **ADVISING OFFICE and STUDENT SUPPORT**

In line with its commitment to strong support for students and their success as learners, the College of Humanities and Education has an Advising and Student Support 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 independent learning hours and office 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 College of Humanities and Education's team of advisers will provide support for students themselves or refer students to the appropriate unit at KIMEP, such as the College of Humanities and Education's own Academic Learning Studio 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 College of Humanities and Education or are unsure where to go for help, they are always welcome to approach the College of Humanities and Education Advising Coordinator or his team. They are here to provide expert and constructive support and, where appropriate, will handle matters in a confidential manner.

### **College Coordinator of Advising and Student Support**

**Location: Room 223 or Room 228, Dostyk Building**

### **ACADEMIC LEARNING STUDIO**

The Academic Learning Studio was established by the College of Humanities and Education in order to help students achieve better results in courses and programs offered at KIMEP University. The Studio is a place where students can find many multimedia resources and materials to help them with their language learning and other studies. It is open to all students, from those enrolled in Foundation English to Master's and Doctoral level courses. It works closely with other programs to assist in assignments across the KIMEP curriculum. Support services are offered in English, Kazakh and Russian. Details are available from the Academic Learning Studio (Room 230, Dostyk Building).

More information can be found at: <http://www.kimep.kz/lc/en/studio/>

## **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**

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. English Club holds its meetings on a regular basis and introduces various topics so that 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: Irina Timokhina, [lc-asst@kimep.kz](mailto:lc-asst@kimep.kz)

### **Kazakh Club**

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 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](mailto:ezauresh@kimep.kz)

### **Russian Club**

Russian Club is a joint project of two KIMEP units: the College of Humanities and Education and the International Relations Office. It assists international students as well as international faculty and staff and their families 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. Russian Club holds its meetings on a regular basis and introduces various topics so that participants can build their confidence in using Russian, make lasting friendships with other participants, learn about international cultures, and participate in educational, cultural, and social activities.

Contact Person: Dr Yulia Kulichenko, [kulichenko@kimep.kz](mailto:kulichenko@kimep.kz)

### **German Club**

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. German Club offers informal contacts with other students in German as well as German exchange students on campus through activities such 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.

## **BANG COLLEGE OF BUSINESS UNDERGRADUATE PROGRAMS:**

### **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)
- Bachelor of Information Systems( BIS)
- Bachelor of Global Logistics and Supply Chain Management
- Bachelor of Tourism and International Hospitality

### **Common Goals of Programs**

All five 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 and Audit, 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 and Audit, 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 (129);
3. Completion of an internship (6 credits) as specified by the program requirements;
4. Completion of physical education (6 credits) as specified by the program requirements;
5. Completion of the Final Attestation requirements: State Examination (1 credits) and Thesis/State Specialized\* Examinations (2 credits).

\*Specialized examinations cover two subjects from area of specialization/major.

Each State Examination weights 1 (one) credit and is structured as follows:

- 15 contact teaching hours; or 15 hours advising either individually or in study groups (depending on demand).
- 90 hours of student's self-study.

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

<b>Category of Courses</b>		<b>Credit Hours</b>	<b>ECTS</b>
General Requirements	Education	36	58
Program Requirements	Foundation	69	112
Program Requirements	Specialization	35	58
Final Attestation		6	12
<b>Total Credit Hours Required for Graduation</b>		<b>146</b>	<b>240</b>

The specific details of General Education Requirements including Physical Education are provided in the General Education Program Requirements section.

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

**Program Foundation Requirements (69 credits, 112 ECTS)**

Program Foundation Requirements consist of three components: (1) Program Foundation Required Basic Discipline courses (36 credits), (2) Program Foundation Basic Discipline Courses (21 credits) and (3) Program Foundation Elective Basic Discipline Courses (12 credits)

**Program Foundation Required Basic Discipline Courses (36 credits, 57 ECTS)**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>ECTS</b>
ENG/GEN1100	Academic Speaking	3	5
ENG/GEN1121	Academic Reading and Writing 2	3	5
KAZxxxx or RUSxxxx	Professional Kazakh Language or Professional Russian Language	2	3
MGT3201	Business Communication	2	2
GEN1201	Mathematics for Business and Economics	3	5
ACC2102	Financial Accounting I	3	5
FIN2105	Business Microeconomics	3	5
FIN2106	Business Macroeconomics	3	5
FIN3121	Principles of Finance	3	5
MGT3001	Principles of Management	3	5
MKT3130	Principles of Marketing	3	5
OPM3131	Introduction to Operations Management	3	5
BUS3333	Business Analytics	2	2
	<b>Total</b>	<b>36</b>	<b>57</b>

**Program Foundation Basic Discipline Courses (21 credits, 35 ECTS)**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>ECTS</b>	<b>Course Prerequisite</b>
--------------------	---------------------	---------------------	-------------	----------------------------

GEN2402	Business Statistical Analysis	3	5	None
ACC2201	Management Accounting I	3	5	ACC2102
FIN3101	Financial Institutions and Markets	3	5	FIN2106
LAW2202	Business Law	3	5	None
MGT4201	Strategy and Business Policy	3	5	MGT3001 MKT3130 FIN3121 ACC2201
IFS2203	Management Information Systems	3	5	GEN1201 GEN1300
OPM3011	Decision Techniques and Tools	3	5	GEN1201 GEN1202
<b>TOTAL</b>		<b>21</b>	<b>35</b>	

### **Program Foundation Elective Basic Discipline Courses (12 credits, 20 ECTS)**

Student of a particular specialized bachelor degree program must choose elective courses from a different area of study\*

Program Foundation Elective Basic Discipline Courses (12 credits) equivalent to 20 ECTS 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);
  - A student of Bachelor of Information Systems (BIS) must choose non- Information Systems in Business ( non- Information Systems in Business)
- 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.

The list of Foundation Elective Basic Discipline Courses includes the following courses:

### **Program Foundation Elective Basic Discipline Courses (12 credits, 20 ECTS)**

Student of a particular specialized bachelor degree program must choose elective courses from a different area of study\*

Course Code	Course Title	Credit Hours	ECTS
CIT2731	Digital Graphics in Business	3	5
CIT3734	Web Technologies in Business	3	5
CIT2733	Survey Research with SPSS	3	5

IFS 4204	Decision Support Systems	3	5
IFS3202	Database Management Systems in Business	3	5
IFS3208	Data Communication and Networking	3	5
IFS3211	Information Systems Security	3	5
IFS4202	Management of E-business Systems	3	5
ACC3212	Accounting Information Systems	3	5
ACC3101	Financial Accounting II	3	5
ACC3201	Intermediate Financial Accounting I	3	5
ACC3202	Intermediate Financial Accounting II	3	5
ACC3205	Principles of Taxation	3	5
ACC3210	Taxation in Kazakhstan	3	5
ACC3204	International Financial Reporting Standards	3	5
ACC3299	Selected Topics in Accounting	3	5
ACC4201	Advanced Financial Accounting	3	5
ACC4208	Advanced Financial Statement Analysis	3	5
ACC4209	Principles of Fraud Examination	3	5
ACC4211	Cases in Accounting	3	5
ACC4216	Professional Auditing	3	5
ACC3110	Management Accounting II	3	5
ACC4203	Auditing	3	5
FIN3210	Corporate Finance	3	5
FIN3220	Investments	3	5
FIN3230	Financial Institutions Management	3	5
FIN4211	Financial Modeling	3	5
FIN4224	Introduction to Financial Derivatives	3	5
FIN4235	International Financial Management	3	5
FIN4250	Personal and Entrepreneurial Finance	3	5
FIN4212	Mergers and Acquisitions	3	5
FIN4214	Financial Statement Analysis	3	5
FIN4221	Investment Banking	3	5
FIN4225	Fixed-Income Securities	3	5
FIN4232	Risk Management	3	5
FIN4240	Security Analysis and Portfolio Management	3	5
FIN4241	Case Studies in Finance	3	5
FIN4242	Selected Topics in Finance	3	5
FIN4246	Insurance	3	5
MGT3210	International Business	3	5
MGT3212	Organizational Behavior	3	5
MGT3204	Human Resource Management	3	5
MGT3206	Leadership and Motivation	3	5
MGT3208	Innovation Management	3	5
MGT3205	Decision Making	3	5
MGT3207	Managing Negotiation	3	5
MGT3209	International Management	3	5
MGT3211	Small Business Management	3	5
MGT3213	Managing Change	3	5
MGT3215	Hospitality Management	3	5
MGT3299	Selected Topics in Management	3	5
MGT4210	Compensation and Performance Management	3	5

MGT4208	Training and Development	3	5
MGT4204	Cases in Management	3	5
LDP3201	Leadership: Principles and Best Practices	3	5
LDP4201	Leadership: Making Principles Work	3	5
LDP4202	Leadership in Action	3	5
MKT3201	Consumer Behavior	3	5
MKT3202	Marketing Communications	3	5
MKT3214	Brand Management	3	5
MKT3150	Strategic Marketing	3	5
MKT4203	Marketing Research	3	5
MKT3205	Retailing	3	5
MKT3210	Services Marketing	3	5
MKT3212	Fundamentals of Selling	3	5
MKT3220	Tourism Marketing	3	5
MKT3221	Tourism Practices and Principles	3	5
MKT3222	Cross-Cultural Tourism Marketing	3	5
MKT3275	Advertising Management	3	5
MKT3280	Social Media	3	5
MKT4201	Cases in Marketing	3	5
MKT4208	International Marketing	3	5
MKT4210	Digital Marketing	3	5
MKT4219	Event Marketing	3	5
MKT4299	Selected Topics in Marketing	3	5
MGT3215	Hospitality Management	3	5

Other courses may be taken with the approval of the Dean of BCB

### **Program Specialization Requirements (35 credits, 58 ECTS)**

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),
- (4) Bachelor of Marketing (BMKT),
- (5) Bachelor of Information Systems (BIS)
- (6) Bachelor of Global Logistics and Supply Chain Management
- (7) Bachelor of Tourism and International Hospitality

### **Final Assessment (6 credits /12 ECTS)**

Final Attestation Requirements consist of the following three components: (1) Research Methods in Business Studies (3 credits / 5 ECTS), (2) State Examination (1 credit / 3 ECTS) and (2) Thesis/ State Specialized Examinations\* (2 credits / 4 ECTS).

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>ECTS</b>
--------------------	---------------------	---------------------	-------------

BUS3300	Research Methods in Business Studies	3	5
ACC4277	State Examination	1	3
ACC4275	Thesis/ State Specialized Examinations (2)	2	4
	<b>Total</b>	<b>6</b>	<b>12</b>

### **State Examination (1 credit / 3 ECTS)**

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

### **Thesis (2 credits / 4 ECTS)**

Students are required to write a thesis on a topic that is relevant to their degree 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 Specialized Examinations (2 credits / 4 ECTS)**

Specialized examination covers two subjects from area of specialization/major.

State Examination weights 1 (one) credit and its structure is as follows:

- 15 contact teaching hours; or 15 hours advising either individually or in study groups (depending on demand).
- 90 hours of student's self-study.

### **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.

## Minors

			Credits	ECTS
<b>Accounting (3 courses from Group A and 1 course from Group B)</b>		<b>GROUP A</b>		
	ACC3101	Financial Accounting II	3	5
	ACC3201	Intermediate Financial Accounting I	3	5
	ACC3202	Intermediate Financial Accounting II	3	5
		<b>Group B</b>		5
	ACC3212	Accounting Information Systems	3	5
	ACC3205	Principles of Taxation	3	5
	ACC3210	Taxation in Kazakhstan	3	5
	ACC3204	International Financial Reporting Standards	3	5
	ACC3299	Selected Topics in Accounting	3	5
	ACC4201	Advanced Financial Accounting	3	5
	ACC4208	Advanced Financial Statement Analysis	3	5
	ACC4209	Principles of Fraud Examination	3	5
	ACC4211	Cases in Accounting	3	5
	ACC4216	Professional Auditing	3	5
	ACC3110	Management Accounting II	3	5
	ACC4203	Auditing	3	5
<b>Computer Applications (Any 4 courses)</b>	IFS 4204	Decision Support Systems	3	5
	IFS3208	Data Communication and Networking	3	5
	IFS3211	Information Systems Security	3	5
	CIT2733	Survey Research with SPSS	3	5
	CIT3734	Web Technologies in Business	3	5
<b>Finance (3 courses from Group A and 1 course from Group B)</b>		<b>Group A</b>		
	FIN3210	Corporate Finance	3	5
	FIN3220	Investments	3	5
	FIN3230	Financial Institutions Management	3	5
		<b>Group B</b>		
	FIN4211	Financial Modeling	3	5
	FIN4224	Introduction to Financial Derivatives	3	5
	FIN4235	International Financial Management	3	5
	FIN4250	Personal and Entrepreneurial Finance	3	5
	FIN4212	Mergers and Acquisitions	3	5
	FIN4214	Financial Statement Analysis	3	5
	FIN4221	Investment Banking	3	5
	FIN4225	Fixed-Income Securities	3	5

	FIN4232	Risk Management	3	5
	FIN4240	Security Analysis and Portfolio Management	3	5
	FIN4241	Case Studies in Finance	3	5
	FIN4242	Selected Topics in Finance	3	5
	FIN4246	Insurance	3	5
<b>Management (3 courses from Group A and 1 course from Group B)</b>		<b>Group A</b>		
	MGT3210	International Business	3	5
	MGT3212	Organizational Behavior	3	5
	MGT3204	Human Resource Management	3	5
		<b>Group B</b>		
	MGT3206	Leadership and Motivation	3	5
	MGT3208	Innovation Management	3	5
	MGT3205	Decision Making	3	5
	MGT3207	Managing Negotiation	3	5
	MGT3209	International Management	3	5
	MGT3211	Small Business Management	3	5
	MGT3213	Managing Change	3	5
	MGT3215	Hospitality Management	3	5
	MGT3299	Selected Topics in Management	3	5
	MGT4210	Compensation and Performance Management	3	5
	MGT4208	Training and Development	3	5
	MGT4204	Cases in Management	3	5
	LDP3201	Leadership: Principles and Best Practices	3	5
	LDP4201	Leadership: Making Principles Work	3	5
	LDP4202	Leadership in Action	3	5
MGT4208	Training and Development	3	5	
<b>Management Information Systems (All 4 courses)</b>	IFS3202	Database Management Systems in Business	3	5
	IFS 4204	Decision Support Systems	3	5
	CIT2731	Digital Graphics in Business	3	5
	CIT3734	Web Technologies in Business	3	5
<b>Marketing (3 courses from Group A and 1 course from Group B)</b>		<b>Group A</b>		
	MKT3201	Consumer Behavior	3	5
	MKT3202	Marketing Communications	3	5
	MKT3214	Brand Management	3	5
		<b>Group B</b>		
	MKT3150	Strategic Marketing	3	5
	MKT4203	Marketing Research	3	5
	MKT3205	Retailing	3	5
	MKT3210	Services Marketing	3	5
	MKT3212	Fundamentals of Selling	3	5
	MKT3220	Tourism Marketing	3	5
	MKT3221	Tourism Practices and	3	5



		Principles		
	MKT3222	Cross-Cultural Tourism Marketing	3	5
	MKT3275	Advertising Management	3	5
	MKT3280	Social Media	3	5
	MKT4201	Cases in Marketing	3	5
	MKT4208	International Marketing	3	5
	MKT4210	Digital Marketing	3	5
	MKT4219	Event Marketing	3	5
<b>Human Resource Management</b> (all 3 courses and one course from Management area)	MGT3204	Human Resource Management	3	5
	MGT4208	Training and Development	3	5
	MGT4210	Compensation and Performance Management	3	5
<b>Leadership (All 3 courses and 1 course from Management area)</b>	LDP3201	Leadership: Principles and Best Practices	3	5
	LDP4201	Leadership: Making Principles Work	3	5
	LDP4202	Leadership in Action	3	5
<b>Logistics and Operations Management</b> (3 courses from Group A and 1 course from Group B)		<b>Group A</b>		
	OPM3205	Logistics and Supply Chain Management	3	5
	OPM3207	Total Quality Management	3	5
	OPM3215	Business Time Series Forecasting	3	5
		<b>Group B</b>		
	OPM4201	Purchasing and Materials Management	3	5
OPM4202	Transportation and Distribution Management	3	5	
<b>Tourism and Hospitality Management (3 courses from Group A and 1 course from Group B)</b>		<b>Group A</b>		
	MKT3220	Tourism Marketing	3	5
	MKT3221	Tourism Practices and Principles	3	5
	MGT3215	Hospitality Management	3	5
		<b>Group B</b>		
	MKT3230	Cross Cultural Tourism	3	5
MGT3216	Leisure and Recreational	3	5	

		Management		
	MKT3210	Services Marketing	3	5
	MKT4219	Event Marketing	3	5
	MKT4108	Special Topics in Tourism and Hospitality	3	5

### **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 35 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.

### **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**

<b>Merit Certificate in Auditing requires all three courses from the list below (9 credits / 15 ECTS)</b>
ACC4203 Auditing
ACC4209 Fraud Examination
ACC4216 Professional Auditing

#### **Merit Certificate in Taxation**

<b>Merit Certificate in Taxation requires all three courses from the list below (9 credits / 15 ECTS)</b>
ACC3205 Principles of Taxation
ACC3210 Taxation in Kazakhstan
ACC4240 Taxation of Multinational Enterprises

#### **Merit Certificate in Corporate Finance and Investment Management**

<b>Merit certificate in Corporate Finance and Risk Management requires all three courses from the list below (9 credits / 15 ECTS)</b>
FIN4224 International Financial Management
FIN4212 Mergers and Acquisitions
FIN4221 Investment Banking

### **Merit Certificate in Financial Institutions and Risk Management**

<b>Merit certificate in Financial Institutions and Risk Management requires all three courses from the list below (9 credits / 15 ECTS)</b>		
FIN3230	Financial Management	Institutions
FIN4224	Introduction to Derivatives	Financial
FIN4232	Risk Management	

### **Merit Certificate in Marketing Communications and Branding**

<b>Merit certificate in Marketing Communications and Branding requires all three courses from the list below (9 credits / 15 ECTS)</b>	
MKT3202	Marketing Communications
MKT3201	Consumer Behavior
MKT3214	Brand Management

### **Merit Certificate in Tourism and Hospitality Management**

<b>Merit certificate in Tourism and Hospitality Management requires all three courses from the list below (9 credits / 15 ECTS)</b>	
MKT3221	Tourism Practices and Principles
MGT3215	Hospitality Management
MKT3220/ or MKT3222	Tourism Marketing/ or Cross- Cultural Tourism Marketing

### **Merit Certificate in Logistics**

<b>Merit certificate in Logistics requires all three courses from the list below (9 credits / 15 ECTS)</b>	
OPM3205	Logistics and Supply Chain Management
OPM4201	Purchasing and Material Management
OPM4202	Transportation and Distribution Management

## CERTIFICATE IN LEADERSHIP

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 who fulfill all Program requirements listed below receive a Certificate in Leadership.

<b>Certificate in Leadership requires all three courses from the list below (9 credits / 15 ECTS)</b>	
LDP3201	Leadership: Principles and Best Practices
LDP4201	Leadership: Making Principles Work
LDP4202	Leadership in Action

## BACHELOR OF ACCOUNTING AND AUDIT (BACTA) – 6B041

### 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:

<b>Category of Courses</b>		<b>Credit Hours</b>	<b>ECTS</b>
General Requirements Program	Education	36	58
General Requirements Program	Foundation	69	112
General Requirements Program	Specialization	35	58
Final Attestation		6	12
<b>Total Credit Hours Required for Graduation</b>		<b>146</b>	<b>240</b>

**General Education Requirements** can be found in the General Education section of the Catalog.

### **Program Foundation Requirements (69 credits, 112 ECTS)**

Program Foundation Requirements consist of three components: (1) Program Foundation Required Basic Discipline courses (36 credits, 57 ECTS), (2) Program Foundation Basic Discipline Courses (21 credits, 35 ECTS) and (3) Program Foundation Elective Basic Discipline Courses (12 credits, 20 ECTS)

#### **Program Foundation Required Basic Discipline Courses (36 credits, 57 ECTS)**

**Please refer to page 128 of the General Information on the BCB Undergraduate Degree Programs description.**

#### **Program Foundation Basic Discipline Courses (21 credits, 35 ECTS)**

**Please refer to page 128 of the General Information on the BCB Undergraduate Degree Programs description.**

#### **Program Foundation Elective Basic Discipline Courses (12 credits, 20 ECTS)**

Student of a particular specialized bachelor degree program must choose elective courses from a different area of study\*

**Please refer to page 128 of the General Information on the BCB Undergraduate Degree Programs description.**

### **Program Specialization Requirements (35 credits / 58 ECTS)**

Program Specialization Requirements consist of two components: (1) Required Specialization Courses (26 credits, 43 ECTS) and (2) Elective Specialization Courses (9 credits, 15 ECTS). The details are provided in the following tables:

**Program Required Specialization Courses (26 credits / 43 ECTS)**

Course Code	Course Title	Credit Hours	ECTS
ACC3200	Ethics in Accounting	2	3
ACC3101	Financial Accounting II	3	5
ACC3201	Intermediate Financial Accounting I	3	5
ACC3202	Intermediate Financial Accounting II	3	5
ACC3110	Management Accounting II	3	5
ACC4203	Auditing	3	5
ACC3210	Taxation in KZ	3	5
ACC4250.1	Internship I	3	5
ACC4250.2	Internship II	3	5
	<b>Total</b>	<b>26</b>	<b>43</b>

**Program Elective Specialization Courses (9 credits, 15 ECTS)**

Each student is required to take 9 credits from available courses

Course Code	Course Title	Credit Hours	ECTS
ACC3204	International Financial Reporting Standards	3	5
ACC3205	Principles of Taxation	3	5
ACC3212	Accounting Information Systems	3	5
ACC3299	Selected Topics in Accounting	3	5
ACC4201	Advanced Financial Accounting	3	5
ACC4205	Cost Accounting	3	5
ACC4208	Advanced Financial Statement Analysis	3	5
ACC4209	Principles of Fraud Examination	3	5
ACC4210	International Accounting	3	5
ACC4211	Cases in Accounting	3	5
ACC4216	Professional Auditing	3	5
ACC4220	Tax Planning	3	5
ACC4240	Taxation of Multinational Enterprises	3	5
ACC4210	International Accounting	3	5
<b>TOTAL</b>	<b>(Any)</b>	<b>9</b>	<b>15</b>

**Final Attestation (6 credits, 12 ECTS)**

Course Code	Course Title	Credit Hours	ECTS
ACC4277	State Examination	1	3
ACC4275	Thesis/ State Examinations(2)	2	4
BUS3300	Research Methods in Business Studies	3	5

	<b>Total</b>	<b>6</b>	<b>12</b>
--	--------------	----------	-----------

### 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 and Audit, 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 eight required and the three 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 (35 credits / 58 ECTS)

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 professional certification examinations. For specialization in Professional Accounting, students are required to choose the following specialized courses:

Course Code	Course Title	Credit Hours	ECTS
-----	All 9 Program Required Specialization Courses	26	43
ACC3204	International Financial Reporting Standards	3	5
ACC4201	Advanced Financial Accounting	3	5
ACC3299 ACC4211 ACC4208 ACC4205 ACC3212	Selected Topics in Accounting or Cases in Accounting or Advanced Financial Statement Analysis or Cost Accounting or Accounting Information Systems	3	5
<b>TOTAL</b>		<b>35</b>	<b>58</b>

#### Auditing Specialization (35 credits / 58 ECTS)

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:

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>ECTS</b>
-----	All 9 Program Required Specialization Courses	26	43
ACC4209	Principles of Fraud Examination	3	5
ACC4216	Professional Auditing	3	5
ACC3204 ACC4201 ACC4211 ACC4210 ACC3212	International Financial Reporting Standards or Advanced Financial Accounting or Cases in Accounting or International Accounting or Accounting Information Systems	3	5
<b>TOTAL</b>		<b>35</b>	<b>58</b>

### **Taxation Specialization (35 credits / 58 ECTS)**

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:

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>ECTS</b>
-----	All 9 Program Required Specialization Courses	26	43
ACC4240	Taxation of Multinational Enterprises	3	5
ACC4220	Tax Planning	3	5
ACC3212 ACC4209 ACC4211 ACC4210 ACC3205	Accounting Information Systems or Principles of Fraud Examination or Cases in Accounting or International Accounting or Principles of Taxation	3	5
<b>TOTAL</b>		<b>35</b>	<b>58</b>

### **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
- Logistics and Operations Management
- Information Systems
- 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.

## **BACHELOR OF FINANCE (BFIN) – 6B041**

### **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 / 241 ECTS as follows:

<b>Category of Courses</b>	<b>Credit Hours</b>	<b>ECTS</b>
General Education Requirements	36	58
Program Foundation Requirements	69	112
Program Specialization Requirements	35	58
Fianla Attestation (Thesis/State Specialized Examinations)	6	12
<b>Total Credit Hours Required for Graduation</b>	<b>146</b>	<b>240</b>

**General Education Requirements** can be found in the General Education section of the Catalog.

**Program Foundation Requirements (69 credits, 112 ECTS)**

Program Foundation Requirements consist of three components: (1) Program Foundation Required Basic Discipline courses (36 credits, 57 ECTS), (2) Program Foundation Basic Discipline Courses (21 credits, 35 ECTS) and (3) Program Foundation Elective Basic Discipline Courses (12 credits, 20 ECTS)

**Program Foundation Required Basic Discipline Courses (36 credits, 57 ECTS)**

**Please refer to page 128 of the General Information on the BCB Undergraduate Degree Programs description.**

**Program Foundation Basic Discipline Courses (21 credits, 35 ECTS)**

**Please refer to page 128 of the General Information on the BCB Undergraduate Degree Programs description.**

**Program Foundation Elective Basic Discipline Courses (12 credits, 20 ECTS)**

Student of a particular specialized bachelor degree program must choose elective courses from a different area of study\*

**Please refer to page 128 of the General Information on the BCB Undergraduate Degree Programs description.**

**Program Specialization Requirements (35 credits / 58 ECTS)**

Program Specialization Requirements consist of two components: (1) Required Specialization Courses (26 credits, 43 ECTS) and (2) Elective Specialization Courses (9 credits / 15 ECTS). The details are provided in the following tables:

**Required Courses (26 credits, 43 ECTS)**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>ECTS</b>
FIN3200	Ethics in Finance	2	3
FIN3210	Corporate Finance	3	5
FIN3220	Investments	3	5
FIN3230	Financial Institutions Management	3	5

FIN4211	Financial Modeling	3	5
FIN4224	Introduction to Financial Derivatives	3	5
FIN4235	International Financial management	3	5
FIN4250.1	Internship I	3	5
FIN4250.2	Internship II	3	5
	<b>Total</b>	<b>26</b>	<b>43</b>

### Program Elective Specialization Courses (9 credits, 15 ECTS)

Each student is required to take 9 credits from available courses

Course Code	Course Title	Credit Hours	ECTS	Course Prerequisites
FIN4250	Personal and Entrepreneurial Finance	3	5	FIN3101 or FIN3121
FIN4212	Mergers and Acquisitions	3	5	FIN3210
FIN4214	Financial Statement Analysis	3	5	FIN3101 or FIN3121
FIN4220	Real Estate Finance	3	5	FIN3101 or FIN3121
FIN4221	Investment Banking	3	5	FIN3210
FIN4225	Fixed-Income Securities	3	5	FIN3220
FIN4231	Commercial Bank Management	3	5	FIN3101 or FIN3121
FIN4232	Risk Management	3	5	FIN4224
FIN4240	Security Analysis and Portfolio Management	3	5	FIN3220
FIN4241	Case Studies in Finance	3	5	FIN3210 or FIN3220 or FIN3230
FIN4242	Selected Topics in Finance	3	5	FIN3210 or FIN3220 or FIN3230
FIN4246	Insurance	3	5	FIN3121 or FIN3101
FIN4247	Financial Regulation and Supervision	3	5	FIN3121 or FIN3101

FIN4248	Islamic Banking and Finance	3	5	FIN3121 or FIN3101
OPM3215	Business Time Series Forecasting	3	5	GEN2402
<b>TOTAL</b>	<b>(Any)</b>	<b>9</b>	<b>15</b>	

### Specializations and Requirements under the BFIN Program

Under the Bachelor of Finance (BFIN) program, students have the opportunity to choose one of two specializations: (1) Corporate Finance and Investment Management, (2) Financial Institutions and Risk Management.

#### Corporate Finance and Investment Specialization (35 credits, 58 ECTS)

Course Code	Course Title	Credit Hours	ECTS
-----	All 9 Program Required Specialization Courses	26	43
FIN4214	Financial Statement Analysis	3	5
FIN4212 FIN4221	Mergers and Acquisitions or Investment Banking	3	5
FINxxxx	Any 1 course from Program Elective Specialization courses	3	5
<b>TOTAL</b>		<b>35</b>	<b>58</b>

#### Financial Institutions and Risk Management Specialization (35 credits, 58 ECTS)

Course Code	Course Title	Credit Hours	ECTS
-----	All 9 Program Required Specialization Courses	26	43
FIN423	Risk Management	3	5
FIN4231 FIN4248 FIN4246	Commercial Bank Management or Islamic banking and Finance or Insurance	3	5
FINXXX	Any 1 course from Program Elective Specialization Courses	3	5
<b>TOTAL</b>		<b>35</b>	<b>58</b>

#### Final Attestation (6 credits, 12 ECTS)

Course	Course Title	Credit	ECTS
--------	--------------	--------	------

<b>Code</b>		<b>Hours</b>	
BUS3300	Research Methods in Business Studies	3	5
FIN4277	State Examination	1	3
FIN4275	Thesis/ State Examinations(2)	2	4
	<b>Total</b>	<b>6</b>	<b>12</b>

### **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
- Logistics and Operations Management
- Information Systems
- 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.

### **BACHELOR OF MANAGEMENT (BMGT) – 6B041**

#### **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	ECTS
General Education Requirements	36	58
Program Foundation Requirements	69	112
Program Specialization Requirements	35	58
Final Attestation	6	12
<b>Total Credit Hours Required for Graduation</b>	<b>146</b>	<b>240</b>

**General Education Requirements** can be found in the General Education section of the Catalog.

### Program Foundation Requirements (69 credits, 112 ECTS)

Program Foundation Requirements consist of three components: (1) Program Foundation Required Basic Discipline courses (36 credits, 57 ECTS), (2) Program Foundation Basic Discipline Courses (21 credits, 35 ECTS) and (3) Program Foundation Elective Basic Discipline Courses (12 credits, 20 ECTS)

### Program Foundation Required Basic Discipline Courses (36 credits, 57 ECTS)

**Please refer to page 128 of the General Information on the BCB Undergraduate Degree Programs description.**

### Program Foundation Basic Discipline Courses (21 credits, 35 ECTS)

**Please refer to page 128 of the General Information on the BCB Undergraduate Degree Programs description.**

### Program Foundation Elective Basic Discipline Courses (12 credits, 20 ECTS)

Student of a particular specialized bachelor degree program must choose elective courses from a different area of study\*

**Please refer to page 128 of the General Information on the BCB Undergraduate Degree Programs description.**

### **Program Specialization Requirements (35 credits / 58 ECTS)**

Program Specialization Requirements consist of two components: (1) Required Specialization Courses (23 credits / 38 ECTS) and (2) Elective Specialization Courses (12 credits / 20 ECTS). The details are provided in the following tables:

#### **Program Required Specialization Courses (26 credits, 43 ECTS)**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>ECTS</b>
MGT3200	Managerial Ethics	2	3
MGT3204	Human Resource Management	3	5
MGT3206	Leadership and Motivation	3	5
MGT3208	Innovation Management	3	5
MGT3210	International Business	3	5
MGT3212	Organizational Behaviour	3	5
MGT 4250.1	Internship I	3	5
MGT4250.2	Internship II	3	5
	<b>Total</b>	<b>23</b>	<b>38</b>

#### **Program Elective Specialization Courses (12 credits, 20 ECTS)**

Each student is required to take 12 credits from available courses

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>ECTS</b>
MGT3202	Principles of Business Ethics	3	5
MGT3205	Decision Making	3	5
MGT3207	Managing Negotiation	3	5
MGT3209	International Management	3	5
MGT3211	Small Business Management	3	5
MGT3213	Managing Change	3	5
MGT3215	Hospitality Management	3	5
MGT3216	Leisure and Recreational Management	3	5
MGT3299	Selected Topics in Management	3	5
MGT4210	Compensation and Performance Management	3	5
MGT4208	Training and Development	3	5
MGT4204	Cases in Management	3	5
LDP3201	Leadership: Principles and Best Practices	3	5
LDP4201	Leadership: Making Principles Work	3	5
LDP4202	Leadership in Action	3	5
OPM3215	Business Time Series Forecasting	3	5
<b>TOTAL</b>	<b>(Any)</b>	<b>12</b>	<b>20</b>

#### **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	ECTS
-----	All <b>8</b> Program Required Specialization Courses	<b>23</b>	<b>38</b>
MGT3213	Managing Change	3	5
MGT4208	Training and Development	3	5
MGT4210	Compensation and Performance Management	3	5
-----	<i>Any 4 courses from the following:</i>	12	20
MGT3205	Decision Making	3	5
MGT3207	Managing Negotiation	3	5
MGT3209	International Management	3	5
MGT3299	Selected Topics in Management	3	5
MGT4204	Cases in Management	3	5
<b>TOTAL</b>		<b>35</b>	<b>58</b>

### 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:

Course Code	Course Title	Credit Hours	ECTS
-----	All <b>8</b> Program Required Specialization Courses	<b>23</b>	<b>38</b>
LDP3201	Leadership: Principles and Best Practices	3	5
LDP4201	Leadership: Making Principles Work	3	5
LDP4202	Leadership in Action	3	5
MGTxxxx	Any <b>1</b> other Program Elective Specialization courses	3	5
<b>TOTAL</b>		<b>35</b>	<b>58</b>

### Final Attestation (6 credits, 12 ECTS)

Course Code	Course Title	Credit Hours	ECTS
BUS3300	Research Methods in Business Studies	3	5
MGT4277	State Examination	1	3
MGT4275	Thesis/ State Examinations(2)	2	4
	<b>Total</b>	<b>6</b>	<b>12</b>



## **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
- Logistics and Operations Management
- Information Systems
- 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.

## **BACHELOR OF MARKETING (BMKT) – 6B041**

### **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 behavior, 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:

<b>Category of Courses</b>	<b>Credit Hours</b>	<b>ECTS</b>
General Education Requirements	36	58
Program Foundation Requirements	69	112
Program Specialization Requirements	35	58
Final Attestation	6	12
<b>Total Credit Hours Required for Graduation</b>	<b>146</b>	<b>240</b>

**General Education Requirements** can be found in the General Education section of the Catalog.

### **Program Foundation Requirements (69 credits, 112 ECTS)**

Program Foundation Requirements consist of three components: (1) Program Foundation Required Basic Discipline courses (36 credits, 57 ECTS), (2) Program Foundation Basic Discipline Courses (21 credits, 35 ECTS) and (3) Program Foundation Elective Basic Discipline Courses (12 credits, 20 ECTS)

#### **Program Foundation Required Basic Discipline Courses (36 credits, 57 ECTS)**

**Please refer to page 128 of the General Information on the BCB Undergraduate Degree Programs description.**

#### **Program Foundation Basic Discipline Courses (21 credits, 35 ECTS)**

**Please refer to page 128 of the General Information on the BCB Undergraduate Degree Programs description.**

#### **Program Foundation Elective Basic Discipline Courses (12 credits, 20 ECTS)**

Student of a particular specialized bachelor degree program must choose elective courses from a different area of study\*

**Please refer to page 128 of the General Information on the BCB Undergraduate Degree Programs description.**

### **Program Specialization Requirements (35 credits / 58 ECTS)**

Program Specialization Requirements consist of two components: (1) Required Specialization Courses (23 credits, 38 ECTS) and (2) Elective Specialization Courses (12 credits, 20 ECTS). The details are provided in the following tables:

**Program Required Specialization Courses (23 credits, 38 ECTS)**

Course Code	Course Title	Credit Hours	ECTS
MKT3200	Ethics and Social Responsibility	2	3
MKT3201	Consumer Behaviour	3	5
MKT3202	Marketing Communications	3	5
MKT3214	Brand Management	3	5
MKT3150	Strategic Marketing	3	5
MKT4203	Marketing Research	3	5
MKT 4250.1	Internship I	3	5
MKT4250.2	Internship II	3	5
	<b>Total</b>	<b>23</b>	<b>38</b>

**Program Elective Specialization Courses (12 credits, 20 ECTS)**

Each student is required to take 12 credits from available courses

Course Code	Course Title	Credit Hours	ECTS
MKT3205	Retailing	3	5
MKT3210	Services Marketing	3	5
MKT3212	Fundamentals of Selling	3	5
MKT3213	Public Relations	3	5
MKT3216	New Product Development	3	5
MKT3220	Tourism Marketing	3	5
MKT3221	Tourism Practices and Principles	3	5
MKT3222	Cross-Cultural Tourism Marketing	3	5
MKT3223	Niche Tourism	3	5
MKT3275	Advertising Management	3	5
MKT3277	Sustainable Marketing	3	5
MKT3279	Cross-Cultural Marketing	3	5
MKT3280	Social Media	3	5
MKT4201	Cases in Marketing	3	5
MKT4208	International Marketing	3	5
MKT4210	Digital Marketing	3	5
MKT4219	Event Marketing	3	5
MKT4225	Qualitative Research in Marketing	3	5
MKT4299	Selected Topics in Marketing	3	5
MGT3215	Hospitality Management	3	5
MGT3216	Leisure and Recreational Management	3	5
OPM3205	Logistics and Supply Chain Management	3	5
OPM3215	Business Time Series Forecasting	3	5
<b>TOTAL</b>	<b>(Any)</b>	<b>12</b>	<b>20</b>

**Marketing Communications and Branding Specialization (35 credits, 58 ECTS)**

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 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	ECTS
-----	All <b>8</b> Program Required Specialization Courses	23	38
-----	Any 4 courses from the following:	12	20
MKT3212	Fundamentals of Selling	3	5
MKT3213	Public Relations	3	5
MKT3275	Advertising Management	3	5
MKT3279	Cross-Cultural Marketing	3	5
MKT4210	Digital Marketing	3	5
MKT4219	Event Marketing	3	5
<b>TOTAL</b>		<b>35</b>	<b>58</b>

### **Tourism and Hospitality Management Specialization (35 credits, 58 ECTS)**

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	ECTS
-----	All 8 Program Required Specialization Courses	23	38
-----	<b>Any 4 courses from the following</b>	12	20
MKT3220	Tourism Marketing	3	5
MKT3222	or Cross-Cultural Tourism Marketing		
MGT3215	Hospitality Management	3	5
MKT3221	Tourism Practices and Principles	3	5
MKT3210	Services Marketing	3	5
MKT3223	Niche Tourism	3	5
MGT3216	Leisure and Recreational Management	3	5
MKT4208	International Marketing	3	5
MKT4210	Digital Marketing	3	5
MKT4219	Event Marketing	3	5
<b>TOTAL</b>		<b>35</b>	<b>58</b>

### **Final Attestation (6 credits, 12 ECTS)**

Course Code	Course Title	Credit Hours	ECTS

BUS3300	Research Methods in Business Studies	3	5
MKT4277	State Examination	1	3
MKT4275	Thesis/ State Examinations(2)	2	4
	<b>Total</b>	<b>6</b>	<b>12</b>

## **BACHELOR OF INFORMATION SYSTEMS (BIS) – 6B061**

### **Statement of Purpose**

The Bachelor of Information Systems (BIS) 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 Information Systems.

They will also acquire fundamental knowledge in Accounting, Finance, Management, Marketing, Operations Management, Information Systems and Computer Applications. By applying their skills and knowledge, Bachelor of information systems graduates will make significant contributions to the community in which they work, whether in business or in the public sector.

### **Mission Statement**

The Bachelor of information systems Program at KIMEP University is dedicated to train professionals who can successfully develop and manage information systems of organizations both in Kazakhstan and internationally. The program provides fundamental knowledge in the field of both information systems and business that will allow making career in the area of IS in business organizations, governmental organizations, financial organizations, IT companies, higher institutions, enterprises, hospitals, logistical organizations, hotels, consulting firms.

BISB program is created on the basis of needs and requirements of both business and modern trends in Information technologies and systems. The program curriculum is adaptable to needs of businesses and covers all aspects of information systems in business.

### **Unique learning objectives of the BIS program**

- to prepare professionals in Information Systems capable to apply knowledge and skills on challenging jobs in all types of organizations.
- 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.
- to enable students with a solid foundation to successfully pursue higher studies in the specialized fields of knowledge.

### **Unique Intended Learning Outcomes (ILOs) of the BIS Program**

At successful completion of the Bachelor of information systems program, graduates will be able to:

- apply knowledge and skills in Information Systems in different fields of economics & business;
- demonstrate skills in structuring & analysis of raw data sets of different origin;
- apply different well-known methods of data analysis and visualization for reporting and decision making;
- improve and utilize possibilities of information system to make IS capable for solving routine and unique problems;

## BIS Curriculum

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

Category of Courses	Credit Hours	ECTS
General Education Requirements	36	58
Program Foundation Requirements	69	112
Program Specialization Requirements	35	58
Final Attestation	6	12
<b>Total Credit Hours Required for Graduation</b>	<b>146</b>	<b>240</b>

**General Education Requirements** can be found in the General Education section of the Catalog.

### **Program Foundation Requirements (69 credits, 112 ECTS)**

Program Foundation Requirements consist of three components: (1) Program Foundation Required Basic Discipline courses (36 credits / 57 ECTS), (2) Program Foundation Basic Discipline Courses (21 credits / 35 ECTS) and (3) Program Foundation Elective Basic Discipline Courses (12 credits / 20 ECTS)

#### **Program Foundation Required Basic Discipline Courses (36 credits, 57 ECTS)**

Please refer to page 128 of the General Information on the BCB Undergraduate Degree Programs description.

#### **Program Foundation Basic Discipline Courses (21 credits, 35 ECTS)**

Please refer to page 128 of the General Information on the BCB Undergraduate Degree Programs description.

#### **Program Foundation Elective Basic Discipline Courses (12 credits, 20 ECTS)**

Student of a particular specialized bachelor degree program must choose elective courses from a different area of study\*

Please refer to page 128 of the General Information on the BCB Undergraduate Degree Programs description.

### **Program Specialization Requirements (35 credits, 58 ECTS)**

Program Specialization Requirements consist of two components: (1) Program Required Specialization courses (26 credits, 43 ECTS) and (2) Program Elective Specialization courses (9 credits, 15 ECTS).

#### **Program Required Specialization Courses (26 credits, 43 ECTS)**

Course Code	Course Title	Credit Hours	ECTS
CIT1303	Information Systems and Networking	2	3
CIT2302	Database Management Systems in Business	3	5

IFS4204	Decision Support Systems	3	5
CIT3734	Web Technologies in Business	3	5
CIT2731	Digital Graphics in Business	3	5
CIT3745	Information Security Management	3	5
IFS4206	Enterprise Info Systems	3	5
XXX 4250.1	Internship I	3	5
XXX 4250.2	Internship II	3	5
	<b>Total</b>	<b>26</b>	<b>43</b>

Program Elective Specialization Courses (9 credits, 15 ECTS)  
Each student is required to take 9 credits from available courses

Course code	Course title	Credit hours	ECTS
IFS4301	Introduction to Data Science	3	5
CIT3801	Software Engineering Concepts	3	5
CIT3802	Advanced Programming	3	5
CIT3803	Python Programming	3	5
CIT3804	Engineering Computation and Data Science	3	5
IFS4302	Project Management	3	5
IFS4304	ERP systems	3	5
CIT3805	Big Data Analytics	3	5
IFS4304	Business Intelligence Applications	3	5
CIT3806	Cryptographic Data Security	3	5
CIT3807	C, Java Programming	3	5
IFS4305	Data Visualization	3	5
	<b>Total</b>	<b>9</b>	<b>15</b>

### Final Attestation (6 credits, 12 ECTS)

Course Code	Course Title	Credit Hours	ECTS
BUS3300	Research Methods in Business Studies	3	5
IFS4277	State Examination	1	3
IFS4275	Thesis/ State Examinations(2)	2	4
	<b>Total</b>	<b>6</b>	<b>12</b>

## BACHELOR OF GLOBAL LOGISTICS AND SUPPLY CHAIN MANAGEMENT

### Statement of Purpose

**The Bachelor of Global Logistics and Supply Chain Management** 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 Information Systems.

They will also acquire fundamental knowledge in Accounting, Finance, Management, Marketing, Logistics and Operations Management, Information Systems and Computer Applications. By applying their skills and knowledge, Bachelor of information systems graduates will make significant contributions to the community in which they work, whether in business or in the public sector.

### **Mission Statement**

The Bachelor of Global Logistics and Supply Chain management Program at KIMEP University is dedicated to train professionals who can successfully develop and manage information systems of organizations both in Kazakhstan and internationally. The program provides fundamental knowledge in the field of both information systems and business that will allow making career in the area of IS in business organizations, governmental organizations, financial organizations, IT companies, higher institutions, enterprises, hospitals, logistical organizations, hotels, consulting firms.

This program is created on the basis of needs and requirements of both business and modern trends in Information technologies and systems. The program curriculum is adaptable to needs of businesses and covers all aspects of information systems in business.

### **Unique learning objectives of the program**

- to prepare professionals in Global Logistics capable to apply knowledge and skills on challenging jobs in all types of organizations.
- 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.
- to enable students with a solid foundation to successfully pursue higher studies in the specialized fields of knowledge.

### **Unique Intended Learning Outcomes (ILOs) of the Program**

At successful completion of the Bachelor of Global Logistics program, graduates will be able to:

- apply knowledge and skills in different fields of economics & business;
- demonstrate skills in structuring & analysis of raw data sets of different origin;
- apply different well-known methods of data analysis and visualization for reporting and decision making;
- improve and utilize possibilities of information system to make IS capable for solving routine and unique problems;

### **Curriculum**

To earn a Bachelor of Global Logistics and Supply Chain management degree, students must complete 146 credits as follows:

<b>Category of Courses</b>	<b>Credit Hours</b>	<b>ECTS</b>
General Education Requirements	36	58
Program Foundation Requirements	69	112
Program Specialization Requirements	35	58
Final Attestation	6	12
<b>Total Credit Hours Required for Graduation</b>	<b>146</b>	<b>240</b>

**General Education Requirements** can be found in the General Education section of the Catalog.



**Program Foundation Requirements (69 credits, 112 ECTS)**

Program Foundation Requirements consist of three components: (1) Program Foundation Required Basic Discipline courses (36 credits / 57 ECTS), (2) Program Foundation Basic Discipline Courses (21 credits / 35 ECTS) and (3) Program Foundation Elective Basic Discipline Courses (12 credits / 20 ECTS)

**Program Foundation Required Basic Discipline Courses (36 credits, 57 ECTS)**

Please refer to page 128 of the General Information on the BCB Undergraduate Degree Programs description.

**Program Foundation Basic Discipline Courses (21 credits, 35 ECTS)**

Please refer to page 128 of the General Information on the BCB Undergraduate Degree Programs description.

**Program Foundation Elective Basic Discipline Courses (12 credits, 20 ECTS)**

Student of a particular specialized bachelor degree program must choose elective courses from a different area of study\*

Please refer to page 128 of the General Information on the BCB Undergraduate Degree Programs description.

**Program Specializations requirements (35 credits, 58 ECTS)**

**Program Specialization Requirements consist of two components:** (1) Program Required Specialization courses (26 credits, 43 ECTS) and (2) Program Elective Specialization courses (9 credits, 15 ECTS).

**Program Required Specialization Courses (26 credits, 43 ECTS)**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>ECTS</b>
OPM4340	Introduction to Logistics	3	5
BUS3300	Research Methods in Business Studies	3	5
OPM4301	Global Freight Transportation and Logistics Management	3	5
OPM/IFS4551	Mathematical Modeling in Logistics	2	3
OPM3515	Inventory management	3	5
OPM3615	Warehousing Management	3	5
OPM4201	Purchasing and Material management	3	5
OPM4501	Transportation Carrier Management	3	5
XXX 4250.1	Internship I	3	5
XXX4250.2	Internship II	3	5
	<b>Total</b>	<b>26</b>	<b>43</b>

**Program Elective Specialization Courses (9 credits, 15 ECTS)**

Each student is required to take 9 credits from available courses:

Course Code	Course Title	Credit Hours	ECTS
OPM3207	Total Quality management	3	5
OPM3215	Business Time series forecasting	3	5
OPM4211	Manufacturing Planning and Control	3	5
OPM4310	Reverse and Green Logistics	3	5
OPM4206	Project management supply cost and risk management	3	5
OPM4213	Negotiations and conflict management	3	5
OPM4220	Enterprise resource planning in logistics	3	5
OPM4550	Advanced mathematics	3	5
OPM3330	Analytical methods in logistics	3	5
IFS4204	Decision Support Systems	3	5
	<b>Total</b>	<b>9</b>	<b>15</b>

### Final Attestation (6 credits / 12 ECTS)

Course Code	Course Title	Credit Hours	ECTS
BUS3300	Research Methods in Business Studies	3	5
SCM4277	State Examination	1	3
SCM4275	Thesis/ State Examinations(2)	2	4
	<b>Total</b>	<b>6</b>	<b>12</b>

## THE BACHELOR OF TOURISM AND INTERNATIONAL HOSPITALITY

**The Bachelor of Tourism and International Hospitality** 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 Information Systems.

They will also acquire fundamental knowledge in Accounting, Finance, Management, Marketing, Logistics and Operations Management, Information Systems and Computer Applications. By applying their skills and knowledge, Bachelor of information systems graduates will make significant contributions to the community in which they work, whether in business or in the public sector.

### Mission Statement

The Bachelor of Tourism and International Hospitality management Program at KIMEP University is dedicated to train professionals who can successfully develop and manage information systems of organizations both in Kazakhstan and internationally. The program provides fundamental knowledge in the field of both information systems and business that will allow making career in the area of IS in business organizations, governmental organizations, financial organizations, IT companies, higher institutions, enterprises, hospitals, logistical organizations, hotels, consulting firms.

This program is created on the basis of needs and requirements of both business and modern trends in Information technologies and systems. The program curriculum is adaptable to needs of businesses and covers all aspects of information systems in business.

### Unique learning objectives of the BTIH program

- to prepare professionals in Tourism capable to apply knowledge and skills on challenging jobs in all types of organizations.

- 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.
- to enable students with a solid foundation to successfully pursue higher studies in the specialized fields of knowledge.

**Unique Intended Learning Outcomes (ILOs) of the Program**

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

- apply knowledge and skills in different fields of economics & business;
- demonstrate skills in structuring & analysis of raw data sets of different origin;
- apply different well-known methods of data analysis and visualization for reporting and decision making;
- improve and utilize possibilities of information system to make IS capable for solving routine and unique problems;

**BTIH Curriculum**

<b>Category of Courses</b>	<b>Credit Hours</b>	<b>ECTS</b>
General Education Requirements	36	58
Program Foundation Requirements	69	112
Program Specialization Requirements	35	58
Final Attestation	6	12
<b>Total Credit Hours Required for Graduation</b>	<b>146</b>	<b>240</b>

**General Education Requirements** can be found in the General Education section of the Catalog.

**Program Foundation Requirements (69 credits, 112 ECTS)**

Program Foundation Requirements consist of three components: (1) Program Foundation Required Basic Discipline courses (36 credits / 57 ECTS), (2) Program Foundation Basic Discipline Courses (21 credits / 35 ECTS) and (3) Program Foundation Elective Basic Discipline Courses (12 credits / 20 ECTS)

**Program Foundation Required Basic Discipline Courses (36 credits, 57 ECTS)**

**Please refer to page 128 of the General Information on the BCB Undergraduate Degree Programs description.**

**Program Foundation Basic Discipline Courses (21 credits, 35 ECTS)**

**Please refer to page 128 of the General Information on the BCB Undergraduate Degree Programs description.**

**Program Foundation Elective Basic Discipline Courses (12 credits, 20 ECTS)**

Student of a particular specialized bachelor degree program must choose elective courses from a different area of study\*

**Please refer to page 128 of the General Information on the BCB Undergraduate Degree Programs description.**

**Program Specialization Requirements (35 credits, 58 ECTS)**

**Program Specialization Requirements consist of two components:** (1) Program Required Specialization courses (26 credits, 43 ECTS) and (2) Program Elective Specialization courses (9 credits, 15 ECTS).

**Program Required Specialization Courses (26 credits, 43 ECTS)**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>ECTS</b>
MKT4101	Directed Studies in Tourism and Hospitality	2	3
MKT3220	Tourism Marketing	3	5
MKT3221	Tourism Practices and Principles	3	5
MGT3215	Hospitality Management	3	5
MKT3230	Cross-Cultural Tourism	3	5
MGT3216	Leisure and Recreational Management	3	5
MKT3210	Services Marketing	3	5
BTH4250.1	Internship I	3	5
BTH4250.2	Internship II	3	5
	<b>Total</b>	<b>26</b>	<b>43</b>

**Program Elective Specialization Courses (9 credits, 15 ECTS)**

Each student is required to take 9 credits from available courses

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>ECTS</b>
MKT4102	Tourism Planning and Development	3	5
MKT4103	Destination Management	3	5
MKT4104	E-Tourism	3	5
MKT4105	Special Interest Tourism	3	5
MKT4106	Contemporary Issues in Tourism and Hospitality	3	5
MKT4107	International Food and Beverage Management	3	5
MKT4108	Special Topics in Tourism and Hospitality	3	5
MGT3204	Human Resource Management	3	5
MKT3201	Consumer Behavior	3	5
MKT3202	Marketing Communications	3	5
MKT3203	Marketing Research	3	5
MKT4219	Event Marketing	3	5

**Final Attestation (6 credits, 12 ECTS)**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>ECTS</b>

BUS3300	Research Methods in Business Studies	3	5
BTH4277	State Examination	1	3
BTH4275	Thesis/ State Examinations(2)	2	4
	<b>Total</b>	<b>6</b>	<b>12</b>

### **COLLEGE OF SOCIAL SCIENCE UNDEGRADUATE 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 36 credits of General Education Required courses
3. Completion of 68 credits of Program foundation courses.
4. Completion of 36 Major requirements including completion of an internship (6 credits) as specified by the program requirements.
5. Completion of the requirements of a degree program offered by the College of Social Sciences.
7. Completion of the physical education, internship and final attestation requirements.

The College of Social Sciences offers the following undergraduate degree programs:

- Bachelor of Economics (BAE)
- Bachelor of Journalism (BJ)
- Bachelor of International Relations (IR)
- Bachelor of Public and Municipal Administration (BPMA)

Each degree program has one or more options for a major and minor. 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.

		<b>Credits</b>	<b>ECTS</b>
General Requirements	Education	36	58
Program Requirements	Foundation	68	112
Program Required Courses		36	58
Final Attestation		6	12
<b>Total Required for Graduation</b>		<b>146</b>	<b>240</b>

**General Education Requirements** can be found in the General Education section of the Catalog.

## BACHELOR OF ECONOMICS (BAE) – 6B041

### Statement of Purpose

The BAE program teaches students how to examine economies in their entirety, or to investigate specific economic issues that arise in any given economy. Such an approach provides students flexibility in problem solving and in choice of career. The program encourages intuition, followed by reasoned scrutiny of intuitive impressions by means of rigorous theoretical modelling and empirical 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 analyse 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.

	<b>Credits</b>	<b>ECTS</b>
General Education Requirements	36	58
Program Foundation Requirements	68	112
Program Required Courses	36	58
Final Attestation	6	12
<b>Total Required for Graduation</b>	<b>146</b>	<b>240</b>

Students should consult academic advisors for their General Education course selection. **General Education Requirements** can be found in the General Education section of the Catalog.

### Program Foundation Requirements (68 credits, 112 ECTS)

#### Program Foundation: Required Courses (32 credits/52 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisites
KAZ/RUS21021.2	Prof Kazakh (Russian) Language	2	3	None
ENG1110	Academic Speaking	3	5	None
ENG1121	Academic Reading and Writing II	3	5	None
ECN1201	Math for Business and Economics	3	5	ENG0004
ECN2083	Introduction to Statistics	3	5	ECN1201
ECN2103	Principles of Microeconomics	3	5	ENG0004 – cannot be counted as a separate

				course from FIN2105 Business Microeconomics
ECN2102	Principles of Macroeconomics	3	5	ENG0004 – cannot be counted as a separate course from FIN2106 Business Macroeconomics
ECN3184	Econometric Methods	3	5	ECN2103, ECN2102 & ECN2083
POL1704.2	Fund. of Political Science	2	3	ENG0004
ECN1101.2	Introduction to Economics	2	3	ENG0004
PAD2700.2	Fundamentals of Sociology	2	3	ENG0004
ECN3888	Academic Internship	3	5	None
<b>Total</b>		<b>32</b>	<b>52</b>	

### Program Foundation: Elective Courses

#### Group A) Program Foundation Elective Courses in Economics

Students choose 18 credits (30 ECTS) from the following courses:

Course Code	Course Title	Credits	ECTS	Prerequisites
ECN4140	Introduction to Game Theory	3	5	ECN1201 & ECN3081
ECN3083	Mathematical Economics	3	5	ECN1201
ECN3350	Financial Economics1)	3	5	ECN3081 (cannot be counted as separate course from FIN3220)
ECN4121	Public Economics2)	3	5	ECN2103
ECN4169	Development Economics3)	3	5	
ECN4086	Applied Microeconomics	3	5	ECN3081
ECN3151	Managerial Economic	3	5	ECN2103
<b>Total</b>		<b>18</b>	<b>30</b>	

- 1) prerequisite for major in Financial Economics
- 2) prerequisite for major in Business Economics and Public Policy
- 3) prerequisite for major in Public Policy

#### Group B) KIME-wide Elective Courses (18 credits/30 ECTS)

Students may also choose from the following list Program Foundation Elective Courses

Course Code	Course Title	Credits	ECTS	Prerequisite
ECN4125	Monetary Economics	3	5	ECN3082

ECN2020	Global Economics	3	5	ENG0004
ECN4185	Applied Econometrics	3	5	ECN3184
ECN2202	Business Law	3	5	GE English courses
PAD 3524	Leadership & Management	3	5	ENG0004
ECN2360	Intro to Personal Finance	3	5	ECN2103
MATH2001	Linear Algebra	3	5	ECN1201
MATH3001	Introduction to Analysis	3	5	ECN1201
MATH3002	Differential Equations	3	5	MATH2001 & MATH3001
MATH4001	Discrete Mathematics	3	5	ECN1201
MATH4002	Probability Theory and Statistics	3	5	ECN2083 & MATH2401/MATH3001
MATH4003	Intro to Multivariate Statistics	3	5	MATH3001
MATH2401	Calculus	3	5	ECN1201
PAF3535	Fundamentals of Financial Accounting	3	5	
ACC3101	Financial Accounting II	3	5	
ACC3201	Inter Financial Accounting I	3	5	
ACC3202	Inter Financial Accounting II	3	5	
ACC3212	Accounting Info Systems	3	5	
FIN3121	Principles of Finance	3	5	
FIN3210	Corporate Finance	3	5	
FIN3220	Investments 3	3	5	
FIN3230	Fin Institutions Management	3	5	cannot be counted as a separate course from ECN3230
MKT3130	Principles of Marketing	3	5	
OPM3131	Intro to Operations Mgt.	3	5	
IRL2512	Fund. International Relations	3	5	
<b>Total</b>		<b>18</b>	<b>30</b>	

Students may choose any course necessary to study towards a minor or double major degree and count it towards the Program Foundation Elective category. They may replace a course in category B with a course from category A of this section.



### Program requirements (36 credits/58 ECTS)

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, newly created Asian Infrastructure Development Bank, 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 (21 credits/33 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisites
ECN2101.3	Professional Foreign Language	3	3	None
ECN3189	Economy of Kazakhstan	3	5	ECN2103 and ECN2102
ECN4112	International Economics	3	5	ECN2102, ECN2103
ECN4154	Government and Business	3	5	ECN3081
ECN3888.1	Professional Internship	3	5	ECN3888
ECN3081	Intermediate Microeconomics	3	5	ECN2103/FIN2105
ECN3082	Intermediate Macroeconomics	3	5	ECN2102/FIN2106
<b>Total</b>		<b>21</b>	<b>33</b>	

### Major Elective courses

In addition to the major required courses, students choose 15 credits from the following courses:  
Major in Business Economics (15 credits/25 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisites
ECN3030	Economics of the European Union	3	5	ECN2103 & ECN2102
ECN4351	Foreign Exchange Markets	3	5	ECN2103 & ECN2102
ECN4359	Investing in Emerging Markets	3	5	ECN2103 & ECN2102
ECN4153	Law and Economics	3	5	ECN2103
ECN4122	Labor Economics	3	5	ECN2103
ECN4350	Advanced Financial Economics	3	5	ECN3184, ECN3081, ECN3082
ECN4152	Industrial Organization	3	5	ECN3081
ECN3161	Natural Resource Economics	3	5	ECN2103
ECN3040	Market Regulation & Antitrust	3	5	ECN2103

	Policy			
ECN3155	Money and Banking	3	5	ECN2102 cannot be counted as a separate course from FIN3101 Financial Institutions and Markets
ECN3230	Financial Institutions Management	3	5	ECN2103 cannot be counted as a separate course from FIN3230
ECN4181	Special Topics in Economics	3	5	ECN2103
<b>Total</b>		<b>15</b>	<b>25</b>	

### Major in Financial Economics (15 credits/25 ECTS)

In addition to the major required courses, students choose 15 credits from the following courses:

Course Code	Course Title	Credits	ECTS	Prerequisites
ECN4350	Advanced Financial Economics	3	5	ECN3184, ECN3081, ECN3082
ECN4351	Foreign Exchange Markets	3	5	ECN2102
ECN4352	Financial Econometrics	3	5	ECN3184
ECN4359	Investing in Emerging Markets	3	5	ECN2102 & ECN2103
ECN4181	Special Topics in Economics	3	5	ECN2103
ECN3210	Corporate Finance	3	5	ECN2103
ECN3155	Money and Banking	3	5	ECN2102 cannot be counted as a separate course from FIN3101 Financial Institutions and Markets
ECN3230	Financial Institutions Management	3	5	ECN2103 cannot be counted as a separate course from FIN3230
<b>Total</b>		<b>15</b>	<b>25</b>	

### Major in Public Policy (15 credits/25 ECTS)

Students choose ECN4169 (Development Economics) and 12 credits from the following electives:

Course Code	Course Title	Credits	ECTS	Prerequisites
ECN3030	Economics of the European Union	3	5	ECN2103 & ECN2102
ECN2020	Global Economics	3	5	ENG0004
ECN4153	Law and Economics	3	5	ECN3081
ECN4122	Labor Economics	3	5	ECN2103
ECN4359	Investing in Emerging Markets	3	5	ECN2102 and ECN2103

ECN4152	Industrial Organization	3	5	ECN3081
ECN3161	Natural Resource Economics	3	5	ECN2103
ECN3040	Market Regulation & Antitrust Policy	3	5	ECN2103
ECN4182	Special Topics in Economics	3	5	ECN2103
<b>Total</b>		<b>12</b>	<b>20</b>	

### Final Attestation (6 credits/12 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisites
ECN4104	Research Method & Methodology	3	5	90 credit hours
ECN4183	Thesis	2	4	
ECN4999	State Examination	1	3	None
<b>Total</b>		<b>6</b>	<b>12</b>	

### 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 requirements<sup>10</sup>

Thesis (ECN4183) Students have to write a thesis or to take two state examinations.

If they choose the thesis option, they must enrol in the Writing Course ECN4182, select an appropriate topic and develop the paper under the guidance of a faculty advisor. After receiving a passing grade a student enrolls in ECN4183. In order to register for the course, a student must have completed 90 credits, including ECN 4104 Research Methods and Methodology and an econometrics methods course.

### Writing the thesis

The thesis analyses 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 thesis well organized? Are the parts arranged in a clear sequence?
- Is the thesis 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.

<sup>10</sup> For details see the CSS Guideline for Undergraduate Theses.

## **BACHELOR OF INTERNATIONAL RELATIONS (BIR) – 6B031**

### **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 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**

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. In many respects, the BIR has built this process in advance of the rest of the Institute. The BIR's 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**

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 Union, the Shanghai Cooperation Organization, the Asia Pacific Economic Conference, 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 oriented towards autonomous and independent learning, 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.

### **Transfer Policy**

Credits earned in another program can be transferred to the extent that the course is equivalent to a course in the KIMEP program. For transfers from bachelor to bachelor level course KIMEP rules apply. A department committee decides case by case.

For joint, dual, and multiple degree programs different rules may apply as determined by specific agreements.

## **CURRICULUM**

### **Program Structure**

Like all undergraduate degrees at KIMEP University, the BIR has five study program categories.

To earn a Bachelor of International Relations a student must complete 146 KIMEP credits equivalent to 240 ECTS

	Credits	ECTS
General Education Requirements	36	58
Program Foundation Requirements	68	112

Program Courses	Required	36	58
Final Attestation		6	12
Total Required for Graduation		146	240

**General Education Requirements** can be found in the General Education section of the Catalog.

**Program Foundation Courses (68 credits equivalent to 112 ECTS)**

**Program Foundation: Required courses (32 credits equivalent to 52 ECTS)**

\*Pre-requisites: All International Relations majors are required to take GEN/POL 2701.2 “Fundamentals of Political Science” and IRL2512.2 “Fundamentals of International Relations” prior to admission into other program-foundation and program-major classes.

All language courses offered by the College of Humanities and Education 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	ECTS	Prerequisites
				*All IR majors are required to take GEN/POL 2701.2 and IRL 2512 prior to admission to other program – foundation and program major classes except **
GEN 1100	Academic Speaking	3	5	
GEN 1121	Academic Reading and Writing II	3	5	
IRL2512	Fundamentals of International Relations	3	5	GEN1100 and GEN1120
KAZ/RUS21021.2	Prof Kazakh (Russian) Language	2	3	None
IRL3544	Diplomatic and Consular Service	3	5	
IRL 3521	Theories of International Relations	3	5	
IRL3517	International Institutions and Law	3	5	
IRL 4527	Ethics in International Affairs	3	5	
GEN/PAD	Fundamentals of Sociology	2	3	
GEN/POL 2701.3	Fundamentals of Political Science	2	3	GEN1100 and GEN1120
GEN1704.2	Introduction to Economics	2	3	GEN1100 and

/ECN1101.2				GEN1120
IRL4596	Academic Internship in International Relations for BIR	3	5	
Total		32	52	

**Program Foundation: Elective Courses (36 credits equivalent to 60 ECTS)**

Program foundation elective courses are normally offered once every two years. Students should carefully decide what courses to take on that basis.

**Group A) Program Foundation Elective Courses in the International Relations Area (24 credits, 40 ECTS)**

Course Code	Course Title	Credits	ECTS	Prerequisites
POL3512	Comparative Politics	3	5	
IRL 3523	International Political Economy	3	5	
POL 3534	Social and Political Theory	3	5	
IRL/POL3515	Political Geography	3	5	
IRL3545	Diplomatic Protocol and Documents	3	5	
IRL3539	History of Diplomacy 1648 to 1815	3	5	
IRL3540	History of Diplomacy 1815 to 1945	3	5	
IRL3545	Diplomatic Protocol and Documents	3	5	
IRL/POL4534	Politics of the European Union	3	5	
IRL4519	Globalization: Current Issues	3	5	
IRL3550	United Nations: Structure and Practices	3	5	

**Group B) KIMEP-wide Elective Courses (12 credits, 20 ECTS)**

Students may take a minor (see separate part of the catalog) and elect courses necessary to take the minor to count towards the category program foundation elective courses. Alternatively, they may choose 12 credits (20ECTS) from the following list:

Course Code	Course Title	Credits	ECTS	Prerequisites
GEN/POL2600	History of Civilizations 1	3	5	
IRL3541	Contemporary World History 1945 to Present	3	5	
GEN/POL2601	History of Civilizations 2	3	5	
GEN1610	Great Traditions and Culture of Kazakhs			
CHN1301	Beginning Chinese*)	3	5	

CHN1302	Elementary Chinese <sup>11*)</sup>	3	5	
GER1301	Beginning German*)	3	5	
GER1302	Elementary German 112*)	3	5	
GER1303	Elementary German 213*)	3	5	
LAW4502	Law of the WTO	3	5	
LAW4503	Law of the European Union	3	5	
LAW4504	International Human Rights Law	3	5	
LAW4514	Law of International Treaties	3	5	
LAW4515	International Criminal Law	3	5	
ECN2103	Microeconomics	3	5	
ECN2102	Macroeconomics	3	5	
ECN4169	Development Economics	3	5	
ECN4121	Public Economics	3	5	
ECN3193	Project Appraisal	3	5	
ECN2020	Global Economics	3	5	
JMC 4690	Special Topics in Journalism and Mass Communications	3	5	
JMC3605	Political Communication	3	5	
JMC 4702	Government Media Relations	3	5	
JMC 3621	International Relations and Journalism	3	5	
JMC 3201	Media Writing	3	5	
JMC 4201	Advanced Media Writing	3	5	
PAD3542	Public Policy Analysis	3	5	
PAD4443	Public Management	3	5	
PAD3533	Organization Theory and Design	3	5	
PAD4443	Public Management	3	5	
PAD3533	Organization Theory and Design	3	5	
PAD2111	Theories of Public Administration	3	5	
PAD3511	Fundamentals of Public Financial Management	3	5	
PAD3523	HR Management	3	5	

Students may maximally take two language courses in this category unless they take them within a minor.

### **Program Requirements (36 credits equivalent to 58 ECTS)**

The Department of International Relations and Regional Studies offers the following specializations to students:

- Major in Global Security and International Affairs
- Major in Regional Studies and Energy Politics
- Major in European Studies

### **Major Required Courses (15 credits equivalent to 23 ECTS)**

---

<sup>11</sup> Prerequisite CHN1301

<sup>12</sup> Prerequisite GER13012

<sup>13</sup> Prerequisite GER1302 or equivalent



Course Code	Course Title	Credits	ECTS	Prerequisites
IRL3520	Foreign Policy of Kazakhstan	3	5	
IRL4590	Undergraduate Seminar in International Relations	3	5	
IRL4512	Multivector Diplomacy: Central Asia in Global Politics	3	5	
IRL4597	Professional Internship in International Relations	3	5	
IRL2510.3	Professional Foreign Language: Strategic Communications in International Affairs	3	3	
Total		15	23	

### Major Electives in Global Security and International Affairs (21 credits equivalent to 35 ECTS)

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 7 courses from

Course Code	Course Title	Credits	ECTS	Prerequisites
IRL3526	Domestic Politics and Foreign Policy of the USA	3	5	
IRL3527	Domestic Politics and Foreign Policy of the Russian Federation	3	5	
IRL3528	Domestic Politics and Foreign Policy of the People's Republic of China	3	5	
IRL 4525	Asian Security: Theory and Practice	3	5	
IRL3524	Global Security and International Conflict Resolution	3	5	
IRL 3516	Terrorism and Security	3	5	
IRL3547	Security Studies	3	5	
IRL4550	Emerging Powers	3	5	
IRL 3546	Selected Topics in International Relations	3	5	
Total		21	35	

### Major Electives in Regional Studies and Energy Politics (21 credits equivalent to 35 ECTS)

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 7 courses from

Course Code	Course Title	Credits	ECTS	Prerequisites
IRL4532	Domestic Politics and Foreign Policy of Central Asia and the Caucasus	3	5	
IRL/POL 4530	Middle East Politics	3	5	
POL 4537	Society and Culture of Central Asia	3	5	
IRL4531	Political Economy of Central Asia	3	5	
IRL 4521	Petropolitics	3	5	

IRL 4540	Geopolitics and Political Economy of Natural Resources	3	5	
IRL4526	Comparative Foreign Policy	3	5	
IRL 4528	Central Asia-Russia Relations	3	5	
POL 3546	Selected Topics in Regional Studies	3	5	
Total		21	35	

### Major Electives in European Studies (21 credits equivalent to 35 ECTS)

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 7 courses from

Course Code	Course Title	Credits	ECTS	Prerequisites
IRL/GENXXXX	Western Civilization 1 (Ancient Greece to Renaissance)	3	5	
IRL/GENXXXX	Western Civilization 2 (Enlightenment to 21st Century)	3	5	
IRL/POL4534	Politics of the European Union	3	5	
IRLXXXX	Topics in the History/Politics/Culture of Europe	3	5	
IRL/GENXXXX	Post-War Italian Cinema: Neorealism	3	5	
IRLXXXX	Contemporary European History	3	5	
IRLXXXX	Nationalism, Populism and Ethnic Conflict in Contemporary Europe	3	5	
IRLXXXX	European Social Movements	3	5	
PADXXXX	Institutions of the European Union	3	5	
ECN3030	Economics of the European Union	3	5	
LAW4503	Law of the European Union	3	5	
Total		21	35	

### Final Attestation (6 credits equivalent to 12 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisites
IRL3595	Research Design and Methods	3	5	
IRL4599.2	Thesis and Thesis Defense	2	4	4th year status
IRL4599.1	State Examination	1	3	
Total		6	12	

## BACHELOR OF PUBLIC AND MUNICIPAL ADMINISTRATION (BPMA) – 6B041

### 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 prepares prospective managers with skills that enable them to adapt to changing demands within different sectors.

## Learning objectives

The BPMA program equips students with the essential knowledge for professional, managerial, and, ultimately, executive positions in the public, non-profit and private sectors. The program's learning objectives are to ensure that they 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, and environmental policy).

Students also acquire the necessary cognitive, inter-personal and self-management skills to:

- 1) undertake research involving the synthesizing 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 in 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.

	Credits	ECTS
General Education Requirements	36	58
Program Foundation Requirements	68	112
Program Required Courses	36	58
Final Attestation	6	12
<b>Total Required for Graduation</b>	<b>146</b>	<b>240</b>

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.

**General Education Requirements** can be found in the General Education section of the Catalog.

### Program Foundation Courses (68 credits/112 ECTS)

### Program Foundation Required Courses (32 credits/52 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisites
KAZ2101 Or RUS 2101	Professional Kazakh Language Or Professional Russian Language	2	3	
GEN1201	Mathematics for Business	3	5	

	and Economics			
ECN2103	Principles of Microeconomics	3	5	All required GE English courses
PAF3531/E CN4121	Public Finance/Public Economics	3	5	PAD2111 ECN2103
ENG 1100	Academic Speaking	3	5	
GEN 1121	Academic Reading and Writing II	3	5	
ECN2103	Introduction to Statistics	3	5	None
PAD2111	Fundamentals of Public Administration	3	5	None
GEN/PAD 2700.2	Fundamentals of Sociology	2	3	GEN1100 and GEN1120
GEN/POL 2701.2	Fundamentals of Political Science	2	3	GEN1100 and GEN1120
GEN1704.2 /ECN1101.2	Introduction to Economics	2	3	GEN1100 and GEN1120
PAD3115	Academic Internship in Public Administration for BPMA	3	5	
Total		32	52	

### Program Foundation: Elective Courses

#### Group A) Electives in the Public Administration Area

Students choose 40 ECTS from this group

Course Code	Course Title	Credits	ECTS	Prerequisites
PAD 3523	Human Resource Management	3	5	PAD2111
PAD4443	Public Management	3	5	PAD2111
PAD4520	Program Evaluation	3	5	PAD2111
PAD3522	Decision-making	3	5	PAD2111
PAD 3533	Organization Theory and Design	3	5	PAD2111
PAF4534	Public Budgeting	3	5	PAF3511
ECN2102	Principles of Macroeconomics	3	5	All required GE English courses
PAD4541	Gender and Public Policy	3	5	PAD2111
PAD4442	Comparative Public Administration	3	5	PAD2111
PAD4702	CSR and International Development	3	5	PAD2111

**Group B) KIMEP-wide Elective Courses (12 credits/20 ECTS)**

Students may choose any course necessary to study towards a minor and count it towards the Program Foundation Elective category.

They may also choose from the following list Program Foundation Elective Courses or any course not selected in group A

Students may choose any of the following courses:

Course Code	Course Title	Credits	ECTS	Prerequisites
PAF2211	Public Marketing	3	5	None
PAD 3524	Leadership and Management	3	5	PAD2111
PAD3541	Natural Resources Management	3	5	
PADXXX	Law and Development	3	5	None
Total		12	20	

**Program Requirements (36 credits/58 ECTS)**

**Major Required Courses (15 credits/23 ECTS)**

Course Code	Course Title	Credits	ECTS	Prerequisites
PAD4553	Local Government (Municipal Management in GOSO)	3	5	PAD2111
PAD 3542	Public Policy Analysis	3	5	PAD2111
PAF3511	Fundamentals of Public Financial Management	3	5	PAD2111
PAD 2430.3	Research, Reading, Writing (Professional Foreign Language)	3	3	None
PAD3115	Professional Internship in Public Administration for	3	5	
Total		15	23	

**Major in International Development and Public Policy (7 courses, 21 Credits, 35 ECTS)**

Course Code	Course Title	Credits	ECTS	Prerequisites
PAD4443	Public Management	3	5	PAD2111
PAD3536	Organizational Behavior	3	5	PAD2111
PAD3540	Governance and Development (also Governance and Law major)	3	5	PAD2111
PAD3543	Urban Development	3	5	PAD2111
PAD3547	Social Policy in Transitional	3	5	PAD3542

	Countries			
IRLXXXX	European Social Movements (IR Department)	3	5	
PADXXXX	Institutions of the European Union	3	5	
PAD3550	NGOs and Development	3	5	PAD2111
PADXXX	Law and Development	3	5	PAD2111
PAD4441	Energy Policy			PAD2111
IRL 4521	Petro Politics (by IR Department)	3	5	
IRL3523	International Political Economy (by IR Department)	3	5	
PAD4542	Current Issues in Public Policy and Administration	3	5	PAD3542
PAD4003	Public Policy of Kazakhstan (also Governance and Law major)	3	5	PAD3542
ECN2020	Global Economics (by Economics)	3	5	ENG0004
ECN3030	Economics of the European Union (by Economics)	3	5	ECN2102 ECN2103
ECN4169	Development Economics (by Economics)	3	5	ECN2103
PADXXX	Selected Topics in International Development and Public Policy	3	5	PAD3542

### Major in Governance and Law (7 Courses, 21 Credits, 35 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisites
PAD4003	Public Policy of Kazakhstan (with major International Development)	3	5	PAD3542
PAD3540	Governance and Development (with major International Development)	3	5	PAD3542
PAD4553	Government and Business (with major Financial Development)	3	5	
PAD3543	Urban Development	3	5	PAD3542
PADXXX	Law and Development	3	5	
LAW3511	Public International Law (by Law School)	3	5	
LAW2104	Constitutional Law of Kazakhstan (by Law School)	3	5	
LAW2105	Administrative Law of Kazakhstan (by Law School)	3	5	
LAW4509	Tax Law of Kazakhstan (by	3	5	

	Law School)			
PAD4701	Current Issues in Governance and Law	3	5	

**Major in Financial Management and Public Audit (7 Courses, 21 Credits, 35 ECTS)**

Course Code	Course Title	Credits	ECTS	Prerequisites
PAF4535	Public Sector Auditing	3	5	PAF3511
PAF3534	Taxation and Spending in Selected Countries	3	5	PAD2111 ECN2103
PAF3535/E CN2201	Fundamentals of Financial Accounting/Accounting and Auditing (as substitute for ACC2101 for Econ)	3	5	PAF3511
PAF/FIN45 31	Investment Management/Investments (by BCB)	3	5	PAF3511
PAF 4533	Financial Management in the Public Sector	3	5	PAF3511
PAF4536	Project Appraisal and Management	3	5	PAF3511
PAF4532.4	Managerial Accounting/Management Accounting (by BCB)	3	5	PAF3511
PAF/ECN3 532	Government and Business (with Economics)	3	5	ECN2103
PAF4532	Basics of Fiscal Governance	3	5	PAF3511
PAFXXXX	Audit and Corporate Governance	3	5	
ACC4203	Auditing (by BCB)	3	5	see BCB part of catalog
PADXXXX	Selected Topics in Financial Management and Public Audit	3	5	PAF3511

**Major in International Trade and Corporate Policy (7 Courses, 21 Credits, 35 ECTS)**

Course Code	Course Title	Credits	ECTS	Prerequisites
ACC/PAF4 240	Taxation of Multinational Enterprises	3	5	PAF3511
PAF3534	Taxation and Spending in Selected Countries	3	5	PAD2111 ECN2103
PAD3540	Governance and Development (also Governance and Law)	3	5	PAD2111
PAD3550	NGOs and Development	3	5	PAD2111
PAD4441	Energy Policy	3	5	PAD2111
PAD3601	Fundamentals of Customs Administration	3	5	PAD2111
LAW4502	Law of the WTO (by Law	3	5	

	School)			
ECN2020	Global Economics (by Economics)	3	5	ENG0004
ECN3030	Economics of the European Union (by Economics)	3	5	ECN2103 ECN2103
ECN4112	International Economics (by Economics)	3	5	ECN2103
LAW2102	Tax Law of Kazakhstan	3	5	
PADXXX	Selected Topics in International Trade and Corporate Policy	3	5	

### Final Attestation (6 Credits, 12 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisites
PAD 3116	Methods of Social Research	3	5	None
PAD4559	Thesis and Thesis Defense	2	6	None
	State Examination (Exit Exam)	1	3	
Total		6	12	

## BACHELOR OF JOURNALISM (BJ) – 6B032

### Statement of Purpose

The Department of Media and Communications prepares well-trained communicators, providing them theoretical knowledge and practical, technical and language skills necessary to develop Kazakhstan's media environment. The Bachelor of Journalism (BJ) 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 Bachelor of Journalism program provides theoretical and practical education to prepare undergraduate students for careers or for continuing education at the master's level in media and communications or related fields. Students develop professional skills built on a strong theoretical foundation, which prepares them for success as working professionals or as advanced students in higher education.

### Learning Objectives

Students who graduate with a Bachelor of Journalism degree will be prepared to enter employment in media and communication fields including journalism, public relations, or broadcasting, or to related positions outside the media sector. They will also be prepared for further study at the graduate level in media and communication or related fields. This preparation is based on developing theoretical understanding and practical skills, including the abilities to:

- understand and apply key theories and concepts central to the academic fields of media and communication;
- comprehend the role of professional communication in Kazakhstan and the world;
- investigate and become skilled at the practices of media and communication;



- understand and apply 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;
- 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.

### **Intended Learning Outcomes**

Upon successful completion of the program, BJ graduates will be able to:

1. explain the role of media and communications, and particularly journalism and public relations in society;
2. identify and apply theoretical knowledge of media and communications practices;
3. apply foundation practices in professional communication, such as writing, planning, analysis, and research;
4. follow ethical and professional practices related to media and communications;
5. work with legal issues and procedures related to the practice of journalism and mass communication in Kazakhstan;
6. manage and explain the role of new information technologies in the practice of mass communication;
7. engage with, and advance, communication practices in CIS and Kazakhstan and in other regions of the world, in ways that reflect the major social, economic, and political aspects and impacts of those practices;
8. develop the analytical skills needed to critically evaluate professional communication materials and performances;
9. master the practical skills needed to conceive, report, and produce news for online, print, broadcast and other media;
10. adopt the language, management and technical skills needed to communicate effectively;
11. demonstrate understanding of commercial and academic research, including a variety of methods; demonstrate the technical skills necessary to communicate effectively in a multimedia environment; and undertake at least one semester of work in a mass communication role or field.

### **Department of Media and Communication policies**

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.

Any BJ student may use any offered JMC course for which she/he meets prerequisites to fulfill any JMC elective requirement, regardless of whether that course is specifically listed in that student’s catalog.

### **Bachelor of Journalism Curriculum**

To earn a Bachelor of Journalism, a student must complete 146 KIMEP credits (240 ECTS).

	Credits	ECTS
General Education Requirements	36	58
Program Foundation Requirements	68	112
Program Required Courses	36	58
Final Attestation	6	12

<b>Total Required for Graduation</b>	<b>146</b>	<b>240</b>
--------------------------------------	------------	------------

**General Education Requirements** can be found in the General Education section of the Catalog.

**PROGRAM FOUNDATION REQUIREMENTS (68 credits, 112 ECTS)**

**Program Foundation: Required Courses: 32 credits, 52 ECTS**

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
ENG1100	Academic Speaking	3	5	
ENG1121	Academic Reading and Writing II	3	5	
JMC3616.2 or JMC3615.2	Writing for Russian/Kazakh Media	2	3	None
JMC2615	Media Writing	3	5	None
JMC 4614	Media Analysis	3	5	JMC2605
JMC2607	Ethical and Legal Issues in Media and Communication	3	5	None
JMC2605	Media and Society	3	5	None
JMC 2612	Internet and Society	3	5	None
GEN/PAD 2700.2	Fundamentals of Sociology	2	3	
GEN/POL 2701.2	Fundamentals of Political Science	2	3	
GEN1704.2 /ECN1101.2	Introduction to Economics	2	3	
JMC3611	Internship I	3	5	JMC2605
<b>TOTAL:</b>		<b>32</b>	<b>52</b>	

**Program Foundation: Elective Courses: 36 credits, 60 ECTS**

**Group A) Technical Production Elective Courses**

Students need to take one technical production course (3 credits, 5 ECTS)

	<b>Technical Production Focus</b>			
JMC 3623	Video Production	3	5	None
JMC3707	Video Practicum in Russian (Kazakh)	3	5	None

**Group B) Program Foundation Elective Courses in the Media and Journalism**

Students elect 18 credits, 30 ECTS from this group

	<b>Professional Practices Focus</b>			
--	-------------------------------------	--	--	--

JMC2608/ GEN2812	Introduction to Public Relations	3	5	None
JMC 2611	Introduction to Journalism	3	5	None
JMC 3609	Principles of Media Management	3	5	None
JMC2704	Persuasive Communication	3	5	None
JMC4708	Public Speaking	3	5	
JMC4622	Copywriting	3	5	None
JMC4710	Public Image-Making	3	5	JMC 2704
JMC3608	Journalism in Kazakhstan and CIS	3	5	None

### Group C) KIMEP-wide Elective Courses

Students elect 15 credits, 25 ECTS from this group

Students may also elect courses necessary to study a minor and count the credits towards this group.

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
JMC2609	Psychology in Communication	3	5	None
JMC2XXX	Creative Thinking and Critical Writing	3	5	None
JMC4690	Special Topics in Journalism and Communication	3	5	None
JMC4704	Brand/Image Management	3	5	None
JMC4705	Video Documentary	3	5	None
JMC4706	Creative Workshop	3	5	None
JMC4707	Advanced Video Production and Editing	3	5	None

Upon request, a student may replace a course in category C with a course from category A or B of this section.

### PROGRAM REQUIREMENTS (36 credits, 58 ECTS)

The BJ program offers two majors:

#### Digital Journalism and Public Relations

Students who want a flexible curriculum may choose to graduate without a major. In that case, Major Required Courses should be treated as Program Elective Courses, and selected with the advice of DMC faculty.

**Digital Journalism** is designed for students who want to work as journalists, or as specialists in other fields applying the knowledge and skills required of journalists in a digital environment. Students develop skills in effectively identifying, gathering information, and telling compelling factual stories in a digital media environment. .

**Public Relations** is designed to prepare students to become well-rounded online and offline communicators. They will learn to establish mutually beneficial relationships between organizations and their stakeholders. Students will learn to develop the image, reputation and the brand of a person or an organization. They will learn communication skills needed to advise management, set policies, and plan and execute strategic campaigns.

**Major Required Courses: 21 KIMEP credits, 33 ECTS**

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
JMC3605	Political Communication	3	5	None
JMC 3709	Audio Production	3	5	None
JMC 4201	Advanced Media Writing	3	5	JMC 2615 Media Writing
JMC3612	Internship II	3	5	JMC 2605
JMC3211	Editing	3	5	None
JMC4616	Theories of Media and Communication	3	5	JMC2605
JMC 1601.3	English for Media Communication I	3	3	None
<b>TOTAL:</b>		<b>21</b>	<b>33</b>	

**Major in Digital Journalism: Major Elective Courses (15 credits, 25 ECTS)**

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
JMC2703	Photojournalism	3	5	None
JMC3603	Business News	3	5	
JMC4612	Online Journalism	3	5	JMC2615 Media Writing and one other technical production course
JMC 4615	Online Multimedia Technologies	3	5	None
JMC4714	Fashion and Lifestyle Journalism	3	5	None
<b>TOTAL:</b>		<b>15</b>	<b>25</b>	

**Major in Public Relations: Elective Courses (15 credits, 25 ECTS)**

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
JMC4601	Advertising and Media Sales	3	5	None
JMC 4627	Public Relations Campaigns	3	5	JMC2608
JMC 4709	Media Relations	3	5	JMC 2608
JMC 4703	Crisis Communication	3	5	None
JMC4711	Special Event Management and Design	3	5	JMC2608
<b>TOTAL:</b>		<b>15</b>	<b>25</b>	

**Final Attestation (6 credits equivalent to 12 ECTS)**

Course Code	Course Title	KIMEP Credits	ECTS	Prerequisites
JMC 4701	Communication Research	3	5	
JMC 4070.2	Thesis/Professional Project	2	4	JMC4701

JMC4080.3	State Examination	1	3	None
Total		6	12	

### **Internships in the Department of Media and Communications**

Internships provide students with opportunity to gain work experience in organizations such as media outlets, communication and PR agencies, production and film studios, corporate media, non-government organizations and government agencies and to acquire marketable skills in the areas of their specialization. BJ students are required to complete 6 total credits of internship. **Prerequisite Courses and Program Progression**

Students are strongly advised to take courses that serve as prerequisites for other courses at the earliest possible time in their academic careers. There are many upper-level courses which cannot be taken by students who have not taken the required prerequisite. These courses include: JMC 2605, Media and Society; JMC 2608, Introduction to Public Relations; JMC 2615/JMC 3201, Media Writing. In general, students should try to take 1000-level courses in the first year of study; 2000-level courses the second year; and 3000-level and 4000-level courses in the final two years of study.

### **MINORS OFFERED BY THE COLLEGE OF SOCIAL SCIENCE**

#### **MINORS OFFERED BY THE ECONOMICS DEPARTMENT**

##### **Minor in Mathematics**

A Minor in Mathematics at KIMEP consists of 4 courses: a student is to take and successfully complete any four courses from the table below to complete the requirements for the minor in mathematics.

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>ECTS</b>	<b>Prerequisites</b>
MATH2001	Linear Algebra	3	5	ECN1201
MATH3001	Introduction to Analysis	3	5	ECN1201
MATH3002	Differential Equations	3	5	MATH2001, MATH3001
MATH4001	Discrete Mathematics	3	5	ECN1201
MATH4002	Probability Theory and Statistics	3	5	ECN2083 & MATH2401/MATH3001
MATH4003	Introduction to Multivariate Statistics	3	5	MATH3001
Total		12	20	

##### **Minor in Economic Policy and Development**

This minor requires that students take any 4 of the courses listed in the table below provided all four courses are not counted as their program required courses.

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>ECTS</b>	<b>Prerequisites</b>
ECN2020	Global Economics	3	5	ENG0004
ECN2102	Principles of Macroeconomics	3	5	ENG0004
ECN2103	Principles of Microeconomics	3	5	ENG0004
ECN3189	Economy of Kazakhstan	3	5	ECN2103(FIN2105) & ECN2102(FIN2106)
ECN4121	Public Economics	3	5	ECN2103
ECN4169	Development Economics	3	5	ECN 2103 and ECN2102

Total		12	20	
-------	--	----	----	--

### Minor in Economics and Law

This minor requires that students take any 4 of the courses listed in the table below provided all four courses are not counted as their program required courses.

Course Code	Course Title	Credits	ECTS	Prerequisites
ECN2103	Principles of Microeconomics	3	5	ENG0004
ECN3040/ LAW3040	Market Regulation & Antitrust Policy	3	5	ECN2103
ECN4153	Law and Economics	3	5	ECN2103
LAW4502	Law of the WTO	3	5	None
LAW4505	International Investment Law	3	5	None
LAW4507	Law of Energy and Natural Resources	3	5	None
Total		12	20	

### Minor in Financial Economics

This minor requires that students take any 4 of the courses listed in the table below provided all four courses are not counted as their program required courses.

Course Code	Course Title	Credits	ECTS	Prerequisites
ECN3081	Intermediate Microeconomics	3	5	ECN2103 or FIN2105 or B i ECN1101
ECN3350	Financial Economics	3	5	ECN3081 (cannot be counted a separate course from FIN3220)
ECN4351	Foreign Exchange Markets	3	5	ECN2102
ECN4350	Advanced Financial Economics	3	5	ECN3350
ECN4352	Financial Econometrics	3	5	ECN3184
ECN3230	Financial Institutions Management	3	5	ECN2103 (cannot be counted a separate course from FIN3230)
ECN4359	Investing in Emerging Markets	3	5	ECN2102 and ECN2103
ECN4181	Special Topics in Economics	3	5	ECN2103
ECN4141	Introduction to Game Theory	3	5	ECN2103
Total		6	10	

## MINORS OFFERED BY THE DEPARTMENT OF INTERNATIONAL RELATIONS AND REGIONAL STUDIES

### Minor in International Relations (12 credits)

Students may choose any four 3-credit courses with IRL code.

### Minor in Regional Studies and Energy Policy (12 credits)

Students may choose any four courses from the following list:

Course	Course Title	Credits	ECTS	Prerequisites
--------	--------------	---------	------	---------------

Code				
IRL4532	Domestic Politics and Foreign Policy of Central Asia and the Caucasus	3	5	
IRL/POL 4530	Middle East Politics	3	5	
POL 4537	Society and Culture of Central Asia	3	5	
IRL4531	Political Economy of Central Asia	3	5	
IRL 4521	Petropolitics	3	5	
IRL 4540	Geopolitics and Political Economy of Natural Resources	3	5	
IRL4526	Comparative Foreign Policy	3	5	
IRL 4528	Central Asia-Russia Relations	3	5	
POL 3546	Selected Topics in Regional Studies	3	5	

### Minor in European Studies (12 credits equivalent)

Any four courses from the following list:

Course Code	Course Title	Credits	ECTS	Prerequisites
IRL/GENXXXX	Western Civilization 1 (Ancient Greece to Renaissance)	3	5	
IRL/GENXXXX	Western Civilization 2 (Enlightenment to 21st Century)	3	5	
IRL/POL4534	Politics of the European Union	3	5	
IRLXXXX	Topics in the History/Politics/Culture of Europe	3	5	
IRL/GENXXXX	Post-War Italian Cinema: Neorealism	3	5	
IRLXXXX	Contemporary European History			
IRLXXXX	Nationalism, Populism and Ethnic Conflict in Contemporary Europe			
IRLXXXX	European Social Movements			
PADXXXX	Institutions of the European Union			
ECN3030	Economics of the European Union			
LAW4503	Law of the European Union			

### Minor in Global Security and International Affairs (12 credits)

Any four courses from the following list:

Course Code	Course Title	Credits	ECTS	Prerequisites
IRL3526	Domestic Politics and Foreign Policy of the USA	3	5	
IRL3527	Domestic Politics and Foreign Policy of the Russian Federation	3	5	
IRL3528	Domestic Politics and Foreign Policy of the People's Republic of China	3	5	
IRL 4525	Asian Security: Theory and Practice	3	5	
IRL3524	Global Security and International Conflict Resolution	3	5	
IRL 3516	Terrorism and Security	3	5	
IRL3547	Security Studies	3	5	
IRL4550	Emerging Powers	3	5	
IRL 3546	Selected Topics in International Relations	3	5	

**Minor in History (12 credits)**

Any four of the following courses:

GEN/POL2600	History of Civilizations 1	3	5	
GEN/POL2601	History of Civilizations 2	3	5	
GEN1610	Great Traditions and Culture of Kazakhs	3	5	
IRLXXXX	Topics in the History/Politics/Culture of Europe	3	5	
IRLXXXX	Contemporary European History	3	5	

**MINORS OFFERED BY THE DEPARTMENT OF PUBLIC ADMINISTRATION AND INTERNATIONAL DEVELOPMENT****Minor in International Development**

Any four of the following courses

Course Code	Course Title	Credits	ECTS	Prerequisites
PADXXX	Law and Development	3	5	PAD2111 or equivalent <sup>14</sup>
PAD3540	Governance and Development	3	5	PAD2111 or equivalent
PAD3547	Social Policy in Transition Countries	3	5	PAD3542 or equivalent
PAD4542	Current Issues in Public Policy and Administration	3	5	

**Minor in Human Resource Management in the Public Sector**

Any four of the following courses

Course Code	Course Title	Credits	ECTS	Prerequisites
PAD3523/MGT3204	Human Resource Management	3	5	PAD2111 or equivalent
PAD3524	Leadership and Management	3	5	PAD2111 or equivalent
PAD3536	Organizational Behavior	3	5	PAD2111 or equivalent
MGT4208	Training and Development	3	5	PAD3523/MGT3204
MGT4210	Compensation and Performance Management	3	5	PAD3523/MGT3204

**Minor in International Trade and Customs Administration**

Any four of the following courses

Course Code	Course Title	Credits	ECTS	Prerequisites
PAD3601	Fundamentals of Customs Administration	3	5	PAD2111 or equivalent
LAW4502	Law of the WTO	3	5	
PAF3534	Taxation and Spending in Different Countries	3	5	ECN2103 or

<sup>14</sup> Generally, a student with 3<sup>rd</sup> year status is assumed to have equivalent preparation compared to any PAD or PAF requirement.



				ECN1110, PAD2111
ECN3030	Economics of the European Union	3	5	ECN2103 and ECN2102 or ECN1110 or equivalent
LAW2102	Tax Law of the Republic of Kazakhstan	3	5	PAD2111 or equivalent

### Minor in Public Sector Auditing

Any four of the following courses

Course Code	Course Title	Credits	ECTS	Prerequisites
PAF 4533	Financial Management in the Public Sector	3	5	PAF3511 or equivalent
PAF4535	Public Sector Auditing	3	5	PAF3511 or equivalent
PAF4532.4	Managerial Accounting/Management Accounting	3	5	PAF3511 or equivalent
PAF4536	Project Appraisal and Management	3	5	PAF3511 or equivalent
PAFXXXX	Audit and Corporate Governance	3	5	PAF3511 or equivalent

### Minor in Taxation

All of the following courses

Course Code	Course Title	Credits	ECTS	Prerequisites
ACC3205	Principles of Taxation	3	5	
ACC3210	Taxation in Kazakhstan	3	5	
PAF/ACC4240	Taxation of Multinational Enterprises	3	5	
PAF4535	Public Sector Budgeting	3	5	

## MINORS OFFERED BY THE DEPARTMENT OF MEDIA AND COMMUNICATIONS

The Department of Media and Communications offers two minors:

- Minor in Communications, 12 KIMEP credits/20 ECTS
- Minor in Media and Politics/12 KIMEP credits, 20 ECTS

NOTE: Credits earned for one minor cannot be counted for the other minor/s.

### Minor in Communications (12 KIMEP credits, 20 ECTS)

Minor Required Course: 3 KIMEP credits, 5 ECTS

All students will complete:		KIMEP credits	ECTS	Prerequisites
JMC 2615	Media Writing	3	5	None

Minor Elective Courses: 9 KIMEP credits, 15 ECTS

Students must choose any 3 (three) of the following DMC courses:		KIMEP credits	ECTS	Prerequisites
JMC 2608	Introduction to Public Relations	3	5	None

JMC 3211	Editing	3	5	None
JMC3605	Political Communication	3	5	None
JMC 3608	Journalism of Kazakhstan and CIS	3	5	None
JMC 3623	Video Production	3	5	JMC2615 or JMC 3201
JMC4601	Advertising and Media Sales	3	5	None
JMC 4612	Online Journalism	3	5	None
JMC 4615	Online Multimedia Technologies	3	5	None
JMC 4622	Copywriting	3	5	None
JMC 4704	Brand/Image Management	3	5	None
JMC 4705	Video Documentary	3	5	None
JMC 4690	Special Topics in Journalism & Mass Communication	3	5	None
TOTAL		12	20	

**Minor in Media and Politics (12 KIMEP credits, 20 ECTS)**

Minor Required Course: 3 KIMEP credits, 5 ECTS

		KIMEP credits	ECTS	Prerequisites
JMC3605	Political Communication	3	5	None
		3	5	

Minor Elective Courses: 9 KIMEP credits, 15 ECTS

Students may take any of the following DM courses (at least 3 credits):		KIMEP credits	ECTS	Prerequisites
JMC 2615	Media Writing	3	5	None
JMC 4201	Advanced Media Writing	3	5	JMC2615 or JMC 3201
JMC 4702	Media Relations	3	5	None
JMC 4690	Special Topics in Journalism and Mass Communication	3	5	None
JMCXXX X	Any other JMC course			
	Any course(s) from Political Science, International Relations, or Public Administration	Up to 6	Up to 10	
		9	15	

## THE SCHOOL OF LAW UNDEGRADUATE PROGRAMS

The School of Law offers the following undergraduate (LL.B.) programs that qualify graduates to pursue post-graduate studies as well as to practice law in Kazakhstan and to work at the international level:

- 1) Bachelor of Laws
- 2) Bachelor of International Law

### Description

The **Bachelor of Laws** program is designed to provide its students with a comprehensive education in law that will enable them to acquire both theoretical knowledge and practical skills. In accordance with current international best practices, the KIMEP degree will integrate the study of Kazakhstan's substantive law with critical thinking and problem solving skills, and with drafting, negotiating and advocacy skills. As a result, students who earn the KIMEP degree will be well-trained, highly effective lawyers and business people, who upon graduation will be well prepared to practice law in Kazakhstan. The Bachelor of Laws program requires that students complete 146 credits of education. If the student takes 18 credits per academic semester, the program may be completed within four academic years.

The **Bachelor of International Law** program provides a high-quality education on the legal regulation of inter-State relations, of private relations between natural persons and legal entities, and of business relations between partners resident in different jurisdictions. This knowledge and correspondent skills enables graduates to become effective lawyers in the public and private practice areas. In particular, graduates of the Bachelor of International Law program should be suited to practicing public and private international law at relevant State organs, international inter-governmental and non-governmental organizations, at private companies, and law and consultancy firms. The Bachelor of International Law program requires that students complete 146 credits of education. If the student takes 18 credits per academic semester, the program may be completed within four academic years.

### Program Objectives

The Program Objectives of the Bachelor of Laws program are:

- To train students to enter positions that require legal knowledge so that they become leaders in the Kazakhstan legal field by developing professional competencies of:
  - applying statutes and regulations, particularly in civil and business-related law;
  - drafting of legal documents, including statutes and regulations in both English and Russian;
  - communicating and negotiating with lawyers from other legal systems; and
  - representing clients in all legal fora and providing counsel.
- To provide a foundation for future legal scholars to pursue graduate studies in law, particularly the development of legal research skills.
- To foster students' critical and analytical thinking and to expand their linguistic, technical, research and communication skills.
- To instill a sense of professional ethics that will allow them to resolve professional ethical dilemmas.

### The Program Objectives of the Bachelor of International Law are:

- To train students to take up positions that require legal knowledge in the areas of public and private international relations by developing professional competencies of:
  - applying international treaties and other sources of international law, national laws and other normative legal acts in a variety of areas;
  - drafting legal documents, including treaties, laws, statutes and regulations in both English and Russian;
  - communicating and negotiating with lawyers from other legal systems; and
  - representing clients in all legal fora and providing counsel.

- To provide a foundation for future legal scholars to pursue graduate studies in law, particularly the development of legal research skills.
- To foster students' critical and analytical thinking and to expand their linguistic, technical, research and communication skills.
- To instill a sense of professional ethics that will allow them to resolve professional ethical dilemmas.

### **Teaching Objectives**

The objectives of the **Bachelor of Laws** program are:

- To impart knowledge of major theories, principles, concepts and sources of law.
- To impart basic knowledge of major areas of Kazakhstan legislation and regulations both procedural and substantive.
- To develop skills that constitute professional competencies in Kazakhstan legal practice, indicatively including:
  - legal drafting;
  - legal negotiation and litigations;
  - communication with lawyers from other legal systems;
  - legal representation; and
  - client management.
- To develop the ability to communicate effectively on legal issues in written and spoken English and Russian.
- 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.

The objectives of the **Bachelor of International Law** program are:

- To impart knowledge of major theories, principles, concepts and sources of international law.
- To impart basic knowledge of major areas of Kazakhstan legislation and regulations both procedural and substantive.
- To develop skills that constitute professional competencies in international and Kazakhstan legal practice, indicatively including:
  - legal drafting;
  - legal negotiation and litigations;
  - communication with lawyers from other legal systems;
  - legal representation; and
  - client management.
- To develop the ability to communicate effectively on legal issues in written and spoken professional English and Russian.
- 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**

Intended learning outcomes for the **Bachelor of Laws** are that the student is able to:

- Describe and critically evaluate key concepts in Kazakhstan's substantive and procedural law;
- Identify clients' legal needs and explain legal options;
- Apply the relevant law to real-world cases;
- Connect aspects of Kazakhstan's legal system with wider international trends;
- Trace back features of Kazakhstan's legal system to long-term processes in legal and constitutional history;
- Be aware of the ethical responsibilities involved in legal work, and reflect that in proposing legal solutions;
- Communicate legal issues effectively and with correct terminology in English and in Russian;
- Perform individually and in team legal research, drafting, negotiation.

**Intended learning outcomes for the Bachelor of International Law** program are that the student is able to:

- Describe and critically evaluate key concepts in public and private international law, both substantive and procedural;
- Apply the relevant law to real-world cases;
- Demonstrate knowledge of the role of international law in international relations and in the furthering of Kazakhstan’s interests in the international arena;
- Trace back modern international law to the historical, political and intellectual forces that have shaped it;
- Demonstrate an awareness of the ethical responsibilities involved in legal work, and reflect that in proposing legal solutions;
- Communicate legal issues effectively and with correct terminology in English and in Russian;
- Perform individually and in team legal research, drafting, negotiation.

### Language Policy

The Bachelor of Laws is taught primarily in English. However, instructors may use presentations and handouts in Kazakh/Russian and refer to Kazakh/Russian language legal and legislative sources. Textbooks may also be in Russian.

The Bachelor of International Law degree is taught almost exclusively in English, the official language of most conventional multilateral sources of international law and of a wealth of the international legal doctrine. Students are expected to have acquired near-native professional English language proficiency by the time of their graduation.

High-level English language proficiency will enable graduates of the Bachelor of International Law program to have a distinct competitive advantage when working in their chosen professional fields. However, students must also understand the technical legal terms, and to apply Kazakhstan’s national law in advising clients and representing them in judicial proceedings in Kazakhstan.

Russian may be used as the primary language of instruction in the following practice-oriented courses (other courses may be taught primarily in Russian upon Academic Council decisions):

		KIMEP Cr.	ECTS
LAW4401	Criminal Procedure Law of Kazakhstan	3	5
LAW4402	Civil Procedure Law of Kazakhstan	3	5
LAW4510	Procuracy Supervision in Kazakhstan	3	5
LAW4511	Advocacy in Kazakhstan and Professional Ethics of Lawyer	3	5
LAW4513	Forensic Inquiry	3	5
LAW2601	Academic Internship	2	3
LAW3602	Professional Internship	2	3
LAW4603	Pre-Diploma Internship	2	3

### BACHELOR OF LAWS – 6B042

To earn a bachelor’s degree at KIMEP University a student must complete 146 KIMEP credits.

Category of Courses	Credit Hours	ECTS
General Education courses	36	58
Program Foundation Requirements	28	47
Program Foundation Electives	38	63
Program Specialization Requirements	10	15

Program Specialization Electives	27	45
Other Graduation Requirements	7	12
Total Credit Hours Required for Graduation	146	240

For General Education requirements please see the General Education section of the Catalog.

### Program Foundation Requirements

Students must take all the following courses:

Required courses				Prerequisites
GENxxxx	Business Russian / Kazakh	2 cr	3 ECTS	
GEN1100	Academic Speaking	3 cr	5 ECTS	Academic Listening and Note Taking (English)
LAW1101	Theory of State and Law	3 cr	5 ECTS	None
LAW1301	Legal Research, Reading and Writing	3 cr	5 ECTS	LAWENG1111; LAWENG1121
LAW2104	Constitutional Law of Kazakhstan	3 cr	5 ECTS	None
LAW2106	Criminal Law of Kazakhstan: General Part	3 cr	5 ECTS	Theory of State and Law
LAW2107	Criminal Law of Kazakhstan: Special Part	3 cr	5 ECTS	Criminal Law of Kazakhstan: General Part
LAW2108	Civil Law of Kazakhstan: General Part	3 cr	5 ECTS	Theory of State and Law
LAW2109	Civil Law of Kazakhstan: Special Part	3 cr	5 ECTS	Civil Law of Kazakhstan: General Part
LAW2601	Academic Internship	2 cr	4 ECTS	36 credits plus Civil Law of Kazakhstan: Special Part
	<b>TOTAL</b>	<b>28 cr</b>	<b>47 ECTS</b>	

Students should complete 38 credits from program foundation elective courses.

### Elective courses

Elective courses				Prerequisites
GEN2702.2/LAW2720.2	Introduction to the Legal System of Kazakhstan	2 cr	3 ECTS	None
LAW1102	History of State and Law of Kazakhstan	3 cr	5 ECTS	None
LAW1103	History of State and Law in Foreign Countries	3 cr	5 ECTS	None
LAW2105	Administrative Law of Kazakhstan	3 cr	5 ECTS	Constitutional Law of Kazakhstan
LAW2110	Labor Law of Kazakhstan	3 cr	5 ECTS	Civil Law of Kazakhstan: General Part
LAW2301	History of Political and Legal Studies	3 cr	5 ECTS	None
LAW2302	Philosophy of Law	3 cr	5 ECTS	None
LAW2303	Roman Law	3 cr	5 ECTS	None
LAW3301	Contract Law of Kazakhstan	3 cr	5 ECTS	None
LAW3302	Tort Law of Kazakhstan	3 cr	5 ECTS	None
LAW3303	Company Law of Kazakhstan	3 cr	5 ECTS	None
LAW3304	Family and Inheritance Law of Kazakhstan	3 cr	5 ECTS	Civil Law of Kazakhstan: General Part

LAW3305	Comparative Constitutional Law	3 cr	5 ECTS	LAW1103 History of State and Law in Foreign Countries or LAW2102 History of State and Law in Foreign Countries or LAW2104 Constitutional Law of Kazakhstan.
LAW3306	Intellectual Property Law of Kazakhstan	3 cr	5 ECTS	Civil Law of Kazakhstan: General Part
LAW3307	Land Law of Kazakhstan	3 cr	5 ECTS	Civil Law of Kazakhstan: General Part
LAW3308	Environmental Law of Kazakhstan	3 cr	5 ECTS	None
LAW3309	Animal Law	3 cr	5 ECTS	None
LAW3311	Public International Law	3 cr	5 ECTS	Theory of State and Law
LAW3312	Private International Law	3 cr	5 ECTS	Civil Law of Kazakhstan: General Part
LAWxxxx	Selected Undergraduate Topics in Law practical:	1 cr	2 ECTS	None
ECN4153	Law and Economics	3 cr	5 ECTS	None
PADXXX	Law and Development	3 cr	5 ECTS	None
PAD3540	Government and Development	3 cr	5 ECTS	None
	<b>TOTAL</b>	<b>38 cr</b>	<b>63 ECTS</b>	

Students may take up to 15 credits from other colleges as KIMEP wide electives to count towards fulfilling Program Foundation Elective courses. The purpose of this is to provide the student with the freedom to obtain a minor if they so desire.

### Program Specialization Requirements

				Prerequisites
LAW4401	Criminal Procedure Law of Kazakhstan	3 cr	5 ECTS	Criminal Law of Kazakhstan: Special Part
LAW4402	Civil Procedure Law of Kazakhstan	3 cr	5 ECTS	Civil Law of Kazakhstan: Special Part
LAW3602	Professional Internship	2 cr	2 ECTS	LAW2601 Academic Internship plus completion of at least 90 credits of courses
LAW4603	Pre-Diploma Internship	2 cr	3 ECTS	LAW3602 Professional Internship credits of courses plus completion of at least 120
	<b>TOTAL</b>	<b>10 cr</b>	<b>15 ECTS</b>	

Students should complete **27 credits** program specialization elective courses from the list below:

Program Specialization elective courses				Prerequisites
LAW3040 /ECN3040	Market Regulation and Antitrust Policy	3 cr	5 ECTS	None
LAW4501	Commercial Litigation in Kazakhstan	3 cr	5 ECTS	Civil Procedure Law of

				Kazakhstan
LAW4502	Law of the WTO	3 cr	5 ECTS	None
LAW4503	Law of the European Union	3 cr	5 ECTS	None
LAW4504	International Human Rights Law	3 cr	5 ECTS	None
LAW4505	International Investment Law	3 cr	5 ECTS	None
LAW4506	International Commercial Law	3 cr	5 ECTS	Civil Law of Kazakhstan: General Part
LAW4507	Law of Energy and Natural Resources	3 cr	5 ECTS	None
LAW4508	Financial Law of Kazakhstan	3 cr	5 ECTS	Civil Law of Kazakhstan: General Part
LAW4509	Tax Law of Kazakhstan	3 cr	5 ECTS	Civil Law of Kazakhstan: General Part
LAW4510	Procuracy Supervision in Kazakhstan	3 cr	5 ECTS	Criminal Procedure Law of Kazakhstan (co – or prerequisite)
LAW4511	Advocacy in Kazakhstan and Professional Ethics of Lawyer	3 cr	5 ECTS	Criminal Procedure Law of Kazakhstan (co – or prerequisite)
LAW4512	Criminalistics	3 cr	5 ECTS	Criminal Law of Kazakhstan: Special Part
LAW4513	Court System of Forensic Inquiry	3 cr	5 ECTS	Criminal Procedure Law of Kazakhstan
LAW4517	Comparative Contract Law	3 cr	5 ECTS	None
LAW4519	Criminology	3 cr	5 ECTS	Theory of State and Law, Criminal Law of Kazakhstan: General Part (pre- or co–requisite)
LAW4533	Eurasian Economic Union Law	3 cr	5 ECTS	None
LAW4534	Fundamentals of Legal Consulting	3 cr	5 ECTS	None
LAW4535	Comparative Law	3 cr	5 ECTS	None
LAW4536	Introduction to Common Law	3 cr	5 ECTS	Theory of State and Law (pre- or co–requisite)
LAW4999	Selected Undergraduate Topics in Law	2 cr	4 ECTS	None
	<b>TOTAL</b>	<b>27 cr</b>	<b>45 ECTS</b>	

### Final Attestation

LAWENG1121	Academic Reading and Writing for Law Students	3 cr	5 ECTS	Academic Reading and Writing I (English)
LAW4707	Thesis Defense*	3 cr	5 ECTS	Prerequisite all academic credits plus completion of at least 130 credits of courses
LAW4701	State exam	1 cr	2 ECTS	Prerequisite all academic credits plus completion of at least 130 credits of courses
	<b>TOTAL</b>	<b>7 cr</b>	<b>12 ECTS</b>	



\*The student must write a senior thesis (unless pregnant or chronically ill, please consult the law school advisor for details). If, in the future, a substitution may be made according to the then current Ministry of Education regulations, the student may request to opt for the substitution. This will require permission of the dean; please consult with the Law School Coordinator for more details.

The program plan below recommends the following course track for Bachelor of Jurisprudence students:

### Program Plan

1 <sup>ST</sup> YEAR	FALL SEMESTER	
GEN	Modern History of Kazakhstan	3
KAZ	Kazakh I / Russian I	3
ENG1010	Academic Listening and Note Taking	3
ENG1120	Academic Reading and Writing I (English)	3
GEN	Introduction to Philosophy or Introduction to Ethics	3
GEN1300 or GEN2301	Introduction to Computers or Business Computer Applications	3
<b>TOTAL</b>		<b>18</b>

1 <sup>ST</sup> YEAR	SPRING SEMESTER	
KAZ	Kazakh II / Russian II	3
GEN1100	Academic Speaking (English)	3
GEN	General Education Elective	3
LAWENG1121	Academic Reading and Writing for Law Students	3
GEN	Fundamentals of Social Science module	4
<b>TOTAL</b>		<b>16</b>

1 <sup>ST</sup> YEAR	SUMMER I	
GEN	General Education Elective	3
GEN	Physical Culture	4
<b>TOTAL</b>		<b>7</b>

1 <sup>ST</sup> YEAR	SUMMER II	
<b>TOTAL</b>		

2 <sup>ND</sup> YEAR	FALL SEMESTER	
LAW1101	Theory of State and Law	3
LAW2106	Criminal Law of Kazakhstan: General Part	3
LAW2108	Civil Law of Kazakhstan: General Part	3
LAW	Program Foundation Elective	3
LAW2104	Constitutional Law of Kazakhstan	3
<b>TOTAL</b>		<b>15</b>

2 <sup>ND</sup> YEAR	SPRING SEMESTER	
LAW2107	Criminal Law of Kazakhstan: Special Part	3
LAW2109	Civil Law of Kazakhstan: Special Part	3
LAW	Program Foundation Elective	3
LAW	Program Foundation Elective	3
LAW	Program Foundation Elective	3
LAW2601	Academic Internship	2
<b>TOTAL</b>		<b>17</b>

2 <sup>ND</sup> YEAR	SUMMER I	
<b>TOTAL</b>		

2 <sup>ND</sup> YEAR	SUMMER II	
<b>TOTAL</b>		

3 <sup>RD</sup> YEAR	FALL SEMESTER	
LAW	Program Foundation Elective	3
LAW	Program Foundation Elective	3

3 <sup>RD</sup> YEAR	SPRING SEMESTER	
LAW4401	Criminal Procedure Law of Kazakhstan	3
LAW	Program Foundation Elective	3

LAW	Program Foundation Elective	3
LAW	Program Foundation Elective	3
LAW	Program Foundation Elective	3
LAW	Program Foundation Elective	3
<b>TOTAL</b>		<b>18</b>

LAW	Program Foundation Elective	3
LAW	Program Foundation Elective	3
LAW	Program Requirements (Elective course)	3
LAW	Program Requirements (Elective course)	3
<b>TOTAL</b>		<b>18</b>

<b>3<sup>RD</sup> YEAR</b>	<b>SUMMER I</b>	
LAW3602	Professional Internship*	2
<b>TOTAL</b>		<b>2</b>

<b>3<sup>RD</sup> YEAR</b>	<b>SUMMER II</b>	
<b>TOTAL</b>		

<b>4<sup>TH</sup> YEAR</b>	<b>FALL SEMESTER</b>	
LAW4402	Civil Procedure Law of Kazakhstan	3
LAW	Program Requirements (Elective course)	3
LAW	Program Requirements (Elective course)	3
LAW	Program Requirements (Elective course)	3
LAW	Program Requirements (Elective course)	3
LAW	Program Requirements (Elective course)	3
LAW	Program Requirements (Elective course)	3
<b>TOTAL</b>		<b>18</b>

<b>4<sup>TH</sup> YEAR</b>	<b>SPRING SEMESTER</b>	
LAW	Program Requirements (Elective course)	3
LAW	Program Requirements (Elective course)	3
LAW	Program Requirements (Elective course)	3
LAW	Other graduation requirements	3
LAW4707	Thesis Defense	3
LAW4603	Pre-Diploma Internship	2
<b>TOTAL</b>		<b>17</b>

<b>TOTAL CREDITS</b>	<b>146</b>
----------------------	------------

\* This course is offered every semester.

New elective courses introduced in this year catalog can be used to fulfill the analogous areas for the student curriculum of catalogs of other years.

### BACHELOR OF INTERNATIONAL LAW – 6B042

To earn a bachelor's degree in international law at KIMEP University a student must complete **146 credits**:

Category of Courses	Credit Hours	ECTS
General Education courses	36	58
Program Foundation Requirements	28	47
Program Foundation Electives	38	63
Program Specialization Requirements	10	15
Program Specialization Electives	27	45
Final attestation	7	12
Total Credit Hours Required for Graduation	146	240

For General Education requirements please see the General Education section of the Catalog.

### Program Foundation Requirements

Students must take all the following courses:

#### Required courses

#### Prerequisites

Required courses	Prerequisites			
GENxxxx	Business Russian / Kazakh	2 cr	3 ECTS	
GEN1100	Academic Speaking	3 cr	5 ECTS	Academic Listening and Note Taking (English)
LAW1101	Theory of State and Law	3 cr	5 ECTS	None
LAW1301	Legal Research, Reading and Writing	3 cr	5 ECTS	LAWENG1111; LAWENG1121
LAW2104	Constitutional Law of Kazakhstan	3 cr	5 ECTS	None
LAW2106	Criminal Law of Kazakhstan: General Part	3 cr	5 ECTS	Theory of State and Law
LAW2107	Criminal Law of Kazakhstan: Special Part	3 cr	5 ECTS	Criminal Law of Kazakhstan: General Part
LAW2108	Civil Law of Kazakhstan: General Part	3 cr	5 ECTS	Theory of State and Law
LAW2109	Civil Law of Kazakhstan: Special Part	3 cr	5 ECTS	Civil Law of Kazakhstan: General Part
LAW2601	Academic Internship	2 cr	2 ECTS	36 credits plus Civil Law of Kazakhstan: Special Part
<b>TOTAL</b>		<b>28 cr</b>	<b>47 ECTS</b>	

Students should complete 38 credits from program foundation elective courses from the list below:

#### Elective courses

#### Prerequisites

Elective courses	Prerequisites			
GEN2702.2/ LAW2720.2	Introduction to the Legal System of Kazakhstan	2 cr	3 ECTS	None
LAW1102	History of State and Law of Kazakhstan	3 cr	5 ECTS	None
LAW1103	History of State and Law in Foreign Countries	3 cr	5 ECTS	None
LAW2105	Administrative Law of Kazakhstan	3 cr	5 ECTS	Constitutional Law of Kazakhstan
LAW2110	Labor Law of Kazakhstan	3 cr	5 ECTS	Civil Law of Kazakhstan: General Part
LAW2301	History of Political and Legal Studies	3 cr	5 ECTS	None
LAW2302	Philosophy of Law	3 cr	5 ECTS	None
LAW2303	Roman Law	3 cr	5 ECTS	None
LAW3301	Contract Law of Kazakhstan	3 cr	5 ECTS	Theory of State and Law
LAW3302	Tort Law of Kazakhstan	3 cr	5 ECTS	Theory of State and Law
LAW3303	Company Law of Kazakhstan	3 cr	5 ECTS	Theory of State and Law
LAW3304	Family and Inheritance Law of Kazakhstan	3 cr	5 ECTS	Civil Law of Kazakhstan: General Part
LAW3305	Comparative Constitutional Law	3 cr	5 ECTS	LAW1103 History of State and Law in Foreign Countries or LAW2102 History of State and Law in Foreign Countries or LAW2104 Constitutional

				Law of Kazakhstan.
LAW3306	Intellectual Property Law of Kazakhstan	3 cr	5 ECTS	Civil Law of Kazakhstan: General Part
LAW3307	Land Law of Kazakhstan	3 cr	5 ECTS	Civil Law of Kazakhstan: General Part
LAW3308	Environmental Law of Kazakhstan	3 cr	5 ECTS	None
LAW3309	Animal Law	3 cr	5 ECTS	None
LAW4401	Criminal Procedure Law of Kazakhstan	3 cr	5 ECTS	Criminal Law of Kazakhstan: Special Part
LAW4402	Civil Procedure Law of Kazakhstan	3 cr	5 ECTS	Civil Law of Kazakhstan: Special Part
LAW4501	Commercial Litigation in Kazakhstan	3 cr	5 ECTS	Civil Procedure Law of Kazakhstan
LAW4508	Financial Law of Kazakhstan	3 cr	5 ECTS	Civil Law of Kazakhstan: General Part
LAW4509	Tax Law of Kazakhstan	3 cr	5 ECTS	Civil Law of Kazakhstan: General Part
LAW4510	Procuracy Supervision in Kazakhstan	3 cr	5 ECTS	Criminal Procedure Law of Kazakhstan (co-or prerequisite)
LAW4511	Advocacy in Kazakhstan and Professional Ethics of Lawyer	3 cr	5 ECTS	Criminal Procedure Law of Kazakhstan (co - or prerequisite)
LAW4512	Criminalistics	3 cr	5 ECTS	Criminal Law of Kazakhstan: Special Part
LAW4516	Introduction to the Legal System of Foreign Countries	3 cr	5 ECTS	None
LAW4519	Criminology	3 cr	5 ECTS	Theory of State and Law, Criminal Law of Kazakhstan: General Part (co-requisite)
LAWxxxx	Selected Undergraduate Topics in Law practical:	1 cr	2 ECTS	None
<b>TOTAL</b>		<b>38 cr</b>	<b>63 ECTS</b>	

Students may take up to 15 credits from other colleges as KIMEP wide electives to count towards fulfilling Program Foundation Elective courses. The purpose of this is to provide the student with the freedom to obtain a minor if they so desire.

### Program Specialization Requirements

				Prerequisites
LAW3311	Public International Law	3 cr	5 ECTS	Theory of State and Law
LAW3312	Private International Law	3 cr	5 ECTS	Civil Law of Kazakhstan: General Part
LAW 3602	Professional Internship	2 cr	2 ECTS	LAW 2601 Academic Internship plus completion of at least 90 credits of courses
LAW4603	Pre-Diploma Internship	2 cr	3 ECTS	LAW 3602 Academic Internship plus completion of at least 120 credits of

				courses
<b>TOTAL</b>		<b>10 cr</b>	<b>15 ECTS</b>	

Students should complete 27 credits from program specialization elective courses from the list below:

<b>Program Specialization elective courses</b>			<b>Prerequisites</b>	
LAW3040 / ECN3040	Market Regulation and Antitrust Policy	3 cr	5 ECTS	None
LAW4502	Law of the WTO	3 cr	5 ECTS	None
LAW4503	Law of the European Union	3 cr	5 ECTS	None
LAW4504	International Human Rights Law	3 cr	5 ECTS	None
LAW4505	International Investment Law	3 cr	5 ECTS	None
LAW4506	International Commercial Law	3 cr	5 ECTS	Civil Law of Kazakhstan: General Part
LAW4507	Law of Energy and Natural Resources	3 cr	5 ECTS	None
LAW4514	Law of International Treaties	3 cr	5 ECTS	None
LAW4515	International Criminal Law	3 cr	5 ECTS	Criminal Law of Kazakhstan: Special Part
LAW4517	Comparative Contract Law	3 cr	5 ECTS	None
LAW4520	Public International Law (Advanced)	3 cr	5 ECTS	Public International Law
LAW4521	History of International Law	3 cr	5 ECTS	None
LAW4522	Diplomatic and Consular Law	3 cr	5 ECTS	Public International Law (co-requisite)
LAW4523	International Institutional Law / Law of International Organizations	3 cr	5 ECTS	Public International Law (co-requisite)
LAW4524	International Conflict and Security Law	3 cr	5 ECTS	None
LAW4525	IT (Cyberspace) Law	3 cr	5 ECTS	None
LAW4529	International Tax Law	3 cr	5 ECTS	None
LAW4530	International Commercial Arbitration	3 cr	5 ECTS	None
LAW4531	Mootcourting	3 cr	5 ECTS	Public International Law, Civil Law of Kazakhstan: General Part
LAW4533	Eurasian Economic Union Law	3 cr	5 ECTS	None
GEN1711/ IRL1512	Fundamentals of International Relations	3 cr	5 ECTS	None
IRL3520	Foreign Policy of Kazakhstan	3 cr	5 ECTS	None
IRL3521	Theories of International Relations	3 cr	5 ECTS	Fundamentals of International Relations None
IRL3545	Diplomatic Protocol and Documents	3 cr	5 ECTS	
LAW4534	Fundamentals of Legal Consulting	3 cr	5 ECTS	None
LAW4535	Comparative Law	3 cr	5 ECTS	None
LAW4536	Introduction to Common Law	3 cr	5 ECTS	Theory of State and Law (pre- or co-requisite)
LAW4999	Selected Undergraduate Topics in Law	3 cr	5 ECTS	
<b>TOTAL</b>		<b>27 cr</b>	<b>45 ECTS</b>	

### Final Attestation

LAWENG1121	Academic Reading and Writing for Law Students	3 cr	5 ECTS	Academic Reading and Writing I (English)
LAW4707	Thesis Defense*	3 cr	5 ECTS	Prerequisite all academic credits plus completion of at least 130 credits of courses
LAW4701	State exam	1 cr	2 ECTS	Prerequisite all academic credits plus completion of at least 130 credits of courses
	<b>TOTAL</b>	<b>7 cr</b>	<b>12 ECTS</b>	

\*The student must write a senior thesis (unless pregnant or chronically ill, please consult the law school advisor for details). If, in the future, a substitution may be made according to the then current Ministry of Education regulations, the student may request to opt for the substitution. This will require permission of the dean; please consult with the law school advisor.

**The program plan below recommends the following course track for students in Bachelor of International Law:**

### Program Plan

1 <sup>ST</sup> YEAR	FALL SEMESTER	
GEN	Modern History of Kazakhstan	3
KAZ	Kazakh I / Russian I	3
ENG1010	Academic Listening and Note Taking	3
ENG1120	Academic Reading and Writing I (English)	3
GEN	Introduction to Philosophy or Introduction to Ethics	3
GEN1300 or GEN2301	Introduction to Computers or Business Computer Applications	3
<b>TOTAL</b>		<b>18</b>

1 <sup>ST</sup> YEAR	SPRING SEMESTER	
KAZ	Kazakh II / Russian II	3
GEN1100	Academic Speaking (English)	3
GEN	General Education Elective	3
LAWENG1121	Academic Reading and Writing for Law Students	3
GEN	Fundamentals of Social Science module	4
<b>TOTAL</b>		<b>16</b>

1 <sup>ST</sup> YEAR	SUMMER I	
GEN	General Education Elective	3
GEN	Physical Culture	4
<b>TOTAL</b>		<b>7</b>

1 <sup>ST</sup> YEAR	SUMMER II	
<b>TOTAL</b>		

2 <sup>ND</sup> YEAR	FALL SEMESTER	
LAW1101	Theory of State and Law	3
LAW2106	Criminal Law of Kazakhstan: General Part	3
LAW2108	Civil Law of Kazakhstan: General Part	3
LAW	Program Foundation Elective	3
LAW2104	Constitutional Law of	3

2 <sup>ND</sup> YEAR	SPRING SEMESTER	
LAW2107	Criminal Law of Kazakhstan: Special Part	3
LAW2109	Civil Law of Kazakhstan: Special Part	3
LAW	Program Foundation Elective	3
LAW	Program Foundation Elective	3
LAW	Program Foundation Elective	3

	Kazakhstan	
<b>TOTAL</b>		<b>15</b>

LAW2601	Academic Internship	2
<b>TOTAL</b>		<b>17</b>

<b>2<sup>ND</sup> YEAR</b>	<b>SUMMER I</b>	
<b>TOTAL</b>		

<b>2<sup>ND</sup> YEAR</b>	<b>SUMMER II</b>	
<b>TOTAL</b>		

<b>3<sup>RD</sup> YEAR</b>	<b>FALL SEMESTER</b>	
LAW	Program Foundation Elective	3
LAW	Program Foundation Elective	3
LAW	Program Foundation Elective	3
LAW	Program Foundation Elective	3
LAW	Program Foundation Elective	3
LAW	Program Foundation Elective	3
<b>TOTAL</b>		<b>18</b>

<b>3<sup>RD</sup> YEAR</b>	<b>SPRING SEMESTER</b>	
LAW4401	Criminal Procedure Law of Kazakhstan	3
LAW	Program Foundation Elective	3
LAW	Program Foundation Elective	3
LAW	Program Foundation Elective	3
LAW	Program Requirements (Elective course)	3
LAW	Program Requirements (Elective course)	3
<b>TOTAL</b>		<b>18</b>

<b>3<sup>RD</sup> YEAR</b>	<b>SUMMER I</b>	
LAW3602	Professional Internship*	2
<b>TOTAL</b>		<b>2</b>

<b>3<sup>RD</sup> YEAR</b>	<b>SUMMER II</b>	
<b>TOTAL</b>		

<b>4<sup>TH</sup> YEAR</b>	<b>FALL SEMESTER</b>	
LAW4402	Civil Procedure Law of Kazakhstan	3
LAW	Program Requirements (Elective course)	3
LAW	Program Requirements (Elective course)	3
LAW	Program Requirements (Elective course)	3
LAW	Program Requirements (Elective course)	3
LAW	Program Requirements (Elective course)	3
<b>TOTAL</b>		<b>18</b>

<b>4<sup>TH</sup> YEAR</b>	<b>SPRING SEMESTER</b>	
LAW	Program Requirements (Elective course)	3
LAW	Program Requirements (Elective course)	3
LAW	Program Requirements (Elective course)	3
LAW	Other graduation requirements	3
LAW4707	Thesis Defense	3
LAW4603	Pre-Diploma Internship	2
<b>TOTAL</b>		<b>17</b>

<b>TOTAL CREDITS</b>	<b>146</b>
----------------------	------------

\* This course is offered every semester.

New elective courses introduced in this year catalog can be used to fulfill the analogous areas for the student curriculum of catalogs of other years.

### MINOR IN LAW FOR UNDERGRADUATES

The School of Law offers to students of other colleges two types of minor in law programs: 1) Minor in Law; and 2) Minor in International Law.

<b>Minor in Law</b>			<b>ECTS</b>
<i>Prerequisite</i>			
LAW1001	Introduction to the Legal System of Kazakhstan	3	5
<i>Any four courses (12 credits) from the list below</i>			
LAW1101	Theory of State and Law	3	5
LAW2104	Constitutional Law of Kazakhstan	3	5
LAW2106	Criminal Law of Kazakhstan: General Part	3	5
LAW2108	Civil Law of Kazakhstan: General Part	3	5
LAW2110	Labor Law of Kazakhstan	3	5
LAW2202	Business Law	3	5
LAW2301	History of Political and Legal Studies	3	5
LAW2302	Philosophy of Law	3	5
LAW2303	Roman Law	3	5
LAW3301	Contract Law of Kazakhstan	3	5
LAW3302	Tort Law of Kazakhstan	3	5
LAW3303	Company Law of Kazakhstan	3	5
LAW3304	Family and Inheritance Law of Kazakhstan	3	5
LAW3305	Comparative Constitutional Law	3	5
LAW3306	Intellectual Property Law of Kazakhstan	3	5
LAW3309	Animal Law	3	5
LAW3312	Private International Law	3	5
LAW4509	Tax Law of Kazakhstan	3	5
<b>TOTAL</b>		<b>15</b>	<b>25</b>

#### Minor in International Law

<b>Minor in International Law</b>			<b>ECTS</b>
<i>Prerequisites</i>			
LAW1001	Introduction to the Legal System of Kazakhstan	3	5
LAW3311	Public International Law	3	5
<i>Any three courses (9 credits) from the list below</i>			
LAW4502	Law of the WTO	9	15
LAW4503	Law of the European Union		
LAW4504	International Human Rights Law		
LAW4514	Law of International Treaties		
LAW4515	International Criminal Law		
<b>TOTAL</b>			

#### **BUSINESS LAW FOR BCB STUDENTS**

The School of Law also offers the following course for the students of BCB. This course does not provide credits towards fulfilling the Bachelor of Jurisprudence and Bachelor of International Law curriculum, neither in its Program Fundamentals or in its Program Specialization credits.



<b>Business Law</b>		Prerequisites	
LAW2202	Business Law**	3	None

\*\* Multiple sections of this course are offered

## **COLLEGE OF HUMANITIES AND EDUCATION UNDERGRADUATE PROGRAMS**

The College of Humanities and Education offers the following undergraduate programs:

- 1) Bachelor in Foreign Language (BAFL)
- 2) Bachelor in Translation Studies (BATS)

### **BACHELOR OF ARTS IN FOREIGN LANGUAGE: TWO FOREIGN LANGUAGES (BAFL) – 6B017**

#### **Statement of Purpose**

The B.A. in Foreign Languages (BAFL) is designed to equip students with a high level of language proficiency in two languages, along with sound intercultural competence, and to develop skills for a wide range of career opportunities. The program includes a strong liberal arts component, a carefully planned sequence of professional courses, and the opportunity to minor in another discipline. The program combines the academic study of language and communication with practical training in foreign language teaching, and emphasizes leadership ability in curriculum development and instruction. This prepares students for a wide range of careers in the academic, corporate, administrative, and non-governmental sectors, including publishing, media, business, digital industries, etc.

#### **Mission Statement**

The B.A. in Foreign Languages shall:

- Prepare highly competent language professionals for field-related careers in Kazakhstan and abroad;
- Provide an early entry into the job market, as well as further learning prospects in the humanities and social sciences;
- Equip students with the necessary knowledge and skills of literary appreciation, linguistics and applied linguistics analysis;
- Encourage students to use modern technology that can enhance their language education and careers.

#### **Program Intended Learning Outcomes (ILOs)**

At the end of the program, students are expected to:

- Demonstrate effective operational proficiency in English (CERF level B2-C1) and be independent users of a second foreign language (CERF level B1);
- Demonstrate effective communication skills and proficiency in oral, written, and professional English in a variety of social and academic contexts;
- Demonstrate core academic knowledge of major literary texts in English and in their second foreign/professional language;
- Show understanding of the properties and analysis of human language;
- Show a broad and coherent understanding of contexts and processes of language learning and teaching;
- Apply high-level thinking skills in planning, delivering, and reflecting on instruction as well assessing teaching and learning;
- Apply ethical standards to the teaching/ learning practice;
- Demonstrate cultural competence and show openness to, and respect for, diverse cultures and backgrounds;
- Adapt and transfer a range of subject specific and generic skills, including high order conceptual, research, critical, and lifelong learning skills of value in graduate studies and/or employment.

## BA FL Curriculum

Requirements for the BA in Foreign Language are as follows:

	Category of Courses	Credits	ECTS
<b>1</b>	<b>General Education Requirements</b>	<b>36</b>	<b>58</b>
a)	Required Courses	33	53
b)	Elective Courses	3	5
<b>2</b>	<b>Program Foundation Requirements</b>	<b>68</b>	<b>112</b>
a)	Required Courses	22	36
b)	Elective Courses	46	76
<b>3</b>	<b>Program Specialization Requirements</b>	<b>8</b>	<b>15</b>
a)	Required Courses	8	15
b)	Elective Courses	27	43
<b>4</b>	<b>Final Attestation</b>	<b>7</b>	<b>12</b>
	Total Required for Graduation	146	240

**1. General Education Requirements** can be found in the General Education section of the Catalog.

### 2. Program Foundation Requirements:

#### a) Required Courses (22 credits or 36 ECTS)

Each student is required to take 22 credits of Program Foundation courses as shown in the Table below:

Course Code	Course Title	Credits	ECTS
LING1201	Child Language Development (Psychology)	2	3
ENG/GEN1121	Academic Reading and Writing II	3	5
ENG/GEN1100	Academic English Speaking	3	5
TFL3201	Introduction to Critical Pedagogy	3	5
KAZ2101/2102/2103 RUS2101/2102/2103	Professional Kazakh/Russian	2	3
ENG2101	Introduction to Literary Studies	3	5
TFL2102	Approaches and Methods of English Language Teaching	3	5
TFL 2202	Academic Internship	3	5
<b>TOTAL</b>		<b>22</b>	<b>36</b>

#### b) Elective Courses (46 credits or 76 ECTS)

Each student is required to take 46 credits of Program Foundation electives, including:

- 18 credits of Linguistics courses
- 9 credits of English Literature courses
- 4 credits of Foreign Language courses
- 15 credits of English, Linguistics or Foreign Language courses OR minor courses

### Linguistics Courses (18 credits)

Course Code	Course Title	Credits	ECTS
LING1101	Fundamentals of Linguistics	3	5

LING2101	Language and its structure I	3	5
LING2201	Language and its structure II	3	5
LING2202	Latin	3	5
LING3301	Foundations of Second Language Acquisition	3	5
LING33xx	Linguistics elective	3	5
<b>TOTAL</b>		<b>18</b>	<b>30</b>

For Linguistics elective choose ONE course from the list below:

Course Code	Course Title	Credits	ECTS
LING3201	Introduction to the History of English	3	5
LING3303	Introduction to Discourse Analysis	3	5
GEN/LING/ASC3302	The History of Languages and Writing	3	5
LING3304	Language Contact	3	5
LING4101	Bilingualism and Bilingual Education	3	5
LING4102	Special Topics in Linguistics	3	5

### English Literature courses (9 credits)

Course Code	Course Title	Credits	ECTS
CHN/RUS/KOR/ GER3301	Survey of Foreign Language Literature (Chinese/Russian/Korean/German)	3	5
ENG xxxx	Literature elective	3	5
ENG xxxx	Literature elective	3	5
<b>TOTAL</b>		<b>9</b>	<b>15</b>

For Literature electives choose TWO courses from the list below:

Course Code	Course Title	Credits	ECTS
ENG1102	Mythology and Folklore	3	5
ENG2201	Introduction to British Literature	3	5
ENG2202	Introduction to American Literature	3	5
ENG2204	Introduction to Classical Literature	3	5
ENG2206	Introduction to Poetry and Great Poets	3	5
ENG3301	Masterpieces of World Literature	3	5
ENG3302	Introduction to Contemporary Literature	3	5
ENG4101	Topics in Literature	3	5

### Foreign Language courses (4 credits)

Course Code	Course Title	Credits	ECTS
CHN/RUS/KOR /GER2203	Linguistics of Chinese/ Russian/Korean/German	2	3
CHN/RUS/KOR /GERxxxx	Chinese/Russian/Korean/German elective	2	3
<b>TOTAL</b>		<b>4</b>	<b>6</b>

To fulfill Foreign Language elective please select ONE course in this category from the lists below:

Course Code	Course Title	Credits	ECTS
CHN2201	Conversational Chinese 1	2	3
CHN2202	Conversational Chinese 2	2	3
CHN3303	Chinese Calligraphy	2	3

Course Code	Course Title	Credits	ECTS
RUS2201	Conversational Russian 1	2	3

RUS2202	Conversational Russian 2	2	3
RUS3303	Applied Russian Phonetics	2	3

Course Code	Course Title	Credits	ECTS
KOR2201	Conversational Korean 1	2	3
KOR2202	Conversational Korean 2	2	3
KOR3303	Applied Korean Phonetics	2	3

Course Code	Course Title	Credits	ECTS
GER2201	Conversational German 1	2	3
GER2202	Conversational German 2	2	3
GER3303	Applied German Phonetics	2	3

### Other electives or minor (15 credits)

Students may take 15 credits of electives (5 courses) from the list below or opt to obtain a minor in Translation, Minor in English, Minor in Russian (for international students) or any other minor at KIMEP.

Please take FIVE courses from the list below or courses to fulfill your other electives or minor requirements:

Course Code	Course Title	Credits	ECTS
ENG1102	Mythology and Folklore	3	5
ENG2201	Introduction to British Literature	3	5
ENG2202	Introduction to American Literature	3	5
ENG2204	Introduction to Classical Literature	3	5
ENG2206	Introduction to Poetry and Great Poets	3	5
ENG3102	Introduction to Rhetoric and Composition	3	5
ENG3301	Masterpieces of World Literature	3	5
ENG3302	Introduction to Contemporary Literature	3	5
ENG3307	Workshop in Creative Writing	3	5
ENG3308	Writing for Films	3	5
ENG4101	Topics in Literature	3	5
GEN/ENG2100	Introduction to Creative Writing	3	5
LING3201	Introduction to the History of English	3	5
LING3303	Introduction to Discourse Analysis	3	5
LING3304	Language Contact	3	5
LING4101	Bilingualism and Bilingual Education	3	5
LING4102	Special Topics in Linguistics	3	5
TFL3203	CLIL: Planning Tools	3	5
TFL3204	Teaching English to Young Learners	3	5
TFL3206	Educational Administration	3	5
TFL3207	Introduction to Special Education	3	5
TFL4102	Special Topics in ELT	3	5
TRN2101	Introduction to Translation	3	5
CHN/KOR/GERxxxx	Any credit course with code CHN/KOR/GER (for local students)	3	5

RUSxxxx	Any course with code RUS (for international students)	3	5
---------	---	---	---

### 3. Program Specialization Requirements:

#### a) Required Courses (8 credits or 15 ECTS)

Each student is required to take 8 credits of Program Specialization courses as shown in the Table below:

Course Code	Course Title	Credits	ECTS
TFL2101	Theory and Methods of Character Education	2	3
TFL3205	Research Writing in Applied Linguistics	3	5
TFL4102	Teaching Practicum	3	6
<b>TOTAL</b>		<b>8</b>	<b>15</b>

#### b) Elective Courses (27 credits of 43 ECTS)

Each student is required to take 27 credits of Program Foundation electives, including:

- 12 credits of Teaching English
- 15 credits of Foreign Language

#### Teaching English courses (12 credits)

Course Code	Course Title	Credits	ECTS
TFL2201	Materials Development and Resources in ELT	3	5
TFL3101	Introduction to Language Assessment	3	5
TFL3202	Learning Technology in FL classroom	3	5
TFLxxxx	TFL elective	3	5
<b>TOTAL</b>		<b>12</b>	<b>20</b>

For TFL elective choose ONE of the courses listed below:

Course Code	Course Title	Credits	ECTS
TFL3203	CLIL: Planning Tools	3	5
TFL3204	Teaching English to Young Learners	3	5
TFL3206	Educational Administration	3	5
TFL3207	Introduction to Special Education	3	5
TFL4101	Special Topics in ELT	3	5

#### Foreign Language Courses (15 credits)

Each student is required to take 15 credits of Foreign Language:

Course Code	Course Title	Credits	ECTS
CHNxxxx or RUSxxxx or KORxxxx or GERxxxx	FL elective	3	5
CHNxxxx or RUSxxxx or KORxxxx or GERxxxx	FL elective	3	5
CHNxxxx or RUSxxxx or KORxxxx or GERxxxx	FL elective	3	5
CHNxxxx or RUSxxxx or KORxxxx or GERxxxx	FL elective	3	5

CHNxxxx or RUSxxxx or KORxxxx or GERxxxx	FL elective	3	5
<b>TOTAL</b>		<b>15</b>	<b>25</b>

To meet this requirement please select FIVE courses from one of the lists below:

**Chinese Language:**

Course Code	Course Title	Credits	ECTS
CHN1301	Beginning Chinese	3	5
CHN1302	Elementary Chinese	3	5
CHN1303	Pre-Intermediate Chinese	3	5
CHN1304	Intermediate Chinese	3	5
CHN1305	Upper Intermediate Chinese	3	5
CHN1306	Advanced Chinese	3	5
CHN3302	Chinese for Business Settings	3	5
CHN3304	Chinese through Films	3	5
CHN3305	Chinese Language: Language of Mass Media and Newspaper	3	5
CHN3306	Selected Topics in Chinese Linguistics	3	5
CHN3307	Selected Topics in Chinese Literature	3	5

**Russian Language:**

Course Code	Course Title	Credits	ECTS
RUS1301	Beginning Russian	3	5
RUS1302	Elementary Russian	3	5
RUS1304	Pre-Intermediate Russian	3	5
RUS1306	Intermediate Russian	3	5
RUS1308	Upper Intermediate Russian	3	5
RUS2001	Advanced Russian	3	5
RUS3302	Business Communication in Russian	3	5
RUS3304	Russian through Films	3	5
RUS3305	Russian Language: Language of Mass Media and Newspaper	3	5
RUS3306	Selected Topics in Russian Linguistics	3	5
RUS3307	Selected Topics in Russian Literature	3	5

**Korean Language:**

Course Code	Course Title	Credits	ECTS
KOR1301	Beginning Korean	3	5
KOR1302	Elementary Korean	3	5
KOR1303	Pre-Intermediate Korean	3	5
KOR1304	Intermediate Korean	3	5
KOR1305	Upper Intermediate Korean	3	5
KOR1306	Advanced Korean	3	5
KOR3302	Korean for Business Settings	3	5
KOR3304	Korean through Films	3	5
KOR3305	Korean Language: Language of Mass Media and Newspaper	3	5
KOR3306	Selected Topics in Korean Literature	3	5

KOR3307	Selected Topics in Korean Linguistics	3	5
---------	---------------------------------------	---	---

**German Language:**

Course Code	Course Title	Credits	ECTS
GER1301	Beginning German	3	5
GER1302	Elementary German	3	5
GER1303	Pre-Intermediate German	3	5
GER1304	Intermediate German	3	5
GER1305	Upper Intermediate German	3	5
GER1306	Advanced German	3	5
GER3302	German for Business Settings	3	5
GER3304	German through Films	3	5
GER3305	German Language: Language of Mass Media and Newspaper	3	5
GER3306	Selected Topics in German Literature	3	5
GER3307	Selected Topics in German Linguistics	3	5

**4. Graduation Requirements (7 credits or 12 ECTS)**

Course Code	Course Title	Credits	ECTS
TFL4202	State Exam	2	3
TFL4203	Thesis	5	9
<b>Total</b>		<b>7</b>	<b>12</b>

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

**Program Plan**

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

1st Year							
Code	Fall Semester		Spring Semester		Code	Spring Semester	
		Cr	ECTS			Cr	ECTS
LING 1101	Fundamentals of Linguistics	3	5	LING 1201	Child Language Development	2	3
ENG 1110	Academic Listening and Note-Taking	3	5	ENG/GEN 1100	Academic English Speaking	3	5
ENG 1120	Academic Reading and Writing 1	3	5	ENG 1121	Academic Reading and Writing 2	3	5
GEN 1000	Modern History of Kazakhstan	3	5	GEN/OPM 1300 or GEN/OPM 2301	Information and Communication Technologies or Business Computer Applications	3	5
KAZ/RUS xxxx	Kazakh/Russian	3	5	KAZ/RUS xxxx	Kazakh/Russian	3	5
GEN xxxx	Physical training	3	4	GEN xxxx	Physical training	3	4

	<b>TOTAL</b>	<b>21</b>	<b>34</b>		<b>TOTAL</b>	<b>20</b>	<b>31</b>
--	--------------	-----------	-----------	--	--------------	-----------	-----------

2nd Year							
<b>Code</b>	<b>Fall Semester</b>	<b>Cr</b>	<b>ECTS</b>	<b>Code</b>	<b>Spring Semester</b>	<b>Cr</b>	<b>ECTS</b>
TFL2101	Theory and Methods in Character Education	2	3	TFL2201	Materials Development and Resources in ELT	3	5
TFL2102	Approaches and Methods in ELT	3	5	CHN/RUS/KOR/GER13xx	FL elective (Chinese/Russian/Korean/German)	3	5
LING2101	Language and its Structure I	3	5	LING2201	Language and its Structure II	3	5
ENG2101	Introduction to Literary Studies	3	5	LING2202	Latin	3	5
KAZ/RUS22xx	Professional Kazakh/Russian	2	3	ENG22xx	English Literature elective	3	5
GENxxxx	GE elective (Category C)	3	5	GEN/IRL2510	Introduction to Philosophy or Principles of Ethics	3	5
	<b>TOTAL</b>	<b>16</b>	<b>26</b>		<b>TOTAL</b>	<b>18</b>	<b>30</b>

<b>Code</b>	<b>Summer 1 Semester</b>	<b>Cr</b>	<b>ECTS</b>
TFL2202	Academic Internship	3	5
	<b>TOTAL</b>	<b>3</b>	<b>5</b>

3rd Year							
	<b>Fall Semester</b>	<b>Cr</b>	<b>ECTS</b>		<b>Spring Semester</b>	<b>Cr</b>	<b>ECTS</b>
LING3301	Foundations of Second Language Acquisition	3	5	TFL3201	Introduction to Critical Pedagogy	3	5
TFL3101	Introduction to Language Assessment	3	5	LING33xx	Linguistics elective	3	5
ENG33xx	English Literature elective	3	5	CHN/RUS2203	The Linguistics of Chinese/ The Linguistics of Russian	2	3
TFL3202	Learning Technology in FL classroom	3	5	TFL32xx	Specialization elective (Teaching English elective)	3	5
CHN/RUS/	Survey of Chinese/Russian/Kor	3	5	KAZ/CHN/	FL elective (Chinese/Kazakh/R	3	5



KOR/ GER 3301	ean/German literature			RUS/ KOR/ GER xxxx	ussian/Korean/Ger man)		
KAZ/ RUS/ KOR/ GER xxxx	FL elective (Chinese/Russian/Ko rean/German)	2	3	xxxx	Other program elective or minor	3	5
	<b>TOTAL</b>	<b>17</b>	<b>28</b>		<b>TOTAL</b>	<b>17</b>	<b>28</b>

4th Year							
	Fall Semester	Cr	ECTS		Spring Semester	Cr	ECTS
TFL32 05	Research Writing in Applied Linguistics	3	5	KAZ/ RUS/ KOR/ GER xxxx	FL elective (Chinese/Russian/ Korean/German)	3	5
KAZ/ RUS/ KOR/ GER xxxx	FL elective (Chinese/Russian/Ko rean/German)	3	5	xxxx	Other program elective or minor	3	5
KAZ/ RUS/ KOR/ GER xxxx	FL elective (Chinese/Russian/Ko rean/German)	3	5	xxxx	Other program elective or minor	3	5
Xxxx	Other program elective or minor	3	5	TFL4 202	Comprehensive Examination	2	3
Xxxx	Other program elective or minor	3	5	TFL4 203	Thesis	5	9
TFL41 02	Teaching Practicum	3	6				
	<b>TOTAL</b>	<b>18</b>	<b>31</b>		<b>TOTAL</b>	<b>16</b>	<b>27</b>

**Total for program: 146 credits**

## MINORS

### MINOR IN ENGLISH

A minor in English may complement a major in any other department.

The prerequisite is completion of all four Academic English courses with minimum grade “B+”.

### English Minor Requirements

All minors must take five courses and a minimum of 12 credits in English, including:

Course Code	Course Title	Credits	ECTS
ENG2101	Introduction to Literary Studies	3	5

ENGxxxx	English Literature elective	3	5
ENGxxxx	English rhetoric	6	10
	<b>TOTAL</b>	<b>12</b>	<b>20</b>

For English Literature elective choose one course (3 credits) from the list below:

Course Code	Course Title	Credits	ECTS
ENG1102	Mythology and Folklore	3	5
ENG2201	Introduction to British Literature	3	5
ENG2202	Introduction to American Literature	3	5
ENG2206	Introduction to Poetry and Great Poets	3	5
ENG2204	Introduction to Classical Literature	3	5
ENG3301	Masterpieces of World Literature	3	5
ENG3302	Introduction to Contemporary Literature	3	5
ENG4101	Topics in Literature	3	5

For English Rhetoric elective choose two courses (6 credits) from the list below:

Course Code	Course Title	Credits	ECTS
ENG3102	Introduction to Rhetoric and Composition	3	5
ENG3303	Business and Professional Writing	3	5
GEN/ENG2100	Introduction to Creative Writing	3	5
ENG3307	Workshop in Creative Writing	3	5
ENG3308	Writing for Films	3	5

All courses must be completed with minimum grade “B”.

### MINOR IN ENGLISH TEACHING

A minor in English Teaching may complement a major in any other department.

The prerequisite is completion of all four Academic English courses with minimum grade “B+”.

### Teaching English Minor Requirements

All minors must take a minimum of 9 credits in Teaching English, including:

Course Code	Course Title	Credits	ECTS
TFL2102	Approaches and Methods in English Language Teaching	3	5
TFL2201	Materials Development and Resources in English Language Teaching	3	5
TFL3101	Introduction to Language Assessment	3	5
TFL2202	Academic Internship	2	4
	<b>TOTAL</b>	<b>11</b>	<b>19</b>

All courses must be completed with minimum grade “B”

### **MINOR IN RUSSIAN**

A minor in Russian is offered to international students (excluding CIS countries) from any other department. The prerequisite is completion of 8 credits of Russian courses included in General Education requirement.

### **Russian Minor Requirements**

All minors must take a minimum of 12 credits in Russian, including:

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>ECTS</b>
RUS3301	Survey of Russian Literature	3	5
RUS3302	Business Communication in Russian	3	5
RUSxxxx	Russian elective	6	10
	<b>TOTAL</b>	<b>12</b>	<b>20</b>

For Russian elective choose one 3-credit course and one 2-credit course (5 credits in total) from the list below:

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>ECTS</b>
RUS 2201	Conversational Russian 1	2	3
RUS 2202	Conversational Russian 2	2	3
RUS 3303	Applied Russian Phonetics	2	3
RUS 3302	Business Communication in Russian	3	5
RUS 3304	Russian through Films	3	5
RUS 3305	Russian Language: Language of Mass Media and Newspaper	3	5

All courses must be completed with minimum grade “B”

### **BACHELOR OF ARTS IN TRANSLATION STUDIES (BATS) – 6B023**

#### **Statement of purpose**

BA in Translation Studies is designed for students who aspire to learn how to generate original or translated content that effectively communicates ideas and messages to a variety of audiences. The program instructs students in the art of translation and interpreting, and trains students to accurately reproduce cultural, economic, legal, and technical texts in English/Russian/Kazakh. The program aims to improve students’ command of English and of a second foreign language, by developing their lexical repertoire and polishing their writing style. The program emphasizes critical thinking, operative communication skills and strong interpersonal skills that empower students to be adaptable communicators with real world experience. It also provides the opportunity to deepen mastery of specific skill sets through minoring in PR, Public Administration, Law, Marketing, International Relations, etc. This prepares students for a wide range of careers in the academic, corporate, administrative, and non-governmental sectors, including publishing, media, business, digital industries, etc.

The B.A. in Translation Studies shall:

- Prepare highly competent language professionals for field-related careers in Kazakhstan and abroad;
- Provide an early entry into the job market, as well as open further learning prospects in the humanities and social sciences;
- Equip our students with the necessary knowledge and skills of translation and interpretation, literary appreciation, and linguistics analysis;
- Encourage the students to use modern technology that can enhance their language education and careers.

## Program learning outcomes

Students of this program will be able to:

- Demonstrate effective operational proficiency in English (CERF level B2-C1) and be independent users of a second foreign language (CERF level B1);
- Demonstrate effective communication skills and proficiency in oral, written, and professional English in a variety of social and academic contexts and genres;
- Demonstrate core academic knowledge of major literary texts in English and in their second foreign/professional language;
- Show comprehensive understanding of the properties and analysis of human language, and the theories and practice of language use;
- Show comprehension of current theoretical thinking and linguistic theories on translation, and their relation to the practice of translation;
- Demonstrate ability to draw on extra-linguistic knowledge to make sound decisions in translation;
- Demonstrate an accurate and faithful translation/interpretation in a target text.
- Demonstrate accuracy in translation/interpretation at all linguistic levels (phonemic, morphological, syntactic, semantic, and pragmatic).
- Show openness to and respect for the variety of cultures, religions and political affiliations that they come in contact with
- Adapt and transfer a range of subject specific and generic skills, including high order conceptual, research, critical, and lifelong learning skills of value in graduate studies and/or employment.

## Bachelor of Arts in Translation Studies (BATS) Curriculum

Requirements for the BA in Translation Studies are as follows:

	Category of Courses	Credits	ECTS
<b>1</b>	<b>General Education Requirements</b>	<b>36</b>	<b>58</b>
a)	Required Courses	33	53
b)	Elective Courses	3	5
<b>2</b>	<b>Program Foundation Requirements</b>	<b>68</b>	<b>112</b>
a)	Required Courses	22	36
b)	Elective Courses	46	76
<b>3</b>	<b>Program Specialization Requirements</b>	<b>35</b>	<b>58</b>
a)	Required Courses	8	13
b)	Elective Courses	27	45
<b>4</b>	<b>Final Attestation</b>	<b>7</b>	<b>12</b>
	Total Required for Graduation	146	240

1. **General Education Requirements** can be found in the General Education section of the Catalog.

2. **Program Foundation Requirements**

a) **Required Courses (22 credits or 36 ECTS)**

Each student is required to take 22 credits of Program Foundation courses as shown in the Table below:

Course Code	Course Title	Credits	ECTS
TRN2101	Introduction to Translation	3	5
ENG/GEN1100	Academic English Speaking	3	5
ENG/GEN1121	Academic Reading and Writing II	3	5
LING1101	Fundamentals of Linguistics	3	5
KAZxxxx	Professional Kazakh/Russian	2	3

ENG3102	Introduction to Rhetoric and Composition	3	5
ENG3303	Business and Professional Writing	2	3
TRN2202	Translation and Interpretation Internship I	3	5
<b>TOTAL</b>		<b>22</b>	<b>36</b>

**b) Elective Courses (46 credits or 76 ECTS)**

Each student is required to take 46 credits of Program Foundation electives, including:

- 15 credits of Linguistics courses
- 9 credits of English Literature courses
- 7 credits of Interpreting courses
- 15 credits of English, Linguistics or Foreign Language courses OR minor courses

**Linguistics Courses (15 credits)**

Course Code	Course Title	Credits	ECTS
LING2101	Language and its structure I	3	5
LING2201	Language and its structure II	3	5
LING2202	Latin	3	5
LING33xx	Linguistics elective	3	5
LING33xx	Linguistics elective	3	5
<b>TOTAL</b>		<b>15</b>	<b>25</b>

For Linguistics elective choose TWO courses from the list below:

Course Code	Course Title	Credits	ECTS
LING3303	Introduction to Discourse Analysis	3	5
LING3301	Foundations of Second Language Acquisition	3	5
LING3201	Introduction to the History of English	3	5
GEN/LING/ASC3302	The History of Languages and Writing	3	5
LING3304	Language Contact	3	5
LING4101	Bilingualism and Bilingual Education	3	5
LING4102	Special Topics in Linguistics	3	5

**English Literature courses (9 credits)**

Course Code	Course Title	Credits	ECTS
ENG2101	Introduction to Literary Studies	3	5
ENGxxxx	Literature elective	3	5
ENGxxxx	Literature elective	3	5
<b>TOTAL</b>		<b>9</b>	<b>15</b>

For English Literature elective choose TWO courses from the list below:

Course Code	Course Title	Credits	ECTS
ENG1102	Mythology and Folklore	3	5
ENG2201	Introduction to British Literature	3	5
ENG2202	Introduction to American Literature	3	5

ENG2204	Introduction to Classical Literature	3	5
ENG2206	Introduction to Poetry and Great Poets	3	5
ENG3301	Masterpieces of World Literature	3	5
ENG3302	Introduction to Contemporary Literature	3	5
ENG4101	Topics in Literature	3	5

### Interpreting courses (7 credits)

Course Code	Course Title	Credits	ECTS
TRN3101	Introduction to Interpreting	3	5
TRNxxxx	Interpreting elective	2	3
TRNxxxx	Interpreting elective	2	3
<b>TOTAL</b>		<b>7</b>	<b>11</b>

For Interpreting electives please choose two courses from the list below:

Course Code	Course Title	Credits	ECTS
TRN4102	Topics in Interpreting	2	3
TRN3302	Topics in Simultaneous interpreting	2	3
TRN3301	Topics Consecutive interpreting	2	3

### Program Foundation electives or minor (15 credits)

Students may take 15 credits of electives (FIVE courses) from the list below or opt to obtain Minor in English, Minor in Teaching English, Minor in Russian (for international students) or any other minor at KIMEP.

Course Code	Course Title	Credits	ECTS
Xxxx	Other electives or minor	3	5
Xxxx	Other electives or minor	3	5
Xxxx	Other electives or minor	3	5
Xxxx	Other electives or minor	3	5
Xxxx	Other electives or minor	3	5
<b>TOTAL</b>		<b>15</b>	<b>25</b>

To meet this requirement choose FIVE courses from the list below or courses to fulfill your minor requirements:

Course Code	Course Title	Credits	ECTS
LING3303	Introduction to Discourse Analysis	3	5
LING3301	Foundations of Second Language Acquisition	3	5
GEN/LING/ASC3302	The History of Languages and Writing	3	5
LING3304	Language Contact	3	5
LING4101	Bilingualism and Bilingual Education	3	5
LING4102	Special Topics in Linguistics	3	5
ENG2202	Introduction to American Literature	3	5
ENG2201	Introduction to British Literature	3	5
ENG3302	Introduction to Contemporary Literature	3	5
ENG1102	Mythology and Folklore	3	5

ENG2204	Introduction to Classical Literature	3	5
ENG3301	Masterpieces of World Literature	3	5
ENG2206	Introduction to Poetry and Great Poets	3	5
ENG4101	Topics in Literature	3	5
ENG3102	Introduction to Rhetoric and Composition	3	5
ENG3303	Business and Professional Writing	3	5
GEN/ENG2100	Introduction to Creative Writing	3	5
ENG3307	Workshop in Creative Writing	3	5
ENG3308	Writing for Films	3	5
TRN3203	Translation from Information Media	3	5
TRN3204	Technology for Translation	3	5
TRN3205	Literary Translation in Prose	3	5
TRN3206	Literary Translation in Verse	3	5
TFL3203	CLIL: Planning Tools	3	5
TFL3204	Teaching English to Young Learners	3	5
TFL3206	Educational Administration	3	5
TFL3207	Introduction to Special Education	3	5
TFL4101	Special Topics in ELT	3	5
CHNxxxx	Any credit course with code CHN	3	5
ENG3305	Technical Writing	3	5

### 3. Program Specialization Requirements

#### a) Required Courses (8 credits or 13 ECTS)

Each student is required to take 8 credits of Program Specialization courses as shown in the Table below:

Course Code	Course Title	Credits	ECTS
TRN4104	Translation and Interpretation Internship II	3	5
TRN3301	Topics in Consecutive interpreting	2	3
TRN4103	Senior Project in Translation	3	5
<b>TOTAL</b>		<b>8</b>	<b>13</b>

#### b) Elective Courses (27 credits or 45 ECTS)

Each student is required to take 27 credits of Program Foundation electives, including:

- 12 credits of Translation and Interpreting courses
- 15 credits of Foreign Language courses

#### Translation and Interpreting courses (12 credits)

To meet this requirement choose FOUR courses from the list below:

Course Code	Course Title	Credits	ECTS
TRN3201	Commercial Translation	3	5
TRN3202	Legal Translation	3	5
TRNxxxx	Translation and Interpreting elective	3	5
TRNxxxx	Translation and Interpreting elective	3	5

<b>TOTAL</b>		<b>12</b>	<b>20</b>
--------------	--	-----------	-----------

Chose TWO Translation and Interpreting electives from the list:

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>ECTS</b>
TRN3203	Translation from Informational Media	3	5
TRN3204	Technology for Translation	3	5
TRN3205	Literary Translation in Prose	3	5
TRN3206	Literary Translation in Verse	3	5
TRN4101	Topics in Translation	3	5

### Foreign Language Courses (15 credits)

Each student is required to take 15 credits of Foreign Language

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>ECTS</b>
CHNxxxx or RUSxxxx or KORxxxx or GERxxxx or	FL electives	3	5
CHNxxxx or RUSxxxx or KORxxxx or GERxxxx or	FL electives	3	5
CHNxxxx or RUSxxxx or KORxxxx or GERxxxx or	FL electives	3	5
CHNxxxx or RUSxxxx or KORxxxx or GERxxxx or	FL electives	3	5
CHNxxxx or RUSxxxx or KORxxxx or GERxxxx or	FL electives	3	5
<b>TOTAL</b>		<b>15</b>	<b>25</b>

To meet this requirement please select FIVE courses from the lists below:

#### Chinese Language

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>ECTS</b>
CHN 1301	Beginning Chinese	3	5
CHN 1302	Elementary Chinese	3	5
CHN1303	Pre-Intermediate Chinese	3	5
CHN1304	Intermediate Chinese	3	5
CHN1305	Upper Intermediate Chinese	3	5
CHN1306	Advanced Chinese	3	5
CHN3302	Chinese for Business Settings	3	5
CHN3304	Chinese through Films	3	5
CHN3305	Chinese Language: Language of Mass Media and Newspaper	3	5



CHN3306	Selected Topics in Chinese Literature	3	5
CHN3306	Selected Topics in Chinese Linguistics	3	5

**Korean Language:**

Course Code	Course Title	Credits	ECTS
KOR1301	Beginning Korean	3	5
KOR1302	Elementary Korean	3	5
KOR1303	Pre-Intermediate Korean	3	5
KOR1304	Intermediate Korean	3	5
KOR1305	Upper Intermediate Korean	3	5
KOR1306	Advanced Korean	3	5
KOR3302	Korean for Business Settings	3	5
KOR3304	Korean through Films	3	5
KOR3305	Korean Language: Language of Mass Media and Newspaper	3	5
KOR3306	Selected Topics in Korean Literature	3	5
KOR3307	Selected Topics in Korean Linguistics	3	5

**German Language:**

Course Code	Course Title	Credits	ECTS
GER1301	Beginning German	3	5
GER1302	Elementary German	3	5
GER1303	Pre-Intermediate German	3	5
GER1304	Intermediate German	3	5
GER1305	Upper Intermediate German	3	5
GER1306	Advanced German	3	5
GER3302	German for Business Settings	3	5
GER3304	German through Films	3	5
GER3305	German Language: Language of Mass Media and Newspaper	3	5
GER3306	Selected Topics in German Literature	3	5
GER3307	Selected Topics in German Linguistics	3	5

**Russian Language:**

Course Code	Course Title	Credits	ECTS
RUS1301	Beginning Russian	3	5
RUS1302	Elementary Russian	3	5
RUS1304	Pre-Intermediate Russian	3	5
RUS1306	Intermediate Russian	3	5
RUS1308	Upper Intermediate Russian	3	5
RUS2001	Advanced Russian	3	5
RUS3302	Business Communication in Russian	3	5
RUS3304	Russian through Films	3	5
RUS3305	Russian Language: Language of Mass Media and Newspaper	3	5
RUS3306	Selected Topics in Russian Linguistics	3	5
RUS3307	Selected Topics in Russian Literature	3	5

#### 4. Final Attestation (7 credits or 12 ECTS)

Each student is required to take 7 credits of other courses required for graduation as shown in the Table below:

Course Code	Course Title	Credits	ECTS
TRN4202	State Exam	2	3
TRN4203	Thesis	5	9
<b>TOTAL</b>		<b>7</b>	<b>12</b>

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

**Total for program: 146 credits**

#### Bachelor of Arts in Translation Studies (BATS) Program Plan

The following tables are a sample program of study to finish the BA in Translation Studies degree in four years.

1st Year							
	Fall Semester	Cr	ECTS		Spring Semester	Cr	ECTS
LING 1101	Fundamentals of Linguistics	3	5	TRN 2101	Introduction to Translation	3	5
ENG 1110	Academic Listening and Note-Taking	3	5	ENG/GEN 1100	Academic English Speaking	3	5
ENG 1120	Academic Reading and Writing 1	3	5	ENG 1121	Academic Reading and Writing 2	3	5
GEN 1000	Modern History of Kazakhstan	3	5	GEN/OPM 1300 or GEN/OPM 2301	Information and Communication Technologies or Business Computer Applications	3	5
KAZ/RUS xxxx	Kazakh/Russian	3	5	KAZ/RUS xxxx	Kazakh/Russian	3	5
	GE elective (Category B)	3	5	GER xxxx	GE Elective (Category B)	3	5
GEN xxxx	Physical training	3	4	GEN xxxx	Physical training	3	4
	<b>TOTAL</b>	<b>21</b>	<b>34</b>		<b>TOTAL</b>	<b>21</b>	<b>34</b>

2nd Year							
	Fall Semester	Cr	ECTS		Spring Semester	Cr	ECTS
TRN 3101	Introduction to Interpreting	3	5	ENG 3102	Introduction to Rhetoric and Composition	3	5
TRN 3201	Commercial Translation	3	5	KAZ/RUS/KOR/GER xxxx	FL elective (Chinese/Russia/Korean/German)	3	5
LING	Language and its	3	5	LING	Language and its	3	5

2101	Structure I			2201	Structure II		
ENG 2101	Introduction to Literary Studies	3	5	LING 2202	Latin	3	5
KAZ/ RUS 22xx	Professional Kazakh/Russian	2	3	TRN 3202	Legal Translation	3	5
GEN xxxx	GE elective (Category C)	3	5	GEN/ IRL 2510	Introduction to Philosophy or Principles of Ethics	3	5
	<b>TOTAL</b>	<b>17</b>	<b>28</b>		<b>TOTAL</b>	<b>18</b>	<b>30</b>

	<b>Summer 1 Semester</b>	<b>Cr</b>	<b>ECT S</b>
TRN 2202	Translation and Interpreting Internship I	3	5
	<b>TOTAL</b>	<b>3</b>	<b>5</b>

<b>3rd Year</b>							
<b>Fall Semester</b>				<b>Spring Semester</b>			
		<b>Cr</b>	<b>ECT S</b>			<b>Cr</b>	<b>ECTS</b>
TRN xxxx	Interpreting elective	2	3	LING 33xx	Linguistics elective	3	5
TRN xxxx	Translation elective	3	5	TRNxxx x	Translation elective	3	5
ENG 3303	Business and Professional Writing	2	3	KAZ/C HN/ RUS/K OR/GE R xxxx	FL elective (Kazakh/Chinese/Russian/Korean/German)	3	5
LING xxxx	Linguistics elective	3	5	xxxx	Other program elective or minor	3	5
ENG xxxx	English Literature elective	3	5	xxxx	Other program elective or minor	3	5
KAZ/C HN/ RUS/ KOR/ GER xxxx	FL elective (Kazakh/Chinese/Russian/Korean/German)	3	5				
ENG xxxx	English Literature elective	3	5				
	<b>TOTAL</b>	<b>19</b>	<b>31</b>		<b>TOTAL</b>	<b>15</b>	<b>25</b>

	<b>Summer 1 Semester</b>	<b>Cr</b>	<b>ECT S</b>
TRN 4104	Translation and Interpreting Internship II	3	5
	<b>TOTAL</b>	<b>3</b>	<b>5</b>

<b>4th Year</b>							
<b>Fall Semester</b>				<b>Spring Semester</b>			
		<b>Cr</b>	<b>ECTS</b>			<b>Cr</b>	<b>ECT S</b>

TRN 4103	Senior Project in Translation	3	5	KAZ/ CHN/ RUS/ KOR/ GER xxxx	FL elective (Kazakh/Chinese/Russian/Korean/German)	3	5
KAZ/C HN/ RUS/ KOR/ GER xxxx	FL elective (Kazakh/Chinese/Russian/Korean/German)	3	5	xxxx	Other program elective or minor	3	5
xxxx	Other program elective or minor	3	5	TR N42 02	Comprehensive Examination	2	3
xxxx	Other program elective or minor	3	5	TR N42 03	Thesis 1	5	9
TRN 32xx	Interpreting elective	3	3				
	<b>TOTAL</b>	<b>15</b>	<b>23</b>		<b>TOTAL</b>	<b>13</b>	<b>22</b>

**Total for program: 146 credits**

## GRADUATE DEGREE PROGRAMS

### GRADUATE ENGLISH REQUIREMENTS

#### 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)
- An IELTS score of 6
- A TOEFL score of 560

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) so that the university may ascertain their level of proficiency in English.

Using the results of the IELTS, TOEFL or KEPT tests, the College of Humanities and Education 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% on 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:

Course Code	Course Title	Level of Proficiency (at end of course)	Duration	Prerequisite
ENG5103	Graduate Foundation English C	Near Beginner to Mid-elementary A1+ on the CEFR	180 learning hours over a full semester	None
ENG5104	Graduate Foundation English B	Upper Elementary to Pre-intermediate A2 on the CEFR*	180 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*	180 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 only 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.

## BANG COLLEGE OF BUSINESS GRADUATE PROGRAMS:

### MASTER OF BUSINESS ADMINISTRATION (MBA) – 7M041

#### 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 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, Central Asian and the 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:

<b>Courses</b>	<b>Credits</b>	<b>ECTS</b>
<b><i>Professional competencies development courses</i></b>	<b>33</b>	<b>66</b>
Required courses	4	7
Foundation Courses	12	23
Core Courses	8	14
Specialization Courses	6	10
Internship	3	12
<b><i>Personal and leadership development courses</i></b>	<b>12</b>	<b>20</b>
<b><i>Research Work, Master thesis/project</i></b>	<b>5</b>	<b>30</b>
<b><i>Final Attestation</i></b>	<b>2</b>	<b>12</b>
<b>Total</b>	<b>52</b>	<b>128</b>

### Required Courses

There are two required courses as illustrated in the following table:

<b>Course Code</b>	<b>Course Title</b>	<b>Credits/ ECTS</b>	<b>Prerequisite</b>
BUS5200.1	Business Research Methods I	1/ 2	none
MGT5250	Strategic Management	3 / 5	MGT5201, ACC5203, FIN5202, MKT5202
<b>Total</b>		<b>4/7</b>	

### Foundation Courses

There are seven foundation courses that introduce concepts and terminology to students with no prior knowledge of the subject matter as illustrated in the following table:

<b>Course Code</b>	<b>Course Title</b>	<b>Credits/ECTS</b>	<b>Prerequisite</b>
ACC5001	Foundations of Accounting	1.5 / 3	none
FIN5001	Foundations of Finance	1.5 / 3	none
MKT5001	Foundations of Marketing	1.5 / 3	none
MGT5001	Foundations of Management	1.5 / 3	none
IFS5001	Foundations of Information Systems	1.5 / 3	none
OPM5001	Foundations of Operations Management	1.5 / 3	none
FIN5200	Managerial Economics (Micro and Macro)	3 / 5	none
<b>Total</b>		<b>12/23</b>	

Admitted students without necessary business education background are required to take the foundation courses at the beginning of the program. For students who have prior relevant certified learning, waivers/transfers of these foundation courses can be given under a set of principles, without compromising the attainment of the competences embedded in the MBA program.

The MBA program offers possibilities of waiver/transfer of foundation courses, for up to 12 credits, to students admitted to the MBA program. In order to be eligible, a student must have:

- The necessary business or business-related education - having completed a bachelor's degree in Business Administration / Economics / Public Administration / etc<sup>15</sup>. - from a reputed university; and
- The medium of instruction of the bachelor degree must be English;
- The bachelor courses used for waiver/transfer must have significantly similar curricula and ILOs to the corresponding MBA Foundation courses curricula and ILOs;
- The bachelor courses used for waiver/transfer must have required more learning hours than the corresponding MBA Foundation course; and
- The bachelors courses must have been passed at a higher level - B+ (3.33/4.33) or above grade

The waiver/transfer equivalence table is shown below.

<b>MBA Foundation Courses</b>		<b>Eligible Bachelor Courses for Waiver/Transfer*</b>		
<b>Title</b>	<b>Credits</b>	<b>Title</b>	<b>Credits</b>	<b>Minimum Grade**</b>
ACC5001 Foundations of Accounting	1.5	Financial Accounting	3	B+
FIN5001 Foundations of Finance	1.5	Principles of Finance	3	B+
MGT5001 Foundations of Management	1.5	Principles of Management	3	B+
MKT5001 Foundations of Marketing	1.5	Principles of Marketing	3	B+
IFS5001 Foundations of Information Systems	1.5	Management Information Systems	3	B+
OPM5001 Foundations of Operations Management	1.5	Introduction to Operations Management	3	B+
FIN5200 Managerial Economics	3	Business Microeconomics and Business Macroeconomics	6	B+
* A course, or combination of courses, with different course titles, but significantly similar curricula and ILOs of the relevant MBA course, may be considered as equivalent.				

<sup>15</sup> However, if a student holds a different degree, course waiver/transfer can be given if the other conditions are met.



\*\* In case more than one bachelor courses are used to justify a waiver/transfer, average grade is considered.

### Core Courses

Course Code	Course Title	Credits / ECTS	Prerequisite
ACC5203	Financial Reporting and Management Control	3 / 5	ACC5001
OPM5203	Logistics and Supply Chain Management	3 / 5	OPM5001
MGT5100	Business Communications	2/4	none
<b>Total</b>		<b>8/14</b>	

### Personal and leadership development courses

Course Code	Course Title	Credits / ECTS	Prerequisite
MGT5201	Organizational Behavior and Leadership Ethics	3 / 5	none
FIN5202	Advanced Corporate Finance	3 / 5	FIN5001
MKT5202	Advanced Marketing Management	3 / 5	MKT5001
MGT5211	International Business	3 / 5	Completion of 12 credits of Pre-MBA Foundation courses
<b>Total</b>		<b>12/20</b>	

### Internship, Research Work and Final Attestation

An Internship and a Thesis related to the major is required. Students without a major will undertake Internship and Thesis in general business or in any specialization/major area.

#### Internship

Course Code	Course Title	Credits / ECTS	Prerequisite
ACC/FIN/MGT/MKT5270	Internship	3 / 12	ACC5203/FIN5202/MKT5202/MGT5201
<b>Total</b>		<b>3/12</b>	

#### Research Work (Master Thesis) and Final Attestation

ACC/FIN/MGT/MKT52xx	MBA Thesis Defense	2 / 12	BUS5201.1
<b>Total</b>		<b>2/12</b>	
ACC/FIN/MGT/MKT5275	MBA Thesis	3 / 18	BUS5201.1
BUS5200.2	Business Research Methods II	2/12	none
<b>Total</b>		<b>5/30</b>	
<b>Final Attestation</b>			

## Specializations

MBA students may acquire specialized knowledge in the following areas (**6 credits**):

- Accounting and Audit
- Finance
- Management
- Marketing
- Logistics and Supply Chain Management
- Leadership and Organizational Development

However, students may receive an MBA without a specialization.

## Program Plan

Students may take courses in any order they wish as long as a course's prerequisites are met. The following schedule is suggested to ensure that students make orderly progress towards degree completion.

### OPTION #1

<b><i>A Suggested Schedule Assuming Fall Entry and No Business Education Background (August 2019 – May 2021 = 2 years)</i></b>			
<b><i>1<sup>st</sup> year</i></b>			
<b><i>Fall credits</i></b>	<b><i>14</i></b>	<b><i>Spring credits</i></b>	<b><i>12</i></b>
ACC5001	Foundations of Accounting	MGT5201	Organizational Behavior and Leadership Ethics
FIN5001	Foundations of Finance	ACC5203	Financial Reporting and Management Control
MGT5001	Foundations of Management	FIN5202	Advanced Corporate Finance
MKT5001	Foundations of Marketing	BUS5200.1	Business Research Methods I
IFS5001	Foundations of Information Systems	BUS5200.1	Business Research Methods II
OPM5001	Foundations of Operations Management		
MGT5100	Business Communications		
FIN5200	Managerial Economics (Micro and Macro)		
<b><i>Summer I &amp; II</i></b>		<b><i>9 credits</i></b>	
MKT5202	Advanced Marketing Management		
MGT5211	International Business		
ACC/FIN/MGT/MKT5270	Internship		
<b><i>2<sup>nd</sup> year</i></b>			
<b><i>Fall credits</i></b>	<b><i>12</i></b>	<b><i>Spring credits</i></b>	<b><i>5</i></b>

MGT5250	Strategic Management	ACC/FIN/MGT/MKT5275	MBA Thesis
XXXxxx	Specialization	ACC/FIN/MGT/MKT52xx	Thesis Defense
XXXxxxx	Elective		
OPM5203	Specialization		
	Elective		
	Logistics and Supply Chain Management		

## OPTION #2

<b><i>A Suggested Schedule Assuming Fall Entry and Business Education Background (August 2019 – December 2020 = 1.5 year)</i></b>			
<b><i>Fall credits</i></b>		<b><i>Spring credits</i></b>	
<b>14</b>		<b>12</b>	
MGT5100	Business Communications	OPM5203	Logistics and Supply Chain Management
MGT5201	Organizational Behavior and Leadership	BUS5200.1	Business Research Methods I
ACC5203	Ethics Financial Reporting and Management Control	BUS5200.2	Business Research Methods II
MKT5202	Advanced Marketing Management	Elective	Specialization Elective
FIN5202	Advanced Corporate Finance	Elective	Specialization Elective
<b><i>Summer I &amp; II credits</i></b>		<b><i>Fall credits</i></b>	
<b>6</b>		<b>8</b>	
ACC/FIN/MGT/MKT5270	Internship International Business	MGT5250	Strategic Management
MGT5211		ACC/FIN/MGT/MKT5275	MBA Thesis
		ACC/FIN/MGT/MKT52xx	Thesis Defense

### **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 and Audit” 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

<b>Specialization requires the course from Group A and 1 course selected from Group B</b>			
<b>Group A: Required courses for specialization</b>		<b>Credits / ECTS</b>	<b>Prerequisite</b>
ACC5212	Financial Statements Analysis	3 / 5	ACC5203
<b>Group B: Elective courses for specialization</b>			
ACC5209	Advanced Accounting	3 / 5	ACC5203
ACC5206	Auditing	3 / 5	ACC5203
ACC5207	International Financial Reporting Standards	3 / 5	ACC5203
ACC5210	Taxation in Kazakhstan	3 / 5	ACC5203
ACC5211	Principles of Taxation	3 / 5	ACC5203
ACC5216	Professional Auditing	3 / 5	ACC5206
ACC5217	Fraud Examination	3 / 5	ACC5206
ACC5260	Selected Topics in Accounting	3 / 5	ACC5203

### Exit Criteria for Accounting and Audit 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

The discipline of Finance in business education has undergone major changes over the last two to three decades as a result of changing contents and contexts of business finance. Modern finance is just at the corridor of money and capital markets in Kazakhstan. Students learning finance will be in high demand in the local and international markets as it has been happening all over the world.

Finance as an academic discipline is concerned with three interrelated fields:

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

Students with a 4-course specialization (including the MBA Thesis and Internship courses) 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

<b>Specialization requires the course from Group A and 1 course selected from Group B</b>		
<b>Group A: Required courses for specialization</b>	<b>Credits / ECTS</b>	<b>Prerequisite</b>

FIN5206	Investment Management	3 / 5	FIN5202
<b>Group B: Elective courses for specialization</b>			
FIN5204	Financial Institutions Management	3 / 5	FIN5202
FIN5209	International Finance	3 / 5	FIN5201
FIN5210	Financial Derivatives	3 / 5	FIN5202
FIN5211	Bank Management	3 / 5	FIN5202
FIN5213	Credit and Market Risk Management	3 / 5	FIN5202
FIN5214	Risk Management and Insurance	3 / 5	FIN5202
FIN5215	Investment Banking	3 / 5	FIN5202
FIN5260	Selected Topics in Finance	3 / 5	FIN5202

### 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

A 4-course specialization (including the MBA Thesis and Internship courses) in Management 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

<b>Specialization requires one course from Group A and 1 course selected from Group A or B</b>			
<b>Group A: Required courses for specialization</b>		<b>Credits / ECTS</b>	<b>Prerequisite</b>
MGT5206	Leadership and Motivation	3 / 5	MGT5201
MGT5212	Decision Making	3 / 5	MGT5201
MGT5207	Human Resources Management	3 / 5	MGT5201
<b>Group B: Elective courses for specialization</b>			
MGT5227	Change Management	3 / 5	MGT5201
LDP5201	Leadership and Corporate Governance	3 / 5	MGT5201
LDP5202	Leadership and Organizational Design	3 / 5	MGT5201
MGT5229	Competitive Advantage Strategy	3 / 5	MGT5201
MGT5230	Innovation Management	3 / 5	MGT5201
MGT5260	Selected Topics in Management	3 / 5	MGT5201

## MBA: LEADERSHIP AND ORGANIZATIONAL DEVELOPMENT SPECIALIZATION

Leadership and organizational development specialization 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 SPECIALIZATION COURSES

<b>Specialization requires two course listed below:</b>	
<b><i>Group A: Required courses for major</i></b>	
LDP5201	Leadership and Corporate Governance
LDP5202	Leadership and Organizational Design

## 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

<b>Specialization requires 1 course from Group A and any 1 course from Group B</b>			
<b><i>Group A: Required courses for specialization</i></b>		<b>Credits / ECTS</b>	<b>Prerequisite</b>
MKT5203	Consumer Behavior and Marketing Strategy	3 / 5	MKT5202
<b><i>Group B: Elective courses for specialization</i></b>			
MKT5206	Marketing Research	3 / 5	MKT5202
MGT5225	Hospitality Management	3 / 5	MKT5202
MKT5204	Integrated Marketing Communications	3 / 5	MKT5202
MKT5210	International Marketing	3 / 5	MKT5202
MKT5213	Event Marketing	3 / 5	MKT5202
MKT5214	Strategic Brand Management	3 / 5	MKT5202
MKT5221	Tourism Marketing	3 / 5	MKT5202
MKT5260	Selected Topics in Marketing	3 / 5	MKT5202

## MBA: LOGISTICS AND SUPPLY CHAIN MANAGEMENT SPECIALIZATION

Logistics and Supply Chain Management widely used in business for the range of activities associated with the movement, storage and handling of materials. The program enables to develop enhanced quantitative and qualitative skills to support decision making in any logistic area within an organization. Logistics and supply chain management problems may include inventory, transportation, warehousing, location, reverse and customer and supplier relationships. These aspects will, provide the managers with competitive advantage.

The MBA program offers a 4-course specialization (including the MBA Thesis and Internship courses) in “Logistics and Supply Chain Management” that addresses the broad range of issues described above. The specialization prepares students both for careers as managers, and for careers in logistics and supply chain management.

### LOGISTICS AND SUPPLY CHAIN MANAGEMENT SPECIALIZATION COURSES

<b>Specialization requires the course from Group A and 1 course selected from Group B</b>			
<b>Group A: Required courses for specialization</b>		<b>Credits ECTS</b>	<b>Prerequisite</b>
OPM52xx	Analytical Methods for Logistics and Supply Chain Management	3 / 5	OPM5203
<b>Group B: Elective courses for specialization</b>			
OPM52xx	Project Management in Logistics	3 / 5	OPM5203
OPM52xx	Transportation and Warehouse Logistics	3 / 5	OPM5203

### CERTIFICATE IN LEADERSHIP

The purpose of the Leadership and Organizational 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. Those students who fulfill all Program requirements listed below receive a Certificate in Leadership.

<b>Certificate in Leadership requires the two courses from the list below (6 credits)</b>	
LDP5201	Leadership and Corporate Governance
LDP5202	Leadership and Organizational Design

## MASTER OF ACCOUNTING AND AUDIT – 7M041

### Statement of Purpose

Master of Accounting and Audit program at Bang College of Business, KIMEP University is designed to prepare high quality Accounting and Auditing professions capable of solving complex business problems in today’s global business markets. The program provides unique opportunities and a natural progression route necessary for gaining the prestigious ACCA qualification and building a successful professional career in areas relevant to accounting, auditing, and taxation.

### Mission

The mission of the Master of Accounting and Audit program is to train and prepare accounting, auditing and taxation specialists for leadership positions in business, public and non-profit organizations, for further postgraduate study and to develop entrepreneurs. This is accomplished through an intellectual and practical multi-disciplinary approach to learning. Bang College of Business at KIMEP University has an excellent reputation for its Accounting programs and it consists of teaching professionals that have a variety of research interests, including corporate governance, fair value accounting, earnings management, corporate disclosures, and professional education. They also have experience of delivering business seminars and trainings to corporate clients and multinational organizations on topics including corporate reporting, governance, performance management, risk management, and assurance services.

## **Goals**

The overarching goals of the Master of Accounting and Audit program are:

- to promote excellence in the study and practice of accounting and auditing fields through advancing analytical, problem-solving, communication, team working, independent learning, life long learning, and leadership skills that are vital in the workplace;
- to train accounting professionals and business managers who can effectively manage and successfully transform organizations in today's global business markets; and
- to prepare high-quality accounting and finance leaders capable of solving complex business problems in a modern and competitive business environment, in an ethically and socially-responsible manner.

## **Program Objectives**

The objectives of the Master of Accounting and Audit program are:

- to provide the opportunity for students to advance their research and analytical skills that are necessary for professional accountants and highly qualified auditors. In particular, the program helps students to develop cross-functional knowledge in the areas of Accounting, Auditing, Taxation, Finance, Corporate Governance, Management, Marketing, Information Systems, and International Business;
- to educate graduates with business ethics needed to provide moral values and professional judgments as they apply in accounting and auditing services.; and
- to provide graduates with a natural progression route necessary for gaining prestigious accounting qualifications and building a successful professional career in areas relevant to accounting, auditing, and taxation.

## **Learning Objectives**

Master of Accounting and Audit program's learning objectives are to ensure that graduates have:

- A satisfactory knowledge of:
  - underlying principles and concepts of financial reporting along with applications of accounting standards and interpretations in the preparation, interpretation, analysis, communication and reporting of financial statements of single entities and business groups;
  - the core business disciplines including Financial Reporting, Management Control Systems, Taxation, Audit and Assurance, Finance, Governance and Ethics, Corporate Law, Business Communication, and Organizational Behavior and Ethics;
  - international Financial Reporting Standards (IFRS), International Accounting Standards (IAS), and other interpretations and pronouncements related to financial and corporate reporting;
  - the operation and scope of tax systems of both Kazakhstan and International practices;
  - interdisciplinary nature and challenges of business operations and governance issues of organizations, in a global context;
  - quantitative and qualitative techniques of problem solving used in managerial decision making;
  - professional ethics needed to carry out the role of accounting and audit professionals relating governance, internal control, compliance, and the management of risk within an organization, in the context of an overall ethical framework;
- 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 accounting, auditing, taxation, and finance with a specific focus on Kazakhstan and International practices;



- communicate ideas and information clearly and effectively both in written and oral English;
- use information technology for the retrieval, analysis and presentation of information;
- work effectively in a team in the pursuit of common objectives.

### Intended Learning Outcomes (ILOs)

At the successful completion of the Master of Accounting and Audit program, graduates will be able to:

- prepare, interpret, and analyze financial statements of single entities and business groups through applications of accounting standards and interpretations;
- deal with management accounting techniques and tools to solve problems surrounding cost allocation, pricing, budgeting, decision making, variance analysis, performance measurement, capital budgeting, etc;
- recognize the regulatory environment and its impact on audit and assurance practices, identify and formulate the work required to meet the objectives of audit as well as non-audit assignments and apply the relevant Standards on Auditing, evaluate the results and findings of audit work performed and draft suitable reports on assignments;
- explain impact of relevant taxes on various situations and courses of actions, to determine the tax planning possibilities and apply relevant legitimate tax planning techniques, as well as to communicate professionally with the clients, tax authorities and other professionals;
- define governance, explain its function in the effective management and control of resources, and demonstrate the application of professional values and judgment through an ethical framework;
- describe and apply various financial tools and techniques used for effective investing and financing decision-making;
- undertake supervised independent research and practical training, involving application of theoretical constructs related to accounting and auditing in the context of Kazakhstan and International practices;
- communicate ideas and information clearly and effectively in written and oral English;
- use information technology for the retrieval, analysis, and presentation of information for effective management of business organizations;
- describe micro- and macro-economic perspectives on operation of business organizations, in a global context;

### Degree Requirements

In order to obtain a Master of Accounting and Audit 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 Master of Accounting and Audit program are as follows:

<b>Courses</b>	<b>Credits</b>	<b>ECTS</b>
<b>Core Courses</b>	<b>5 - 11</b>	<b>9-19</b>
<b>Specialization Courses</b> (including Internship)	<b>15 – 32</b>	<b>25-58</b>
Internship	2	8
<b>Research Work</b> (Master Thesis)	<b>3</b>	<b>18</b>
<b>Final Attestation</b> (Thesis Defense)	<b>2</b>	<b>12</b>
<b>Total</b>	<b>28 - 48</b>	<b>69-107</b>

### Core Courses

MGT5101	Organizational Behavior and Leadership Ethics	3/5	None
ACC5101	Financial Accounting	3*/5	None
ACC5102	Management Accounting	3*/5	None

<b>Total</b>		<b>5 – 11/9-19</b>	
* These courses may be waived for those with exemptions for relevant ACCA "F" level papers.			

\*Professional foreign language

### Specialized Courses

Course Code	Course Title	Credits / ECTS	Prerequisite
ACC5104	Corporate and Business Law	3* / 5	none
ACC5105	Performance Management	3* / 5	ACC5101 & ACC5102
ACC5106	Taxation	3* / 5	ACC5101
ACC5107.1	Financial Reporting	3* / 5	ACC5101
ACC5108	Audit and Assurance	3* / 5	ACC5101
ACC5109	Financial Management	3* / 5	ACC5101 & ACC5102
ACC5112.1	Corporate Reporting	3 / 5	ACC5107& ACC5102
ACC5114	Advanced Financial Management	3 / 5	ACC5109
ACC5115	Advanced Performance Management	3 / 5	ACC5105
ACC5116	Advanced Taxation	3 / 5	ACC5106
ACC5117	Advanced Audit and Assurance	3 / 5	ACC5108
ACC5118	Research Methods in Accounting	3 / 5	none
ACC5119	Strategic Business Leadership	3 / 5	ACC5101 & ACC5102
ACC517x	Internship	2 / 8	none
<b>Total</b>		<b>15 – 32/25-58</b>	
* These courses may be waived for those with exemptions for relevant ACCA "F" level papers.			

### Research Work (Master Thesis) and Final Attestation

Research work including Thesis related to Accounting is required.

Course Code	Course Title	Credits / ECTS	Prerequisite
ACC5150	Research Work (Master Thesis)	3 / 18	ACC5118
ACC51xx	Final Attestation (Thesis Defense)	2 / 12	none
<b>Total</b>		<b>5/30</b>	

## Program Plan

### An Indicative Study Plan Assuming no Exemptions of ACCA “F” Level Papers

<b>Fall (year1)</b>		<b>Summer (year 1)</b>	
<b>11 credits</b>		<b>6 credits</b>	
MGT5100	Business Communication (2)	ACC5109	Financial Management (3)
MGT5101	Organizational Behavior and Leadership Ethics (3)	ACC5119	Strategic Business Leadership (3)
ACC5101	Financial Accounting (3)		
ACC5104	Corporate and Business Law (3)		
<b>Spring (year 1)</b>		<b>Fall (year 2)</b>	
<b>14 credits</b>		<b>17 credits</b>	
ACC5102	Management Accounting (3)	ACC5105	Performance Management (3)
ACC5106	Taxation (3)	ACC5112.3	Corporate Reporting (3)
ACC5107.3	Financial Reporting (3)	ACC5118	Research Methods in Accounting (3)
ACC5108	Audit and Assurance (3)	ACC51xx	Major Elective (3)
ACC517x	Internship (2)	ACC5150	Master Thesis (3)
		ACC51xx	Thesis Defense (2)

## MASTER OF FINANCE – 7M041

### Statement of Purpose

The Master of Finance program at KIMEP is committed to educating a future generation of competent and ethical investment professionals confident that their knowledge, skills, and abilities are at the highest level generally accepted and applied by the investment profession throughout the world. This education will transform Almaty into truly a regional financial center and Kazakhstan into a highly competitive nation in the financial sphere. The wealth temporarily achieved from the extraction of natural resources will have the opportunity to be invested in a sustainable, ethical, and socially responsible manner to promote innovation and dynamic growth for future generations.

### Mission

The mission of the Master of Finance program is to train and prepare full-time graduate students for leading positions in finance and investments. This will be accomplished by relying heavily on the Chartered Financial Analyst Program curriculum of the CFA Institute. This body of knowledge which is constantly updated will insure that our Master of Finance program truly reflects relevant global best-practices. In addition we will complement this practitioner-oriented curriculum with additional academic scholarly-research material, an internship and a master's thesis.

### Goals

The goals of the Masters of Finance program are:

- to nurture the highest level of ethics and integrity in our students and to instill an understanding of the critical importance of ethics for the investment profession;
- to educate leaders who will transform the investment profession in Kazakhstan and the region; and
- to prepare the highest-quality research analysts, valuation experts, securities traders, financial advisors, portfolio managers, and consultants who will have successful careers due to their world-class competitive knowledge, skills, and abilities.

### Program Objectives

The objectives of the Masters of Finance program are:

- to train our students in the leading areas of economics, quantitative methods, financial reporting and analysis, and corporate finance;

- to educate our students in a complete range of investment instruments: equity investments, fixed income, derivatives, and alternative investments;
- to provide graduates with a solid foundation in the skills and knowledge necessary for portfolio management and wealth planning; and
- to teach the ethical and professional standards of the global investment industry.

### Learning Objectives

The Master of Finance program's learning objectives are to ensure that graduates have:

- A satisfactory knowledge of:
  - **Ethical and Professional Standards:** Professional Standards of Practice, Ethical Practices;
  - **Quantitative Methods:** Time Value of Money, Probability, Probability Distributions and Descriptive Statistics, Sampling and Estimation, Hypothesis Testing, Correlation Analysis and Regression, Time Series Analysis, Simulation Analysis, Technical Analysis;
  - **Economics:** Market Forces of Supply and Demand, The Firm and Industry Organization, Measuring National Income and Growth, Business Cycles, The Monetary System, Inflation, International Trade and Capital Flows, Currency Exchange Rates, Monetary and Fiscal Policy, Economic Growth and Development, Effects of Government Regulation, Impact of Economic Factors on Investment Markets;
  - **Financial Reporting and Analysis:** Financial Reporting System (with an emphasis on IFRS), Analysis of Principal Financial Statements, Financial Reporting Quality, Analysis of Inventories and Long-Lived Assets, Analysis of Taxes, Analysis of Debt, Analysis of Off-Balance-Sheet Assets and Liabilities, Analysis of Pensions, Stock Compensation, and Other Employee Benefits, Analysis of Inter-Corporate Investments, Analysis of Business Combinations, Analysis of Global Operations, Ratio and Financial Analysis;
  - **Corporate Finance:** Corporate Governance, Capital Investment Decisions, Business and Financial Risk, Capital Structure Decisions, Working Capital Management, Dividend Policy, Mergers and Acquisitions and Corporate Restructuring;
  - **Equity Investments:** Types of Equity Securities and Their Characteristics, Equity Markets: Characteristics, Institutions, and Benchmarks, Fundamental Analysis (Sector, Industry, Company), Valuation of Individual Equity Securities, Equity Market Valuation and Return Analysis, Closely Held Companies, Equity Portfolio Management Strategies;
  - **Fixed Income:** Types of Fixed-Income Securities and Their Characteristics, Fixed-Income Markets: Characteristics, Institutions, and Benchmarks, Fixed-Income Valuation (Sector, Industry, Company) and Return Analysis, Term Structure Determination and Yield Spreads, Analysis of Interest Rate Risk, Analysis of Credit Risk, Valuing Bonds with Embedded Options, Structured Products;
  - **Derivatives:** Types of Derivative Instruments and Their Characteristics, Forward Markets and Valuation of Forward Contracts, Futures Markets and Valuation of Futures Contracts, Options Markets and Valuation of Option Contracts, Swaps Markets and Valuation of Swap Contracts, Credit Derivatives Markets and Instruments;
  - **Alternative Investments:** Types of Alternative Investments and Their Characteristics, Real Estate Valuation, Private Equity/Venture Capital Valuation, Hedge Funds, Distressed Securities/Bankruptcies, Commodities and Managed Futures, Collectibles, Alternative Investment Management Strategies;
  - **Portfolio Management and Wealth Planning:** The Investment Policy Statement, Modern Portfolio Management Concepts, Behavioral Finance, Management of Individual/Family Investor Portfolios, Management of Institutional Investor Portfolios, Investment Manager Selection, Economic Analysis and Setting Capital Market Expectations, Tax Efficiency Strategies, Asset Allocation, Portfolio Construction and Revision, Risk Management, Execution of Portfolio Decisions (Trading), Performance Evaluation, Presentation of Performance Results.
- 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 field of investments, 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 Master of Finance program, graduates will be able to:

- demonstrate a thorough understanding of the professional code of practice and ethical practices in the investment profession;
- effectively utilize quantitative tools and methodologies in investment research;
- analyze investment opportunities utilizing economic and financial accounting data;
- demonstrate a deep understanding of various investment instruments, i.e. equities, fixed income, derivatives, and alternative investments;
- construct appropriate and optimal investment portfolios for different investors taking into consideration investment objectives, time horizon, risk tolerance, and taxes and other special considerations;
- 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 finance and particularly investment management in the context of Kazakhstan and the Central Asian and CIS region; and
- synthesize cross-functional knowledge of the investment process and apply this knowledge to the practice of financial firms and other businesses in a global context.

### **Degree Requirements**

In order to obtain a Master of Finance degree, a student must complete all necessary coursework with an overall GPA of 3.00 (with a maximum of 6 credits C grades). Specific course requirements for the Master of Finance program are as follows:

<b>Courses</b>	<b>Credits</b>	<b>ECTS</b>
<b>Core Courses</b>	<b>11</b>	<b>19</b>
<b>Specialization Courses</b> (including Internship)	<b>32</b>	<b>58</b>
Internship	2	8
<b>Research Work</b> (Master Thesis)	<b>3</b>	<b>18</b>
<b>Final Attestation</b> (Thesis Defense)	<b>2</b>	<b>12</b>
<b>Total</b>	<b>48</b>	<b>107</b>

### **Core Courses**

<b>Course Code</b>	<b>Course Title</b>	<b>Credits / ECTS</b>	<b>Prerequisite</b>
MGT5100	Business Communications*	2/4	none
MGT5101	Organizational Behavior and Leadership Ethics	3/5	none
FIN5129	Microeconomics	3 / 5	none
FIN5131	Macroeconomics	3 / 5	none
<b>Total</b>		<b>11/19</b>	

\*Professional foreign language

## Specialized Courses

Course Code	Course Title	Credits/ ECTS	Prerequisite
FIN5109	Corporate Finance	3 / 5	None
FIN5111	Ethics and Professional Standards	3 / 5	none
FIN5113.3	Financial Reporting and Analysis	3 / 5	none
FIN5119	Fixed Income	3 / 5	none
FIN5121	Quantitative Methods	3 / 5	none
FIN5125	Derivatives	3 / 5	none
FIN5133	Advanced Financial Management	3 / 5	none
FIN5143	Equity Analysis and Alternative Investments	3 / 5	none
FIN5141	Portfolio Management and Behavioral Finance	3 / 5	none
FIN5139	Financial Statement Analysis	3 / 5	none
FIN517x	Internship	2 / 8	none
<b>Total</b>		<b>32/58</b>	

## Research Work (Master Thesis) and Final Attestation

Research work including Thesis related to Finance is required.

Course Code	Course Title	Credits / ECTS	Prerequisite
FIN5150	Research Work (Master Thesis)	3 / 18	FIN5121
FIN51xx	Final Attestation (Thesis Defense)	2 / 12	none
<b>Total</b>		<b>5/30</b>	

## Program Plan

### An Indicative Study Plan Assuming no Exemptions of ACCA “F” Level Papers

<b>Fall (year 1)</b>		<b>Summer (year 1)</b>	
<b>14 credits</b>		<b>5 credits</b>	
FIN5129	Microeconomics (3)	FIN5170	Internship (2)
FIN5131	Macroeconomics (3)	FIN 5141	Portfolio Management and Behavioral Finance (3)
FIN5121	Quantitative Methods (3)		
FIN5113.3	Financial Reporting and Analysis (3)		
MGT5100	Business Communications (2)		
<b>Spring (year 1)</b>		<b>Fall (year 2)</b>	
<b>12 credits</b>		<b>17 credits</b>	

FIN5109	Corporate Finance (3)	FIN5133	Advanced Financial Management (3)
FIN5119	Fixed Income (3)	FIN5125	Derivatives (3)
FIN5139	Financial Statements Analysis (3)	FIN5143	Equity Analysis and Alternative Investments(3)
FIN5111	Ethics and Professional Standards (3)	MGT5101	Organizational Behavior and Leadership Ethics (3)
		FIN5150	Master Thesis (3)
		FIN51xx	Thesis Defense (2)

## **MASTER OF MARKETING – 7M041**

### **Statement of Purpose**

The Master of Marketing program at KIMEP is dedicated to train professionals who can successfully develop and manage marketing activities of organizations both in Kazakhstan and internationally in a socially responsible manner.

### **Mission**

The mission of the Master of Marketing program is to train and prepare graduate students for leadership positions and service in various organizations. This is accomplished through an intellectual and practical multi-disciplinary approach to learning.

### **Goals**

The overarching goals of the Master of Marketing program are:

- to promote excellence in the study and practice of Marketing 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 Master of Marketing program are:

- to provide students with graduate-level knowledge and analytical skills needed to managers in business, public and non-profit organizations as well as higher education institutions. In particular, it aims to develop specialized knowledge and skills among its graduates in the areas of Marketing, 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 Master of Marketing 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 Organizational Behavior, Business Communications, Strategic Marketing Management, Marketing Planning, Marketing Research;
  - 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 field of investments, 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 Masters of Marketing program, graduates will be able to:

- describe micro- and macro-economic perspectives on operation of business organizations, in a global context;
- define and apply the concepts and theories of managing people and organizations;
- describe and apply the concepts and theories of strategic marketing;
- develop skills for effective business communications;
- 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 marketing management in the context of Kazakhstan and the Central Asian and CIS region; and
- synthesize cross-functional knowledge of management and marketing and apply for strategic marketing activities of organizations, in a global context;
- conduct market research and present results in a professional manner;
- 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 behavior, consumer and industrial markets
- describe and apply the concepts and theories of ethics as they apply to the field of Marketing.

### Degree Requirements

In order to obtain a Master of Marketing 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 Master of Marketing program are as follows:

<b>Courses</b>	<b>Credits</b>	<b>ECTS</b>
<b>Core Courses</b>	<b>11</b>	<b>19</b>
<b>Specialization Courses</b> (including Internship)	<b>32</b>	<b>58</b>
Internship	2	8
<b>Research Work</b> (Master Thesis)	<b>3</b>	<b>18</b>
<b>Final Attestation</b> (Thesis Defense)	<b>2</b>	<b>12</b>
<b>Total</b>	<b>48</b>	<b>107</b>

### Core Courses

<b>Course Code</b>	<b>Course Title</b>	<b>Credits / ECTS</b>	<b>Prerequisite</b>
MGT5100	Business Communications*	2 / 4	none
MGT5101	Organizational Behavior and Leadership Ethics	3 / 5	none



MKT5102	Managing Marketing	3 / 5	none
MKT5118	Corporate Reputation and Communication	3 / 5	none
<b>Total</b>		<b>11 / 19</b>	

\*Professional foreign language

### Transfer of Credits

The Master of Marketing Program offers possibilities of waiver/transfer of a foundation **MKT5102 Managing Marketing** course to the MMKT program. In order to be eligible, a student must have:

- The necessary business or business-related education - having completed a bachelor's degree in Business Administration / Economics / Public Administration / etc. from a reputed university;
- The medium of instruction of the bachelor degree must be English;
- The bachelor courses used for waiver/transfer must have significantly similar curricula and ILOs to the corresponding MMKT course curricula and ILOs;
- The bachelor courses used for waiver/transfer must have required more learning hours than the corresponding MMKT course; and
- The bachelors courses must have been passed at a higher level - the average grade is B+ (3.33/4.33) or above grade

To waive **MKT5102 Managing Marketing**, a combination of the following Bachelor courses is eligible: Principles of Marketing and Intermediate Marketing or Strategic Marketing. \*

\* A combination of courses with different course titles, but significantly similar curricula and ILOs to the relevant MMKT course, may be considered as equivalent.

### Required Specialized Courses

Course Code	Course Title	Credits / ECTS	Prerequisite
MKT5130	Strategic Marketing	3 / 5	MKT5102
MKT5116	Research Methods for Marketing	3 / 5	MKT5102
<b>Total</b>		<b>6/10</b>	

### Elective Specialized Courses

Course Code	Course Title	Credits/ ECTS	Prerequisite
MKT5104	Marketing Planning Process	3 / 5	MKT5102
MKT5106	Delivering Customer Value through Marketing	3 / 5	MKT5102
MKT5108	Project Management in Marketing	3 / 5	MKT5102
MKT5110	Analysis and Decision Making in Marketing	3 / 5	MKT5102
MKT5112	Emerging Themes in Marketing	3 / 5	MKT5102
MKT5120	Digital Marketing	3 / 5	MKT5102
MKT5122	Strategic Brand Management	3 / 5	MKT5102
MKT5124	Consumer Behavior	3 / 5	MKT5102
MKT5126	Integrated Marketing Communications	3 / 5	MKT5102
MKT5128	International Marketing	3 / 5	MKT5102

MKT5132	Selling and Sales Management	3 / 5	MKT5102
MKT5134	Selected Topics in Marketing	3 / 5	MKT5102
MGT5211	International Business	3 / 5	none
MKT5171	Directed Study in Marketing	3 / 10	MKT 5116
MKT517X	Internship	2 / 8	none
<b>Total</b>		<b>26/48</b>	
<i>*A student must complete 8 courses from this list.</i>			

### Research Work (Master Thesis) and Final Attestation

Research work including Thesis related to Marketing is required.

Course Code	Course Title	Credits / ECTS	Prerequisite
MKT5150	Research Work (Master Thesis)	3 / 18	MKT5116
MKT51XX	Final Attestation (Thesis Defense)	2/12	none
<b>Total</b>		<b>5/30</b>	

### Program Plan

<b>An Indicative Study Plan</b>			
<b>Fall (year 1)</b>		<b>14 credits</b>	<b>Summer (year 1) 5 credits</b>
MGT5100	Business Communication (2)	MKT517X	Internship (2)
MGT5101	Organizational Behavior and Leadership Ethics (3)	MKT51XX	Elective Course (3)
MKT5102	Managing Marketing (3)		
MKT5118	Corporate Reputation and Communication (3)		
MKT51XX	Elective Course (3)		
<b>Spring (year 1)</b>		<b>15 credits</b>	<b>Fall (Year 2) 14 credits</b>
MKT5116	Research Methods in Marketing (3 credits)	MKT51XX	Elective Course (3)
MKT5130	Strategic Marketing (3)	MKT51XX	Elective Course (3)
MKT51XX	Elective Course (3)	MKT51XX	Elective Course (3)
MKT51XX	Elective Course (3)	MKT5150	Master Thesis (3)
MKT51XX	Elective Course (3)	MKT51XX	Thesis Defense (2)

## EXECUTIVE MASTER OF BUSINESS ADMINISTRATION (EMBA) – 7M041

### STATEMENT OF PURPOSE

The Executive Master of Business Administration Program is targeted towards middle and senior managers with the potential for further growth. The program, based on the North American model, is designed to enhance strategic and global business prospects of the program participants 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 an increased understanding of the total organization to achieve and maintain a competitive advantage. The

program has been re-accredited in 2012-2013 by international agencies: *Asian Forum on Business Education (AFBE)* on Level 3 (Full International) and *Foundation for International Business Administration Accreditation (FIBAA)* with a Quality Seal in Higher Education.

***The Executive MBA Program successfully passed re-accreditation in November 2017 from Foundation for International Business Administration Accreditation (FIBAA) and received a Quality Seal in Higher Education for 7 years.***

The program is offered in both English and Russian languages via the flexible learning model that allows for active full-time employment while simultaneously achieving the academic MBA degree.

Executive MBA at KIMEP University is a transformational experience in terms of personal and professional development. The program equips participants with the skills, knowledge, networking environment and world-class standards that encourage professional development in the direction selected by the participants.

The program allows participants *to balance a demanding career and personal commitments* within the 18-month period of intensive studies and professional development. ***The program is flexible in terms of the schedule, classes run on Friday afternoons and Saturdays, or on Saturdays and Sundays which is convenient for working professionals.***

Taught by world-renowned academic faculty and business experts, 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 also enables the participants (working professionals, managers and executives) to gain a comprehensive understanding of business and earn the Master of Business Administration (MBA) 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 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 the impact of the external forces on the organization (including economic, financial, marketing, and other).

### **INTENDED PROGRAM LEARNING OUTCOMES**

After successful completion of the Program, learners will be able to:

- Design and conduct a business research project that analyzes the causes of, and offers a solution to, a business problem or issue.
- Analyze and synthesize business theories, market analysis, and reporting practices in organizational development settings, so as to be able to identify creative solutions to organizational and managerial problems and issues.
- Use a simple circular flow model and the national accounts, to identify how and why economic factors can contribute to an organization's success or failure.
- Apply the main concepts underpinning modern financial systems to analyze financial markets their financial institutions, so as to be able to identify solutions to organizational and managerial problems and issues related to financial markets and institutions.
- Identify organizational, personal, cultural issues that impact on Ethics as leaders who can lead culturally diverse work teams to a success.

- Evaluate contemporary issues in IT/MIS and their impact on IT/MIS problems, so as to be able to identify solutions to organizational and managerial problems and issues related to IT/MIS.
- Apply the key concepts, techniques, and methods of analyses in accounting, so as to be able to identify solutions to organizational and managerial problems and issues related to accounting data.
- Apply current investment decision-making methodologies, so as to be able to identify solutions to organizational and managerial problems and issues related to investment data.
- Analyze the relationship between operations and a competitive advantage in the marketplace, so as to be able to use marketing data to support management decision-making.
- Analyze the key concepts in strategic marketing and assess their relative importance, so as to be able to identify solutions to organizational and managerial problems and issues related to marketing.
- Define the current trend of globalization, so as to be able to identify solutions to organizational and managerial problems and issues related to globalization.
- Identify and synthesize strategic approaches to business development, including, in particular, risk management, so as to be able to identify solutions to organizational and managerial problems and issues related to business strategy and risk management.
- Assess strategic approaches to business strategy, then select and justify an appropriate business strategy as the basis for conducting a 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 test: KEPT is objective and does not discriminate against applicants on grounds of any of the protected characteristics. Tests and assessments are accessible to applicants with disabilities and KIMEP University comply 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.***

### **COMMENCEMENT OF STUDIES**

Beginning date of studies by the cohort is subject to achieving the minimum target number of enrolled students. More detailed program study plan is available at the Program Office (located at Executive Education Center, Dean's office #102)

### **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 of 45 hours faculty-to-learner contact time per each 3-credit module will be achieved.

The schedule or order of course/module delivery is at the discretion of the Executive MBA Oversight Committee. While the program curriculum is fixed, the order that courses/modules are delivered may vary from cohort to cohort.

<b>Coursework required for Graduation</b>		<b>KIMEP credits</b>	<b>ECTS</b>
12 learning modules and original research in report form		36	55
Final Attestation (complex exam)		2	5
<b>TOTAL</b>		<b>38</b>	<b>60</b>
<b>Cumulative</b>	<b>GPA (at or above):</b>		

### **EXECUTIVE MBA PROGRAM COURSES**

The program curriculum aims to improve management skills and pushing business practice to new heights. Prerequisites to all Executive MBA courses (learning modules) are being determined at the discretion of the Executive MBA Oversight Committee. In general, at least 7 years of business or government management or leadership experience is sufficient, however, if a particular skill-set or background is missing, a prerequisite course/module 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	KIMEP credits	ECTS
<b>Core Management Concepts</b>				
M1	EBA5231	Applied Managerial Economics	3	5
M2	EBA5206	Finance and Accounting: Theory and Applications	4	6
<b>Leadership and Technology Development</b>				
M3	EBA5257	Leadership and Ethics	2	3
M4	EBA5281	Business Intelligence Applications	2	3
<b>Foundation Concepts</b>				
M5	EBA5290	Research Methodology and Writing	3	4
M6	EBA5254	Organizational Behavior and Development	3	4
<b>Decision Making</b>				
M7	EBA5221	Management Control Systems	3	5
M8	EBA5216	Financing and Investment Decision Making	3	5
<b>Global Perspectives</b>				
M9	EBA5273	Global Logistics and Supply Chain Management	2	3
M10	EBA5242	Strategic Marketing	2	3
M11	EBA5255	Global Business and Innovation	2	3
M12	EBA5214	Risk Management	1	2
<b>Integrative Concepts</b>				
M13	EBA5251	Strategic Management and Business Policy	3	4
M14	EBA5292	MBA Thesis	3	5
M15	BA5300	Final Attestation (complex exam)	2	5
<b>Total EMBA Required credits</b>			<b>38</b>	<b>60</b>

**Business English (1 credit course)** – Required course for EMBA students only in Russian Cohorts

**SPECIALIZATIONS**

In addition to 38 KIMEP U credits (60 ECTS) – hours work, Executive MBA students wishing to obtain a specialization are expected to complete at least three additional modules weighting **15 additional ECTS (9 KIMEP U credits)**. However, students may receive an EMBA without a specialization.

Specialization areas

- Oil & Gas Management
- Leadership & Organizational Development
- Global Logistics & Supply Chain Management
- Corporate Governance
- Marketing
- Management
- Finance

**OIL & GAS MANAGEMENT SPECIALIZATION**

<b>Oil &amp; Gas Management specialization requires three modules to be completed from the list</b>	
OGM5201	Energy Policy, 3 credits, 5 ECTS
OGM5202	Environment, 3 credits, 5 ECTS
OGM5203	Petroleum Economics, 3 credits, 5 ECTS
OGM5210	Oil and Gas Business and Markets, 3 credits, 5 ECTS
OGM5260	Selected Topics in Oil and Gas Management, 3 credits, 5 ECTS

**LEADERSHIP AND ORGANIZATIONAL DEVELOPMENT SPECIALIZATION**

<b>Leadership &amp; Organizational Development specialization requires three modules to be completed from the list</b>	
ELD5201	Leading Change and Innovation, 3 credits, 5 ECTS
ELD5202	Managing Organizational and Business Processes, 3 credits, 5 ECTS
ELD5203	Leadership Workshops, 3 credits, 5 ECTS
ELD5260	Selected Topics in Leadership, 3 credits, 5 ECTS

**GLOBAL LOGISTICS and SUPPLY CHAIN MANAGEMENT SPECIALIZATION**

<b>Specialization in Global Logistics &amp; Supply Chain Management requires 9 US credits, the module from Group A and from Group B: option1: 4 modules with 1.5 credit hours; option 2: 2 with 1.5 credit hours and Selected Topics (3 US credits)</b>	
<b>Group A: Required module for specialization</b>	
GLM5201	Logistics and Supply Chain Management 3 credits, 5 ECTS
<b>Group B: Elective modules for specialization</b>	
GLM5202	Transportation Logistics 1.5 credits, 3

		ECTS
GLM5203	Warehouse Logistics	1.5 credits, 3 ECTS
GLM5204	Inventory Management	1.5 credits, 3 ECTS
GLM5205	Customs and Duties	1.5 credits, 3 ECTS
GLM5206	Logistics Information Systems	1.5 credits, 3 ECTS
GLM5260	Selected Topics in Global Logistics & SCM	3 credits, 5 ECTS

## **CORPORATE GOVERNANCE SPECIALIZATION**

### **Specialization in Corporate Governance requires three modules to be completed**

CGN5201	Corporate Governance, 3 credits, 5 ECTS
CGN5202	Organizational Design, 3 credits, 5 ECTS
CGN5203	Corporate Law, 3 credits, 5 ECTS

## **PREREQUISITE COURSEWORK**

Prerequisites to all Executive MBA courses/modules 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/module can be required. The program encompasses the business skills and knowledge needed for effective leadership capacity in a small and large organization.

## **POLICIES OF KIMEP UNIVERSITY**

### **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 EMBA Oversight committee of the program makes the final determination of whether previous credits correspond to current requirements and can count towards the degree.

#### **ID Policy for EMBA students**

When the status of the student will be changed from non-degree to degree, then the tuition fee, and the catalog of the entrance for the Executive MBA students on the degree status will be kept the same and the earned credits fully transferred for the Executive MBA students.

### **INDEPENDENT STUDY**

In light of a special course/module delivery mode at Executive MBA Program (sequential delivery), certain students may require enrolling in the format of Independent study course format.

**A graduate student** (in good academic standing on regular status) may enroll in the independent study if a course necessary for graduation is not offered or if a course necessary for graduation has been canceled. 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 of completing an independent study is as follows:

- The dean assigns an instructor for Independent Study and makes a recommendation to Vice President for Academic Affairs for final approval.
- A signed form for Independent Study should be submitted to the Registrar's Office
- The student registers for the course as independent study and pays the regular tuition fee.

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.

### **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 the 18-months period.
2. Graduate students have 5 year limit for completing graduation requirements. A period of academic leave from KIMEP University is included in these time limits.

### **GRADE OF INCOMPLETE**

The procedure for incomplete grade follows KIMEP University policy, except for the period of grade completion. At the EMBA program, the grade of incomplete stays at the student's records for the entire period of study of the respective student until it is changed to a regular letter grade.

### **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.

### **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 payments must be received by KIMEP University by the due date. 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.

### **PAYMENT OPTIONS:**

There are two payment options for the Executive MBA Tuition Fee:

#### **Option 1:** Full Tuition Payment upon Enrollment

Candidates pay for the full program prior to commencement in the program. In the case of advance payment, candidates are provided a 10% discount on the total tuition fee (in effect at the time of enrollment).

**Option 2:** that candidates are free to pay in two installments of 50% of full fee.

#### **Option 3:** Payment Plan before the registration for modules

Per-module payment for the program is made in before the registration for modules



**No registration with outstanding debt is allowed at the program.**

**LATE PAYMENT FEE**

**NON-PAYMENT OF TUITION**

KIMEP University reserves the right to take administrative and/or legal actions to the students whose payments have not been received by the tuition due date, as indicated in the Academic Calendar or in the payment plan. Although the University notifies students about the payment deadlines by sending a message to the student's University-provided email address and/or by phone, it is the responsibility of a student to be current in payment of all financial obligations to the University.

Following administrative actions will be taken in case the student has overdue tuition balance:

1. Withdraw (administrative withdraw) from registered classes, i.e. the student won't be able to attend classes, submit assignments, and sit final examinations.
2. Official transcript won't be available to the student until the balance owed is paid in full
3. Registration for classes will be blocked until the balance owed is paid in full
4. Withdraw (administrative withdraw) from the University, if the outstanding balance is not paid in full by the end of the following semester (classes` end) unless the student has made satisfactory arrangements prior to this date.

Following legal actions may be taken in case the student has overdue tuition balance:

1. Student's account may be sent to a collection agency. In such circumstances, the student will be responsible for all collection costs, including, but not limited to, agency fees, attorney fees, and courts, on top of the balance owed to the University.

**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.

**POLICY OF NON-DEGREE STUDENT FOR EMBA PROGRAM**

A candidate entering the program are expected to have:

- ✓A bachelor's degree from a Higher Education Institution with minimum 5 years of experience with a completed bachelor's degree.
- ✓The user of IT software and programs.
- ✓Demonstrated commitment to the program.
- ✓The non-degree student registers for the course and pays regular course fee valid at the time of registration.

In case a non-degree student wishes to transfer to a degree student status, he/she is expected to meet the minimum requirements for degree student status.

**SUSPENSION OF STUDIES**

The program recognizes that unforeseen circumstances may result in a student being unable to attend one or more courses/modules. 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 Associate Dean of BCB for EEC.

Courses/modules missed during the period of suspension may be taken by joining to another Executive MBA cohort. In the event that the course/module is not offered by the Executive MBA Program at the time, or if the student is unable to attend the course/module that is offered, the student may be required to take a similar course/module (approved by the Executive MBA Program) from KIMEP University's regular MBA program. Alternatively, the student makes a special request to the Associate Dean of BCB for EEC to complete the course/module requirement as a self-study. Normally, a maximum of one self-study course/module will be

permitted for EMBA. At the discretion of the Program, additional requests may be considered in exceptional circumstances.

In the cases of courses/modules 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/module. In the case of self-study, the student will be required to pay the full-credit (Executive MBA) value for the course/module.

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.

### **RETAKE OF COURSES/MODULE**

Students retaking courses/modules 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'/module'.

### **DIPLOMA SUPPLEMENT**

In addition to the MES state diploma and KIMEP U diploma, the diploma supplement is awarded to each graduate of the EMBA program. The diploma supplement is a document accompanying a higher education diploma, providing a standardized description of the nature, level, context, content and status of the studies completed by its holder. It has the following eight sections of information:

- ✓ Holder of the qualification
- ✓ Qualification
- ✓ Level and function of the qualification
- ✓ Program contents and results gained
- ✓ Information on the function of the qualification
- ✓ Any additional relevant information
- ✓ Certification of the supplement
- ✓ Details of the national higher educational system concerned

KIMEP should follow the structure and sequence of information as provided by the European Commission, avoid information overload and present information as concisely as possible.

### **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. In order to graduate, a student should:

- ✓ 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.
- ✓ 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.

Spring graduates may participate. Graduates from the previous fall semester may participate even though they have already received their diplomas.

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:

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

## **COLLEGE OF SOCIAL SCIENCE GRADUATE PROGRAMS:**

### **MASTER OF ECONOMICS (MAE) – 7M041**

#### **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 33 required course credits and 15 elective course credits for those students with adequate background.

Requirements for the MA in Economics are as follows:

	Credits	ECTS
Program Foundation Requirements	11	15
Program Specialization Requirements	27	45
Experimental Research Work	6	18
Final Attestation	4	12
<b>Total Required for Graduation</b>	<b>48</b>	<b>90</b>

#### **Program Foundation Requirements (11 credits, 15 ECTS)**

Program Foundation: Required Courses (5 credits, 6 ECTS)

Course Code	Course Title	Credits	ECTS
CSS5103.2	Professional Foreign Language	2	2
CSS5501.1	Management for Social Sciences	1	2
CSS5502.2	Psychology for Social Sciences	2	2

**Program Foundation: Elective Courses (6 credits, 9 ECTS)**

Students must complete two courses (6 credit hours/10 ECTS) 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. In this case they may elect any major elective as substitute.

Course Code	Course Title	Credits	ECTS
ECN5021	Microeconomics	3	4.5
ECN5031	Macroeconomics	3	4.5
ECN50xx	Introduction to Statistics	3	4.5
ECN5053.1	Introduction to Game Theory	3	4.5

**Program Specialization Requirements (27 credits, 45 ECTS)****Specialization: Required Courses (15 credits, 25 ECTS)**

Course Code	Course Title	Credit hours	ECTS	Prerequisites
CSS5503	Research Methods	3	5	None
ECN5013	Advanced Econometrics	3	5	ECN5012
ECN5022	Advanced Microeconomics	3	5	ECN5021
ECN5032	Advanced Macroeconomics	3	5	ECN5031
ECN5888	Professional Internship	3	5	Permission of advisor & employer
TOTAL		15	25	

**Specialization: Elective Courses (12 credits, 20 ECTS)**

Students must complete 12 credit hours/20 ECTS 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:

Course Code	Course Title	Credits	ECTS	Prerequisites
ECN5012	Econometrics	3	5	
ECN5023.1	Game Theory	3	5	
ECN5052.1	Statistical Methods	3	5	
ECN5054	Mathematical Modeling	3	5	
ECN5354	Advanced Financial Economics	3	5	
ECN5352	Advanced Financial Econometrics	3	5	ECN5012, ECN5354
ECN5141	International Trade	3	5	ECN5021
ECN5890	Special Topics in Economics	3	5	ECN5012
ECN5891	Special Topics in Financial Economics	3	5	ECN5054

ECN5355	Theory of Corporate Finance	3	5	ECN5021
ECN5042	Behavioral Economics	3	5	ECN5021
ECN5271	Emerging Markets and Powers	3	5	
ECN5093	Project Planning and Welfare	3	5	ECN5021
ECN5052	Statistical Methods	3	5	None
ECN5053	Game Theory	3	5	None
ECN5054	Mathematical Modeling	3	5	None
ECN5352	Advanced Fin Econometrics	3	5	ECN5354, ECN5012
ECN5355	Theory of Corporate Finance	3	5	ECN5354
ECN5093	Project Planning and Welfare	3	5	ECN5021

### Major in Financial Economics

Students may declare Financial Economics their major. A student who majors in Financial Economics has to take

Course Code	Course Title	Credits	ECTS	Prerequisites
ECN 5354	Advanced Financial Economics	3	5	

and three of the following major electives

Course Code	Course Title	Credits	ECTS	Prerequisites
ECN5891	Selected Topics Fin Economics	3	5	ECN5354
ECN5355	Theory of Corporate Finance	3	5	ECN5354
ECN5053	Game Theory	3	5	None
ECN5054	Mathematical Modeling	3	5	None
ECN5352	Advanced Financial Econometrics	3	5	ECN5354/ECN5012

A major elective course may be replaced with any graduate level FIN course with the permission of the chair. A student may request to replace one major elective with a course from the list of Specialization Elective Courses.

### Experimental Research Work (6 credits/18 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisites
ECN5990	Research Seminar	3	10	ECN5801
ECNxxxx	Research Internship	3	8	
TOTAL		6	18	

### Final Attestation (4 credits/12 ECTS)

Course Code	Course Title	Credits	ECTS	Prerequisites
ECN5991	Thesis & Thesis Defence	4	12	ECN5990
TOTAL		4	12	

### Course Transfer Policy

Credits earned in another program can be transferred to the extent that the course is equivalent to a course in the

KIMEP program. A department committee decides case by case. For transfers from master to master level course, KIMEP rules apply. For transfers of credits from bachelor to master program, maximally 25% of the credits of the KIMEP program can be transferred.

For joint, dual, and multiple degree programs different rules may apply as determined by specific agreements. A student may have current or past employment experience of at least six months equivalent of full-time employment count towards the requirements of the internship course.

## **MASTER OF INTERNATIONAL RELATIONS (MIR) – 7M031**

### **Statement of purpose**

The Master's Program in International Relations (MIR) was launched in 2002. The MIR is a three regular semesters, 48 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**

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**

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**

The MIR program's learning objectives are to ensure that graduates have:

A well-rounded knowledge of:

- the major paradigms of international relations;
- the dynamic structure of the international system and the evolution of the interplay between its main actors, including individuals, groups, states, international institutions and private corporations;
- the development of different economic perspectives and paths on global, international and regional governance;
- normative approaches for proposing solutions to ethical dilemmas in international affairs;

- international law and 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 complex ideas and multifaceted 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**

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 that shows critical thinking and critical analysis skills, and develop the capacity to communicate that knowledge via written and oral presentations at a satisfactory level in English.

### **Program Structure**

Requirements for the MIR are as follows:

	Credits	ECTS
Program Foundation Requirements	11	15
Program Specialization Requirements	27	45
Experimental Research Work	6	18
Final Attestation	4	12
<b>Total Required for Graduation</b>	<b>48</b>	<b>90</b>

With the exception of Thesis III, courses are normally offered every three regular semesters, therefore students are advised to plan their graduate career accordingly.

### **Course Transfer Policy**

Credits earned in another program can be transferred to the extent that the course is equivalent to a course in the KIMEP program.

For transfers from master to master level course, KIMEP rules apply.

- For transfer of courses taken at the bachelor level to master courses, the following rules for the Recognition of Prior Learning apply for the MIR:
- Students who graduated from programs delivered in English language by an accredited institution are allowed to waive the course CSS5103.2
- Students can transfer the course Public International Law with an equivalent course taken at the undergraduate level with a minimum passing grade of A- or equivalent
- Students can transfer the course Theories of International Relations if they graduated from an accredited program (European or American accreditation) in International Relations that includes equivalent coursework on theories of international relations

A department committee reviews and decides case by case.

For joint, dual, and multiple degree programs different rules may apply as determined by specific agreements.

**Program Foundation Requirements (11 credits, 15 ECTS)**

Program Foundation: Required Courses (6 ECTS)

Course Code	Course Title	Credits	ECTS
CSS5103.2	Professional Foreign Language	2	2
CSS5501.1	Management for Social Sciences	1	2
CSS5502.2	Psychology for Social Sciences	2	2

**Program Foundation: Elective Courses (6 credits, 9 ECTS)**

Course Code	Course Title	Credits	ECTS
IRL5513	Theories of International Relations	3	4.5
LAW5203	Public International Law	3	4.5
IRL 5539.0	Introduction to Political Geography	3	4.5
IRL5513	International Political Economy	3	4.5

**Program Specialization requirements (27 credits , 45 ECTS)**

Program Specialization: Required Courses (15 credits, 25 ECTS)

Course Code	Course Title	Credits	ECTS
CSS5503	Research Methods	3	5
IRL5538	Ethics in International Affairs	3	5
IRL5580 or IRL5590	Master Seminar in Regional Studies or Master Seminar in International Relations	3	5
IRL5521	Central Asia in Global Politics	3	5
IRL5534	Professional Internship	3	5
		15	25

Program Specialization: Elective Courses (12 credits, 20 ECTS)

Course Code	Course Title	Credits	ECTS
IRL5561	Emerging Powers and Markets	3	5



IRL5555	Asian Security: Theory and Practice	3	5
IRL5520	Domestic Politics and Foreign Policy in the Post-Communist World	3	5
IRL 5539	Political Geography	3	5
IRL5540	History of International Relations	3	5
IRL5542	Government and Politics in Central Asia	3	5
IRL5547	Russian Foreign Policy	3	5
IRL5551	Petro Politics	3	5
IRL5558	Central Asia – Russia Relations	3	5
IRL5552	Central Asia – United States Relations	3	5
IRL5548	European Union: Politics and Foreign Policy	3	5
		12	20

#### Experimental Research Work (6 credits, 18 ECTS)

		Credits	ECTS	
IRL5525	Thesis Seminar	3	10	CSS5503
IRLxxxx	Research Internship	3	8	

#### Final Attestation (4 credits, 12 ECTS)

		Credits	ECTS	
IRL5526	Thesis Defense	4	12	IRL5525

## **MASTER OF PUBLIC AND MUNICIPAL ADMINISTRATION (MPMA) – 7M041**

### **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:

	Credits	ECTS
Program Foundation Requirements	11	15
Program Specialization Requirements	27	45
Experimental Research Work	6	18
Final Attestation	4	12
<b>Total Required for Graduation</b>	<b>48</b>	<b>90</b>

#### **Program Foundation Requirements (11 credits, 15 ECTS)**

Program Foundation: Required Courses (5 credits, 6 ECTS)

Course Code	Course Title	Credits	ECTS
CSS5103.2	Professional Foreign Language	2	2
CSS5501.1	Management for Social Sciences	1	2
CSS5502.2	Psychology for Social Sciences	2	2

Program Foundation: Elective Courses (6 credits, 9 ECTS)

Course Code	Course Title	Credits	ECTS	
PAD5114	Essentials of Public Administration and Management	3	4.5	
PAD5113	Statistical Methods for Public Administration	3	4.5	
PAD5218	Project Evaluation and Management in Public Sector	3	4.5	
PAD 5223	Public Sector Economics	3	4.5	

### **Program Specialization requirements (45 ECTS, 27 credits)**

Program Specialization: Required Courses (15 credits, 25 ECTS)

Course Code	Course Title	Credits	ECTS	
CSS5503	Research Methods	3	5	
PAD5219	Public Policy Analysis	3	5	
PAD5214	Fiscal Governance	3	5	PAD5114
PAD5262	Organizational Behavior for Public Organizations	3	5	
PAD5230	Internship	3	5	

### **Program Specialization: Elective Courses (12 credits, 20 ECTS)**

Students may choose electives from the table of their major. Students may also choose not to major in which case they may choose from either table.

### **Major in Human Capital and Innovation**

Course Code	Course Title	Credits	ECTS	
PAD5123	Economic Perspectives on Government			
PAD5122	Administrative and Management Ethics	3	6	PAD5114
PAD5269	Governance and Development	3	5	PAD5114
PAD5222	Social Policy	3	5	PAD5114
PADXXXX	Human Resource Management	3	5	PAD5114
PADXXXX	Special Topics in Human Capital and Innovation	3	5	PAD5114
PAD5261.2	Work and Organizational Psychology			
PADXXXX	Education and Science Policy	3	5	
PAFXXXX	Investment for Human Capital Development	3	5	

### **Major in Policy Advocacy and Communication**

Course Code	Course Title	Credits	ECTS	
PAD5123	Economic Perspectives on Government			
PAD5268	CSR and Public Policy	3	5	PAD5114
PAD 5269	NGOs and Non-profit Management	3	5	PAD5114
PAD5219	Public Sector Reform	3	5	PAD5114
PAD5255	Current Issues in Public Administration	3	5	PAD5114
JMC5630	Political Communication	3	5	
JMC5653	PR Management and Strategies	3	5	

#### Experimental Research Work (6 credits, 18 ECTS)

		Credits	ECTS	
PAD5231.1	Thesis Seminar	3	10	CSS5503
	Research Internship	3	8	

#### Final Attestation (4 credits, 12 ECTS)

		Credits	ECTS	
PAD5231.4	Thesis Defense	4	12	PAD5231.1

### **MASTER OF INTERNATIONAL JOURNALISM (MIJ) – 7M032**

KIMEP University has offered a master's degree in International Journalism since August 2002. Currently the university's Department of Media and Communications offers a Master of International Journalism (MIJ) degree. This program is designed to be completed with three semesters of full-time study plus an additional semester for completion of thesis; all program requirements must be completed within five years of commencement of study. There are two specializations or majors in the program: media management and public relations.

#### **Program Statement of Purpose**

The Master of International Journalism (MAIJ) equips graduate students with: advanced knowledge and understanding of and ability to apply key media and communications theories in academic and professional contexts; advanced industry-specific skills for creating journalistic materials and designing public relations and advertising materials and communications plans; intellectual abilities to analyze, synthesize and evaluate social phenomena through the prism of media and communications; advanced competencies to solve problems and learn independently; transferable skills for effective oral and written interpersonal and intrapersonal communication, teamwork, leadership, and time management.

#### **Program Mission and Goals**

The MIJ program (48 KIMEP credits, 90 ECTS) is designed for recent recipients of undergraduate degrees in relevant fields or for early or mid-career professionals seeking to develop knowledge and skills in journalism, public relations, and communication. Its central goals are:

1. To provide graduate-level education in the discipline of communications as consistent with the mission statement of KIMEP University;
2. To produce competent professionals who demonstrate a thorough knowledge of the theory and practice of media communication, with a focus on journalism and public relations; and
3. To foster within students an ethos of professionalism and citizenship.

#### **Program Objectives**

The objectives of the MIJ program are:

1. To provide advanced academic and procedural knowledge, which will equip students with the abilities to able to judge the required knowledge and/or competences as well as their application in both professional or academic contexts;
2. To develop students' functioning abilities, which will establish them as leaders in their chosen career in the fields of media and communication;
3. To implement high level of critical thinking and analytical competences in investigating trends, issues, and solving problems in journalism, mass media, and public relations and related fields of knowledge and practice.
4. To develop creative thinking and innovation by experimenting with new theoretical approaches in order to challenge existing knowledge boundaries and design novel solutions to existing problems.
5. To equip students with the awareness and understanding of global issues and happenings in the fields of media and communication.

6. To help students develop as constructive and ethical members of their local, national, regional and international communities.

### **Program Learning Objectives**

The learning objectives of this program study are to ensure that students are able to:

1. Implement major media and communication concepts and theories in producing quality media and communication research;
2. Produce, distribute mediated messages in a range of contexts and technologies, including traditional and online communication;
3. Communicate the nature of mass communication processes and production and their relationship to society, the global marketplace and various media systems;
4. Plan, implement, and evaluate professional projects; and
5. Assess the impact of the activities and culture of media and communication organizations on society.

### **Program Intended Learning Outcomes**

On the successful completion of the program, MAIJ graduates will be able to do the following:

1. (Identify/Diagnose). Identify and diagnose issues accurately and effectively across a wide range of domains such as political, economic, social, technological, legal, and environmental issues.
2. (Produce/Design). Design and produce text, video and visual materials adhering to the highest professional international standards and ethical principles across various fields of media and communication, including journalism, public relations, and advertising.
3. (Examine/Argue). Examine the diverse roles and functions of media and communications in contemporary society and argue new points of view advanced academic and/or professional work.
4. (Forecast). Use both quantitative and qualitative research methods and evaluations to forecast changes that affect communities, organizations and society as a whole.
5. (Investigate). Investigate civic, business and political issues through original research and analysis of official and public materials.
6. (Write). Plan and write academic and professional materials by applying mastery of high level skills, including critical, analytical writing, deductive and inductive argumentation, and causal explanation.
7. (Strategize). Design and implement ad hoc and proactive comprehensive public relations plans implementing effective PR strategies, tactics, KPIs, and cost-effective budgeting in various contexts and domains.
8. (Communicate). Effectively communicate orally and in writing, including effective objective reporting of social reality, presentation of analysis, justification of recommended actions, and persuasive messages intended to affect the knowledge and perceptions of others.
9. (Measure/Evaluate). Effectively measure and evaluate communication initiatives initiated by media organizations, communications agencies, and business and not-for-profit organizations.
10. (Ethics). Apply professional ethics principles, assess practices, and formulate stands based on national and international Codes of conduct both in journalism and public relations.

### **MIJ Program Majors**

The Graduate Program in International Journalism offers two majors:

#### **Journalism and Media Management Major**

#### **Public Relations and Advertising Major**

Students pursuing a major consult with the graduate supervisor and declare a major at initiation of their program. They select courses appropriate to the major in consultation with the graduate supervisor, and they pursue a thesis topic relevant to that major. The major is earned based on successful completion of the approved course distribution and of the approved thesis.

## CSS Policies

Credits earned in another program can be transferred to the extent that the course is equivalent to a course in the KIMEP program. KIMEP rules apply. A department committee decides case by case. For transfers of credits from bachelor to master program, maximally 25% of the credits of the KIMEP program can be transferred.

For joint, dual, and multiple degree programs different rules may apply as determined by specific agreements.

## Department of Media and Communications 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.

## MIJ CURRICULUM

### MIJ Program Structure

	Credits	ECTS
Program Foundation Requirements	11	15
Program Specialization Requirements	27	45
Experimental Research Work	6	18
Final Attestation	4	12
Total Required for Graduation	48	90

### Program Foundation Requirements (11 credits, 15 ECTS)

#### Program Foundation: Required Courses (5 credits, 6 ECTS)

Course Code	Course Title	Credits	ECTS
CSS5103.2	Professional Foreign Language	2	2
CSS5501.1	Management for Social Sciences	1	2
CSS5502.2	Psychology for Social Sciences	2	2

#### Program Foundation: Elective Courses (6 credits, 9 ECTS)

Course Code	Course Title	Credits	ECTS
JMC 5630	Political Communication	3	4.5
JMC 5666	Introduction to Kazakhstani Media Market	3	4.5
JMC 5653	Public Relations Management and Strategies	3	4.5

### Program Specialization Requirements (27 credits, 45 ECTS)

#### Program Specialization: Required Courses (15 credits, 25 ECTS)

Course Code	Course Title	Credits	ECTS
JMC5661	Research Methods in Media and Communication/Thesis I	3	5
JMC5616	Theories of Media and Communication	3	5
JMC 5707	Social Media Marketing	3	5

JMC 5714	Advanced Media Analysis	3	5
JMC5621.01.2	Internship I	3	5
		15	25

Program Specialization: Elective Courses (12 credits, 20 ECTS)

Course Code	Course Title	Credits	ECTS
JMC 5607	Global Public Relations	3	5
JMC 5608	International Journalism	3	5
JMC 5000	Critical Thinking and Writing	3	5
JMC 5610	Advanced News Editing	3	5
JMC 5611	Principles of Media Management	3	5
JMC5612	Advanced Media Writing	3	5
JMC 5619	Advertising and Media Sales	3	5
JMC 5623	Writing for Russian (Kazakh) Language Media	3	5
JMC 5624	Broadcasting in Russian	3	5
JMC 5630	Political Communication	3	5
JMC 5653	Public Relations Management and Strategies	3	5
JMC 5655	Crisis Communication	3	5
JMC 5656	Broadcast Journalism Practicum	3	5
JMC 5657	Online Journalism	3	5
JMC 5622	Advertising Writing, Layout and Strategies	3	5
JMC 5624	Broadcasting in Russian	3	5
JMC5690	Special Topics in Mass Communication	3	5
JMC 5704	Persuasive Communication	3	5
JMC 5711	Special Event Management	3	5
JMC 5712	Storytelling with Data	3	5
MGT 5201	Organizational Behavior	3	5
MGT 5203	Strategic Planning	3	5
MKT 5201	Marketing Management	3	5
MKT 5203	Consumer Behavior and Marketing Strategy	3	5
MKT 5204	Integrated Marketing Communications	3	5
		12	20

Experimental Research Work (6 credits, 18 ECTS)

		Credits	ECTS	
JMC5662	Thesis Seminar	3	10	CSS5503
JMCxxxx	Research Internship	3	8	

Final Attestation (4 credits, 12 ECTS)

		Credits	ECTS	
JMC5663	Thesis Defense	4	12	JMC5662

**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 communications 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 MIJ program. This can be arranged with one of KIMEP's partner universities by the International Relations Office.

## **THE SCHOOL OF LAW GRADUATE PROGRAM:**

### **MASTER OF INTERNATIONAL LAW (LL.M.) – 7M042**

#### **Statement of Purpose and Mission**

The Master of 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 develop the legal system of the Republic of Kazakhstan.

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 appropriate to practical tasks encountered in the external environment. The KIMEP Master of International Law takes advantage of Kazakhstan's geopolitical position. Kazakhstan is rich in natural resources, expects the city of Astana to become the financial center of Central Asia, and has joined a Customs Union with the Russian Federation, Byelorussia, Kyrgyzstan and Armenia. 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 and emerging cutting edge markets of Kazakhstan. The faculty within the graduate 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.

### **Program Objectives**

The primary objective of the Master of International Law 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:**

- To draft legal documents in the English language virtually equivalent to a native speaker.
- To think innovatively by knowing how to interpret and apply law to formulate creative solutions to legal problems.
- To understand legal principles triggered by cross border transactions.
- To comprehend the business models upon which laws are based.
- To understand legal formalities without losing sight of substance.
- 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 Master of International Law 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:

- Demonstrate professional-grade understanding of public and private international law, both substantive and procedural;
- Demonstrate knowledge of the interaction of domestic and international law;
- Evaluate the role of international law in international relations and in the furthering of Kazakhstan's interests in the international arena;
- Complete substantive research projects, which demonstrate advanced knowledge of international law, and proficiency in research methodologies, academic conventions, and academic English;
- Provide ethical legal advice and solutions to legal problems involving the international aspects of actions by private individuals, business, government and civil society;
- Communicate ideas and information clearly and effectively, in both oral and written English, using correct legal terminology;
- Demonstrate ability to work in teams.

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:

- Law Firms
- Business Firms

- Financial Services Firms
- Government
- International organizations

Please note that this is an LL.M. designed for practical application. It allows the student to pursue further academic development abroad as well. However, in order to be eligible for a PhD program in a Kazakhstan university, further coursework may be required. Contact the law school coordinator or a law school faculty member for details.

### Language Policy

The Master of International Law degree is taught almost exclusively in English, the official language of most conventional multilateral sources of international law, and of a wealth of the international legal doctrine. Students are expected to have acquired good professional English language proficiency by the time of their graduation.

High-level English language proficiency will enable graduates of the Master of International Law program to have a distinct competitive advantage when working in their chosen professional fields.

However, students must also understand the technical legal terms, and to apply Kazakhstan’s national law in advising clients and representing them in judicial proceedings in Kazakhstan. Therefore, Russian may be used as the main language of instruction in some courses.

### Degree Requirements

The Master of International Law program consists of 38 credits. The program may be completed in one year for full-time enrolled students. The program 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.

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.

	<b>Credits</b>	<b>ECTS</b>
Program Foundation Requirements	9	15
Program Foundation Electives	3	5
Program Specialization Requirements	4	7
Program Specialization Electives	12	20
Internship	2	3
Experimental research	4	7
Final Attestation	4	7
<b>Total Required for Graduation</b>	<b>38</b>	<b>64</b>

### Program Foundation Requirements

<b>Code</b>	<b>Title of courses</b>	<b>Credits</b>	<b>ECTS</b>
LAW5201	Legal Method, Skills and Reasoning (Professional English)	3	5
LAW5205	Private International Law	3	5
LAW5207	Psychology for Lawyers	2	3
LAW5208	Management for Lawyers	1	2

	<b>TOTAL</b>	<b>9</b>	<b>15</b>
--	--------------	----------	-----------

### Program Foundation Electives

Students must take one course from the list below:

Code	Title of courses	Credits	ECTS
LAW5709	Introduction to the Legal System of Kazakhstan	3	5
LAW5807	Contract Law of Kazakhstan	3	5
LAW5808	Tort Law of Kazakhstan	3	5
	<b>TOTAL</b>	<b>3</b>	<b>5</b>

### Program Specialization Requirements

LAW5203	Public International Law	3	5
LAW5209	Methodology of International Legal Research	1	2
	<b>TOTAL</b>	<b>4</b>	<b>7</b>

### Program Specialization Electives

Twelve credits (4 courses) must be selected from the following courses:

Program Specialization Elective courses

Code	Title of courses	Credits	ECTS
LAW5202	Methods of Legal Argument	3	5
LAW5204	International Commercial Law	3	5
LAW5206	International Commercial Arbitration	3	5
LAW5701	Company Law of Kazakhstan	3	5
LAW5702	Tax Law 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 of Kazakhstan	3	5
LAW5711	Legal Traditions of the World	3	5
LAW5710	Eurasian Economic Union Law	3	5
LAW5801	Corporate Finance	3	5
LAW5802	International Taxation Law	3	5
LAW5803	International Investment Law	3	5
LAW5804	Mergers and Acquisitions	3	5
LAW5805	Constitutional Law of Kazakhstan	3	5
LAW5806	Commercial Litigation in Kazakhstan	3	5
LAW5809	Law of the WTO	3	5
LAW5810	International Anti-Corruption Law	3	5
LAW5811	Global Competition Law	3	5
LAW5299	Selected Graduate Topics in Law	3	5
	<b>Total</b>	<b>12</b>	<b>20</b>

**Other requirements:**

<b>Internship</b>		<b>Credits</b>	<b>ECTS</b>	<b>Prerequisites</b>
LAW5922	Internship	2	3	Completion of at least 15 credits
	<b>Total</b>	<b>2</b>	<b>3</b>	

**Research**

Prerequisites

LAW5989	Experimental Research including Master Thesis	4	7	Completion of at least 15 credits
	<b>Total</b>	<b>4</b>	<b>7</b>	

**Final Attestation**

Prerequisites

LAW5992	Comprehensive Master's Exam	1	2	Completion of all program requirement, electives and Internship
LAW5991	Thesis Defense	3	5	LAW5989; LAW5992
	<b>Total</b>	<b>4</b>	<b>7</b>	

Students shall be guided by the Thesis Guidelines of the School of Law in writing and defending their theses. Students shall take LAW5992 Comprehensive Master's Exam and LAW5991 Thesis Defense before graduation. LAW5992 Comprehensive Master's Exam may be taken after all course credits have been earned. LAW5991 Thesis Defense may be completed after LAW5992 Comprehensive Master's Exam was successfully passed. Students must wait a minimum of thirty days after writing the state exam before defending the thesis.

**Prerequisites**

Students who have graduated from a KIMEP undergraduate program may not take the following course and students who are without an undergraduate degree in law are required to take the following course:

LAW5709	Introduction to the Legal System of Kazakhstan
---------	--

Students who graduated from KIMEP Bachelor of Jurisprudence Program or KIMEP Bachelor of International Law Program may transfer two out of the four following courses earned within their undergraduate curriculum:

LAW3303	Company Law of Kazakhstan
LAW4501	Commercial Litigation in Kazakhstan
LAW3301	Contract Law of Kazakhstan
LAW3302	Tort Law of Kazakhstan

**Program Plan**

The following table is the tentative program of courses offered; this schedule may change based on availability of professors or interests of students.

1ST YEAR	SEMESTER I	Credits
LAW5201	Legal Method, Skills and Reasoning	3
LAW5205	Private International Law	3
LAW5207	Psychology for Lawyers	2
LAW5208	Management for Lawyers	1
LAW5209	Methodology of International Legal Research	1
LAWxxxx	Program Foundation Elective course	3

LAWxxxx	Program Specialization Elective course	3
	<b>TOTAL</b>	<b>16</b>

1ST YEAR	SEMESTER II	Credits
LAW5203	Public International Law	3
LAW5922	Internship	2
LAW5989	Experimental Research including Master Thesis	4
LAWxxxx	Program Specialization Elective course	3
LAWxxxx	Program Specialization Elective course	3
LAWxxxx	Program Specialization Elective course	3
	<b>TOTAL</b>	<b>18</b>

1ST YEAR	SUMMER I SEMESTER	Credits
LAW5991	Comprehensive Master's exam	1
LAW5992	Thesis Defense	3
	<b>TOTAL</b>	<b>4</b>

### 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 catalog.

## COLLEGE OF HUMANITIES AND EDUCATION GRADUATE PROGRAM:

### MASTER OF FOREIGN LANGUAGE: TWO FOREIGN LANGUAGES (MA FL) – 7M017

#### 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:

##### Intended Learning Outcomes

1. Describe and analyze language and language acquisition. Students are able to analyze language at different levels (i.e., phonological, morphological, syntactic, semantic and discursive) and to describe, analyze and apply 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. Plan, implement and manage foreign language instruction and assessment. Students are able to plan, implement and evaluate 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, writing, speaking, and listening. Students are able to effectively choose and adapt classroom resources and incorporate educational technology, and to design and implement standards-based assessment measures with foreign language students.

3. Appraise and design for learner diversity. Students are able to design courses which account for a range of different learners in ways that reflect the values of harmony and diversity. Students can use appropriate theory to effectively evaluate learner needs and plan for cultural diversity, internationalism, special/inclusive education.
4. Demonstrate professional autonomy and leadership. Students develop lifelong learning skills which help them to 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 to take on leadership roles, 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:

	<b>Discipline module</b>	<b>Credits</b>	<b>ECTS</b>
<b>1.</b>	<b>Theoretical education</b>	<b>34</b>	<b>60</b>
1.1	Program Foundation Requirements	9	15
	1) Required Courses	3	6
	2) Elective Courses	6	9
1.2	Program Specialization Requirements	25	45
	1) Required Courses	12	20
	2) Elective Courses	9	15
	3) Internship /Practicum	4	10
<b>2.</b>	<b>Research Component</b>	<b>11</b>	<b>18</b>
<b>3.</b>	<b>Final Attestation</b>	<b>3</b>	<b>12</b>
	<b>Total Required for Graduation</b>	<b>48</b>	<b>90</b>

### 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.

1. Theoretical Education
  - 1.1. Program Foundation Requirements (9 credits, 15 ECTS)

#### 1) Required (Core) Courses (3 credits, 6 ECTS)

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>ECTS</b>
TFL5401.1	Methods in Language Teaching: (Foreign language professional)	1	2
TFL5401.2	Methods in Language Teaching: (Psychology)	1	2
TFL5401.3	Methods in Language Teaching: (Management)	1	2
<b>TOTAL</b>		<b>3</b>	<b>6</b>

#### 2) Elective courses

All elective courses are three courses. A total of 6 credits (9 ECTS) are required.

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>ECTS</b>
--------------------	---------------------	----------------	-------------

TFL5501	Multilingualism	2	3
TFL5502	Educational Technology in Language Classrooms	2	3
TFL5503	EFL Literacy	2	3
TFL5504	Teaching Listening and Speaking	2	3
TFL5506	Cross-cultural Aspects of Language Teaching	2	3
TFL 55xx	Introduction to Program Evaluation	2	3
TFL5700	Seminar in Applied Linguistics	2	3
<b>TOTAL</b>		<b>6</b>	<b>9</b>

## 1.2. Program Specialization Requirements

### 1) Required Courses (12 credits, 20 ECTS)

Course Code	Course Title	Credits	ECTS
TFL5101	Introduction to Linguistics (Research History and Philosophy)	3	5
TFL5201	Language Analysis for Language Instructors: Formal and Functional Grammars (Foreign language professional)	3	5
TFL5202	Language Analysis for Language Instructors: Grammar in Social, Cultural Contexts (Foreign language professional)	3	5
TFL5403	Curriculum and Materials Design	3	5
<b>TOTAL</b>		<b>20</b>	<b>33</b>

### 2) Elective Courses (9 credits, 15 ECTS)

TFL5102	Introduction to Sociolinguistics	3	5
TFL5301	Introduction to Second Language Acquisition	3	5
TFL5404	Language Evaluation and Assessments	3	5
<b>TOTAL</b>		<b>9</b>	<b>15</b>

### 3) Professional Internship (4 credits, 10 ECTS)

Course Code	Course Title	Credits	ECTS
TFL 5402b	Practicum	4	9
<b>TOTAL</b>		<b>4</b>	<b>9</b>

## 2. Research Component (11 credits, 18 ECTS)

Course Code	Course Title	Credits	ECTS
TFL5302	Second Language Acquisition Research	3	5
TFL5601	Research Methods	3	5
TFL5690	Thesis I	3	5
TFL5402a	Practicum I	2	3
<b>TOTAL</b>		<b>11</b>	<b>18</b>

## 3. Final Attestation (3 credits, 12 ECTS)

Course	Course Title	Credits	ECTS
--------	--------------	---------	------

<b>Code</b>			
TFL5691	Thesis II	3	<b>12</b>
<b>TOTAL</b>		<b>3</b>	<b>12</b>

### Program Plan

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

<b>1<sup>st</sup> Year</b>	<b>Fall Semester</b>			<b>1<sup>st</sup> Year</b>	<b>Spring Semester</b>		
TFL5101	Introduction to Linguistics	3		TFL510	Introduction to Sociolinguistics	3	
TFL5301	Introduction to SLA	3		TFL530	Second Language Acquisition Research	3	
				TFL540	Curriculum and Materials Design	3	
TFL5401	Methods in Language Teaching	3		TFL520	Language Analysis for Language Instructors: Grammar in Social, Cultural Contexts	3	
TFL5201	Language Analysis for Language Instructors: Formal and Functional Grammars	3		TFL550	Elective	2	
				TFL550	Elective	2	
	<b>Total</b>	<b>12</b>			<b>Total</b>	<b>16</b>	

<b>2<sup>nd</sup> Year</b>	<b>Fall Semester</b>		<b>2<sup>nd</sup> Year</b>	<b>Spring Semester</b>	
TFL5404	Language Evaluation and Assessment	3	TFL5402b	Practicum (Student Teaching)	4
TFL5402a	Practicum (Seminar)	2	TFL5691	Thesis II	3
TFL5601	Research Methods	3			
TFL550x	Elective	2			
TFL5690	Thesis 1	3			
	<b>Total</b>	<b>10</b>		<b>Total</b>	<b>7</b>

**Total for program: 48 credits**

## DOCTORAL DEGREE PROGRAMS IN BANG COLLEGE OF BUSINESS:

### Mission

The Program Mission is to develop outstanding scholars for careers in research and teaching at leading academic institutions throughout the world. The program involves a combination of course and research work over a period of approximately three to seven years. PhD Program guarantees a challenging, focused, and meaningful experience

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 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 PhD program unrivalled in the entire region.

The PhD Program's distinct academic approach is designed to enable students to excel as researchers, educators, and scholars in the future. Throughout PhD Studies experience, students focus on one of four areas of study.

### **Learning Goals and Objectives**

The PhD 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 PhD program has established a set of learning objectives. Upon completion of the program the PhD 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

### **Intended Learning Outcomes (ILOs)**

- Application of appropriate research methods (qualitative, quantitative and combined) in the field;
- Critical thinking, decision making and creativity;
- Theoretical knowledge of body of literature in the relevant discipline or interdisciplinary field;
- Able to identify problems and issues in the discipline or interdisciplinary field
- Significant intellectual contribution to the relevant discipline or interdisciplinary field ;
- Gaining analytical skills and expertise in the relevant discipline or interdisciplinary field ;
- Demonstrating oral and written communication skills;
- Publication of high impact journal and conference papers in the discipline or interdisciplinary field;
- Teaching skills at the Higher Education levels;
- Proactive team work ;
- Cultural awareness and global impact of research in relevant area;
- Social and legal responsibility and ethical values

### **Admissions**

Admission to the PhD 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 PhD program include:

- A master's degree or equivalent from a nationally attested or internationally recognized university
- Official IELTS score of at least overall 5.5 and/or TOEFL (IBT) -87; TOEFL (PBT)-560; TOEFL (ITP)-460;
- At least three years of experience in a corporate, government, academia or non-profit organization.
- At least two professional letters of recommendation.
- A research proposal that states your research question, your area of research interest and how you propose to undertake your research. To develop a successful proposal, you need to be familiar with current research in the area – identifying gaps in the research literature can be a way of finding an original research topic.
- A professional resume.

- An admission Interview

## PHD 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 PhD Council. The Independent Study workload should be equivalent to a regular PhD course. Students must submit an Approval for Independent Study Form. A PhD 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 PhD programs. 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. Transfer credits are allowed from accredited institutions. 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 Doctoral Council. Transfer of credits is regulated by KIMEP U transfer policy.

## DOCTOR OF PHILOSOPHY IN ACCOUNTING – 8D041

### Degree Requirements<sup>16</sup>

Requirements for the PhD program are as follows:

Requirements	Credits	ECTS
<b>Course Work</b>	<b>15</b>	<b>53</b>
Core Courses	3	
Specialization Courses	12	
<b>Pedagogical and Research Internship</b>	<b>5</b>	
<b>Research work including dissertation</b>	<b>50</b>	<b>115</b>
Research Work	20	
Dissertation	30	
<b>Final Attestation</b>	<b>5</b>	<b>12</b>
Doctoral Dissertation Writing up and Defense	5	
<b>Total</b>	<b>75</b>	<b>180</b>

### Grade Point Average

<sup>16</sup> Students without sufficient business education background are required to undertake additional coursework.

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 PhD 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 7<sup>th</sup> week of the following semester.

**Core Course (3 credits)**

Course Code	Course Title	Credits	ECTS	Prerequisite
BUS6300	Business Research Methods	3	5	none

**Specialization Required Courses (6 credits)**

Course Code	Course Title	Credits	ECTS	Prerequisite
MGT6303	Management and Organization Theory	3	5	none
ACC/FIN/MGT/MKT6400	Modern Research Studies in ACC / FIN / MGT / MKT	3	5	none

**Specialization Courses: Accounting and Auditing (6 credits)**

Students may choose two of the following courses

Course Code	Course Title	Credits	ECTS	Prerequisite
ACC6210	Accounting Research Perspectives	3	5	none
ACC6310	Contemporary Accounting Research (Quantitative research methods)	3	5	none
ACC6320	Modern Trends in Accounting Research	3	5	none
ACC6410	Critique Analysis of Accounting Research (Qualitative research methods)	3	5	none
ACC6302	Accounting Related Capital Markets Research	3	5	none
ACC6303	Management Accounting Research	3	5	none
ACC6304	Judgment and Decision Making in Accounting	3	5	none
ACC6306	Auditing	3	5	none
ACC6307	Taxation	3	5	none

**Pedagogical and Research Internship (5 credits)**

Course Code	Course Title	Credits	ECTS
ACC/FIN/MGT/MKT6370	Pedagogical Internship	3	
ACC/FIN/MGT/MKT637x	Research Internship	2	

**Research Work including Dissertation (50 credits/115 ECTS)**

Course Code	Course Title	Credits	ECTS
ACC/FIN/MGT/MKT638	Research Work	20	46

X			
ACC/FIN/MGT/MKT638	Dissertation	30	69
X			

**Final Attestation (5 credits/ 12 ECTS)**

Course Code	Course Title	Credits	ECTS
ACC/FIN/MGT/MKT63x x	Dissertation Writing up and def	5	12

**Research and Pedagogical Internship**

Internship gives PhD 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 PhD Handbook.

**Research Work**

Under this component of the PhD program, requirement to undertake appropriate research activities that lead to conference presentations, journal publications and international internship abroad. Details of this requirement are specified in the PhD Handbook.

**Dissertation and PhD Dissertation Defense**

PhD 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 PhD 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.

<b>A Suggested Program Plan Assuming Fall Entry</b> <b>(August 2019 – August 2022 = 3 years)</b> (All courses are 3 credits unless indicated otherwise)			
<b>Fall 2019, 12 credits</b>		<b>Spring 2020, 12 credits</b>	
BUS6300 MGT6303 XXX6400 XXX6380	Business Research Methods (3) Management and Organization Theory (3) Modern Research Studies in (3) Dissertation I (Research Proposal) (3 credits)	XXX6210 - XXX6410- XXX63xx    XXX6380	Specialization course 1 (3) Specialization course 2 (3) Research Work I (Publications) (3 credits): <ul style="list-style-type: none"> <li>• 1 article in scientific publications, recommended by MES (2 credits)</li> <li>• 1 publication in materials of Intern conferences (1 credits)</li> </ul> Dissertation II (Literature Review & Data Collection) (3 credits)
<b>Fall 2020, 14 credits</b>		<b>Spring 2021, 11 credits</b>	

XXX6370 XXX63X XXX638xx	Pedagogical Internship (3) Research Internship (2) Research Work II: (Publications) 3 credits <ul style="list-style-type: none"> <li>1 article in scientific publications, recommended by MES (2 credits)</li> <li>1 publication in material of Intern conferences (1 credits)</li> </ul>	XXX6380 XXX638X	Dissertation V (Data Collection & Analysis) 3 credits Research Work III (Publications) 8 credits <ul style="list-style-type: none"> <li>1 article in scientific publications, recommended by MES (2 credits)</li> <li>1 publication in material of Intern Foreign Conferences (2 credits)</li> <li>1 publication in peer reviewed journal (4 credits)</li> </ul>
XXX6380 XXX6380	Dissertation III (Research Methodology) (3 credits) Dissertation IV (Data Collection & Analysis) 3 credits		
<b>Fall 2021, 12 credits</b>		<b>Spring 2022, 14 credits</b>	
XXX6380 XXX638X	Dissertation VI ( Analysis & Interpretation) (6 credits) Research Work IV: 6 credits International training/internship abroad	XXX6380 XXX6380 XXX6390	Dissertation VII ( Analysis & Interpretation) (3 credits) Dissertation VIII ( write up thesis) (6 credits) Dissertation write up and defense (5)

## DOCTOR ON PHILOSOPHY IN FINANCE – 8D041

### Degree Requirements<sup>17</sup>

Requirements for the PhD program are as follows:

Requirements	Credits	ECTS
<b>Course Work</b>	<b>15</b>	<b>53</b>
Core Courses	3	
Specialization Courses	12	
<b>Pedagogical and Research Internship</b>	<b>5</b>	
<b>Research work including dissertation</b>	<b>50</b>	<b>115</b>
Research Work	20	
Dissertation	30	
<b>Final Attestation</b>	<b>5</b>	<b>12</b>
Doctoral Dissertation Writing up and Defense	5	
<b>Total</b>	<b>75</b>	<b>180</b>

### 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 PhD 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

<sup>17</sup> Students without sufficient business education background are required to undertake additional coursework.

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 7<sup>th</sup> week of the following semester.

**Core Course (3 credits)**

Course Code	Course Title	Credits	ECTS	Prerequisite
BUS6300	Business Research Methods	3	5	none

**Specialization Required Courses (6 credits)**

Course Code	Course Title	Credits	ECTS	Prerequisite
MGT6303	Management and Organization Theory	3	5	none
ACC/FIN/MGT/MKT6400	Modern Research Studies in ACC / FIN / MGT / MKT	3	5	none

**Specialization Courses: Finance (6 credits)**

Students may choose two of the following courses

Course Code	Course Title	Credits	ECTS	Prerequisite
FIN6301	Theory of Finance	3	5	none
FIN6303	Corporate Finance	3	5	none
FIN6304	Financial Markets and Institutions	3	5	none
FIN6306	Investment Management	3	5	none
FIN6307	Financial Derivatives	3	5	none

**Pedagogic and Research Internship (5 credits)**

Course Code	Course Title	Credits	ECTS
ACC/FIN/MGT/MKT6370	Pedagogical Internship	3	
ACC/FIN/MGT/MKT637x	Research Internship	2	

**Research Work including Dissertation (50 credits/115 ECTS)**

Course Code	Course Title	Credits	ECTS
ACC/FIN/MGT/MKT638X	Research Work	20	46
ACC/FIN/MGT/MKT638X	Dissertation	30	69

**Final Attestation (5 credits/ 12 ECTS)**

Course Code	Course Title	Credits	ECTS
ACC/FIN/MGT/MKT63x	Dissertation Writing up and def	5	12

### Research and Pedagogical Internship

Internship gives PhD 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 PhD Handbook.

### Research Work

Under this component of the PhD program, requirement to undertake appropriate research activities that lead to conference presentations, journal publications and international internship abroad. Details of this requirement are specified in the PhD Handbook.

### Dissertation and PhD Dissertation Defense

PhD 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 PhD 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.

<b><i>A Suggested Program Plan Assuming Fall Entry (August 2019 – August 2022 = 3 years) (All courses are 3 credits unless indicated otherwise)</i></b>			
<b><i>Fall 2019, 12 credits</i></b>		<b><i>Spring 2020, 12 credits</i></b>	
BUS6300	Business Research Methods (3)	XXX6210	Specialization course 1 (3)
MGT6303	Management and Organization Theory (3)	–	Specialization course 2 (3)
XXX6400	Modern Research Studies in (3)	XXX6410-	Research Work I (Publications) (3 credits):
XXX6380	Dissertation I (Research Proposal) (3 credits)	XXX63xx	<ul style="list-style-type: none"> <li>• 1 article in scientific publications, recommended by MES (2 credits)</li> <li>• 1 publication in materials of Intern conferences (1 credits)</li> </ul>
		XXX6380	Dissertation II (Literature Review & Data Collection) (3 credits)
<b><i>Fall 2020, 14 credits</i></b>		<b><i>Spring 2021, 11 credits</i></b>	

XXX6370 XXX63X XXX638xx	Pedagogical Internship (3) Research Internship (2) Research Work II: (Publications) 3 credits <ul style="list-style-type: none"> <li>1 article in scientific publications, recommended by MES (2 credits)</li> <li>1 publication in material of Intern conferences (1 credits)</li> </ul>	XXX6380 XXX638X	Dissertation V (Data Collection & Analysis) 3 credits Research Work III (Publications) 8 credits <ul style="list-style-type: none"> <li>1 article in scientific publications, recommended by MES (2 credits)</li> <li>1 publication in material of Intern Foreign Conferences (2 credits)</li> <li>1 publication in peer reviewed journal (4 credits)</li> </ul>
XXX6380 XXX6380	Dissertation III (Research Methodology) (3 credits) Dissertation IV (Data Collection & Analysis) 3 credits		
<b>Fall 2021, 12 credits</b>		<b>Spring 2022, 14 credits</b>	
XXX6380 XXX638X	Dissertation VI ( Analysis & Interpretation) (6 credits) Research Work IV: 6 credits International training/internship abroad	XXX6380 XXX6380 XXX6390	Dissertation VII ( Analysis & Interpretation) (3 credits) Dissertation VIII ( write up thesis) (6 credits) Dissertation write up and defense (5)

## DOCTOR OF PHILOSOPHY IN MANAGEMENT – 8D041

### Degree Requirements<sup>18</sup>

Requirements for the PhD program are as follows:

Requirements	Credits	ECTS
<b>Course Work</b>	<b>15</b>	<b>53</b>
Core Courses	3	
Specialization Courses	12	
<b>Pedagogical and Research Internship</b>	<b>5</b>	
<b>Research work including dissertation</b>	<b>50</b>	<b>115</b>
Research Work	20	
Dissertation	30	
<b>Final Attestation</b>	<b>5</b>	<b>12</b>
Doctoral Dissertation Writing up and Defense	5	
<b>Total</b>	<b>75</b>	<b>180</b>

### 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 PhD 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

<sup>18</sup> Students without sufficient business education background are required to undertake additional coursework.



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 7<sup>th</sup> week of the following semester.

**Core Course (3 credits)**

Course Code	Course Title	Credits	ECTS	Prerequisite
BUS6300	Business Research Methods	3	5	none

**Specialization Required Courses (6 credits)**

Course Code	Course Title	Credits	ECTS	Prerequisite
MGT6303	Management and Organization Theory	3	5	none
ACC/FIN/MGT/MKT6400	Modern Research Studies in ACC / FIN / MGT / MKT	3	5	none

**Specialization Courses: Management (6 credits)**

Students may choose two of the following courses

Course Code	Course Title	Credits	ECTS	Prerequisite
MGT6302	Advances in Organizational Behavior and Leadership Theories	3	5	none
MGT6304	Strategic Management and Competitiveness Analysis	3	5	none
MGT6307	Advances in Human Resource Management	3	5	none
MGT6308	Creativity and Innovation Management	3	5	none
MGT6309	International Business Strategies	3	5	none

**Pedagogical and Research Internship (5 credits)**

Course Code	Course Title	Credits	ECTS
ACC/FIN/MGT/MKT6370	Pedagogical Internship	3	
ACC/FIN/MGT/MKT637x	Research Internship	2	

**Research Work including Dissertation (50 credits/115 ECTS)**

Course Code	Course Title	Credits	ECTS
ACC/FIN/MGT/MKT638X	Research Work	20	46
ACC/FIN/MGT/MKT638X	Dissertation	30	69

**Final Attestation (5 credits/ 12 ECTS)**

Course Code	Course Title	Credits	ECTS
ACC/FIN/MGT/MKT63xX	Dissertation Writing up and def	5	12

### Research and Pedagogical Internship

Internship gives PhD 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 PhD Handbook.

### Research Work

Under this component of the PhD program, requirement to undertake appropriate research activities that lead to conference presentations, journal publications and international internship abroad. Details of this requirement are specified in the PhD Handbook.

### Dissertation and PhD Dissertation Defense

PhD 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 PhD 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.

<b><i>A Suggested Program Plan Assuming Fall Entry (August 2019 – August 2022 = 3 years) (All courses are 3 credits unless indicated otherwise)</i></b>			
<b><i>Fall 2019, 12 credits</i></b>		<b><i>Spring 2020, 12 credits</i></b>	
BUS6300	Business Research Methods (3)	XXX6210	Specialization course 1 (3)
MGT6303	Management and Organization Theory (3)	–	Specialization course 2 (3)
XXX6400	Modern Research Studies in (3)	XXX6410- XXX63xx	Research Work I (Publications) (3 credits):
XXX6380	Dissertation I (Research Proposal) (3 credits)		<ul style="list-style-type: none"> <li>• 1 article in scientific publications, recommended by MES (2 credits)</li> <li>• 1 publication in materials of Intern conferences (1 credits)</li> </ul>
		XXX6380	Dissertation II (Literature Review & Data Collection) (3 credits)
<b><i>Fall 2020, 14 credits</i></b>		<b><i>Spring 2021, 11 credits</i></b>	

XXX6370 XXX63X XXX638xx	Pedagogical Internship (3) Research Internship (2) Research Work II: (Publications) 3 credits <ul style="list-style-type: none"> <li>1 article in scientific publications, recommended by MES (2 credits)</li> <li>1 publication in material of Intern conferences (1 credits)</li> </ul>	XXX6380 XXX638X	Dissertation V (Data Collection & Analysis) 3 credits Research Work III (Publications) 8 credits <ul style="list-style-type: none"> <li>1 article in scientific publications, recommended by MES (2 credits)</li> <li>1 publication in material of Intern Foreign Conferences (2 credits)</li> <li>1 publication in peer reviewed journal (4 credits)</li> </ul>
XXX6380 XXX6380	Dissertation III (Research Methodology) (3 credits) Dissertation IV (Data Collection & Analysis) 3 credits		
<b>Fall 2021, 12 credits</b>		<b>Spring 2022, 14 credits</b>	
XXX6380 XXX638X	Dissertation VI ( Analysis & Interpretation) (6 credits) Research Work IV: 6 credits International training/internship abroad	XXX6380 XXX6380 XXX6390	Dissertation VII ( Analysis & Interpretation) (3 credits) Dissertation VIII ( write up thesis) (6 credits) Dissertation write up and defense (5)

## DOCTOR ON PHILOSOPHY IN MARKETING – 8D041

### Degree Requirements<sup>19</sup>

Requirements for the PhD program are as follows:

Requirements	Credits	ECTS
<b>Course Work</b>	<b>15</b>	<b>53</b>
Core Courses	3	
Specialization Courses	12	
<b>Pedagogical and Research Internship</b>	<b>5</b>	
<b>Research work including dissertation</b>	<b>50</b>	<b>115</b>
Research Work	20	
Dissertation	30	
<b>Final Attestation</b>	<b>5</b>	<b>12</b>
Doctoral Dissertation Writing up and Defense	5	
<b>Total</b>	<b>75</b>	<b>180</b>

### 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 PhD 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

<sup>19</sup> Students without sufficient business education background are required to undertake additional coursework.

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 7<sup>th</sup> week of the following semester.

**Core Course (3 credits)**

Course Code	Course Title	Credits	ECTS	Prerequisite
BUS6300	Business Research Methods	3	5	none

**Specialization Required Courses (6 credits)**

Course Code	Course Title	Credits	ECTS	Prerequisite
MGT6303	Management and Organization Theory	3	5	none
ACC/FIN/MGT/6400	Modern Research Studies in ACC / FIN / MGT / MKT	3	5	none

**Specialization Courses: Marketing (6 credits)**

Students may choose two of the following courses

Course Code	Course Title	Credits	ECTS	Prerequisite
MKT6301	Theory of Marketing	3	5	none
MKT6302	Theories of Consumer Behavior	3	5	none
MKT6303	Strategic Marketing	3	5	none
MKT6304	Strategic Brand Management	3	5	none
MKT6306	Integrated Marketing Communication	3	5	none
MKT6307	International Marketing	3	5	none

**Pedagogical and Research Internship (5 credits)**

Course Code	Course Title	Credits	ECTS
ACC/FIN/MGT/MKT6370	Pedagogical Internship	3	
ACC/FIN/MGT/MKT637x	Research Internship	2	

**Research Work including Dissertation (50 credits/115 ECTS)**

Course Code	Course Title	Credits	ECTS
ACC/FIN/MGT/MKT638X	Research Work	20	46
ACC/FIN/MGT/MKT638X	Dissertation	30	69

**Final Attestation (5 credits/ 12 ECTS)**

Course Code	Course Title	Credits	ECTS
ACC/FIN/MGT/MKT63x	Dissertation Writing up and def	5	12

### Research and Pedagogical Internship

Internship gives PhD 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 PhD Handbook.

### Research Work

Under this component of the PhD program, requirement to undertake appropriate research activities that lead to conference presentations, journal publications and international internship abroad. Details of this requirement are specified in the PhD Handbook.

### Dissertation and PhD Dissertation Defense

PhD 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 PhD 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.

<b><i>A Suggested Program Plan Assuming Fall Entry (August 2019 – August 2022 = 3 years) (All courses are 3 credits unless indicated otherwise)</i></b>			
<b><i>Fall 2019, 12 credits</i></b>		<b><i>Spring 2020, 12 credits</i></b>	
BUS6300	Business Research Methods (3)	XXX6210	Specialization course 1 (3)
MGT6303	Management and Organization Theory (3)	–	Specialization course 2 (3)
XXX6400	Modern Research Studies in (3)	XXX6410-	Research Work I (Publications) (3 credits):
XXX6380	Dissertation I (Research Proposal) (3 credits)	XXX63xx	<ul style="list-style-type: none"> <li>• 1 article in scientific publications, recommended by MES (2 credits)</li> <li>• 1 publication in materials of Intern conferences (1 credits)</li> </ul>
		XXX6380	Dissertation II (Literature Review & Data Collection) (3 credits)
<b><i>Fall 2020, 14 credits</i></b>		<b><i>Spring 2021, 11 credits</i></b>	

XXX6370 XXX63X XXX638xx	Pedagogical Internship (3) Research Internship (2) Research Work II: (Publications) 3 credits <ul style="list-style-type: none"> <li>1 article in scientific publications, recommended by MES (2 credits)</li> <li>1 publication in material of Intern conferences (1 credits)</li> </ul>	XXX6380 XXX638X	Dissertation V (Data Collection & Analysis) 3 credits Research Work III (Publications) 8 credits <ul style="list-style-type: none"> <li>1 article in scientific publications, recommended by MES (2 credits)</li> <li>1 publication in material of Intern Foreign Conferences (2 credits)</li> <li>1 publication in peer reviewed journal (4 credits)</li> </ul>
XXX6380	Dissertation III (Research Methodology) (3 credits)		
XXX6380	Dissertation IV (Data Collection & Analysis) 3 credits		
<b>Fall 2021, 12 credits</b>		<b>Spring 2022, 14 credits</b>	
XXX6380	Dissertation VI ( Analysis & Interpretation) (6 credits)	XXX6380	Dissertation VII ( Analysis & Interpretation) (3 credits)
XXX638X	Research Work IV: 6 credits International training/internship abroad	XXX6380	Dissertation VIII ( write up thesis) (6 credits)
		XXX6390	Dissertation write up and defense (5)

## PART IX. COURSE DESCRIPTIONS

### UNDEGRADUATE PROGRAM COURSE DESCRIPTIONS

#### GENERAL EDUCATION COURSES

##### Category A - General Education Ministry Required Courses

##### **GEN1000 Modern History of Kazakhstan (3 Credits; 5 ECTS)**

*Prerequisites: ENG0001 Foundation English Level 1*

This course covers the history of Kazakhstan in modern times: from the beginning of the twentieth century till present. A study of modern 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 most recent stages and specifics of key historical processes on the territory of Kazakhstan, focusing particularly on building of a modern nation - state and maturing national liberation movement in the course of pre-Soviet and Soviet periods. Cultural and social changes are also considered

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

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

**Business Kazakh, 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/graduates of Kazakh-medium schools.

**ENG 1110 Academic Listening and Note Taking (3 credits; 5 ECTS)**

*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.

**ENG 1120 Academic Reading and Writing 1 (3 credits; 5 ECTS)**

*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.

**GEN 2500/IRL 2500 Introduction to Philosophy (3 Credits; 5 ECTS)**

*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.

**GEN 2510/IRL 2510 Principles of Ethics (3 Credits; 5 ECTS)**

*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/OPM 1300 Information and Communication Technologies (3 Credits; 5 ECTS)**

*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/OPM 2301 Business Computer Applications (3 Credits; 5 ECTS)**

*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.

### **Category B - General Education Arts, Society, and Culture**

For any Category B course, the prerequisite course in ENG 0004 Foundation English Level 4. Each course in Category B will be taken concurrently with the relevant 1-credit Creative Seminar.

#### **GEN/ASC 2102 Introduction to World Literature (3 credits; 5 ECTS)**

Introduces students to fiction, plays, and poems from various periods and from various parts of the world in comparative contexts, focusing on questions of culture, class, and gender, and on the role of translation in the study of world literature. The course will concentrate on the development of skills in thinking, in close reading of literary texts, and in writing.

#### **GEN/ASC 1102 Mythology and Folklore (3 Credits; 5 ECTS)**

This course looks at mythology and folklore in order to better understand and give a broader perspective of human nature. These stories, which have withstood the test of time, reveal something true and eternal about the human condition. Students will read, discuss, and analyze from both historical and modern perspectives. By the end of this course students will be able to read critically and analyze texts for deeper meaning. Students will be able to extract themes and motifs from their reading and apply those ideas to other stories and contexts.

#### **GEN/ASC 3202 The History of Writing (3 Credits; 5 ECTS)**

An overview of the major writing systems of the world: Egyptian and Mayan hieroglyphs, Sumerian and Akkadian cuneiform, West Semitic consonantal scripts (abjads), East Asian scripts, runes, and Greek and Roman alphabets. This course has a considerable linguistic component supplemented by historical information about ancient languages and cultures.

#### **GEN/ASC 2103 Introduction to Drama (3 Credits; 5 ECTS)**

Introduces students to dramatic writing, performance art, and the analysis of contemporary drama. Students will study practices of dramatic storytelling through readings, videos, live performances, workshops and dramatic reenactments. Students will also write and act in theatric performances to gain experience with creative writing for theater and gain speaking experience.

#### **GEN/ASC 2104 Digital Photography (3 Credits; 5 ECTS)**

Introduces the basic concepts of digital imaging as applied to photography. Students learn how to to operate image manipulation software using a variety of scanning equipment, software tools and output devices by executing new assignments and applying these technologies to their photographic process. Prerequisite: none.

#### **GEN/ASC 2105 Drawing/Painting (3 Credits; 5 ECTS)**

Investigates the various approaches and media that students need to develop drawing skills and visual perception. Explores basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting to depict form and space on a two-dimensional surface. Prerequisite: none.

#### **GEN/ASC 2106 Art and Visual Culture (3 Credits; 5 ECTS)**

This survey course will develop student skills in the perception and comprehension of contemporary visual art. Analysis, active looking and interpreting art are focused on throughout the semester. Global contemporary art of the 20th and 21st century will be key areas of study. Students will learn to distinguish between the fine arts, design, entertainment and spectacle, building a knowledge base and skill in navigating visual culture. New paradigms of art, how art interfaces with informational systems, and the increasingly plastic and immediate art context will be studied. Interactive art projects and virtual dynamics will be explored and how notions of time, art



and design are merging and expanding. Local gallery exhibitions and museum visits will provide a forum for analyzing and writing about art. Prerequisite: none.

**GEN/ASC 2107 Introduction to World Art History (3 Credits; 5 ECTS)**

Introduces art history beginning with Mesopotamian and Egyptian civilizations to modern century artists. During the semester, students will survey a variety of images and monuments produced throughout history, focusing on Near Eastern, European, South Asian, Islamic, Christian, East Asian, and African art and architecture. Students will recognize artistic styles and developments in relationship to their historical contexts. Prerequisite: none.

**GEN/ASC 2108 Introduction to Films (3 Credits; 5 ECTS)**

Introduces students to understanding cinema from the perspectives of the viewer, the professional critic, and the film maker. The course also gives an overview of the world of cinema from history to the craft of filmmaking.

**GEN/ASC 2109 Introduction to Creative Writing (3 Credits; 5 ECTS)**

An introduction to imaginative writing, concentrating on the mastery of language and creative expression in different genres. The course includes analysis of literary models (professional writings in each genre), individual and class criticism of work by established writers, and lectures on and discussion of literary techniques in each genre.

**GEN/ASC 2110 Transmedia: The Art of Contemporary Storytelling (3 Credits; 5 ECTS)**

The course will explore the cultural and business context of transmedia storytelling as a form of creative writer's craft. It introduces undergraduate students from all specialities to the art of 21st century storytelling. During the course, students will be challenged to think creatively, develop their content production competences, and strategically create narratives for organizations from all walks of cultural and business life. Through transmedia storytelling, students will build immersive narrative experiences into a unified communicative context, which will unfold across media, thus enhancing the emotional bond between people and organizations.

**GEN/ASC 2111 Society and Culture in Central Asia (3 Credits; 5 ECTS)**

The course examines how society and culture were historically connected in Central Asia and politically constructed. The course will start with a historical introduction into how present day societies in the region emerged, with major emphasis on sedentary and nomadic legacies of societies and culture with colonial and Soviet interludes. The central focus of the course is how traditional societies and cultures strive to survive under the pressure of state/nation building processes, ethno-nationalization, globalization and modernization. How do political elites employ traditions and cultures to construct new nations and define the role and place of their country in the regional and global contexts? The course combines analytic approaches of the social sciences with approaches of the humanities, integrating anthropological and sociological perspectives with cultural history.

**GEN/ASC 2112 History of Social Media (3 Credits; 5 ECTS)**

The last few decades have brought an astonishing array of technological changes, particularly in the ways people gather information and communicate with each other. In an effort to understand the meaning of contemporary media, this course will start by examining other moments in history when new technologies have had significant cultural, political, and economic consequences. Students will investigate the origins and implications of "new" media (e.g., the alphabet, printing press, telegraph, photograph, radio, television, internet) and consider how each has prompted new hopes for world peace along with fears for the imminent decline of civilization. We'll draw on historical evidence and our own experience to engage with important questions about the relationship between people and technology.

**GEN/ASC 2113 Globalization and Diversity: A World Regional Approach (3 Credits; 5 ECTS)**

Globalization represents a monumental transformation of Earth's cultural, socio-economic, and geopolitical structure. Converging economic, political, cultural, and environmental systems might at first glance portend a certain homogenization across global regions, while the persistence of geographical difference and diversity alludes to some countervailing global forces. These opposing pressures form an overriding theme prevailing throughout this course. The earth's major world regions are surveyed, highlighting environmental, demographic,

cultural, geopolitical, and economic patterns at varying scales. This approach allows a comprehensive examination of global and local expressions of the forces forging diversity and globalization in today's world.

### **GEN/ASC 2114 Cheating, Corruption, and Fraud in Society (3 Credits; 5 ECTS)**

This course will examine the issues of cheating and fraud from an interdisciplinary perspective. At KIMEP, and elsewhere, it may be seen as acceptable behavior to cheat to receive benefits. Bribery is a common way to sort out problems with the law. Regulations are not respected and people do not take personal responsibility for protecting the rules. The course will have students examine why people cheat, how to recognize indicators of cheating, why cheating is the wrong choice (morally, economically, and psychologically), what the negative consequences are, and the benefits of fighting fraud and corruption in the larger society. The investigation of the issue will draw on insights from business, psychology, sociology, and law.

### **GEN/ASC 2115 Law and the Arts (3 Credits; 5 ECTS)**

The course explores fundamental legal notions such as justice, revenge, forgiveness, equality, equity, and more with examples from literature, visual arts, theatre, and films. The course aims at cultivating students' culturally sensitive understanding of those fundamental notions through well-known characters and images, and seeks to foster students' critical and interdisciplinary analysis skills, as well as decision-making skills. It also presents law as an integrated social phenomenon with connections to sociology, politics, economics, and other social sciences. During the course, students will be encouraged to practice their artistic skills while reflecting about the role of law in human lives.

### **GEN/ASC 2116 Animals and Society (3 Credits; 5 ECTS)**

Since time immemorial human societies have relied heavily on the use of various species of animals. Animals are used for food, for their skin and furs, for transportation, for entertainment in zoos and circuses, as pets, as working animals, as weapons, as objects of laboratory research, and in countless other ways. Only very recently, however, have animals become the focus of a systematic, multidisciplinary study. The course starts with an introduction to the older, anthropocentric approach to the study of human-animal interactions, and discusses the recent emergence of an alternative, animal-centric approach. Using case-studies, the course analyzes ethical, sociological, anthropological, and psychological aspects of human-animal interaction in cross-cultural perspective. The course will include a comprehensive discussion of animal-protection movements, wildlife conservation initiatives, and recent developments in animal law and other animal-related studies. Love for animals is a requisite for taking the course.

### **GEN/ASC 2117 Design Foundations (3 Credits; 5 ECTS)**

This visual art course introduces the elements and principles of design and how to engage the creative process. By learning fundamental steps in the design process, students will learn how to formulate ideas and conceptualize visually. Both image/surface and space/form designs will be researched, analyzed, and studied. Hands-on creative projects will give students practice making designs out of materials and also using software tool to create, depict and modify designs. Working together students will participate in open discussions, peer critiques, and review design ideas through a collaborative process. Prerequisite none.

### **GEN/ASC 2118 Applied Arts and Design (3 Credits; 5 ECTS)**

This visual art course introduces students to the actual production of design and visual art. Courses will be taught by working professionals engaged in the field. This course will be offered during summer school, and will project-intensive. Under the mentorship and guidance of the professional, students will actually produce art and design applicable to specific disciplines within the creative arts. Prerequisite none.

## **Category C - General Education Data Analysis**

For any Category C course, the prerequisite course is ENG 0004 Foundation English Level 4.

These courses represent curricular and co-curricular learning opportunities and intellectual and practical skills that are foundational to development into lifelong learners. These courses focus on:

- Problem Solving Skills – the ability to design, evaluate, and implement a strategy or strategies to answer open-ended questions or achieve desired goals;
- Inquiry Skills – the ability to explore issues or topics through the ethical and responsible collection, analysis and use of information as evidence that results in informed conclusions and judgments;
- Integration of Learning Skills – the ability and disposition to make connections between ideas and experiences, to apply them to new learning situations within and beyond campus.

### **GEN/DA 2030 Ecological Data Evaluation (3 Credits; 5 ECTS)**

Prerequisites: ENG0004 Foundation English Level 4

The course introduces data analysis to understand how nature works in terms of basic scientific principles; the relationships between humans and the environment; and the causes and consequences of major environmental problems. Students acquire skills and knowledge to identify environmental problems and to find long-term and sustainable solutions for the benefit of current and future generations. Environmental applications will help students to develop their critical reasoning skills by solving quantitative problems which are based on real-life environmental cases of local and global relevance.

### **GEN/DA 2202 Spreadsheet Data Analysis (3 Credits; 5 ECTS)**

This course provides an introduction to the principles, concepts, and methods of the data analysis and spreadsheet tools that can be used in getting insight into real life problems and making decisions. The students will build skills to understand, evaluate, use, and produce quantitative data about the business and social world. The course is useful for students who go on to do graduate-level academic research as well as for those who want to go directly into the non-academic public or private sectors and be able to effectively analyze and present data.

### **GEN/DA 2203 Introduction to Financial Literacy (3 Credits; 5 ECTS)**

This course is a combination of knowledge and practices on basic finance and economics decision-makings that are necessary for a responsible citizen to function well in a complicated financial market and economic system. The course focuses the analysis of the problems involved in efficient handling of personal finance, making basic economic choices and data analysis. Topics include data analysis tools, the impact of inflation, time value of money calculations, budgeting, career planning, banking, insurance, home buying, consumer credits and money management, investment planning, retirement planning, and estate planning.

### **GEN/DA 2204 Introduction to Language and Society (3 Credits; 5 ECTS)**

This course examines the role of language in human social interaction and how language relates to socio-economic status, gender, age and social identity. Students are introduced to analysis of sociolinguistic data to understand relations between language and society. Students are also introduced to linguistic diversity in Kazakhstan and the world and implications of language contact for language loss and language change.

### **GEN/DA 2205 Introduction to Criminal Forensics (3 Credits; 5 ECTS)**

This course introduces students to forensic science as the study and evaluation of physical evidence in the commission of crimes and as the science dealing with the detection of crime and the apprehension of criminals. Students are also introduced to data analysis as applied in criminal investigations, major specializations of forensic science and the technology employed to generate data about crimes.

### **GEN/DA 2206 Understanding Digital Media: Networks, Digitization, and Data (3 Credits; 5 ECTS)**

Networked digital media have become a ubiquitous part of modern life. This course introduces the student to the analysis of digital media with a focus on networks, digitization, and data. We consider how the production, distribution, and consumption of networked digital media are transforming modern life and turning us into a data driven society. Example topics include: networks; digitization; big data; algorithms; "fake news," and privacy.

### **GEN/DA 2207 Data Evaluation in Business Projects (3 Credits; 5 ECTS)**

Projects are an increasingly important aspect of modern business. This course underlines the importance of understanding the relation between projects and the strategic goals of the organization. A main aim of the course is to provide a thorough introduction to basic techniques in business project evaluation and their application to a range of projects. On successful completion of this course students will have the confidence to engage in decision-

making, problem-solving and research activities using analytical skills. Students will be able to learn and apply the tools and techniques in initiating and planning a project, critically appraise project evaluation and selection techniques, evaluate the project delivery models through the assessment of different feasibility options.

## **BANG COLLEGE OF BUSINESS UNDERGRADUTE COURSES**

### **ACCOUNTING AREA**

#### **ACC2102 Financial Accounting I (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites: ACC2102 (or ACC2101)*

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; 5 ECTS)**

*Prerequisites: ACC2102 (or ACC2101)*

*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; 5 ECTS)**

*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; 3 ECTS )**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites: ACC2102 and ACC3101*

The objective of this course is to give an overview of the main topics in international accounting and to introduce the international dimensions of financial statement analysis.

Students will learn about differences in financial measurement and reporting practices that exist internationally, the reasons for these differences, their resultant financial statement effects and methods that you can employ to cope with such differences.

Accounting has frequently been called the 'language of business'. Understanding the two primary accounting systems commonly used throughout the world and ways in which they differ will increase the students' fluencies in communicating with business professionals in the US and in a rapidly expanding international context.

The international financial reporting standards (IFRS) movement and the implications of reading financial statements based on IFRS is also discussed during the course.

### **ACC4211 Cases in Accounting (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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.

### **ACC4250.1 Credit Internship Program I in Accounting (3 Credits; 5 ECTS)**

*Prerequisites: 60 credits completed and ACC 2102*

Familiarization with the organizational structure of the internship host-organization, with the area of its activities; learning mode of operation of the organization; learning the organizational documents of the organization; acquiring the skills of collecting and processing of primary information in the field of management; carrying out a comparative analysis of the organization; identifying gaps and suggesting the ways to improve the development of the organization.

### **ACC4250.2 Credit Internship Program II in Accounting (3 Credits; 5 ECTS)**

*Prerequisites: ACC4250.1 Credit Internship Program I in Accounting or ACC 4211*

The consolidation and intensification of theoretical knowledge and skills acquired by students through the process of theoretical learning; the formation of professional competence; the familiarization with real industrial, technological, and organizational processes going on at the place of internship; the mastering of the profession's basics in the operational sphere: the familiarization with and acquirement of the methodology and technology of

professional problem-solving; the collection of the necessary for the preparation and compilation of the internship report materials. Bases of internship are organizations related to careers in Accounting

**ACC4275 Thesis (2 Credits; 4 ECTS)**

*Prerequisites: 130 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; 3 ECTS)**

*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.

**ACC4280/ACC4290 State Specialized Examinations (2 credits; 4 ECTS)**

*Prerequisites: 130 credits completed*

State Examination weights 1 (one) credit and is structured as follows:

- 15 contact teaching hours; or 15 hours advising either individually or in study groups (depending on demand).
- 90 hours of student's self-study

**BUSINESS AREA**

**BUS4201 Cases in Entrepreneurship (3 credits; 5 ECTS)**

*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.

**BUS3300 Research Methods in Business Studies (3 Credits; 5 ECTS)**

*Prerequisites: MGT3201, GEN2402 and at least 90 credits completed*

This course aims to study the design, and the appropriate methods of research in business studies. It covers basic aspects of the logic of scientific inquiry, the main techniques and methods of research. The course provides students with an understanding of the relationship between research methodology theory, estimation method, and practice. The students will also be provided with an understanding of the use of the primary data generated based on questionnaires to examine business practices, and the secondary data to study the relevance of business and research methodology theory in the real world. The course also covers such topics as statistical concepts, probability and sampling distribution, correlation and regression, single- and multiple-regression, hypothesis testing, goodness of fit, analysis of variance, the problems in regression analysis and remedies and time series analysis.

**COMPUTER INFORMATION TECHNOLOGY AREA**

**CIT2731 Business Graphics (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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 ; 3 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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.

### **FIN4211 Financial Modeling (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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.

**FIN4225 Fixed-Income Securities (3 Credits; 5 ECTS)**

*Prerequisites: FIN3220*

The course provides in-depth coverage, analysis, and guidance on analysis and management of fixed-income securities. Topics include types and features of fixed income securities; risks and risk control strategies; mortgage-backed and asset-backed securities; bond market indexes; bonds with embedded options; floating rate securities; municipal bonds; fixed-income portfolio management; treasury securities; inflation-indexed bonds; and interest rate derivatives and their applications.

**FIN4231 Commercial Bank Management (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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.

**FIN4246 Insurance (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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 Personal and Entrepreneurial Finance (3 Credits; 5 ECTS)**

*Prerequisites: FIN3101, FIN3121*

This course focuses on the analysis of the problems involved in efficient handling of personal finance. Also, an opportunity to run a business is deeply explored during the course. Topics include: time value calculations, budgeting, career planning, banking, insurance, home buying, consumer credits and money management, investment planning, retirement planning, and estate planning. Besides that, the course focuses on efficient business planning. The course is useful and interesting for those whose major specialization is finance as well as for those who do not major in finance.

**FIN4250.1 Credit Internship Program I in Finance (3 Credits; 5 ECTS)**

*Prerequisites: 60 credits completed and FIN 3101*

Familiarization with the organizational structure of the internship host-organization, with the area of its activities; learning mode of operation of the organization; learning the organizational documents of the organization; acquiring the skills of collecting and processing of primary information in the field of management; carrying out a

comparative analysis of the organization; identifying gaps and suggesting the ways to improve the development of the organization.

**FIN4250.2 Credit Internship Program II in Finance (3 Credits; 5 ECTS)**

*Prerequisites: FIN4250.1 Credit Internship Program I in Finance (3 Credits) or FIN 4241*

The consolidation and intensification of theoretical knowledge and skills acquired by students through the process of theoretical learning; the formation of professional competence; the familiarization with real industrial, technological, and organizational processes going on at the place of internship; the mastering of the profession's basics in the operational sphere: the familiarization with and acquirement of the methodology and technology of professional problem-solving; the collection of the necessary for the preparation and compilation of the internship report materials. Bases of internship are organizations related to careers in Finance.

**FIN4275 Thesis (2 Credits; 4 ECTS )**

*Prerequisites: 130 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; 3 ECTS)**

*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.

**FIN4280/FIN4290 State Specialized Examinations (2 credits; 4 ECTS)**

*Prerequisites: 130 credits completed*

State Examination weights 1 (one) credit and its structure is as follows:

- 15 contact teaching hours; or 15 hours advising either individually or in study groups (depending on demand).
- 90 hours of student's self-study.

**INFORMATION SYSTEMS AREA**

**IFS2203 Management Information Systems (3 Credits; 5 ECTS)**

*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.

**IFS2302 Database Management Systems (3 Credits; 5 ECTS)**

*Prerequisite: GEN/OPM 1300 Information & CommunicationTechnologies or GEN/OPM2301 Business Computer Applications*

This course covers fundamentals of databases & database management systems. The course introduces types and models of data base logical organization, relational structure of database systems based on entity

relationship diagrams. The course contains basic principles of the relational database management systems with key fields and relationship models, with database testing mechanisms via Normal forms. The course contains principles of securing data while monitoring, editing, transferring. The course is compiled in the sequential manner from declaring, structuring, arranging data to managing data with data base management system -DBMS objects such as queries, forms, reports, pages. The course contains basis of programming with built-in DBMS languages like SQL, built-in macro-commands

### **IFS4203 Big Data Management and Analysis (3 Credits; 5 ECTS)**

*Pre-requisites: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications and GEN/OPM2402 Business Statistical Analysis*

This course covers Big Data Fundamentals, including the characteristics of Big Data, the sources Big Data (such as social media, sensor data, and geospatial data), as well as the challenges imposed around information management, data analytics, privacy and security, as well as platforms and architectures. Data warehouses will also be presented as a solution to handling big data and business intelligence applications.

This course is for understanding why the Big Data Era has come to be. This course provide students with the terminology and the core concepts behind big data problems, applications, and systems. It will help students to start thinking about how Big Data might be useful in their business or career.

### **IFS3212 Business Intelligence Applications (3 Credits; 5 ECTS)**

*Pre-requisites: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications*

This course provides students a comprehensive introduction to the concepts, techniques and applications of business intelligence (BI). The course will overview of business intelligence, introduce basic business intelligence terminology, overview of data driven decision making, introduce real-world business intelligence examples and train skill in using business intelligence software.

### **CIT 2731 Business Graphics (3 Credits; 5 ECTS)**

*No pre-requisite*

This course involves studies of computer graphics software. Students will learn basis, features and differences of computer graphics types: vector, bitmap (raster); 2- dimensional and 3- dimensional. The course is emphasized on the use of computer graphics for business applications with design of business cards, logo, booklets, leaflets, animated banners, posters with Corel Draw Graphics Suit X7 as software package combining vector and bitmap graphics facilities. Students will get both basis of computer graphics theory and practical skills of working in 3 software packages realized in one Corel Draw Graphics Suit such as Corel Draw, Corel Photo Paint, and Corel R.A.V.E.

### **CIT2733 Research Methods with SPSS (3 Credits; 5 ECTS)**

*Pre-requisites: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications and GEN/OPM2402 Business Statistical Analysis*

This course provides with essential knowledge of IBM SPSS as a software tool for organizing questionnaire data, coding and entering responses, importing/exporting different formats business data, managing, analyzing and presenting of business data, preparing final reports summarizing results. Students will study various functions of SPSS such as data management, data analysis with different approaches and methods. Students will study building complex graphs, creating reports, analyzing data and preparing final reports that concisely and clearly summarize results of analysis.

### **CIT3734 Web Design (3 Credits; 5 ECTS)**

*No pre-requisite course*

This course provides with knowledge on Web Design principles. Course includes creating, development and design of websites using web development languages as HTML, CSS and JavaScript. The course includes overview of

the Internet technologies, web browsers, basic web page elements. In the course students will be using applications for creating websites such as MS SharePoint Designer and/or Dreamweaver.

**CIT3745 Cyber Crimes and Business Operation (3 Credits; 5 ECTS)**

*Pre-requisites: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications and CIT2735 Introduction to programming1*

The purpose of this course is to show some of the critical security challenges in today's computing world and to discuss mechanisms for defending against those attacks by using classical and modern approaches of cryptography and other defence mechanisms. Course contains topics which deal with theoretical and fundamental aspects of cryptography, discuss various applications of cryptographic protocols and techniques in designing computing and network security solutions. The course will be useful for students interested in cryptography and security related areas.

**OPM4215 E-Business Management (3 Credits; 5 ECTS)**

*Pre-requisites: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications*

This course provides an introduction to e-Business and e-Commerce principles. It helps students to create, modify, control contents and post advertising and other business purpose documents on their own website. In the course students will learn to make interactive their website created. The course contents includes creating and placing of different types of business data such as text, video and audio clips on the site.

**IFS4206 Enterprise Resource Planning Systems(3 Credits; 5 ECTS)**

*Pre-requisites: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications*

ERP Systems are used by large and midsize companies in order to support their daily business transactions, covering areas such as Sales & Distribution, Procurement, Inventory Management, Production Planning, Finance and Controlling. Enterprise software designed to integrate every aspect of a company's operation. The goal of this course is to familiarize students with business processes and enable them to record transactions in an ERP System

**IFS 4204 Decision Support Systems (3 Credits; 5 ECTS)**

*Pre-requisites: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications*

A decision support system (DSS) - is a computer system that encompasses mathematical models, informational databases and a user interface to help managers make better decisions. This course is intended to develop an appreciation of the nature of managerial business decision making as well as a working knowledge of Decision Support Systems (DSS) for facilitating the process of semi-structured decision making. The course will help students to gain proficiency in general solutions of operational business problems, using Decision Support Systems released in spreadsheets at the examples of MS Excel, Google sheet (free cloud), released in free cloud applications – such as Microsoft Power BI, and special commercial DSS software including IBM SPSS.

**IFS1301 Information systems and Networking (2 Credits; 4 ECTS)**

*Pre-requisites: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications*

This course focuses on the information systems and networking principles and best practices. In this course students will learn the foundation concepts of computer hardware, software, operating systems, peripherals, etc. along with how to get the most value and impact from computer technology. The course includes creating and working with a computer network and network equipment.



### **CIT2208 Business IT strategy and Structure (3 credits; 5 ECTS)**

This course covers issues related to administration and management of enterprise information systems and networks. Topics include data and system design, management, business information system risk management. The course is aimed at imparting knowledge and skill sets required to assume the administration and management of an enterprise information system.

### **CIT2735 Introduction to Programming 1 (2 Credits; 3 ECTS )**

*Pre-requisites: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications*

This course covers fundamentals of programming, linear, non-linear algorithmic structures and schemes, data declaration models, data formats & types. The course is organized in simple-to-complex algorithms to high level programming language code manner in order to make students understand principles of programming from basic to advanced methods of problem solving. The course will delivered via high level programming languages such as languages included into Visual Studio package.

### **CIT3735 Introduction to Programming 2 (3 Credits; 5 ECTS)**

*Pre-requisites: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications, Introduction to Programming!*

This course introduces computer programming using JAVA Script and basis of JAVA programming languages with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, and debug JAVA Script and JAVA language programs

### **CIT4740 Human Computer Interaction (3 credits; 5 ECTS)**

Human computer interaction (HCI) is an interdisciplinary field in which computer scientists, engineers, psychologists, social scientists, and design professionals play important roles. The goal of HCI is to solve real problems in the design and use of technology, making computer-based systems easier to use and more effective for people and organizations. Ease of use and effectiveness are critical to the success of any systems that interact with people, including software systems, home, office and factory appliances, and web and phone applications.

### **IFS4212Emerging Issues in Information System Management (3 Credits; 5 ECTS)**

*Pre-requisites: GEN/OPM 1300 Information & Communication Technologies or GEN/OPM2301 Business Computer Applications*

This course examines advanced or new topics related to current technology issues and developments that affect managers and organizations 21st century has been defined by application of and advancement in information technology. Information technology has become an integral part of our daily life. Today business, due to competitive pressures and the impact of globalization, is increasingly turning to automation and information tools. Advancement and application of information technology are ever changing. Thus, information professionals need to equip themselves with adequate professional knowledge, skills and competencies to remain relevant in the ever changing information environment.

### **OPM4204 Project Management Concepts (3 Credits; 5 ECTS)**

This course focuses on the project management principles and best practices. In this course the students will learn the fundamentals of project management for organizations including project selection and start up methods In this course, students will create a project plan file containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan. This course will help students to obtain knowledge, tools, techniques, and best practices to

successfully manage a project from initiation to final stage. The course proceeds with planning the project, executing the project, monitoring/controlling the project, and then formally closing the project.

### **IFS2204 Algorithms, Data structures, and Programming (3 credits; 5 ECTS)**

This course is designed for teaching students three main fundamental terms in software engineering - data structures, algorithms, and programming. Students will learn types of data such as arrays, stacks, queues, linked lists, binary search trees, heaps, and graphs, the syntax of data declaration and manipulation in object-oriented programming language environment. Students will learn types of algorithms - linear, non-linear, the possible algorithm presentation ways, algorithms that make use of such structures as for sorting, searching, memory management. Students will also learn at least 2 programming languages at the examples of deciding different computational, business problems.

### **IFS3202 Database Management Systems in Business (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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?

### **OPM2202 Spreadsheet Data Analysis, (3 Credits; 5 ECTS)**

*Prerequisite: GEN1300/OPM1300; GEN2301/OPM2301*

This course will take a deep dive into data analysis with spreadsheets. This is a software solutions course that teaches problem solving at the business operational level, using advanced concepts of spreadsheet processing and management. This course provides an introduction to the principles, concepts, and methods of the data analysis and spreadsheet tools that can be used in getting insight into real problems and making business decisions. This course provides information about different business tasks or procedures, and best applications of spreadsheets in such situations. Students can gain valuable insights and deeper understanding of data analysis tools by actually building their own spreadsheet solutions. For this reason the course concentrates on spreadsheet building skills so that students will be encouraged to think and truly understand the problems on which they are working. Because of the emphasis on spreadsheet building skills, the course covered many spreadsheet functions and capabilities that students may already use in business activities on a daily basis, and tools that they have never used, or that they might never have considered using in the context of data analysis

### **IFS4204 Decision Support Systems, (3 Credits; 5 ECTS)**

*Prerequisite: IFS2203, IFS303*

A decision support system (DSS) is a computer system that encompasses mathematical models, informational databases and a user interface to help managers make better decisions. This course is intended to develop an appreciation of the nature of managerial business decision making as well as a working knowledge of Decision Support Systems (DSS) for facilitating the process of semi-structured decision making.

### **OPM2205 Cloud Business Technologies, (3 Credits; 5 ECTS)**

*Prerequisite: GEN1300/OPM1300; GEN2301/OPM2301*

The “Cloud Business Technologies” course is designed to understand the basics of cloud computing, how it works, and its benefits and potential drawbacks for business. The course is designed to learn modern cloud facilities for site deployment, data management, and online services. Course covers topics related to cloud databases and data management, storage, and networking. This course is offered on Google Cloud platform. In this course we cover a multitude of technologies that comprise the modern concepts of cloud computing available in variety of business cases.

### **ACC3212 Accounting Information Systems (3 Credits; 5 ECTS)**

*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.

### **OPM3205 Logistics and Supply Chain Management (3 Credits; 5 ECTS)**

*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.

### **OPM3215 Business Time Series Forecasting (3 Credits; 5 ECTS)**

*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.

## **LEADERSHIP AREA**

### **LDP3201 Leadership: Principles and Best Practices (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 3 ECTS)**

*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 (2 Credits; 3 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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.

**MGT4250.1 Credit Internship Program I in Management (3 Credits; 5 ECTS)**

*Prerequisites: 60 credits completed and MGT 3001*

Familiarization with the organizational structure of the internship host-organization, with the area of its activities; learning mode of operation of the organization; learning the organizational documents of the organization; acquiring the skills of collecting and processing of primary information in the field of management; carrying out a comparative analysis of the organization; identifying gaps and suggesting the ways to improve the development of the organization.

**MGT4250.2 Credit Internship Program II in Management (3 Credits; 5 ECTS)**

*Prerequisites: MGT4250.1 Credit Internship Program I in Management or MGT 4204*

The consolidation and intensification of theoretical knowledge and skills acquired by students through the process of theoretical learning; the formation of professional competence; the familiarization with real industrial, technological, and organizational processes going on at the place of internship; the mastering of the profession's basics in the operational sphere: the familiarization with and acquirement of the methodology and technology of professional problem-solving; the collection of the necessary for the preparation and compilation of the internship report materials. Bases of internship are organizations related to careers in Management.

**MGT4275 Thesis (2 Credits; 3 ECTS)**

*Prerequisites: 130 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; 2 ECTS)**

*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.

**MGT4280/MGT4290 State Specialized Examinations (2 credits; 4 ECTS)**

*Prerequisites: 130 credits completed*

State Examination weights 1 (one) credit and its structure is as follows:

- 15 contact teaching hours; or 15 hours advising either individually or in study groups (depending on demand).
- 90 hours of student's self-study.



## **MARKETING AREA**

### **MKT3130 Principles of Marketing (3 Credits; 5 ECTS)**

*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 (3 Credits; 5 ECTS)**

*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 (2 credits; 3 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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).

**MKT3216 New Product Development (3 Credits; 5 ECTS)**

*Prerequisites: MK1201*

This course addresses important marketing issues involved in developing new product and is based in the strategy of the firm and includes the marketing, manufacturing, finance, engineering and R&D functions. In the context of the course the term "new product" is related to anything new and creative including a product concept, an advertising slogan, the new design of packaging, and a new logo among others. One unique feature of this course is to get students understanding and managing new-product marketing processes.

**MKT3220 Tourism Marketing (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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.

### **MKT3222 Cross-Cultural Tourism Marketing (3 Credits; 5 ECTS)**

*Prerequisites: MKT3150/MKT3140*

Through an active participation in this course the student will develop an understanding of culture as a tourism product, as well as cross-cultural tourism marketing and its place in tourism. The perspectives include the fundamental – what is culture and how are representations embodied in specific products and communication channels, the global and comparative – how is the nature of culture changing in a global economy from tourism marketing point of view and how can tourism business respond to the challenge, developing tourism that is culturally sustainable?

### **MKT3223 Niche Tourism (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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.

### **MKT3280 Social Media (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites: MKT3150 and 90 credits completed*

The course offers various advanced case studies on practical problems in marketing.

**MKT4203 Marketing Research (3 Credits; 5 ECTS)**

*Prerequisites: MKT3150 and BUS3300*

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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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.

**MKT4299 Selected Topics in Marketing (3 Credits; 5 ECTS)**

*Prerequisites: MKT3001*

This course provides further study into various areas in marketing. Topics covered will change from year to year depending on the students' particular needs and strengths.

**MKT4250.1 Credit Internship Program I in Marketing (3 Credits; 5 ECTS)**

*Prerequisites: 60 credits completed and MKT 3130*

Familiarization with the organizational structure of the internship host-organization, with the area of its activities; learning mode of operation of the organization; learning the organizational documents of the organization; acquiring the skills of collecting and processing of primary information in the field

of management; carrying out a comparative analysis of the organization; identifying gaps and suggesting the ways to improve the development of the organization.

**MKT4250.2 Credit Internship Program II in Marketing (3 Credits; 5 ECTS)**

*Prerequisites: MKT4250.1 Credit Internship Program I in Marketing or MKT 4201*

The consolidation and intensification of theoretical knowledge and skills acquired by students through the process of theoretical learning; the formation of professional competence; the familiarization with real industrial, technological, and organizational processes going on at the place of internship; the mastering of the profession's basics in the operational sphere: the familiarization with and acquirement of the methodology and technology of professional problem-solving; the collection of the necessary for the preparation and compilation of the internship report materials. Bases of internship are organizations related to careers in Marketing.

**MGT4275 Thesis (2 Credits; 4 ECTS)**

*Prerequisites: 130 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; 3 ECTS)**

*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.

**MKT4280/MKT4290 State Specialized Examinations (2 credits; 4 ECTS)**

*Prerequisites: 130 credits completed*

State Examination weights 1 (one) credit and its structure is as follows:

- 15 contact teaching hours; or 15 hours advising either individually or in study groups (depending on demand).
- 90 hours of student's self-study.

**OPERATIONS MANAGEMENT AREA**

**GEN 1201 Mathematics for Business and Economics (3 Credits; 5 ECTS)**

*Prerequisites: none*

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.

**GEN2402 Business statistical Analysis (3 Credits; 5 ECTS)**

*Prerequisites: GEN 1201 Mathematics for Business and Economics*

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.

**OPM3011 Decision Techniques and Tools (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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.

**OPM3207 Total Quality Management (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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.

**OPM4201 Purchasing and Materials Management (3 Credits; 5 ECTS)**

*Prerequisites: OPM3205*

This course reviews analysis and application of an integrated approach of purchasing and material management. Particular emphasis will be given on organizational policies and procedures on purchasing, relation of purchasing department with other departments, make-or-buy decision; bid and proposal preparations, supplier or vendor

selection; quality assurance, value and cost analysis; quantity discounts, inventory determination, material requirement planning, Just-In-Time (JIT) purchasing; purchasing and warehouse management and purchasing information systems. The students will also relate the government rules and regulations of purchasing.

### **OPM4202 Transportation and Distribution Management (3 Credits; 5 ECTS)**

*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 UNDERGRADUATE COURSES**

### **ECONOMICS AREA**

#### **ECN1101 Introduction to Economics (2 credits; 3 ECTS)**

*Prerequisites: None*

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.

#### **GEN1201/ECN 1201 Mathematics for Business and Economics (3 credits; 5 ECTS)**

*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.

#### **ECN2020 Global Economics (3 credits; 5 ECTS)**

*Prerequisites: None*

The purpose of this course is to enable students to understand the 21<sup>st</sup> Century world economy. Students will be introduced to the global distribution of world GDP by country, and changes in this pattern since the turn of the century. Global macroeconomic interconnections among the significant players will be examined in terms of commodity trade flows and FDI flows, and country rankings by GDP in current USD, constant dollars, Purchasing Power Parity, per capita GDP, and Human Development Index, among other indicators. The course will also deal with major country alliances such as BRICS and the EU, and examine the role of major older institutions such as IMF and World Bank and WTO, and the newly-formed Asian Infrastructure Development Bank. Students will study world-wide trends in inequality of income and wealth, the incidence of poverty, and the different forms poverty takes.

**ECN2083 Introduction to Statistics (3 credits; 5 ECTS)**

*Prerequisites: GEN1201/ECN1201 (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.

**ECN2101 Professional Foreign Language for Economists (2 credits; 3 ECTS)**

The course focuses on effective writing and communication for economists.

**ECN2102 Principles of Macroeconomics (3 credits; 5 ECTS)**

*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; 5 ECTS)**

*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.

**ECN2202 Business Law (3 credits; 5 ECTS)**

*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, Labor Law, Tax Law etc..

**ECN2360 Introduction to Personal Finance (3 credits; 5 ECTS)**

*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.

**ECN2401 Calculus (3 credits; 5 ECTS)**

*Prerequisites: ECN1201/GEN1201.*

This course provides students with methods of multivariate integral and differential calculus, including partial differentiation and its applications, vector calculus, and nonlinear optimization, both constrained and



unconstrained. The students who successfully complete the course will be acquainted with necessary concepts, and they will develop skills to apply their knowledge in business, economic analysis, and academic research.

### **ECN3030 Economics of the European Union (3 credits; 5 ECTS)**

*Prerequisites: ECN2103, ECN2102*

This course covers an array of significant aspects of the European Union economies in conjunction with other economies of Europe. Students learn about the European Central Bank's operations, and the Euro's exchange rates against major currencies. The course traces the economic history of the EU, its relationship with non-EU European countries, highlighting the role played by political and institutional foundations of integration processes across Europe, including adoption of trade agreements and establishment of supranational organizations of the Union. Other diverse issues covered by this course are: EU economic performance, ranging from commodity and factor markets, Common Agricultural Policy, trade policies, to fiscal and monetary policy frameworks.

### **ECN3040 Market Regulation and Antitrust Policy (3 credits; 5 ECTS)**

*Prerequisites: ECN2103*

In some markets with a handful of participants (half a dozen or less sellers or buyers) some agents can exercise power in a manner that creates a divergence between commodity price and the true cost of producing an additional unit of the commodity. Governments, in such cases, seek to regulate markets to bring about more efficient outcomes and to protect individuals from collusive and other harmful activities, especially by corporations. This is true of pollution control, environmental protection, ensuring new entrants access to markets dominated by large corporations, and solving problems of asymmetric information, especially in the healthcare industry. This course deals with the economic and legal foundations upon which such government regulation or deregulation of business activities is achieved. This course is cross-listed with the School of Law course by the same title, with the Course code LAW3040.

### **ECN3081 Intermediate Microeconomics (3 credits; 5 ECTS)**

*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 (3 credits; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites: ECN2103*

This introductory course applies mathematical tools to optimization decisions in economics. Matrix algebra and calculus (differentiation and integration) will be briefly reviewed. The economic intuition behind various mathematical assumptions is explained. Particular emphasis is given to the unconstrained and constrained optimization techniques applied to the consumer theory, production theory (profit maximization and cost minimization), and to general equilibrium analysis. Linear modeling and linear programming are also covered.

**ECN3151 Managerial Economics (Entrepreneurship) (3 credits; 5 ECTS)**

*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, behavior and pricing strategies under different market conditions, creating and capturing value, task assignment and labor contract.

**ECN3155 Money and Banking (3 credits; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites: ECN2103 (alternatively FIN2105) and ECN2102 (alternatively FIN2106)*

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.

**ECN3230 Financial Institutions Management (Management) (3 credits; 5 ECTS)**

*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 (3 credits; 5 ECTS)**

*Prerequisites: ECN3081*

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.

**CSS1999 Academic Internship (2 credits; 4 ECTS)**

*Prerequisites: none*

Through the course, students with no or with little professional experience in their area of specialization will be given an opportunity to be introduced to the basic skills necessary to have internship at professional level and/or to apply for job in any governmental or non-governmental organization in future. In particular, students will be exposed to legislations which govern labor relations, how to write CV and motivation letters, business ethnics and business correspondence rules. In addition, representatives of different organizations such as British Council, United Nations, embassies, and business organizations, republican and international banks will introduce their companies to the students with perspectives of internship and future work.

**ECN3888 Academic Internship in Economics for BAE two parts for a total of 2 credits; 4 ECTS**

*First part: No Prerequisite*

In this course students will be exposed to legislations which govern labor relations, health and safety, processing sensitive information. They will also get introduced to writing of applications, writing of resumes and interview skills.

*Second part: Prerequisite is passing first part*

Students will study selective company laws and tax regulations and acquire relevant knowledge for working in Kazakhstan as an economist.

**ECN3888.1 Professional Internship in Economics for BAE (4 credits; 6 ECTS)**

*Prerequisites: ECN3888.01 or ECN/CSS3888, 60 credits completed*

Through the internships, students with no or with little professional experience in their chosen area of concentration will be given an opportunity to be introduced in the daily work environment. Students already employed in their chosen careers become better familiar with professional day-to-day life, which offers an opportunity to sharpen skills and/or examine unfamiliar aspects of their chosen fields. Ultimately, internship should help students be better prepared for fast approaching job market experience and for their future professional career. Students will keep an internship journal, write a report on their internship and make a presentation.

This course may be taken in one semester or in two parts in two consecutive semesters.

**ECN4990 State Examination in International Economics (1 credits; 2 ECTS)**

*Prerequisites: 4<sup>th</sup> year status*

This course prepares students for the state exam in International Economics.

**ECN4991 State Examination in Econometrics/Quantitative Methods (1 credits; 2 ECTS)**

*Prerequisites: 4<sup>th</sup> year status*

This course prepares students for the state exam in Econometrics/Quantitative Methods.

**ECN4086 Applied Microeconomics (3 credits; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites: ECN2102, ECN2103*

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 (3 credits; 5 ECTS)**

*Prerequisites: ECN2103*

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; 5 ECTS)**

*Prerequisites: ECN2103*

This course develops theoretical models for the labor market, presents related empirical research, and discusses policy applications. Topics include labor supply, labor demand, market equilibrium, compensating wage differences, investment in human capital, and cyclical unemployment. In addition, labor unions, minimum wage laws, compensation policies and productivity, wage indexation, and discrimination and equal opportunity laws may be discussed.

**ECN4125 Monetary Economics (3 credits; 5 ECTS)**

*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.

**ECN4140 Introduction to Game Theory (3 credits; 5 ECTS)**

Game Theory is the mathematical modeling of strategic interaction in conflict and cooperation among actors who never engage in any premeditated action that is dominated by any feasible alternative that they have. This course focuses on non-cooperative games and their applications to economics, political science, sociology, the law, biology, and other fields. It applies this knowledge to the design of mechanisms. A short introduction to cooperative game theory completes the course.

The module aims at students:

- Knowing the standard solution concepts of non-cooperative Game Theory
- Applying these concepts to economic problems
- Appreciating the problem of moral hazard and adverse selection in games of asymmetric information.
- Applying our knowledge of games to the design of mechanisms.
- Having a basic understanding of the different approach of cooperative Game Theory.

**ECN4152 Industrial Organization (3 credits; 5 ECTS)**

*Prerequisites: ECN3081*

The study of industrial organization is important for understanding corporate behavior. The course focuses on an empirical and theoretical examination of the structure, conduct, and performance of firms and industries. Major topics include the theory of the firm; profit maximizing and growth maximizing models; price and output determination under different market structures; measures of market structure and market performance; production and cost functions; productivity growth, technical efficiency and technical change.

**ECN4153 Law and Economics (3 credits; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites: ECN2103 and ECN2102*

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; 5 ECTS)**

*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.

**ECN4182 Thesis Seminar (2 credits; 3 ECTS)**

*Prerequisites: 3<sup>rd</sup> year standing*

This course prepares students for writing research papers and reports. For students interested in doing independent research it leads up to the thesis course ECN4183.

**ECN4183 Thesis (2 credits; 3 ECTS)**

*Prerequisites: ECN 4104, ECN4182*

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.

**ECN4183.4 Thesis (3 credits; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites: ECN3184*

This course applies regression methods to answer economic questions.

**ECN4350 Advanced Financial Economics (3 credits; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites ECN2102*

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 (3 credits; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites: ECN2102 and ECN2103*

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; 2 ECTS)**

Students will take an exit test that evaluates their competencies in the field of economics.

## **MATHEMATICS AREA**

### **MATH2001 Linear Algebra (3 credits; 5 ECTS)**

*Prerequisites: any of GEN1201, GEN 1202, GEN1203*

This course studies in depth the main notions and tools of linear algebra including matrices, systems of linear equations, vector spaces, linear operators, determinants, eigenvalues and eigenvectors, inner product spaces, quadratic forms, and some applications. Additional topics may be selected by instructor. The emphasis is on mathematical theory and proofs.

### **MATH3001 Introduction to Analysis (3 credits; 5 ECTS)**

*Prerequisites: any of GEN1201, GEN1202, GEN1203*

This course studies in detail the main notions and tools of mathematical analysis. The topics include the real number system, limits, continuous functions, differentiation, the Riemann integral, the concept of metric space, uniform convergence, infinite series. Additional topics may be selected by instructor. The emphasis is on mathematical theory and proofs.

### **MATH3002 Differential equations (3 credits; 5 ECTS)**

*Prerequisites: MATH2001, MATH3001*

This course studies first-order and second-order differential equations, homogeneous ordinary differential equations, systems of linear differential equations. Such topics as existence and uniqueness of solutions will also be covered. Additional topics may be selected by instructor. The emphasis is on mathematical theory and proofs.

### **MATH4001 Discrete mathematics (3 credits; 5 ECTS)**

*Prerequisites: any of GEN1201, GEN1202, GEN1203*

This course studies such topics an introduction to logic, mathematical induction, sets, relations, functions, introduction to graphics, elementary number theory, combinatorics, algebraic structures. Additional topics may be selected by instructor. The emphasis is on mathematical theory and proofs.

### **MATH4002 Probability Theory and Statistics (3 credits; 5 ECTS)**

*Prerequisites: GEN2401/ECN2083 or equivalent, MATH3001*

This course starts with elementary probability and statistics and goes much further. The topics include expectation, distributions (including multivariable), laws of large numbers and central limit theorems, conditional expectations. Additional topics may be selected by instructor. The emphasis is on mathematical theory and proofs.

### **MATH4003 Introduction to Multivariate Statistics (3 credits; 5 ECTS)**

*Prerequisites: MATH3001*

This course deals with the multivariate normal distribution, sampling distributions of the mean vector and covariance matrix, principal components; canonical correlation; factor analysis, cluster analysis, and discriminant analysis.

## **INTERNATIONAL RELATIONS AREA**

### **IRL2510.2 Professional Foreign Language: Strategic Communications in International Affairs (2 credits; 3 ECTS)**

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.

### **IRL2512 Fundamentals of International Relations (3 credits; 5 ECTS)**

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.

### **IRL3516 Terrorism and Security (3 credits; 5 ECTS)**

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.

### **IRL3520: Foreign Policy of Kazakhstan (3 credits; 5 ECTS)**

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.

### **IRL3521 Theories of International Relations (3 credits; 5 ECTS)**

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; 5 ECTS)**

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.

### **IRL3524 Global Security and International Conflict Resolution (3 credits; 5 ECTS)**

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; 5 ECTS)**

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; 5 ECTS)**

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; 5 ECTS)**

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.

### **IRL3539 History of Diplomacy from 1648 to 1815 (3 credits; 5 ECTS)**

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; 5 ECTS)**

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; 5 ECTS)**

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; 5 ECTS)**

*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.

### **IRL3517 International Institutions and Law (3 Credits; 5 ECTS)**

*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.

### **IRL3545 Diplomatic Protocol and Documents (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

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.

### **IRL3539 History of Diplomacy from 1648 to 1815 (3 credits; 5 ECTS)**

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; 5 ECTS)**

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.

### **IRL3544 Diplomatic and Consular Service (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

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.

### **IRL3546 Selected Topics in International Relations (3 credits; 5 ECTS)**

This course examines various topics of international relations. Topics vary according to the interests of students and instructors.

### **IRL3550 United Nations: Structure and Practices (3 credits; 5 ECTS)**

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.

### **IRL3595 Research Design and Methodology (3 credits; 5 ECTS)**

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.

### **IRL4512 Multivector Diplomacy: Central Asia in Global Politics (3 credits; 5 ECTS)**

This course brings together studies of post-colonial, post-Cold War interactions between state and non-state actors. The unanticipated collapse of the USSR initiated a profound crisis in the theory of international relations. The Cold War is rapidly moving into history. The post-Cold War interregnum seems to have come to an end on September 11, 2001. What theory is out there to help us comprehend incisive change in international affairs? We will use elements borrowed from political realism and constructivism to analyze change underway in one particular region: Central Asia. The objective of the course is to provide greater comprehension of the nature of the post-colonial ‘Great Game’ underway in that part of the world and to relate that game to the transformation in Central Asia.

### **IRL4519 Globalization: Current Issues (3 credits; 5 ECTS)**

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.

### **IRL4521 Petro Politics (3 credits; 5 ECTS)**

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; 5 ECTS)**

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.

### **IRL4526 Comparative Foreign Policy (3 credits; 5 ECTS)**

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; 5 ECTS)**

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.

### **IRL4528 Central Asia-Russia Relations (3 credits; 5 ECTS)**

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; 5 ECTS)**

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.

### **IRL4532 Domestic Politics and Foreign Policy in Central Asia and the Caucasus (3 credits; 5 ECTS)**

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; 5 ECTS)**

The course focuses on those states which are emerging as regional powers (both along economic and military dimensions) and with ambitions of further growth. Students will be exposed to the developmental trends of those states and the ways in which they aim to get recognition and influence the international political agenda.

### **IRL4590 Undergraduate Seminar in International Relations (3 credits; 5 ECTS)**

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.

### **CSS1999 Academic Internship (2 Credit Hours; 4 ECTS)**

*Prerequisites: none*

Through the course, students with no or with little professional experience in their area of specialization will be given an opportunity to be introduced to the basic skills necessary to have internship at professional level and/or to apply for job in any governmental or non-governmental organization in future. In particular, students will be exposed to legislations which govern labor relations, how to write CV and motivation letters, business ethnics and business correspondence rules. In addition, representatives of different organizations such as British Council, United Nations, embassies, and business organizations, republican and international banks will introduce their companies to the students with perspectives of internship and future work.

### **CSS3001.1 Introductory Internship (Kazakhstan Parliament/Ministry of Economics) (2 Credit Hours; 4 ECTS)**

The purpose of this course is to provide quality preparation for an internship at the Kazakhstan Parliament. Depending on focus, the course covers material related to the structure and processes of the Parliament and introduces the essential foundations of representative politics or it covers material related to the structure and processes of the Ministry and introduces the essential foundations of Economic policy.

### **CSS3001.2 Introductory Internship (Kazakhstan Parliament) (4 credits; 6 ECTS)**

Depending on focus, the internship is designed to provide the student with an experiential learning opportunity by placing the individual in the Parliament of Kazakhstan or, with a placement in the Ministry's departments, to gain a better understanding of how economic analysis is undertaken and how economic policies are developed and implemented.

### **IRL4596 Academic Internship in International Relations for BIR in two parts for a total of 2 credit hours; 4 ECTS**

*First part: No prerequisites*

In this course students will be exposed to legislations which govern labor relations, health and safety, processing sensitive information. They will also get introduced to writing of applications, writing of resumes and interview skills.

*Second part: Prerequisite is passing first part*

This is an introductory course where students will review the basic foundations of state and international institutions both public and private. The course will combine lectures on different topics and organizations as well as visits to public institutions in Almaty.

### **IRL4597 Professional Internship in International Relations (4 credits; 6 ECTS)**

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. This course may be taken in one semester or in two parts in two consecutive semesters.

### **IRL4990 State Examination in Social Political Theory (1 Credit Hours; 1.5 ECTS)**

*Prerequisites: 4<sup>th</sup> year status*

This course prepares students for the state exam in Social Political Theory.

### **IRL4991 State Examination in Comparative Politics (1 Credit Hours; 1.5 ECTS)**

*Prerequisites: 4<sup>th</sup> year status*

This course prepares students for the state exam in Comparative Politics.

### **IRL4598.1 Thesis Seminar (2 credits; 3 ECTS)**

The course is structured to offer students the possibility of developing a thesis proposal or to start working on the specific research skills and materials required for a project.

### **4599.2 Thesis (2 credits; 3 ECTS)**

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 credits; 2 ECTS)**

Students will take an exit test that evaluates their competencies in the field of international relations.

### **IRL/POL4530 Middle East Politics (3 credits; 5 ECTS)**

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 World 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.

### **IRL/POL4534 Politics of the European Union (3 credits; 5 ECTS)**

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.

### **IRL/POL 4540 Geopolitics and Political Economy of Natural Resources (3 credits; 5 ECTS)**

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.

### **POL3512 Comparative Politics (3 credits; 5 ECTS)**

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; 5 ECTS)**

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, ibnKhaldoun, 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.

### **POL4537 Society and Culture of Central Asia (3 credits; 5 ECTS)**

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; 5 ECTS)**

This course examines various topics in comparative politics and regional studies. Topics vary according to the interests of students and instructors.

### **POL/IRL3515 Political Geography (3 credits; 5 ECTS)**

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.

### **GEN1610 Great Traditions and Culture of Kazakhs (3 credits; 5 ECTS)**

The course is aimed to acquaint students with the origin, nature, and dynamics of development and the role of traditions in the history of the Kazakh people. Traditions and culture are a central pillar of the new identity building process in independent Kazakhstan. The ancient Kazakh land saw great transformations – in economics, politics, culture and identity – that eventually led to the emergence of the new state for all the ethnic groups populating it. The State program of civic identity creation is focused on three interrelated elements- Kazakh, history, Kazakh culture and Kazakh language. Culture and traditions are in the process of development and integrating the positive influences of other cultures, adopting them and thus being enriched, is vitally important while historically, politics and ideology have played a big role in imposing certain changes that eroded the indigenous culture and changed the civilizational uniqueness of the Kazakh people. The students will observe the major contemporary challenges to traditions and culture caused by globalisation and the modernization processes, and what must be done to preserve the culture of the Kazakh people for the future.

### **GEN/POL2600 History of Civilizations 1 (3 credits; 5 ECTS)**

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; 5 ECTS)**

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.

## **PUBLIC AND MUNICIPAL ADMINISTRATION AREA**

### **GEN2701/POL2511 Fundamentals of Political Science (2 Credits; 3 ECTS)**

*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.

### **GEN2704/ECON1101 Introduction to Economics (2 credits; 3 ECTS)**

*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.

### **GEN2711/IRL2512 Fundamentals of International Relations (2 Credits; 3 ECTS)**

*Prerequisites: GEN1100 and GEN1120*

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.

### **CSS1999 Academic Internship (2 Credit Hours; 4 ECTS)**

*Prerequisites: none*

Through the course, students with no or with little professional experience in their area of specialization will be given an opportunity to be introduced to the basic skills necessary to have internship at professional level and/or to apply for job in any governmental or non-governmental organization in future. In particular, students will be exposed to legislations which govern labor relations, how to write CV and motivation letters, business ethnics and business correspondence rules. In addition, representatives of different organizations such as British Council, United Nations, embassies, and business organizations, republican and international banks will introduce their companies to the students with perspectives of internship and future work.



**CSS3001.1 Introductory Internship (Kazakhstan Parliament/Ministry of Economics) (2 Credit Hours; 4 ECTS)**

The purpose of this course is to provide quality preparation for an internship at the Kazakhstan Parliament. Depending on focus, the course covers material related to the structure and processes of the Parliament and introduces the essential foundations of representative politics or it covers material related to the structure and processes of the Ministry and introduces the essential foundations of Economic policy.

**CSS3001.2 Introductory Internship (Kazakhstan Parliament) (4 credits; 6 ECTS)**

Depending on focus, the internship is designed to provide the student with an experiential learning opportunity by placing the individual in the Parliament of Kazakhstan or, with a placement in the Ministry's departments, to gain a better understanding of how economic analysis is undertaken and how economic policies are developed and implemented.

**PAD3115 Academic Internship in Public Administration for BPMA two parts for a total of 2 credits hours; 2 ECTS**

*First part: No prerequisites*

In this course students will be exposed to legislations which govern labor relations, health and safety, processing sensitive information. They will also get introduced to writing of applications, writing of resumes and interview skills.

*Second part: Prerequisite is passing first part*

This is an introductory course where students will review the basic foundations of state and international institutions both public and private. The course will combine lectures on different topics and organizations as well as visits to public institutions in Almaty.

**PAD3115.4 Professional Internship in Public Administration for BPMA (4 credits; 6ECTS)**

*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. This course may be taken in one semester or in two parts in two consecutive semesters.

**PAD4790 State Examination in Public Finance (1 Credit Hours; 1.5 ECTS)**

*Prerequisites: 4<sup>th</sup> year status*

This course prepares students for the state exam in Public Finance.

**PAD4791 State Examination in Public Management (1 Credit Hours; 1.5 ECTS)**

*Prerequisites: 4<sup>th</sup> year status*

This course prepares students for the state exam in Public Management.

**GEN1201/ECN 1201 Mathematics for Business and Economics (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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.

**PAD2430: Research Reading and Writing (3 credits; 5 ECTS)**

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 guides 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 facilitates the development of skills in successful writing with a clear and scientific style.

**PAD2700 Fundamentals of Sociology (2 Credits; 3 ECTS)**

*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.

**PAD3113 Quantitative Data Analysis (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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.

**PAD3522 Decision Making (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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.

**PAD3550 NGOs and Development (3 Credits; 5 ECTS)**

*Prerequisites: PAD2111*

NGOs have become a visible component of civil society. This course critically examines the expanding role of NGOs and their activities, and presents the most significant management challenges facing NGOs today and the tools and approaches that managers use. It will equip students with a sound understanding of the issues facing NGOs. The course examines an analysis of the development of the NGO sector and an introduction to some frameworks for understanding NGOs. It focuses on NGOs and their relationship with a wide range of different stakeholders, examination of the key management functions. This course provides students with critical insight into the scope and nature of this sector; types and characteristics of NGOs, and trends and projections for the future of the third sector.

**PAD4003 Public Policy of Kazakhstan (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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.

**PAD4541 Gender and Public Policy (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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 (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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.

**PAD4562 Current Issues in Governance and Law (3 Credits; 5 ECTS)**

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.

**PAD4702 CSR and International Development (3 Credits; 5 ECTS)**

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.

**PAF2211: Public Sector Marketing (3 Credits; 5 ECTS)**

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.

**PAF3511 Fundamentals of Public Financial Management (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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.

**PAF 3535 Fundamentals of Financial Accounting (3 Credits; 5 ECTS)**

*Prerequisite: PAF3511*

This course provides an introduction to the concepts and uses of financial accounting information in a business environment and its role in the economic decision-making process. Students will be exposed to the decisions firms make relating to their operating, capital investment, and financing policies. Students will be able to: identify the information conveyed in each of the four basic financial statements and the way that it is used by different decision makers; identify what constitutes a business transaction and apply transaction analysis to record the effects of those transactions; prepare basic financial statements based upon Generally Accepted Accounting Principles (GAAP); and describe common financial statement relationships used in financial analysis.

**PAF4531 Investment Management (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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.

**PAF4532.2: Fiscal Governance (3 credits; 5 ECTS)**

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.

**PAF 4532.4: Current Topics in Financial Management: Managerial Accounting (3 credits; 5 ECTS)**

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.

**PAF4533 Financial Management in Public Sector (3 Credits; 5 ECTS)**

*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.

**PAF4534 Public Budgeting (3 credits; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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.

**PIC3601 Fundamentals of International Customs Administration (3 credits; 5 ECTS)**

This course provides a general introduction to key aspects of managing a Customs administration in the contemporary globalised world. It examines the role and responsibilities of Customs authorities, strategic and operational management issues, aspects of International Trade directly affecting Customs, the use of risk management, and the impact of international treaty obligations. The course also introduces students to the policy and principles of Customs administration and to international trends with an impact on Customs. These include social expectations, emerging technologies, and the global economy. The course also includes comparisons of a range of administrative procedures adopted by the Customs authorities of leading and emerging economies.

### **PIC3701 Customs Statistics (3 credits; 5 ECTS)**

The course provides the knowledge of basic categories, concepts and terms of customs statistics. Students learn how to use statistical methods for an analysis of customs indexes and indicators in order to explain the data on trade and economic operations. Real-data sets for computer-based analysis are used.

### **PIC3702 Customs Management (3 credits; 5 ECTS)**

This unit provides a general introduction to key aspects of managing a Customs administration in the contemporary globalised world. It examines the role and responsibilities of Customs, strategic and operational management issues, aspects of international trade directly affecting Customs, the use of risk management, and the impact of international treaty obligations. The unit includes a comparative aspect which examines a range of legislative and administrative procedures adopted by Customs authorities in leading economies.

### **PIC4704 Economic Perspectives on Customs and International Trade (3 credits; 5 ECTS)**

The course focuses on theories of international trade underpinning economic integration of countries in different regions and within the World Trade Organization. Students will study the theory of comparative advantage, factors that determine international trade and currencies' exchange rate, and the role of customs regulations for promoting and/or impeding international exchange of goods and services. Additionally, economic effectiveness of increased international trade and its impact on economic growth will be discussed.

### **PIC4703 Administrative and Customs Law (3 credits; 5 ECTS)**

Students will be introduced to the relationship between Customs work, international law, and their relationship to municipal law. The jurisdiction of Customs services will be examined, as will the international organizations and conventions impacting on Customs, and the impact of the World Customs Organization's convention. Areas of focus include emerging rules on supply chain security, dealing with intellectual property breaches at international borders, and anti-dumping/countervailing.

### **PAD4557 Thesis Seminar (2 credits; 3 ECTS )**

This is a seminar course intended to improve generic student writing skills and skills in public administration and policy specifically. Students will write position papers and policy briefs, as they would for ministerial councils within government or for corporate boards of directors in the private sector.

### **PAD4559 Thesis (2 credits; 4 ECTS)**

Students may choose to work with a faculty supervisor towards a thesis.

## **JOURNALISM AND MEDIA COMMUNICATION AREA**

### **JMC1601.2 English for Media Communication I (3 credits; 3 ECTS)**

*Prerequisites: None*

This first-year course helps beginning students develop relevant skills in media communication while introducing them to journalism, public relations, and related fields, and to the resources of the Department of Media and Communications.

### **JMC2605 Mass Media and Society (3 Credits; 5 ECTS)**

*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 Ethical and Legal Issues in Media and Communication (3 credits; 5 ECTS)**

*Prerequisites: None*

The purpose of this course is to introduce students to the major legal, ethical and policy issues related to the mass media. The course covers a wide variety of legal and ethical issues including freedom of expression law, libel, censorship, defamation, invasion of privacy, obscenity, advertising regulations, deception and fabrications, image manipulations, source confidentiality, and etc. We will also discuss limitations of freedom of expression and freedom of information. This course covers some philosophical theories of reasoning, justice from Aristotle, Kant, and Mill.

### **JMC2608/GEN2812 Introduction to Public Relations (3 Credits; 5 ECTS)**

*Prerequisites: None*

This course is designed to provide students with initial 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; 5 ECTS)**

*Prerequisites: None*

This course examines behavior and experience, as it relates to those who produce and consume media products. It will provide a foundation and framework for understanding how media works in individuals, and in groups or systems or societies, while considering the role of such group aspects as culture and gender. We will consider personality, perception, motivation, social relationships, etc. Some of the potential theoretical frameworks that this course covers include: source effects theory, uses and gratifications theory, third-person effects theory, spiral of silence theory, cultivation theory, media dependency theory, feminist theory and the media.

### **JMC2611 Introduction to Journalism (3 Credits; 5 ECTS)**

*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 Internet and Society (formerly New Information Technologies) (3 Credits; 5 ECTS)**

*Prerequisites: None*

This course examines networked digital information technologies and the impact they are having on communication as well as on society at large. Students develop critical understanding of networked digital information technologies and their impact on communication and society through application of concepts such as: digitization, interactivity, networks, and community.

### **JMC2615 Media Writing (formerly JMC3201) (3 Credits; 5 ECTS)**

*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. The theoretical basis of the course lies in: the theory of newsworthiness, pluralistic theory of value, Aristotle's Golden Mean and utilitarian theoretical model etc. Students cannot earn credit for both JMC2615 and JMC3201.

### **JMC2703 Photojournalism (3 Credits; 5 ECTS)**

*Prerequisites: None*

This course covers the key concepts and skills of digital journalism photography and digital photo editing. It explains composition, exposure, and lighting as well as such advanced techniques such as working with subjects, producing a professional portfolio, and postproduction. It also addresses the application of photography and photo editing in journalism, with attention to photography and its relationship to reality, approaches to journalism photography, non-fiction storytelling in photography, and ethical issues for photojournalists. 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.

### **JMC2704 Persuasive Communications (3 Credits; 5 ECTS)**

*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. The course introduces key concepts, principles, and practices of implementing "applied psychology of messaging" in diverse communication contexts. Students learn practical ways to deal with persuasion from the theoretical perspective of: attribution theory, behavior change theories, cognitive dissonance theory, elaboration likelihood model, social judgment theory etc. 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.

### **JMC3211 Editing (3 Credits; 5 ECTS)**

*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. This purpose of this course is to introduce and train students in the role of editors in the news process, to teach them the basic concepts of editing and to provide them realistic opportunities to develop their own editing skills. Please note that this course does not cover audio-video editing rather this course emphasizes traditional and still highly valued print editing skills. In this course, students edit numerous news stories and examine every aspect of editing from writing headlines to fact-checking to creating readable "products."

### **JMC3603 Business News (3 Credits; 5 ECTS)**

*Prerequisites: None (Previous Title: Business Communication)*

This purpose of this course is to introduce to the business reporting with emphasis on understanding what is going on at companies big and small and to report and write stories about them in a way that an average reader can understand. This course is targeted for those who would like to enhance their reporting skills in business and other related areas of journalism and for those who would like to be in media management positions. This is a practical course where we spend the majority of the semester for brainstorming, discussing, writing, re-writing and re-writing. This course is about learning "by doing". Students are expected to know the conventions of journalistic writing and the elements of journalistic style from previous semester courses. To a large degree, journalistic writing is formulaic and follows certain established conventions. We start with the fundamentals of good news writing, building little by little until students are able to craft effective news stories anchored with solid lead

paragraphs. Then, we move toward specialized reporting about business issues/topics. Some of the theoretical aspects of this course include discussions about (1) political economy of the media theory (2) theories of media ownership and (3) theories of media content.

### **JMC3605 Political Communication (3 Credits; 5 ECTS)**

*Prerequisites: None*

This course covers examines communication processes and relationships among political actors, media, and publics, with particular focus on the changes occurring in the late 20<sup>th</sup> and early 21<sup>st</sup> century. The course introduces and develops theories of liberal democracy as foundations for political communication, as well as theories of media and communication that provide an analytical framework for understanding political communication.

### **JMC3608 Journalism in Kazakhstan and CIS (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites: None*

This purpose of this course is to introduce to the practical and theoretical knowledge of how to manage a mass media outlet. The course looks at print, broadcast, advertising and internet/social media operations. We will cover topics such as media market and market structures, forces affecting media market, and theories of management as well as financial management that involves systematic planning, monitoring and control. We will also cover about managing personnel (such as hiring and firing of employees) and about what it generally takes to motivate them, examine audience and audience research, etc. The final several weeks of the semester will focus on regulatory and technological influences on media management. Overall, this course provides students with an understanding of how media firms operate within a complex social, political and multicultural environment. This course covers some theories of management including Maslow's hierarchy of needs theory, scientific management theory, administrative management theory, HR school of management theory. Other theoretical discussions include about audience theory, theories of media effect, and theories of management.

### **JMC3611 Internship 1 (3 Credits; 5 ECTS)**

*Prerequisite JMC2605 Media and Society* Students develop marketable skills, which they can later apply in a professional setting, and begin career networking. Course may be repeated for credit with department permission.

### **JMC3612 Internship 2 (3 credits; 5 ECTS)**

*Prerequisite: JMC2605 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 experience and skills in the field and provide the opportunity for networking.

### **JMC4081 State Examination/Professional Project I (1 credits; 1.5 ECTS)**

*Prerequisites: 4<sup>th</sup> year status*

This course prepares students carry out a professional project.

### **JMC4082 State Examination/Professional Project II (1 credits; 2 ECTS)**

*Prerequisites: 4<sup>th</sup> year status*

This course prepares students carry out a professional project.

### **JMC3615.2 Writing for Russian Language Media (2 credits; 3 ECTS)**

*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; 3 ECTS)**

*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.

### **JMC3617 Creative Thinking and Critical Writing (3 credits; 5 ECTS)**

*Prerequisites: None*

Creative thinking and critical writing course develops students' creative and critical thinking, analytical writing, and research skills. It develops the ability to analyze, criticize and advocate ideas. Examines relationships of language to logic, induction and deduction, facts, inferences, judgments, formal and informal fallacies of language and thought. The theoretical bases of the course is rooted in Piaget's *Theory of Creative Thinking*, Wallas's *model of the creative process* a systems approach to understanding creativity, Csikszentmihalyi's creativity and flow theory, theories of reasoning, theories of critical discussion, and theories of the cognitive mechanisms.

### **JMC3623 Video Production (formerly Broadcast Journalism) (3 Credits; 5 ECTS)**

*Prerequisites: JMC2615 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 Video Practicum in Russian (formerly Broadcasting in Russian) (3 Credits; 5 ECTS)**

*Prerequisites: JMC3615.2 Writing for Russian Language Media*

Video Practicum in Russian is ideally taken after Video Production (formerly 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.

### **JMC3709 Audio Production (3 credits; 5 ECTS)**

*Prerequisites: JMC 2615 or JMC 3201 Media Writing*

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; 3 ECTS)**

*Prerequisites: JMC 4701 Communication Research*

Students may 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; 2 ECTS)**

Students will take an exit test that evaluates their competencies in the field of media and communications.

**JMC4201 Advanced Media Writing (3 credits; 5 ECTS)**

*Prerequisites: JMC 2615 or 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.

**JMC4601 Advertising and Media Sales (3 credits; 5 ECTS)**

*Prerequisites: None*

The course examines advertising and promotional principles and their application in mass and niche marketing. Students will receive hands-on experience based on theories such as hierarchy of effects model, strong and weak advertising theories, hierarchy of needs, moments of truth theory, planned behaviour theory etc.

**JMC4612 Online Journalism (3 credits; 5 ECTS)**

*Prerequisites: JMC 2612 New Information Technologies; JMC 2615 or JMC 3201 Media Writing*

This practicum course introduces students to producing media content for an online news or news-related website. Students plan and produce content, learning to make use of the communication affordances of online environments. This course builds on theoretical understanding introduced in JMC 2612 New Information Technologies and on practical skills developed in JMC 2615 Media Writing, which are prerequisites. Coursework or practical skills in digital photography, photo editing, or digital video production are also useful for this course.

**JMC4614 Media Analysis (3 credits; 5 ECTS)**

*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 Multimedia Technologies (3 credits; 5 ECTS)**

*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. The course builds on theoretical knowledge developed in JMC 2612 New Information Technologies.

**JMC4616 Theories of Media and Communications (3 KIMEP credits)**

*Prerequisites: JMC2430*

The course introduces and develops skills in understanding and applying major theories of media and communications. The course covers theories relevant to the study of journalism, public relations, and other areas of media and communications, and prepares the student to identify, select, and apply theory in graduate-level work, particularly the master's thesis.

**JMC4622 Copywriting (formerly Advertising, Writing, Layout and Strategies) (3 credits; 5 ECTS)**

*Prerequisites:*

This course addresses the strategic and creative aspects of ad production. Students learn the why, what and how of various concept designs for print, online, outdoor, and broadcast advertisements. The course is built on the theoretical base of the elaboration likelihood model (elm), Packard's hidden persuaders theory, theory of creativity, graphic design theory, Dagmar model, moments of truth theories.

**JMC4627 Public Relations Campaigns (3 credits; 5 ECTS) (formerly JMC5627)**

*Prerequisites: JMC2608 Introduction to Public Relations*

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.

**JMC4690 Special Topics in Journalism and Communication (Variable 1-4 credits; 3-5 ECTS)**

*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 Communication Research (3 credits; 5 ECTS)**

*Prerequisites: None*

Communication Research course explores the implementation of communication theories and concepts in researching communication issues. Students develop the skills to design, conduct, interpret, and critically evaluate research projects in the field of media and communications. The course helps students upgrade their understanding of quantitative (survey research, content analysis, experiments) and qualitative research (interviews, focus groups, field studies) research methods. Particular attention is paid to the case study and textual (semiotic, genre, narrative, discourse, textual) analysis research methods.

**JMC4702 Media Relations (3 credits; 5 ECTS)**

*Prerequisites: None*

This explores the role of media relations specialists in organizations and communities. The goal is to help prepare students for work in these areas.

**JMC4703 Crisis Communication (3 credits; 5 ECTS)**

*Prerequisites: None*

This course prepares students to foresee, act proactively to prevent or react to an organizational crisis. The course familiarizes students with crisis dynamics and major techniques of coping with crisis. The draws on theoretical bases such as situational crisis communication theory, contingency theory, reputation management theory, image repair theory and corporate apologia.

**JMC4704 Brand/Image Management (3 credits; 5 ECTS)**

*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 Video Documentary (formerly Introduction to Documentary) (3 credits; 5 ECTS)**

*Prerequisites: Recommended JMC3623*

This elective course is designed for undergraduate students. The course will review 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 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; 5 ECTS)**

*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 Advanced Video Production and Editing (formerly Broadcast Production and Editing) (3 credits; 5 ECTS)**

*Prerequisites: None*

Advanced Video 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 Public Speaking (formerly Broadcast Public Speaking) (3 credits; 5 ECTS)**

*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.

**JMC4709 Media Relations (3 credits; 5 ECTS)**

*Prerequisites: JMC2608 Introduction to Public Relations*

Media relations examines the relationship between organizations (corporate, non-profit, or advocacy) and the media. Students will be looking at how to develop a strategy for getting the organization's messages out, and how to prepare the organization for meetings with the media. The course relies on theories of the mass media in order to address the role of media relations in organizations and the practice of media relations in the context of both old and new media.

**JMC4710 Public Image-making (3 credits; 5 ECTS)**

*Prerequisites: JMC 2704 Persuasive Communication*

Public Image-making explores the role and functions of the public image in the public, corporate and political spheres. The course develops students' knowledge and understanding of key public image related concepts and the process of image-making and management. The course is built on theories of social prestige and celebrity, perception management and framing, social stereotyping, image and contemporary myth, symbols and signs, strategic public communication, media events (events for the media and pseudo-events), media relations.

### **JMC4711/5711 Special Event Management and Design (3 credits; 5 ECTS)**

*Prerequisites: JMC2608 Introduction to Public Relations*

Special Event Management and Design course introduces students to the process of designing and managing various types of planned events such as special events, cultural events, corporate events etc. Students acquire practical knowledge and skills based on theories such as event design theory, social identity theory, social capital theory, hierarchy of needs theory, planned behaviour theory, theory of cultural performance.

### **JMC 4712 Storytelling with Data (3 credits; 5 ECTS)**

*Prerequisites: Media Writing*

Journalists, public relations practitioners, non-governmental organizations and other communicators are increasingly using data to tell compelling, fact-based stories. This course introduces students to data-based storytelling. We will address data and their relationship to facts and fact-based storytelling; examine examples of storytelling with data, such as data visualizations, charts, graphs, and maps; learn how to find or develop data to support fact-based stories, and learn about tools for generating fact-based stories. Students will generate their own fact-based stories as part of the course.

### **JMC4714 Fashion and Lifestyle Journalism (3 credits; 5 ECTS)**

The course will introduce students to fashion industry and lifestyle trends and issues, this ever-growing and dynamic field of modern journalism and mass communication. Fashion is considered in its widest sense, from its cultural importance to the social and ethical issues that concern the industry, as well as fashion would be approached as spectacle, as art, as craft, and as commercial, industrial entity.

### **JMC4711 Special Event Management and Design (3 credits; 5 ECTS)**

*Prerequisites:*

Special Event Management and Design course introduces students to the process of designing and managing various types of planned events such as special events, cultural events, corporate events etc. Students acquire practical knowledge and skills based on theories such as event design theory, social identity theory, social capital theory, hierarchy of needs theory, planned behavior theory, theory of cultural performance.

## **COLLEGE OF HUMANITIES AND EDUCATION UNDERGRADUATE COURSES**

### **UNDERGRADUATE FOUNDATION ENGLISH PROGRAM**

#### **Course description/overview**

The Foundation English Program is a package of courses designed for students whose native language is not English and whose knowledge and use of English do not meet the standards for entry into regular first-year English courses. The Program aims to bridge the gap between secondary school and university education and focuses on developing the four language skills (reading, writing, listening and speaking), which will prepare students for their academic subjects. Its goals are to encourage students' independent- learning and critical-thinking abilities.

#### **ENG0101 Foundation English Level C (0 credits)**

*Common European Framework: A1 upon completion*

The Foundation English C course is the beginning step in the set of levels to be taken by freshmen and is intended for students at the Beginner level of proficiency, upon entry. This is an integrated A1- level course that develops students' receptive skills (reading and listening), productive skills (writing and speaking), and develops a good control of simple grammatical structures and sentence patterns. The course focuses on writing dictations, diaries, personal messages/letters, and basic paragraphs conveying personal information. The course focuses on delivering monologues as well as intensive and extensive reading of graded texts. Listening skills are developed primarily

through fulfilling independent-study assignments and classroom interaction. There are multiple individual tutorials with the instructor. By the end of Foundation English Level C, students will have met the criteria of the CEF A1 level.

### **ENG0102 Foundation English Level B (0 credits)**

*Common European Framework: B1 Mid upon completion*

The Foundation English B course is the second step in the set of levels to be taken by freshmen and is intended for students at the A1+ level of proficiency upon entry. This course continues the development of language skills through activities such as group discussions, individual presentations, descriptive paragraphs and essays, listening to information on various topics, watching videos and films, reading short stories and novels of an appropriate level. Particular emphasis is placed on analyzing information and drawing conclusions, and relating ideas in the text to real life experiences. By the end of Foundation English B students, will have demonstrate competence at the CEF B1 Mid level.

### **ENG0103 Foundation English Level A (0 credits)**

*Common European Framework: B2 Mid upon completion*

The Foundation English A course is the third step in the set of levels to be taken by freshmen and is intended for students at the B1 Mid level of proficiency upon entry. This course continues the development of language skills through activities such as discussions, presentations, speeches, and group work; writing summaries, argumentative essays, and letters; listening to news, speeches, films, and other videos; and reading essays, short stories, novels or non-fiction books, textbook chapters, and academic and popular articles. Particular emphasis is placed on students' development as writers and speakers and using ideas and information from reading and listening. By the end of the course, students who have made adequate progress in English will have demonstrated competence at the CEF B2 Mid level.

## **ENGLISH FOR ACADEMIC PURPOSES**

### **ENG1110 Academic Listening and Note Taking (3 credits; 5 ECTS)**

*Prerequisites: ENG0005 Foundation English Level 5 or direct admission to Academic English based on KEPT/IELTS*

*Common European Framework: B2 to C1 low upon completion*

This 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 artificial materials specially prepared for such courses.

### **ENG1100 Academic Speaking (3 credits; 5 ECTS)**

*Prerequisites: ENG1110 Academic Listening and Note Taking*

*Common European Framework: B2 upon completion*

This 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, 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.

### **ENG1120 Academic Reading and Writing 1 (3 credits; 5 ECTS)**

*Prerequisites: ENG0103 Foundation English Level A or direct admission to Academic English based on KEPT/IELTS*

*Common European Framework: B2*

This course enables students to deal with the academic reading and writing requirements of their 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 to present 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 an 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; 5 ECTS)**

*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 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.

## **ENGLISH LITERATURE**

### **ENG1102 Mythology and Folklore (3 credits; 5 ECTS)**

*Prerequisite: none*

This course looks at mythology and folklore in order to better understand and give a broader perspective of human nature. These stories, which have withstood the test of time, reveal something true and eternal about the human condition. Students will read, discuss, and analyze from both historical and modern perspectives. By the end of this course students will be able to read critically and analyze texts for deeper meaning. Students will be able to extract themes and motifs from their reading and apply those ideas to other stories and contexts.

### **ENG2101 Introduction to Literary Studies (3 credits; 5 ECTS)**

*Prerequisite: ENG1120 Academic Reading and Writing I*

This course uses a meaningful range of literary texts to introduce the main genres and central topics of literary studies. Its object is to develop a well-rounded general understanding of the literary arts, including their historical aspects and the basic terminology used in their analysis and interpretation. The texts will model poetry, prose, and drama, while the coursework will focus on the methodical investigation of plot, character, setting, and symbolism, as well as on essential poetic, narrative, and dramatic structures and techniques.

**ENG2201 Introduction to British Literature (3 credits; 5 ECTS)**

*Prerequisite: ENG2101 Introduction to Literary Studies*

An introduction to the literature of the British Isles through an analysis of its major continuing themes, such as the evolution of regional and class identities, the legacies of industrial revolution, colonialism, and empire, and the wider relation of Britain to Europe and the world. There will be analysis and interpretation of relevant texts and media, covering a variety of genres and touching on topics in language, culture, politics, economics, and intellectual history, with some emphasis on regional literatures within the British Isles.

**ENG2202 Introduction to American Literature (3 credits; 5 ECTS)**

*Prerequisite: ENG2101 Introduction to Literary Studies*

An introduction to American literature through an analysis of its major continuing themes, such as the meaning of freedom, the place of nature and the wilderness in the American mind, urban-rural dichotomies, and issues of race, class, and gender identity. This includes the analysis and interpretation of relevant texts and media, covering a variety of genres and touching on topics in language, culture, politics, economics, and intellectual history. Some emphasis on regional literature.

**ENG2204 Introduction to Classical Literature (3 credits; 5 ECTS)**

*Prerequisite: ENG2101 Introduction to Literary Studies*

The course introduces to best works of Greek and Roman literature. It aims to familiarize students with the culture and history of the classical era, explore the literature's important themes and issues, and develop critical reading and writing skills. The course contains readings, activities, and projects.

**ENG2206 Introduction to poetry and great poets (3 credits; 5 ECTS)**

*Prerequisite: ENG2101 Introduction to Literary Studies*

The purpose of this course is to introduce students to the complexity, artistry and traditions that inform poetry. The course aims to provide a critical vocabulary for poetry appreciation, analysis, and study of this literary form. The course emphasizes close reading of the texts, and there will be frequent writing assignments.

**ENG3301 Masterpieces of World Literature (3 credits; 5 ECTS)**

*Prerequisite: ENG2101 Introduction to Literary Studies*

This course is an overview of the development of world literature. Each class will be dedicated to a significant book that challenged the received literary conventions and paved the way to new directions in literature. It offers students the opportunity to read excerpts from works that are considered landmark classics.

**ENG3302 Introduction to Contemporary Literature (3 credits; 5 ECTS)**

*Prerequisite: ENG2101 Introduction to Literary Studies*

This course is a general introduction to Anglophone and non-Anglophone literature in English translation since the year 2000. The emphasis is on topics relevant to the contemporary world, such as changing social, economic, and gender relations, analysis and interpretation of relevant texts and media, covering a variety of genres and touching on topics in language, culture, politics, economics, and intellectual history.

**ENG4101 Topics in Literature (3 credits; 5 ECTS)**

*Prerequisite: ENG2101 Introduction to Literary Studies*

This course delves in more detail into a particular topic in literature, or in literature in relation to other arts. The topic may focus on: a genre, such as the novel, short story, or lyric poem; on an historical period, such as

Romantic, Modernist, or Post-Colonial; on a particular movement or approach, such as Realism or Symbolism; or on an individual writer or poet, such as J.R.R. Tolkien or Emily Dickinson. The course may also single out a national literature (either Anglophone or non-Anglophone in English translation) or another art form related to literature, including film, painting, performance, or online media.

## **ENGLISH RHETORIC**

### **ENG3102 Introduction to Rhetoric and Composition (3 credits, 5 ECTS)**

*Prerequisite: GEN/ENG 2xxx Introduction to Creative Writing*

This course introduces students to the field of writing studies. It presents key concepts, principles, traditions and discussions that define the field of rhetoric and composition, surveying major texts, movements, issues and methodologies.

### **ENG3303 Business and Professional Writing (3 credits; 5 ECTS)**

*Prerequisite: ENG3102 Introduction to Rhetoric and Composition*

A practical, workshop style course in the types and techniques of business and professional writing in English, including commercial correspondence, reports, policy documents, advertising copy, and product-related literature. Strengthens skills necessary to communicate effectively in a variety of business and professional situations and in both oral and written modes.

### **ENG3304 Legal Writing (3 credits; 5 ECTS)**

*Prerequisite: ENG3102 Introduction to Rhetoric and Composition*

A practical, workshop style course in the types and techniques of legal writing in English, such as legal correspondence, contracts, official documents, law enforcement, and related documents. Emphasis on acquiring the vocabulary and mastering the conventions that govern legal texts, with additional emphasis on the “plain English” movement in legal writing.

### **ENG3305 Technical Writing (3 credits; 5 ECTS)**

*Prerequisite: ENG3102 Introduction to Rhetoric and Composition*

A practical, workshop style course in the types and techniques of writing for technical manuals in English, including skills of description, instruction, and analysis. Emphasis on acquiring technical vocabulary and mastering the conventions that govern technical brochures.

### **GEN/ENG2100 Introduction to Creative Writing (3 credits; 5 ECTS)**

*Prerequisite: ENG/GEN1121 Academic Reading and Writing II*

An introduction to imaginative writing, concentrating on the mastery of language and creative expression in different genres. The course includes analysis of literary models (professional writings in each genre), individual and class criticism of work by established writers, and lectures on and discussion of literary techniques in each genre.

### **ENG3307 Workshop in Creative Writing (3 credits; 5 ECTS)**

*Prerequisite: ENG3102 Introduction to Rhetoric and Composition*

This writing course is designed to teach students basic strategies for gathering ideas for the purpose of writing, critically reading, and revising prose (primarily fiction). It involves discussion of work by students and established writers.

### **ENG3308 Writing for Films (3 credits; 5 ECTS)**

*Prerequisite: ENG3102 Introduction to Rhetoric and Composition*

This course familiarizes students with foundations of screenwriting. Coursework involves reading relevant dramatic and cinematic theory, studying produced screenplays, and completing weekly writing assignments.

**ENG4102 Special Topic in Writing (3 credits; 5 ECTS)**

*Prerequisite: ENG3102 Introduction to Rhetoric and Composition*

This course delves in more detail into a particular topic in writing. The topics are confined to specialized teaching interests of faculty and thus will vary.

**LINGUISTICS**

**LING1101 Fundamentals of Linguistics (3 credits; 5 ECTS)**

*Prerequisite: none*

This course will provide students with an overview of linguistics, the scientific study of language, such as how to analyze the different parts of language such as sounds (phonology), parts of words (morphology), word meaning (semantics), and grammar (syntax). How do people use language in conversation with each other (pragmatics and discourse analysis)? These questions and more will be explored in this course, which aims to introduce students to the exciting diversity of world languages and the basics of linguistic analysis.

**LING1201 Child Language Development (3 credits; 5 ECTS)**

*Prerequisite: ENG1120 Academic Reading and Writing 1; LING1101 Fundamentals of Linguistics*

This course will focus on first language acquisition in infancy and childhood. We will cover the progression of language development in each of the traditional areas of linguistic analysis: phonology, semantics, syntax, and pragmatics. The course will be focused on experimental research in typical language acquisition and on different theories that strive to explain the underlying cognitive and linguistic mechanisms at work in an early learner.

**LING1202/GEN/DA2204 Language in Society (3 credits; 5 ECTS)**

*Prerequisite: none*

This course examines the role of language in human social interaction and how language relates to socio-economic status, gender, age and social identity. Students are introduced to analysis of sociolinguistic data to understand relations between language and society. Students are also introduced to linguistic diversity in Kazakhstan and the world and implications of language contact for language loss and language change.

**LING2101 Language and its structure I: Phonetics and Phonology (3 credits; 5 ECTS)**

*Prerequisite: LING1101 Fundamentals of Linguistics*

Introduction to the nature and patterning of sounds in human language. The students will be familiarized with articulatory and acoustic phonetics, and basic phonological analysis, focusing on cross-language typology and comparison. The class is aimed at hands-on development of practical skills, including IPA transcription, field techniques, and digital speech analysis.

**LING2201 Language and its structure II: Morphology and Syntax (3 credits; 5 ECTS)**

*Prerequisite: LING2101 Language and its structure I: Phonetics and Phonology*

Morphology deals with the internal structure of words and their meaningful parts. Syntax is concerned with sentence structure. Together, morphology and syntax comprise the core of the grammar of a language. This course introduces students to the basic principles for the description of grammatical structure and the structure of words, and how they can be applied to describe English and other languages. The class is aimed at hands-on development

of practical skills of morpho-syntactic analysis. It also focuses on description of contemporary English grammatical structures that pose problems for learners and teachers.

### **LING2202 Latin (3 credits; 5 ECTS)**

*Prerequisite: LING2201 Language and its structure I: Phonetics and Phonology*

This course introduces the basic aspects of Latin language and ancient culture. It provides a basic exposure to the Latin elements of scientific language in order to facilitate understanding of special vocabulary and enable students to use appropriate language in communicating with both specialists and the general public. In this course, students will become more conscious of words and their history, and will increase their vocabulary by studying how words are formed, by learning Latin elements in modern words, and by improving their ability to use a dictionary.

### **LING3201 Introduction to the History of English (3 credits; 5 ECTS)**

*Prerequisite: LING2201 Language and its structure I: Phonetics and Phonology*

This course is overview of major issues in the history of English, from Old English to the current time/era: genetic relationships, changes in sound system, word and sentence structures, and pragmatics. Students will explore the main historical, cultural and linguistic changes within the English society, to understand how a language spoken on a small European island developed into a modern worldwide and extremely influential language.

### **LING3301 Foundations of Second Language Acquisition (3 credits; 5 ECTS)**

*Prerequisite: LING1101 Fundamentals of Linguistics*

The course will present important theories of second language acquisition and different methods for studying such acquisition. There will be special emphasis on the acquisition of English.

### **GEN/LING3302 The History of Languages and Writing (3 credits; 5 ECTS)**

*Prerequisite: none*

This introductory course familiarizes students with the history of languages – appearance of new languages, language spread, change and death – in the process of social changes. We will discuss questions like “What happened to Latin?”, “How are new languages born?”, “Why do languages die?”, “How do languages become global?” and many more. The goal of the course is to analyze how the destiny of languages is determined by the destinies of the people who use them. Knowledge and skills acquired in this course can help students critically examine current socio-linguistic processes in the world and Kazakhstan.

### **LING3303 Introduction to Discourse Analysis (3 credits; 5 ECTS)**

*Prerequisite: LING2201 Language and its structure I: Phonetics and Phonology*

The course will focus on aspects of discourse analysis, both written (genres and genre analysis) and spoken (turn-taking, sequence organization). On completion of the course, students will be able to identify and describe patterns in talk and text organization and reflect on possible applications of discourse analytic methodologies and findings to issues in the real world.

### **LING3304 Language Contact (3 credits; 5 ECTS)**

*Prerequisite: LING2201 Language and its structure I: Phonetics and Phonology*

This course examines internal and external factors that trigger language variations and changes, and the social attitudes associated with them. It provides students with a strong foundation in the scholarship of the field of contact linguistics: language variation and change, types of variations, the relationships between these variations and gender, ethnicity, religion, youth culture, and globalization.



### **LING4101 Bilingualism and Bilingual Education (3 credits; 5 ECTS)**

*Prerequisite: LING2201 Language and its structure I: Phonetics and Phonology*

The course develops an understanding of important aspects of both individual and societal bilingualism which is used to analyze issues in education, assessment and policy contexts.

### **LING4102 Special Topics in Linguistics (3 credits; 5 ECTS)**

*Prerequisite: LING2201 Language and its structure I: Phonetics and Phonology*

This course is intensive study of one or more topics in linguistics, through a combination of lectures, prescribed readings, and written analysis. The topics are confined to specialized teaching interests of faculty and thus will vary.

## **TEACHING ENGLISH**

### **TFL2101 Theory and Methods in Character Education (2 credits; 4 ECTS)**

*Prerequisite: LING1101 Fundamentals of Linguistics, ENG1120 Academic Reading and Writing 1*

The course is an essential component of pre-service teachers' professional education. It aims to familiarize teacher trainees with theoretical underpinnings and methodical implications of character education in schools. Students will explore different theories of character development and study various approaches to designing and implementing instructional strategies for integrating these theoretical concepts throughout the curriculum. Another aspect of this course is the notion that a teacher is a real-life model for his/her students. Therefore, the course participants will be trained to identify their own character strengths and explore how these can be utilized to aid the pedagogical activities in the classroom. The course also looks at the roles of society, community, and parents in creating a moral, formative and character- building school and classroom environment.

### **TFL2102 Approaches and Methods in English Language Teaching (3 credits; 5 ECTS)**

*Prerequisite: LING1201 Child Language Development, ENG1120 Academic Reading and Writing 1*

This course serves as an introduction to traditional and contemporary methods, techniques, and educational trends practiced in teaching a foreign/second language worldwide. Additionally, students will be familiarized with basic procedures used in language classrooms and how to adapt these to any educational setting. The course involves extensive readings, discussions, conducting mini-activities and reflecting on teaching experiences.

### **TFL2201 Materials Development and Resources in English Language Teaching (3 credits; 5 ECTS)**

*Prerequisites: TFL2102 Approaches and Methods in English Language Teaching*

This course will give students a better idea of the role of materials, including textbooks and websites, within the area of English language teaching. In this course, students will (a) have the opportunity to understand relevant theories and principles, (b) be provided with tools to investigate learners' needs, and (c) analyze, design and adapt tasks and materials for various English lessons. Because this is a theory-informed practice- oriented course, quite a large part of class time will be used for workshops where students will work together in pairs and groups, evaluating, adapting and designing materials, and planning courses based on the needs of their future students, with the help of the instructor. It is also recommended that during the course, students spend some time looking carefully at published materials as a source of ideas on content, topics, task types, layout and design, methodology and syllabus. The assignment for this course can be in the form of a piece of professional project in materials design or materials evaluation, rather than a traditional academic essay.

**TFL2202 Academic Internship (3 credits; 5 ECTS)**

*Prerequisite: LING1201 Child Language Development; LING2201 Language and its structure I: Phonetics and Phonology*

This course offers the opportunity to apply and deepen students' knowledge of language teaching in a meaningful way outside the classroom. In addition to supervised on-site responsibilities, students will meet regularly with their internship advisor to discuss the ongoing process of the scholarly project that will emerge from the internship experience. At the conclusion of the internship, interns will submit the following: a written journal documenting and reflecting upon their weekly internship experiences, and a scholarly project submitted in writing to the internship advisor and presented orally to the department faculty.

**TFL3101 Introduction to Language Assessment (3 credits; 5 ECTS)**

*Prerequisites: TFL2102 Approaches and Methods in English Language Teaching*

This course will provide students with a broad overview of the major principles involved in English language testing and assessment. The focus is on both the theoretical and practical issues in testing and assessment. Students will also apply their knowledge through the design of assessment tasks and activities for all language skills. This class will be in the form of lectures, workshops and discussions.

**TFL3201 Introduction to Critical Pedagogy (3 credits; 5 ECTS)**

*Prerequisites: TFL2101 Theory and Methods in Character Education*

Critical Pedagogy is an approach to language teaching and learning which is concerned with transforming relations of power which are oppressive and which lead to the oppression of people (Kincheloe, 2005). It tries to humanize and empower learners by altering dominant systems. This course is a philosophical and pedagogical exploration of the relationships among oppression, power, society, and change. In this course, students will (a) review the interlocking systems of oppression that pose barriers for the learners, (b) examine outstanding educators involved in critical pedagogy, such as Abay, and Altynsarin, and (c) be introduced to critical pedagogy and select critical pedagogy teaching practices (e.g. critical literacy, racial/ethnic identity development, culturally relevant pedagogy). Furthermore, students will analyze classroom and out- of- classroom experiences; then, they will discuss the ways to turn the theories of critical pedagogy into classroom practices.

**TFL3202 Learning Technology in FL classroom (3 credits; 5 ECTS)**

*Prerequisites: TFL2102 Approaches and Methods in English Language Teaching*

This course explores various software/applications that has/have been designed for use in FL classes, including language learning through tools such as audio, video, computer and the Internet. Students will learn to choose and assess software, websites, and other technologies to enhance language learning. Students will also gain practical knowledge on how to blend digital content with traditional classroom language teaching.

**TFL3203 CLIL: Planning Tools (3 credits; 5 ECTS)**

*Prerequisites: TFL2201 Materials Development and Resources in English Language Teaching*

This course provides a useful guide for the overall planning of a content-based integrated learning curriculum. The students will learn what steps to take in order to design classes and lessons using CLIL – Content Integrated Language Learning methodologies.

**TFL3204 Teaching English to Young Learners (3 credits; 5 ECTS)**

*Prerequisites: TFL2201 Materials Development and Resources in English Language Teaching*

This course examines the special language learning needs of children ages 5-11 in both second language and foreign language settings. The course will examine child development issues and second language acquisition as they relate to young learners. Instructional strategies (including the use of music and song, storytelling, movement, and drama) for increasing motivation and engagement will be practiced.

**TFL3205 Research Writing in Applied Linguistics  
(3 credits; 5 ECTS)**

*Prerequisites: LING3301 Foundations of Second Language Acquisition; ENG1121 Academic Reading and Writing 2*

The course is designed to familiarize students with the basic concepts and skills necessary for designing and conducting research in the fields of applied linguistics and teaching English to speakers of other languages (TESOL). The course takes a step-by-step approach through the process, from getting to know the key concepts involved in applied linguistics research, to the design and carrying out of a research project, and interpreting the research findings. At the end of the course, students will be able to design their own small-scale studies.

**TFL3206 Educational Administration (3 credits; 5 ECTS)**

*Prerequisites: TFL2201 Materials Development and Resources in English Language Teaching*

This course allows students to understand the basic concepts of educational administration. Students will learn the basic theories related to educational administration, such as theories regarding motivation, leadership, communication and organizational decision-making. Attempts will be made to make this course related to the educational reality in Kazakhstan.

**TFL3207 Introduction to Special Education (3 credits; 5 ECTS)**

*Prerequisites: TFL2201 Materials Development and Resources in English Language Teaching*

This course aims at providing students with knowledge, understanding and care of pupils with special needs. By means of different teaching activities, students will acquire a better understanding of: definitions, characteristics and causes of pupils with various special needs; educational emphases and needs of these pupils; contemporary situations/state of special education in Kazakhstan, and; the latest trends in contemporary special education.

**TFL4101 Special Topics in English Language Teaching  
(3 credits; 5 ECTS)**

*Prerequisite: TFL2201 Materials Development and Resources in English Language Teaching*

This course delves in more detail into a particular topic in English language teaching. The topics are confined to specialized research and teaching interests of faculty and thus will vary.

**TFL4102 Teaching Practicum I (3 credits; 5 ECTS)**

*Prerequisite: TFL3101 Introduction to Language Assessment, TFL3201 Introduction to Critical Pedagogy*

The teaching practicum gives students the opportunity to put teaching theory into practice. Practicum students will complete a minimum of 10 hours of observation, 5 hours of teaching and 5 hours of preparation, consultation, and review with their practicum supervisor. At the end of the practicum, students submit a portfolio of lesson observations, lesson plans, teaching materials, teaching reflections, etc.

**TFL4202 Comprehensive Examination (2 credit; 3 ECTS)**

*Prerequisite: TFL4102 Teaching Practicum, Completion of at least 128 credits of coursework*

Students are required to take the state examination before the completion/awarding of a degree.

**TFL4203 Thesis (5 credits; 9 ECTS)**

*Prerequisite: TFL4102 Teaching Practicum, Completion of at least 128 credits of coursework*

The writing of an individual and independent bachelor thesis, according to academically- established practice. Independent/Students' research is supervised by a faculty member.

## **TRANSLATION AND INTERPRETING**

### **TRN2101 Introduction to Translation (3 credits; 5 ECTS)**

*Prerequisites: Completion of (or exemption from) all English Foundation level courses, evidence of proficiency in Russian.*

*Subject to approval by the program coordinator, 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 in the Translation and Interpreting Minor. 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.

### **TRN3101 Introduction to Interpreting (3 credits; 5 ECTS)**

*Prerequisite: TRN 2101 Introduction to Translation and GEN 1100 English Speaking and GEN 1120 Academic Reading & Writing 1 courses with evidence of Russian proficiency.*

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.

### **TRN3201 Commercial Translation (3 credits; 5 ECTS)**

*Prerequisite: TRN 2101 Introduction to Translation and GEN 1100 and GEN 1120 with evidence of Russian proficiency.*

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.

### **TRN3202 Legal Translation (3 credits; 5 ECTS)**

*Prerequisite: TRN 2101 Introduction to Translation and GEN 1100 and GEN 1120 with evidence of Russian proficiency.*

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.

### **TRN3203 Translation from Informational Media (3 credits; 5 ECTS)**

*Prerequisite: TRN 2101 Introduction to Translation and GEN 1100 and GEN 1120 with evidence of Russian proficiency.*

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.

**TRN3204 Technology for Translation (3 credits; 5 ECTS)**

*Prerequisite: TRN 2101 Introduction to Translation and GEN 1100 and GEN 1120 with evidence of Russian proficiency.*

This course is designed to introduce students to the technology available to assist translating practice and to familiarize them with modern systems and software which support the translation process. Students will also explore and practice relevant skills and knowledge including machine translation, subtitling, editing and formatting tools that support certain translating tasks commonly needed in industry, locally and globally.

**TRN3205 Literary Translation in Prose (3 credits; 5 ECTS)**

*Prerequisite: TRN2101 Introduction to Translation*

Advanced seminar-style course on literary translation in prose, including the most common theoretical and practical problems of artistic translation and the techniques and strategies that translators employ to produce high-quality texts that faithfully serve the original and at the same time have artistic merit in their own right. Emphasis is on linguistic, cultural, and critical contexts and on developing competencies, including studying different translations of the same work and then practicing (and theorizing) translations of one's own. Texts are restricted to prose fiction and drama.

**TRN3206 Literary Translation in Verse (3 credits; 5 ECTS)**

*Prerequisite: TRN2101 Introduction to Translation*

Advanced seminar-style course on literary translation in verse, including the most common theoretical and practical problems of artistic translation and the techniques and strategies that translators employ to produce high-quality texts that both faithfully serve the original and have artistic merit in their own right. Emphasis on linguistic, cultural, and critical contexts and on developing competencies, including studying different translations of the same work and then practicing (and theorizing) translations of one's own. Significant emphasis is placed on poetics, specifically on mastering verse forms and conventions.

**TRN3301 Workshop: Consecutive Interpreting (2 credits; 4 ECTS)**

*Prerequisite: TRN2101 Introduction to Translation*

A practical, workshop style course on the styles and techniques of consecutive (sequential) interpreting. It differs from a topic course in its emphasis on practice over theory, providing opportunities to improve consecutive interpreting skills in a variety of situations and contexts.

**TRN3302 Workshop: Simultaneous Interpreting (2 credits; 4 ECTS)**

*Prerequisite: TRN 2101 Introduction to Translation*

A practical, workshop style course on the skill of simultaneous interpreting. It differs from a topics course in its emphasis on practice over theory, with opportunities to improve simultaneous interpreting skills in a variety of situations and contexts and through the medium of various technologies.

**TRN4101 Topics in Translation (3 credits; 5 ECTS)**

*Prerequisite: TRN 2101 Introduction to Translation and completion of all four Academic English courses and Russian proficiency.*

This advanced course focuses on particular topics in translation, 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). Topics vary from semester to semester.

**TRN4102 Topics in Interpreting (3 credits; 5 ECTS)**

*Prerequisite: TRN 2101 Introduction to Translation and/or completion of all four Academic English courses and Russian proficiency.*

This advanced course focuses on particular topics in interpreting, including both practical topics (such as interpreting in the health care or tourism industries, conference interpreting, and movie subtitling) and theoretical topics. Topics vary from semester to semester.

**TRN4103 Senior Project in Translation (3 credits; 5 ECTS)**

*Prerequisite: TRN 2101 Introduction to Translation and at least three other electives courses from the Minor*

This course is restricted to students completing a Minor in Translation and Interpreting Studies. 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.

**TRN2202 Translation and Interpreting Internship I (2 credits; 3 ECTS)**

*Prerequisite: TRN 2101 Introduction to Translation, TRN3201 Commercial Translation*

Practice in translation in a professional area, including the development of specialized glossaries.

**TRN4104 Translation and Interpreting Internship II (2 credits; 4 ECTS)**

*Prerequisite: TRN 2101 Introduction to Translation, TRN 3101 Introduction to Interpreting*

This course is supervised training in a business firm, government office, or translation agency. The course involves weekly discussions of specific texts and problems arising from the field work experience. The internship includes written and laboratory assignments.

**TRN4202 Comprehensive Examination (1 credit; 2 ECTS)**

*Prerequisite: Completion of at least 128 credits of coursework*

Students are required to take the state examination before the awarding/completion of a degree.

**TRN4203 Thesis (5 credits; 9 ECTS)**

*Prerequisite: Completion of at least 128 credits of coursework*

This course involves the writing of an individual and independent bachelor thesis, according to academically established practice. Independent research is supervised by faculty members.

**LANGUAGE COURSES****CHINESE LANGUAGE****CHN1301 Beginning Chinese (3 credits; 5 ECTS)**

*Prerequisites: none*

This 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, and intensive and extensive reading of graded books. Speaking and listening skills will be developed primarily through self-study assignments.

**CHN1302 Elementary Chinese (3 credits; 5 ECTS)**

*Prerequisite: CHN1301 Beginning Chinese or equivalent*

This course follows the Beginning Chinese course 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 in simple terms about their house/flat and their immediate needs, and to describe and comment on their living situations and 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 to learn about Chinese culture and traditions.

**CHN1303 Pre-Intermediate Chinese (3 credits; 5 ECTS)**

*Prerequisite: CHN1302 Elementary Chinese*

This course is a continuation of CHN1302 Elementary Chinese course and is aimed at students who possess sufficient basic knowledge of phonetics, morphology and syntax of the Chinese language and have experience in everyday speech in Chinese. The course will help to improve students' accents, their production of proper intonation, and their knowledge of Chinese grammar, and to introduce the basic features of functional styles of the Chinese language.

**CHN1304 Intermediate Chinese (3 credits; 5 ECTS)**

*Prerequisite: CHN1303 Pre-Intermediate Chinese*

This course is designed for students with prior experience on listening, speaking, reading and writing Chinese at the elementary level. While students will be trained in all four skills, more emphasis will be given to reading and writing Chinese characters, expanding vocabulary, and understanding Chinese culture. This course further develops students' linguistic and cultural competence. In dealing with texts, students are guided to interpret, narrate, describe, and discuss topics, ranging from real-life experience and personal memoirs to historic events. To facilitate the study of the language, different aspects of Chinese culture and society will be introduced through group activities, multimedia programs, and research projects throughout the course.

**CHN1305 Upper Intermediate Chinese (3 credits; 5 ECTS)**

*Prerequisite: CHN1304 Intermediate Chinese*

This course offers Chinese for daily communication through intensive study and practice in written and spoken Chinese. Students will carry on conversations and participate in classroom discussions in Chinese on various topics associated with daily life and learn to write short passages in Chinese characters. This course also explores definitions of culture and analyzes the dynamic role of language in culture and culture in language, with an aim to foster cross-cultural awareness and self-realization while developing proficiency in Chinese.

**CHN1306 Advanced Chinese (3 credits; 5 ECTS)**

*Prerequisites: CHN1305 Upper Intermediate Chinese*

This course continues the development of critical awareness by emphasizing the link between socio-cultural literacy and a higher level of language competence. While continuing to expand their critical literacy skills, students interpret texts related to Chinese popular culture, social change, cultural traditions, politics and history. Through linguistic and cultural comparisons, students will understand more about people in the target society and themselves, as well as about the power of language in use to enhance their competence in operating between languages and associated cultures. This course also aims to improve the ability to speak and understand Chinese, emphasizing correct pronunciation and intonation.

**CHN2201 Conversational Chinese 1 (3 credits; 5 ECTS)**

*Prerequisites: CHN1303 Pre-Intermediate Chinese*

This course is designed for students who are of non-Chinese origin and were not raised in a Chinese-speaking environment, or who are of Chinese origin but do not speak Chinese and whose parents do not speak Chinese. This course develops students' abilities in speaking while at the same time ensuring that listening is not a passive activity. Students will improve their understanding of Chinese speech in a variety of contexts, including lectures and less formal situations. They are exposed to a variety of dialects of Chinese and levels of formality.

**CHN2202 Conversational Chinese 2 (3 credits; 5 ECTS)**

*Prerequisites: CHN1304 Intermediate Chinese*

This course continues to develop students' conversational abilities through daily use of the target language. Students will engage in real-life situational role plays and engage in discussions of and make formal oral presentations of cultural and literary readings. This course promotes cultural awareness and communicative proficiency. This course will provide students with active command of both oral and written Chinese stress; it emphasizes the development of conversational skills and vocabulary building with readings on everyday topics. This course provides training in advanced conversation and composition with readings that cover a range of topics on Chinese society, economics, history, politics, etc. It also covers reading and writing skills in modern Chinese, using authentic reading materials.

**CHN2203 Linguistics of Chinese (3 credits; 5 ECTS)**

*Prerequisite: LING1101 Fundamentals of Linguistics*

This course provides an introduction to basic concepts in Chinese linguistics. It surveys the most important elements of the Chinese language, its structure, dialects, and writing system from contemporary linguistic perspectives. It also covers such topics as history of the language, dialectal variations, language and culture, language planning, language use in society, and Chinese computing. The course will be conducted mainly through lectures in combination with discussions of assigned readings, hands-on activities in class. The nature and structure of the Chinese language includes: structural characteristics, genetic and typological affiliation, standard Mandarin and Chinese dialects, Chinese writing system, history of the Chinese language, and cultural aspects. The course is conducted in English.

**CHN3301 Survey of Chinese Literature (3 credits; 5 ECTS)**

*Prerequisite: ENG2101 Introduction to Literary Studies*

This course introduces traditional Chinese literature. Readings consist of both primary texts in English translation and secondary critical works. This course surveys major narrative and poetic genres, forms and works. Students with reading ability in Classical Chinese are encouraged to read the texts in the original, though class discussions will be based on the English translations.

**CHN3302 Chinese for Business Settings (3 credits; 5 ECTS)**

*Prerequisite: CHN1304 Intermediate Chinese*

This course is designed to develop comprehension, speaking, reading, and writing of Chinese specifically related to the business environment. It is an advanced Chinese course for those interested in contemporary Chinese business communications. The course covers various types of authentic business-related language materials, both oral and written. It emphasizes cultural and linguistic aspects of Chinese business communications. Objectives include a better understanding of the business world in China, its practices and trends, as well as development of language skills in listening, speaking, reading, and writing.

**CHN3303 Chinese Calligraphy (2 credits; 3 ECTS)**

*Prerequisite: CHN1302 Elementary Chinese*



The course deals with a Chinese computer program to search for, manage, develop and present information. It is a review of the theory and art of Chinese calligraphy and practice in using a Chinese paintbrush to write Chinese characters. The course aims to develop the student's computer skills, calligraphy skills and writing ability.

**CHN3304 Chinese through Films (2 credits; 3 ECTS)**

*Prerequisites: CHN1304 Intermediate Chinese*

The course emphasizes both oral and textual communication through films. It explores cultural aspects of Chinese-speaking worlds and the expression of ideational/emotional/social meanings in theatrical settings that simulate real life.

**CHN3305 Chinese Language: Language of Mass Media and Newspaper/Print media (2 credits; 3 ECTS)**

*Prerequisite: CHN1304 Intermediate Chinese*

This course covers an introduction to the language of Chinese media, including newspapers, magazines, TV, radio and the internet. It includes deep understanding of both the content of the selected materials and the linguistic characteristics of the language: its structures, vocabulary and style. The emphasis of the course is on improved reading comprehension through the study, analysis and discussion of a wide range of topics in the Chinese media. The course is designed to develop Chinese language skills in conversation, reading, writing, and critical thinking in both practical and cultural situations through contemporary films, television programs, newspapers, magazines, and literary works. Selected important issues and themes in Chinese culture and history are considered.

**CHN3306 Selected Topics in Chinese (3 credits; 5 ECTS)**

*Prerequisite: CHN1304 Intermediate Chinese*

The course is a survey of Chinese literature, theater, drama, popular fiction, film, television, music, and the internet. Subject emphasis varies from year to year.

**GERMAN LANGUAGE**

**GER1301 Beginning German (3 credits; 5 ECTS)**

*Prerequisites: None*

This 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, and intensive and extensive reading of graded books. Speaking and listening skills will be developed primarily through self-study assignments.

**GER 1302 Elementary German 1 (3 credits; 5 ECTS)**

*Prerequisites: GER 1301 Beginning German or equivalent*

This 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 in simple terms about their house/flat and their immediate needs, and to describe and comment on their living situations, and 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 to learn about German culture and traditions.

**GER1303 Elementary German 2 (3 credits; 5 ECTS)**

*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, as well as cultural and historical information about regions where German is spoken. Emphasis will be placed on improving proficiency in oral communication and 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.

## **KAZAKH LANGUAGE**

### **KAZ1501 Beginning Kazakh (previously KAZ1401) (3 credits; 5 ECTS)**

*Prerequisites: None*

*Note: Students with Turkic language background, such as Kyrgyz, Uzbek or Uighur, should register for KAZ1502 Elementary Kazakh 1 (previously KAZ1402) (3 credits).*

This course is intended for those international students who have **never** been exposed to any Turkic language 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 simple conversations by using those phrases and sentences learned in the course.

### **KAZ1502 Elementary Kazakh (previously KAZ1402) (3 credits; 5 ECTS)**

*Prerequisites: KAZ1501 Beginning Kazakh for students with non-Turkic language background and none for students with Turkic language background*

This course provides students with knowledge of basic vocabulary and elementary grammar and develops basic listening skills using everyday topics and reading skills using uncomplicated texts. 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 (3 credits; 5 ECTS)**

*Prerequisites: KAZ1402 or KAZ1502 Elementary Kazakh or none for Kazakhstani students*

This course is intended for students with knowledge of basic Kazakh. During the course, students will develop skills in understanding of main points in simple texts, and with the help of familiar questions they will be able to understand conversations and interviews on various topics, such as: work, study, vacation, etc. They will learn to speak freely by means of abstracts (culture, film, book, music, etc.) and general topics; to express their attitudes; and to develop their skills in writing essays and short reports.

### **KAZ1506 Intermediate Kazakh (previously KAZ1404) (3 credits; 5 ECTS)**

*Prerequisites: KAZ1504 Pre-Intermediate Kazakh 2 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 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 word combinations and sentences learned in the course.

### **KAZ1507 Upper Intermediate Kazakh (3 credits; 5 ECTS)**

*Prerequisite: RUS 1306 Intermediate*

This is an upper intermediate course aimed at enhancing the four basic skills of listening, speaking, reading, and writing. The course is taught in Kazakh by native-speakers. Vocabulary, and oral communication skills, as well as

comprehension and production of written Kazakh, 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.

**KAZ1508 Advanced Kazakh (3 credits; 5 ECTS)**

*Prerequisite: RUS 1308 Upper Intermediate*

This course provides lower advanced students of Kazakh 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.

**KAZ2001 Business Kazakh (previously KAZ1406) (3 credits; 5 ECTS)**

*Prerequisites: KAZ1506 Intermediate Kazakh or placement according to the results of the diagnostic test*

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.

**KAZ2003 Kazakh Language and Culture (previously KAZ1408) (3 credits; 5 ECTS)**

*Prerequisites: Kazakh school certificate or KAZ1405/KAZ16-7 Intermediate Kazakh or KAZ1406/KAZ2001 Business Kazakh 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 particularities of Kazakh culture that students then use in research projects in the course.

**KAZ2005 Public Speaking in Kazakh (previously KAZ1410) (3 credits; 5 ECTS)**

*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 strong command of the Kazakh literary language, as well as for those who have oratory and creative abilities. 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.

Students are referred to the relevant section of the College of Humanities and Education catalog for regulations pertaining to registration for a professional Kazakh course.

**KAZ2101 Professional Kazakh 1 (2 credits; 3 ECTS)**

*Prerequisites: KAZ1502 Elementary Kazakh or KAZ1504 Pre-Intermediate Kazakh*

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 their speaking abilities, which often employ structures and word forms of business communications. Students also will be able to discern key information in professional texts, write short reports, and analyze and construct texts.

**KAZ2102 Professional Kazakh 2 (2 credits; 3 ECTS)**

*Prerequisites: KAZ1506 Intermediate Kazakh*

This course is designed for students with an intermediate level of Kazakh. In this course, students will learn professional terms and various vocabularies in their specialty and develop speaking skills in the area of their profession. Students will also be able to express themselves freely in official business communication spheres and take part in interviews according to their specialization on general professional topics.

**KAZ2103 Professional Kazakh 3 (2 credits; 3 ECTS)**

*Prerequisites: KAZ2001 Business Kazakh*

The aim of this course is to develop students' abilities to summarize texts on general topics and topics related to core courses/subjects. Students learn to understand the main idea of a text of average complexity on certain topics, speak fluently, communicate with native-speakers of Kazakh language, participate in discussions and express their thoughts in writing and speaking.

**KAZ3302 Business Communication in Kazakh (3 credits; 5 ECTS)**

*Prerequisites: Advanced-level proficiency in Kazakh*

This course is designed for native speakers of Kazakh and for students with advanced knowledge of Kazakh as a second language. It is meant to provide students with a comprehensive view of Kazakh 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, business communications by e-mail, Kazakh standards of office management and so forth. This course offers opportunities to develop communication skills through speaking and writing assignments and presentations based on research of real business cases.

**RUSSIAN LANGUAGE****RUS1301 Beginning Russian (3 credits; 5 ECTS)**

*Prerequisites: none*

This 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 self-study assignments.

**RUS1302 Elementary Russian (3 credits; 5 ECTS)**

*Prerequisite: RUS1301 Beginning Russian*

The course assumes the 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 in simple terms about their house/flat and their immediate needs, and to

describe and comment on their living situations and 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 to learn about Russian culture and traditions.

### **RUS1304 Pre-Intermediate Russian (3 credits; 5 ECTS)**

*Prerequisite: RUS1303 Elementary Russian*

This course is a continuation of RUS1303 Elementary Russian 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 also to lead them. The course involves watching television and listening to lectures and recorded guides to historical Russian cities. Tasks will include a need to describe, narrate, explain and reason about the given cultural information.

### **RUS1306 Intermediate Russian (3 credits; 5 ECTS)**

*Prerequisites: RUS1305 Pre-Intermediate Russian*

This course 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.

### **RUS1308 Upper Intermediate Russian (3 credits; 5 ECTS)**

*Prerequisite: RUS1307 Intermediate Russian 2 or equivalent or any Kazakh Language Course*

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.

### **RUS2001 Advanced Russian (3 credits; 5 ECTS)**

*Prerequisite: RUS1308 Upper Intermediate 1, 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.

**RUS2101 Professional Russian 1 (2 credits; 3 ECTS)**

*Prerequisites: RUS1302 Elementary Russian, RUS1304 Pre-Intermediate Russian*

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 on the use and improvement of Russian speaking and communication skills within the context of the business world.

**RUS2102 Professional Russian 2 (2 credits; 3 ECTS)**

*Prerequisites: RUS1364 Intermediate Russian, RUS1308 Upper-Intermediate Russian*

The course focuses on the study of the current state of the Russian language and the rules of literate speech building. Students will learn various words and phrases in their specialty and develop speaking skills in the area of their profession. As a result of studying the course, the student will improve the general level of their Russian language knowledge in oral and written forms and develop skills for work with specialized terminology from their professional field.

**RUS2103 Professional Russian 3 (2 credits; 3 ECTS)**

*Prerequisites: RUS2001 Advanced Russian, KAZ2002 Business Kazakh, KAZ2003 Kazakh Language and Culture, KAZ2004 Public Speaking in Kazakh*

The main objective of this course is to study the Russian literary language norms necessary for a specialist in the field of business and professional communications as well as the effective methods of professional communication in oral and written forms. The course contains basic information on stylistics and grammar of spoken and written language, the rules of speech etiquette and speech mastery.

**RUS2201 Conversational Russian 1 (3 credits; 5 ECTS)**

*Prerequisites: RUS1303 Pre-Intermediate Russian*

In addition to further vocabulary development, grammar review, and reading of contemporary prose essays, skills in conversation, translation, and composition are also stressed. It is conducted mainly in Russian and supplemented by laboratory drills. The course deals with lengthy conversations as well as narrative and descriptive. It helps students to express themselves in speaking on a range of topics and raises their awareness of the connection between language and culture to foster the development of communicative competence.

**RUS2202 Conversational Russian 2 (3 credits; 5 ECTS)**

*Prerequisites: RUS1306 Intermediate Russian*

This course continues to develop students' conversational abilities through daily use of the target language. Students will engage in real-life situational role plays and engage in discussions of and make formal oral presentations of cultural and literary readings. This course promotes cultural awareness and communicative proficiency. This course will provide students with active command of both oral and written Russian stress; it emphasizes the development of conversational skills and vocabulary building with readings on everyday topics.

**RUS2203 Linguistics of Russian (3 credits; 5 ECTS)**

*Prerequisite: LING1101 Fundamentals of Linguistics*

An introductory linguistic course designed to order/systematize and supplement students' knowledge of the sound system and the inflectional system of the verb. A practical component on reading skills also focuses on the verb and methods of developing vocabulary. The course is conducted in Russian/English.

**RUS3301 Survey to Russian Literature (3 credits; 5 ECTS)**

*Prerequisite: ENG2101 Introduction to Literary Studies*

Introduction to the classics of Russian literature in translation, beginning with Pushkin in the early nineteenth century and concluding with the works of Dostoevsky and Tolstoy in the later part of that century. This course provides a survey of Russian literature of the newly-concluded eventful 20th-century. The course is conducted in Russian/English.

**RUS3302 Business Communication in Russian (3 credits; 5 ECTS)**

*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 is meant to provide students with a comprehensive review of Russian 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 business communications by e-mail, Russian standards of office management and so forth. This course offers opportunities to develop communication skills through speaking and writing assignments and presentations based on research of real business cases.

**RUS3303 Applied Russian Phonetics (2 credits; 3 ECTS)**

*Prerequisite: RUS1302 Elementary Russian*

This is a practical, hands-on course, which focuses primarily on conscious work on the pronunciation of difficult sounds and sound sequences in Russian. The work on difficult sounds and sound sequences progresses in two parallel directions, which correspond to two main sources of pronunciation errors. The first source of errors involves the new sounds, which do not have direct counterparts in English. The second source of errors is associated with discrepancies between spelling and pronunciation in Russian, and consequently, the course pays special attention to the reading rules. The course makes use of various types of authentic and culturally-significant materials, such as proverbs, sayings, tongue-twisters, riddles, and poems. Not open to native speakers of Russian.

**RUS3304 Russian through Films (2 credits; 3 ECTS)**

*Prerequisites: RUS1306 Intermediate Russian*

This course offers an overview of Russian films. During the course students will examine movies by video clips, selected dialogues, extensive reading, speaking, and writing exercises in Russian. Students will also develop an appreciation of the aesthetic and cultural values of Russian society and an understanding of 20th century Russian history on people's lives, thinking, and expression.

**RUS3305 Russian Language: Language of Mass Media and Newspaper (2 credits; 3 ECTS)**

*Prerequisite: RUS1306 Intermediate Russian*

This course covers introduction to the language of Russian media, including newspapers, magazines, TV, radio and the internet. It includes deep understanding of both the content of the selected materials and the linguistic characteristics of the language: its structures, vocabulary and style. The emphasis of the course is on improved reading comprehension through the study, analysis and discussion of a wide range of topics in the Russian media. The course is designed to develop Russian language skills in conversation, reading, writing, and critical thinking in both practical and cultural situations through contemporary films, television programs, newspapers, magazines, and literary works.

**RUS3306 Selected Topics in Russian Linguistics (3 credits; 6 ECTS)**

*Prerequisite: RUS1306 Intermediate Russian*

This course deals with advanced topics in Russian language linguistics. Subject emphasis varies from year to year.

**RUS3307 Selected Topics in Russian Literature (3 credits; 6 ECTS)**

*Prerequisite: RUS1306 Intermediate Russian*

This course deals with advanced topics in Russian literature. Subject emphasis varies from year to year.

**PROFESSIONALLY ORIENTED FOREIGN LANGUAGE (Undergraduate)**

The College of Humanities and Education 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; 3 ECTS)**

*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.

**LAW UNDERGRADUATE COURSES**

**LAWENG1111 Academic Listening and Note Taking for Law Students (3 credits; 5 ECTS)**

*Prerequisites: GEN1100 Academic Speaking (English)*

Common European Framework: B2 to C1 low upon completion

The Academic Listening and Note-taking for Law Students 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 legal academic discourse in a variety of contexts, including lectures and less formal situations. They are exposed to a variety of English from professional and academic legal settings 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.

**LAWENG1121 Academic Reading and Writing for Law Students (3 credits; 5 ECTS)**

*Prerequisites: GEN1120 Academic Reading and Writing I (English)*

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 a legal 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 defense 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. In this context, the student will be introduced to the OSCOLA style citations as used in the law school.

**LAW1001 Introduction to the Legal System of Republic of Kazakhstan (3 credits; 5 ECTS)**

*Prerequisites: None*

*Previously listed as GEN2720*



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.

### **LAW1101 Theory of State and Law (3 credits; 5 ECTS)**

*Prerequisites: None*

*Previously listed as GEN1630*

Theory of State and Law is a fundamental legal course that underlies the entire system of jurisprudence. This course explains the different theories of the origin of state and law and analyzes the process of mutual interaction of state and law. The course deals with various types and forms of state; the mechanism and functions of state as well as with sources, system and interpretation of law; systematization of legislation; issues of legal culture; legal liability; and law enforcement. Students also learn the main principles and characteristics of the major legal systems of the modern world (civil, common and religious law). Special attention is paid to the problems and perspectives of the formation of rule-of-law state and civil society.

### **LAW1102 History of State and Law of Kazakhstan (3 credits; 5 ECTS)**

*Prerequisites: None*

*Previously listed as LAW2101*

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.

### **LAW1103 History of State and Law in Foreign Countries (3 credits; 5 ECTS)**

*Prerequisites: None*

*Previously listed as LAW2102*

This course provides a historic background to the development of state and law in a number of foreign countries that 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.

### **LAW1301 Legal Research, Reading and Writing (3 credits; 5 ECTS)**

*Prerequisites: LAWENG1111/LAWENG1121*

*Previously listed as GEN2430*

This course is based on the foundation Academic Reading and Writing for Law Students. Students conduct research, and evaluate, analyze, and apply legal material to problem tasks. Students develop written legal communication skills needed both in the LL.B. program and in the work place. The course teaches students methods of interpreting a statute; to distinguish between material and immaterial facts; to find legal authorities relevant to legal problems; to read court opinions; to analyze a legal issue using facts and law; and to communicate

legal analysis logically, clearly, and concisely, both in written and in oral presentations. Depending on the semester, students may be asked to draft contract, opinion letter or office memorandum.

**LAW2104 Constitutional Law of Kazakhstan (3 credits; 5 ECTS)**

*Prerequisites: None*

*Previously listed as LAW2103*

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.

**LAW2105 Administrative Law of Kazakhstan (3 credits; 5 ECTS)**

*Prerequisites: LAW2104 Constitutional Law of Kazakhstan*

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.

**LAW2106 Criminal Law of Kazakhstan: General Part (3 credits; 5 ECTS)**

*Prerequisites: LAW1101 Theory of State and Law*

*Previously listed as LAW2301*

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.

**LAW2107 Criminal Law of Kazakhstan: Special Part (3 credits; 5 ECTS)**

*Prerequisites: LAW2106 Criminal Law of Kazakhstan: General Part*

*Previously listed as LAW2302*

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.

**LAW2108 Civil Law of Kazakhstan: General Part (3 credits; 5 ECTS)**

*Prerequisites: LAW1101 Theory of State and Law*

*Previously listed as LAW2201*

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.

**LAW2109 Civil Law of Kazakhstan: Special Part (3 credits; 5 ECTS)**

*Prerequisites: LAW2108 Civil Law of Kazakhstan: General Part*

*Previously listed as LAW2203*

The course provides a systematic overview of all types of individual contractual obligations provided by the Special Part of the Civil Code of Kazakhstan, obligations arising due to infliction of damage, obligations due to unsubstantiated enrichment, intellectual property rights, inheritance rights and international private law.

**LAW2110 Labor Law of Kazakhstan (3 credits; 5 ECTS)**

*Prerequisites: LAW2108 Civil Law of Kazakhstan: General Part*

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.

**LAW2202 Business Law (3 Credits; 5 ECTS)**

*Prerequisites: None*

This course is not an elective for law school students, as other classes cover this information in greater depth, it is for students of other colleges. Business Law 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 Kazakhstan. It covers areas of law such as Law of Transactions, Property Law, Liability Law, Land Law, Labor Law, and Tax Law. It is offered for BCB undergraduate students as part of their program.

**LAW2301 History of Political and Legal Studies (3 credits; 5 ECTS)**

*Prerequisites: None*

*Previously listed as GEN1603*

This course is an introduction to the history of political and legal theories from ancient times to the modern days. The main purpose of this course is to examine the origins and development of contemporary political and legal concepts such as sovereign state, division of powers, representation, legitimacy, individual rights and so forth.

Students will learn the roots of government authority and the meaning of political ideals such as liberty, equality, and justice. In reviewing these concepts, this course introduces students to major political and legal thinkers, including Plato, Aristotle, Niccolo Machiavelli, Thomas Hobbes, John Locke, Jean-Jacques Rousseau, Immanuel Kant and many others. The course pays particular attention to the historical context of thinkers and concepts and to the issue of how the theories and ideas articulated in political thought have shaped the contemporary principles of state and law.

### **LAW2302 Philosophy of Law (3 credits; 5 ECTS)**

*Prerequisites: None*

Philosophy of law deals with essential questions about law and legal systems, such as: what exactly is "law"? How is law different from other systems of rules? What is the relationship between law and morality? What is "justice"? What is "wrong"? What are "rights"? What is the best way to interpret a legal norm? What can be achieved through law and what cannot? What punishment is appropriate to the various cases of misconduct? The course discusses these and other questions with particular regard to the contemporary international debate. Its chief aim is equipping students with stringent and sophisticated legal reasoning.

### **LAW2303 Roman law (3 credits; 5 ECTS)**

*Prerequisites: None*

All the legal systems called "civil law systems" have a common ancestor: Roman law. In Kazakhstan or in France, in Mexico or in Germany, many of the terms, concepts, and basic rules of functioning that modern legal systems use were first developed by ancient Roman jurists. For this reason, the study of Roman law can offer important insights into the nature of modern law. Further, Roman law enabled the evolution of the so-called modern state. It was in Roman law, for example, that the distinction between public and private law first appeared; and it was in Roman law that an early form of international law emerged. The course provides a survey of the original contributions of the ancient Romans to the systematic development of law, and outlines the subsequent development of Roman law into the modern "civil law systems".

### **LAW3301 Contract Law of Kazakhstan (3 credits; 5 ECTS)**

*Prerequisites: LAW1101 Theory of State and Law*

This course focuses on the law of contractual obligations covering the formation and interpretation of business transactions, legal limitations on the bargaining process, claims and defenses related to breach of contract, and remedies for breach. In addition, it explores legal peculiarities of each type of contract, i.e., purchase and sale, barter, lease, transportation, construction, bank servicing, loan, insurance, storage, and many other contracts. It develops necessary skills and competencies to draft and efficiently negotiate business contracts.

### **LAW3302 Tort Law of Kazakhstan (3 credits; 5 ECTS)**

*Prerequisites: LAW1101 Theory of State and Law*

The second part of the course focuses on civil obligations arising out of injury (damage). It introduces students to the fundamentals of tort doctrine, focusing primarily on 'injury (damage),' 'illegality,' 'causation,' and 'guilt' elements required to establish conditions for civil liability, and types of liabilities, including personal injury, products liability, and moral distress, etc. Working on skills-based exercises, students will practice analyzing and applying tort principles to factual scenarios. Finally, the course deals also with the legal issues of unjust enrichment.

### **LAW3303 Company Law of Kazakhstan (3 credits; 5 ECTS)**

*Prerequisites: LAW1101 Theory of State and Law*

The course builds on the introduction to legal entities. Students study the concept, attributes and legal capacity of legal entities as well as rules related to the creation of legal entities; organs of legal entities; branches and representations of legal entities; reorganization and liquidation of legal entities. Besides students will study in

detail various forms of legal entities: business partnerships (general partnership, kommandit partnership, limited liability partnership, partnership with additional liability and joint stock company), production cooperative, state enterprise as well as non-commercial organizations. The practical component of the course consists of drafting documents relating to the creation and operation of a legal entity.

### **LAW3304 Family and Inheritance Law of Kazakhstan (3 credits; 5 ECTS)**

*Prerequisites: LAW2108 Civil Law of Kazakhstan: General Part*

*Previously listed as LAW3209*

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.

### **LAW3305 Comparative Constitutional Law (3 credits; 5 ECTS)**

*Prerequisites: LAW1101 Theory of State and Law*

*Previously listed as LAW3105*

Comparative constitutional law is an approach to the study of constitutional law based on comparisons across countries and jurisdictions. The course introduces students to the methods of comparative legal scholarship and highlights aspects of the international debate. The course surveys the main areas of constitutional law as illustrated by countries such as: Germany, France, South Korea, UK, USA, South Africa, and others. It discusses the global diffusion of constitutional ideas and models, and emphasizes the role of constitutional review.

### **LAW3306 Intellectual Property Law of Kazakhstan (3 credits; 5 ECTS)**

*Prerequisites: LAW2108 Civil Law of Kazakhstan: General Part*

*Previously listed as LAW3206*

Intellectual property is one of the most important issues of business and of common life since it involves the rights of producers as well as those of consumers, the rights of authors and of those who enjoy their creations. The course describes objects of intellectual property rights and their methods of protection as well as remedies available to the injured party. The legislative regulation of copyright, patents, trademarks, trade names, trade secrets and appellations of origin of goods are studied within the course – from the point of view of Kazakhstani legislation and in accordance with international agreements on intellectual property. In addition, students will encounter novel contractual innovations such as licenses that protect open-source ware. Together with the theoretical analysis of IP legislation the students will be offered numerous cases to solve, which involve both local and international intellectual property laws.

### **LAW3307 Land Law of Kazakhstan (3 credits; 5 ECTS)**

*Prerequisites: LAW2108 Civil Law of Kazakhstan: General Part*

*Previously listed as LAW3401*

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.

### **LAW3308 Environmental Law of Kazakhstan (3 credits; 5 ECTS)**

*Prerequisites: None*

*Previously listed as GEN2721 Environmental Law*

Environmental protection is a matter of everyone's concern. The first part of the course consists of an introduction to environmental studies, and provides an understanding of the scientific study of nature; the relationship between human beings and the environment; corporate social responsibility; the causes and consequences of major environmental problems; and cost/benefit analysis to evaluate possible solutions to regulation of the environment. The second part of the course focuses upon the concept, principles and tasks of the Environmental Law of Republic of Kazakhstan, the legal mechanism of the protection of environment, the legal forms of the environmental control and the issues of the juridical liability for the violation of Kazakhstani laws regulating the use and protection of the environment. In addition, the course examines international agreements and policy goals dealing with the mitigation of the adverse effects of cross-border pollution and other environmental damage and the allocation of liability for that damage.

### **LAW3309 Animal Law (3 credits; 5 ECTS)**

*Prerequisites: None*

*Previously listed as LAW3713*

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.

### **LAW3311 Public International Law (3 Credits; 5 ECTS)**

*Prerequisites: LAW1101 Theory of State and Law*

*Previously listed as LAW3511*

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.

### **LAW3312 Private International Law (3 credits; 5 ECTS)**

*Prerequisites: LAW2108 Civil Law of Kazakhstan: General Part*

*Previously listed as LAW4107*

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.

### **LAW3040/ECN3040 Market Regulation and Antitrust Policy (3 credits; 5 ECTS)**

*Prerequisites: None*

Regulation was once considered to be the command of the 'sovereign', often uniformed or even oblivious of the needs of society and markets. Since the 19th Century, though, this concept has developed thanks to a more structured presence of the state and to better knowledge of the national and international economic fabric. The 20th century and the first part of the 21th, have witnessed a first wave of State interventionism and regulatory action of markets and then, from the late 1970s, at least three decades of deregulation. The main goal of regulation and (maybe at first glance paradoxically) deregulation is to foster competitiveness in the market. But what does it mean to have competitive markets and how can this be achieved? Is the choice limited only to regulation or deregulation of markets? What is competition law and how does it relate to direct regulation of a market? What is a monopoly and what does it mean for a firm to abuse that power? What about an oligopoly and a cartel? These and many others are the questions that will find a response in this course.

This course provides a comprehensive overview of the structure and substance of the EU and Kazakh competition rules, with some comparative references to other systems, examining both the current legal framework and the underlying competition policy considerations that have informed their application and development. Moreover, this course will look at regulatory alternatives to competition law, which is the direct intervention of a Government in economic regulation. This course is cross-listed with the Economic course by the same title, with the Course code **ECN3040**.

### **LAW3999 Selected Practice-Oriented Undergraduate Topics in Law (1 credit; 2 ECTS)**

*Prerequisites: None*

This course provides a practical perspective and 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. The course is delivered by practitioners, and may be in Russian language. This course may be taken up to three times as topics vary. Similar topics may not be taken twice, please consult law school coordinator before registering a second or third time.

### **LAW4401 Criminal Procedure Law of Kazakhstan (3 credits; 5 ECTS)**

*Prerequisites: LAW2107 Criminal Law of Kazakhstan: Special Part*

*Previously listed as LAW3203*

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.

### **LAW4402 Civil Procedure Law of Kazakhstan (3 credits; 5 ECTS)**

*Prerequisites: LAW2109 Civil Law of Kazakhstan: Special Part*

*Previously listed as LAW3207*

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.

### **LAW4501 Commercial Litigation in Kazakhstan (3 credits; 5 ECTS)**

*Prerequisites: LAW4402 Civil Procedure Law of Kazakhstan*

The civil procedure course addresses the rules, principles and forms of pleadings that govern the litigation of a civil case in Kazakhstani courts. The course familiarizes students with how and where a lawsuit is initiated in the courts of Kazakhstan 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. The course will have very practice oriented focus and will be instructed by practicing litigation lawyers.

### **LAW4502 Law of the WTO (3 credits; 5 ECTS)**

*Prerequisites: None*

*Previously listed as LAW4602*

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.

### **LAW4503 Law of the European Union (3 credits; 5 ECTS)**

*Prerequisites: None*

*Previously listed as LAW4515*

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.

### **LAW4504 International Human Rights Law (3 credits; 5 ECTS)**

*Prerequisites: None*

*Previously listed as LAW4211*

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.

### **LAW4505 International Investment Law (3 credits; 5 ECTS)**

*Prerequisites: None*

*Previously listed as LAW4709 International Investment Disputes*

This course deals with the international law applicable to the rights and obligations of foreign investors and States of the place where the foreign investment is made. The course will have two parts: substantive and procedural. The substantive part will study the rights and obligations of foreign investors and national States, as included in Bilateral Investment Treaties (BITs), other international instruments, as well as in customary law and which protect the investment from unlawful State actions such as expropriation without appropriate compensation or unfair and unequitable treatment. Special attention will be paid to BITs to which the Republic of Kazakhstan is party. The procedural part will deal with the different dispute resolution mechanisms between foreign investors and national States, focusing on arbitration under the Washington Convention of 1965 and the International Center for the Settlement of Investment Disputes (ICSID). This type of arbitration is particularly important in Kazakhstan, because this country relies heavily upon foreign participation in the development of its energy sector. BITs are triggered and their terms may or may not provide clarity on substantive and dispute resolution issues. Recognition and enforcement of arbitral awards issued under the different instruments will also be studied.

### **LAW4506 International Commercial Law (3 credits; 5 ECTS)**

*Prerequisites: LAW2108 Civil Law of Kazakhstan: General Part*

*Previously listed as LAW4518*

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].

### **LAW4507 Law of Energy and Natural Resources (3 credits; 5 ECTS)**

*Prerequisites: None*

*Previously listed as LAW4706*

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.

**LAW4508 Financial Law of Kazakhstan (3 credits; 5 ECTS)**

*Prerequisites: LAW2108 Civil Law of Kazakhstan: General Part*

*Previously listed as LAW4601*

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.

**LAW4509 Tax Law of Kazakhstan (3 credits; 5 ECTS)**

*Prerequisites: LAW2108 Civil Law of Kazakhstan: General Part*

*Previously listed as LAW3520*

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.

**LAW4510 Procuracy Supervision in Kazakhstan (3 credits; 5 ECTS)**

*Co-or Prerequisites: LAW4401 Criminal Procedure Law of Kazakhstan (co – or prerequisite)*

*Previously listed as LAW4507*

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 Kazakhstan and his authority and organization and the history of the system of procuracy authority.

**LAW4511 Advocacy in Kazakhstan and Professional Ethics of Lawyer (3 credits; 5 ECTS)**

*Co-or Prerequisites: LAW4401 Criminal Procedure Law of Kazakhstan (co – or prerequisite)*

*Previously listed as LAW4503*

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.

**LAW4512 Criminalistics (3 credits; 5 ECTS)**

*Prerequisites: LAW2107 Criminal Law of Kazakhstan: Special Part*

*Previously listed as LAW3304 Criminal Investigation Technique*

Criminalistics (or forensic science) is understood as the scientific study and evaluation of physical evidence in the commission of crimes and as the science dealing with the detection of crime and the apprehension of criminals. It is especially important in law enforcement where forensics is done in relation to criminal law. The course introduces various areas of forensic science to the student, including fingerprint, trace evidence, ballistics and other basic areas of forensics. Time permitting, topics such as forensic auditing and mobile phone treatment.

### **LAW4513 Court System of Forensic Inquiry (3 credits; 5 ECTS)**

*Prerequisites: LAW4401 Criminal Procedure Law of Kazakhstan*

*Previously listed as LAW3502*

The course covers the role of the 'expert' in court proceedings, including who is an expert, how his expert opinion/report is treated as evidence, which party may request an expert opinion and the role of the center for experts in managing the scientific evidence in criminal and civil proceedings.

### **LAW4514 Law of International Treaties (3 credits; 5 ECTS)**

*Prerequisites: None*

Treaties are a major source of both public and private international law. The course aims to offer a thorough instruction on the foundations and sources of the law of treaties, the role of bilateral and multilateral treaties as a source of international law and, where appropriate, national law, the procedures of treaty-making, the relationship between treaties and customary international law and rules of *jus cogens*, and the role of language in treaty-making. Also, the course examines treaty-making between States and international organizations; accession to treaties, functions of the depositary; reservations; publication of treaties; breach of treaty obligations; invalidity, termination, and suspension of treaties; denunciation and other withdrawal from treaties; succession in treaties; effects of treaties for third States; treaties and municipal law; and interpretation of treaties.

### **LAW4515 International Criminal Law (3 credits; 5 ECTS)**

*Prerequisites: LAW2107 Criminal Law of Kazakhstan: Special Part*

After the Second World War, but especially since the 1990s - that is, after the establishment of the International Criminal Tribunals for the Former Yugoslavia and Rwanda - international criminal law (ICL) is gaining in significance. States' cooperation in penal matters, whose function consists in the prevention and repression of the most serious crimes of international concern, is developing in bilateral and multilateral formats. In conjunction with the key concepts of the law of international security, international humanitarian law and international human rights law, this course covers the substantive issues of international criminal law - that is, jurisdiction, the general part of ICL, crimes under international law (genocide, crimes against humanity, war crimes and the crime of aggression) - and the fundamentals of international criminal procedure, including the operation of the International Criminal Court. The implementation of ICL in the CIS countries and selected common law and civil law jurisdictions is also covered.

### **LAW4516 Introduction to the Legal System of a Foreign Countries (3 credits; 5 ECTS)**

*Prerequisites: None*

The course surveys the legal system of a foreign country. It outlines the main components of the country's law, including constitutional law, administrative law, criminal law, business and company law, family law, structure and functions of the courts, main international organizations and treaties the country adheres to. The course is accessible also to students without legal background and is a good introduction to law in general.

### **LAW4517 Comparative Contract Law (3 credits; 5 ECTS)**

*Prerequisites: None*

Comparative contract law is the comparative study of the contract law of several legal systems and jurisdictions. As the latter can be differentiated into groups according to their origin, methodology and substantive similarities, the course will examine the Common law, the Continental law and the Sharia legal systems. In doing so, the course will

introduce students to the most important contract law concepts (e.g. interpretation of contracts, formation of contracts, the principle of good faith, liability for non performance, remedies for non-performance, etc) from comparative perspective. Studying the differences and similarities of the contracts of different legal systems, the course will facilitate a better understanding of both the Contract Law of Kazakhstan and International Contract Law.

### **LAW4519 Criminology (3 credits; 5 ECTS)**

*Prerequisites: LAW1101 Theory of State and Law, LAW2106 Criminal Law of Kazakhstan: General Part (co-requisite)*

The course covers the roots and causes of crime, trends in criminal behaviour, the anthropological, psychological and sociological aspects of various categories of crimes, the basics of victimology, and other related topics. The course is usefully related to the General and Special Parts of Criminal Law, and Criminalistics, in that it provides a background to relevant material and procedural provisions, and helps to study criminal law in a broader cultural context.

### **LAW4520 Public International Law (Advanced) (3 credits; 5 ECTS)**

*Prerequisites: LAW3311 Public International Law*

The course offers an interactive overview of current challenges to international law, and of prospects for this law's future development. The course covers emerging theories and developing institutions of international law, and is intended to enable students to research international law, and to apply it in various professional formats.

### **LAW4521 History of International Law (3 credits; 5 ECTS)**

*Prerequisites: None*

The course covers the development of international law, from antiquity to modern time. It presents international law as a cultural phenomenon common to the entire human civilization, intended to progressively install ideas of peace, cooperation, good faith and mutual respect among peoples and States. The major milestones in the development of international law are related to key events in the history of international relations, to show international law's realistic nature and practicality.

### **LAW4522 Diplomatic and Consular Law (3 credits; 5 ECTS)**

*Prerequisites: LAW3311 Public International Law (co-requisite)*

The course focuses, in a detailed fashion, on the 1961 Vienna Convention on Diplomatic Relations, the 1963 Vienna Convention on Consular Relations and other treaty-based and customary sources of international law dealing with the regulation of official bilateral or multilateral relations between States. The course covers the organization and functioning of permanent and temporary diplomatic missions, the legal status of diplomatic, administrative and technical, and service staff under international law, and the Republic of Kazakhstan's legislation on diplomatic and consular service.

### **LAW4523 International Institutional Law/Law of International Organizations (3 credits; 5 ECTS)**

*Prerequisites: LAW3311 Public International Law (co-requisite)*

The course deals with the nature of international organizations as secondary subjects of international law, and provides an overview of the structure and functioning of the United Nations and organizations of the UN system, of other universal and regional international organizations. It also provides an overview of activities of international non-governmental organizations (NGOs), and of the International Committee of the Red Cross (ICRC).

### **LAW4524 International Conflict and Security Law (3 credits; 5 ECTS)**

*Prerequisites: None*

The course deals, on the one hand, with the prohibition of the use of force in international relations (Article 2(4) of the UN Charter) and lawful exceptions from this prohibition, and, on the other hand, with the international law of armed conflict (ILAC). In the first part, States' inherent right to individual and collective self-defence, the UN collective security regime, peacekeeping and peace-enforcement, "humanitarian intervention", the Responsibility to Protect, and other relevant legal regimes are dealt with. The second part of the course is devoted to the legal regulation of the conduct of hostilities and the protection of victims of international and non-international armed conflicts.

### **LAW4525 IT (Cyberspace) Law (3 credits; 5 ECTS)**

*Prerequisites: None*

Building a web-site, dealing with copyright issues in cyberspace, processing personal data, issuing or using virtual currency like Bitcoins, starting upon own IT project, fighting cybercrimes, cyber-espionage and mass surveillance.

### **LAW4526 Introduction to International Commercial Litigation in the EU and the US (3 credits; 5 ECTS)**

*Prerequisites: LAW2109 Civil Law of Kazakhstan: Special Part and LAW3312 Private International Law*

This course provides an overview of the three main areas of Private International Law in the European Union and the United States, as applied to international commercial disputes. It will examine 1) international jurisdiction rules, 2) conflict of law norms and 3) recognition and enforcement of foreign judicial decisions.

### **LAW4529 International Tax Law (3 credits; 5 ECTS)**

*Prerequisites: None*

The course focuses on the application of taxes and tax law in the international community as it relates to individuals, businesses and government agencies conducting Cross-border commerce.

### **LAW4530 International Commercial Arbitration (3 credits; 5 ECTS)**

*Prerequisites: None*

This course deals with one of the most popular private dispute resolution mechanisms in international business transactions. It provides an overview of topics such as the jurisdiction and formation of arbitral tribunals, the procedural and substantive law applicable to arbitration proceedings and to the merits of the dispute, interim measures, challenges to the arbitration awards, and recognition of foreign awards.

### **LAW4531 Mootcourting (3 credits; 5 ECTS)**

*Prerequisites: LAW3311 Public International Law and LAW2108 Civil Law of Kazakhstan: General Part*

The course boosts students' skills in talking, writing, thinking. It uses methodologies specifically designed to train advocates and moot courtiers. It also gives a chance to join one or more than 20 internationally known and respectable law competitions – a fantastic way to start one's career in international law.

### **LAW4533 Eurasian Economic Union Law (3 credits; 5 ECTS)**

*Prerequisites: None*

This course introduces students to the substantive laws the Eurasian Union, with comparative remarks to the European Union substantive law and references to the One Belt, One Road initiative.

Kazakhstan has embarked in a project, which deeply affects its sovereign power to regulate the domestic economy, as the Eurasian Economic Union (EAEU) aims to achieve deeper integration among countries part to the post-

Soviet space. According to many scholars working and commenting on the EAEU, this process of integration is mainly inspired to the European Union institutions and substantive laws.

The course focuses on the following topics: Eurasian Economic Union: History and Institutions, Trade Regulation, Competition, Intellectual Property, and Special regulatory regimes.

### **LAW 4534 Fundamentals of Legal Consulting ((3 credits; 5 ECTS)**

*Prerequisites: None*

The course gives the students the idea of how legal consulting work is regulated and conducted in Kazakhstan. The course will cover the Law on Advocacy and Legal Assistance in relation to the work of Legal Consultants. The course will also cover the activity of legal consulting firms: how clients are target and addressed, how services are proposed, what kinds of services are there in general, how fees and time frames are calculated (in general), how clients are evaluated from the QRM and conflict of interest perspectives, etc.

### **LAW 4535 Comparative Law (3 credits; 5 ECTS)**

*Pre-requisites: The completion or parallel study of the Theory of State and Law (LAW 1101) is an advantage.*

The course explores, in a comparative fashion, the main legal traditions of the world. More specifically, it deals with the organization of power in the respective legal traditions, the sources of law and law-making techniques, the status and role of the judiciary, etc. Ultimately, the course helps students develop the skills of analyzing the legislations of foreign States and identifying the most appropriate legal solutions to practical challenges, and contributes to the development of students' critical and creative thinking.

### **LAW4536 Introduction to Common Law (3 credits; 5 ECTS)**

*Prerequisites: None*

In international law and with the opening of the AIFC, the common law has become an important element of jurisprudence for any jurisdiction. This course will provide an introduction into this system of law. The primary focus may be on UK and US law in addition to examples from other common law jurisdictions.

### **LAW2601 Academic Internship (2 credits; 4 ECTS)**

*Prerequisites: 36 credits plus LAW2109 Civil Law of Kazakhstan: Special Part*

*Previously listed as LAW3707*

The academic internship provides students with the opportunity to learn how the entities that make up the legal-judicial system function. Students visit institutions such as the Parliament of Kazakhstan, courts, local representative bodies, law firms and NGOs, and attend guest lectures of famous practicing lawyers, judges, legislators, government officials and heads of law firms and non-governmental organizations.

### **LAW3602 Professional Internship (2 credits; 2 ECTS)**

*Prerequisites: Academic Internship plus completion of at least 90 credits of courses*

*Previously listed as LAW3902 Industrial Internship*

The Professional Internship introduces students to the practice of law in a professional setting, in which they apply the knowledge and skills learned in the classroom. Students engage in a supervised internship in a law firm, consulting firm, company, non- government agency, or governmental organization. The student's advisor and the participating sponsor, together with the student, collaboratively design the program of activities and supervision.

### **LAW4603 Pre-Diploma Internship (2 credits; 3 ECTS)**

*Prerequisites: Professional Internship plus completion of at least 120 credits of courses*

*Previously listed as LAW4903*

The Pre-Diploma Internship is the last type of internship that is required by the state standards. It helps students to write their thesis by applying theoretical knowledge in practice.

**LAW4999 Selected Undergraduate Topics in Law (3 credits; 5 ECTS)**

*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.

**LAW4701 State Examination (1 credit; 2 ECTS)**

*Prerequisites: all academic credits plus completion of a least 130 credits of courses*

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

**LAW4707 Thesis Defense (3 credits; 5 ECTS)**

*Prerequisites: all academic credits plus completion of a least 130 credits of courses*

A thesis is a research work on a topic that is in the area of Law. 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.

**LAW4703 State Exam in Theory of State and Law (1 credit)**

*Prerequisites: all academic credits plus completion of a least 130 credits of courses*

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

**LAW4704 State Exam in Constitutional Law (1 credit)**

*Prerequisites: all academic credits plus completion of a least 130 credits of courses*

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

**LAW4705 State Exam in Public International Law (1 credit)**

*Prerequisites: all academic credits plus completion of a least 130 credits of courses*

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

**LAW4706 State Exam in Private International Law (1 credit)**

*Prerequisites: all academic credits plus completion of a least 130 credits of courses*

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

## GRADUATE PROGRAMS COURSES DESCRIPTION

### MASTER OF BUSINESS ADMINISTRATION COURSES

#### ACCOUNTING AREA

##### **ACC5001 Foundations of Accounting (1.5 Credits; 3 ECTS)**

*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; 5 ECTS)**

*Prerequisites: ACC5001*

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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites: Completion of at least 36 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; 3 ECTS)**

*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; 5 ECTS)**

*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 Prerequisites 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 Prerequisites, the course is designed for students with an intermediate background in economic theory.

### **FIN5202 Advanced Corporate Finance (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites: FIN5202*

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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites: FN5202*

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; 5 ECTS)**

*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; 5 ECTS)**

*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; 3 ECTS)**

*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; 3 ECTS)**

*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.

### **MGT5100 Business Communication (2 Credits; 4 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites: MG5201*

This course deals primarily with activities that directly affect how employees are brought into the firm and how they are treated while they are employed. These activities include selection, training and development, performance evaluation and management, reward and compensation, labor relations, working conditions, among other related issues.

### **MGT5211 International Business (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites: MBA Standing*

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.

**MGT5227 Change Management (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 3 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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 (3 credits; 5 ECTS)**

*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.

**MKT5230 New Product Development (3 credits; 5 ECTS)**

*Prerequisites: MKT5202 Advanced Marketing Management*

This course addresses important marketing issues involved in developing new product. In the context of the course the term "new product" is related to anything new and creative including a product concept, an advertising slogan, the new design of packaging, and a new logo among others. The emphasis is placed on creative thinking without the limitation of existing methods of presenting information, especially design.



### **MKT5260 Selected Topics in Marketing (3 Credits; 5 ECTS)**

*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.

### **Logistics and Supply Chain Management & Operations Management Area**

#### **OPM5001 Foundation of Operations Management (1.5 Credits; 3 ECTS)**

*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 Methods (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites: OPM5001*

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; 5 ECTS)**

*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.

#### **OPM 5205 Analytical Methods for Supply Chain Management (3 credits; 5 ECTS)**

*Prerequisites: OPM5203*

This course covers the primary methods of analysis required for supply chain management planning. The class solves various applied industry-based problems/issues using simulation, linear programming, regression, cluster analysis, decision tree and other techniques implemented in modern information systems. Course is supported with new industry-based models in supply chain management area. The students work is primarily team based with a final exam

### **OPM 5206 Project Management in Logistics (3 credits; 5 ECTS)**

*Prerequisites: OPM5203*

This course offers a unique curriculum in which project management is embedded into logistics and supply chain process management, including procurement, production, distribution and customer service, with a diverse range of management styles and structures. It embraces the latest information and communications technology skills applied to logistics, and covers global supply chain management business strategies for organizations doing business in the global arena.

System approach of Logistics organizations and processes

Project management methods and tools (MS-project)

Mastering time, finance and resources

Economical evaluation and multi-criteria analysis of logistical projects

Appraising and managing risk

### **OPM 5207 Transportation and warehouse logistics (3 credits; 5 ECTS)**

*Prerequisites: OPM5203*

This course demonstrates the 21st century importance of strategic transportation and warehouse logistics planning in contributing to corporate profits, customer service enhancements leading to higher sales and a marketing weapon to gain sustainable competitive advantage. The importance of moving information becomes equal to the movement of goods. Managerial perspectives are offered on aligning corporate planning, technology, financial controls and logistics performance measurement. We will also gain an overview on the interaction among stakeholders in the public and private sectors in aligning public policy with global uncertainties.

## **MASTER OF ACCOUNTING AND AUDIT COURSES**

### **ACC5101 Financial Accounting (3 Credits; 5 ECTS)**

*Prerequisites: Master Standing*

This course is designed to provide students with underlying principles and concepts of financial accounting with applications of financial analysis. It is intended for specialists who have been exposed to financial accounting. This course is a study of the basic objectives, principles, and procedures of financial accounting in the preparation, analysis, interpretation, communication, and reporting of basic financial statements single entities and business groups. The course is designed to cover preparation guide materials of ACCA papers F1 and F2.

### **ACC5102 Management Accounting (3 Credits; 5 ECTS)**

*Prerequisites: Master Standing*

The course makes a focus on knowledge and techniques of management accounting to help managers make better decisions. By focusing on basic concepts, analyses, uses, and procedures instead of procedures alone, management accounting is recognized as a managerial tool for business planning, strategy, controlling and monitoring performance, decision-making and implementation. The course is designed to cover preparation guide materials of ACCA paper F2.

### **ACC5104 Corporate and Business Law (3 Credits; 5 ECTS)**

*Prerequisites: Master Standing*

The course introduces students to basic legal knowledge and skills necessary to operate in Kazakhstan business environment. The course will cover the following topics: (1) KZ legal system, including the main sources of law, (2) law of obligations, (3) employment relationships, (4) business organizations; (5) securities law; and (6) corporate governance

### **ACC5105 Performance Management (3 Credits; 5 ECTS)**

*Prerequisites: ACC5101 & ACC5102*

The course introduces students to different topics of Management Accounting and, more specifically, to topics covered in preparation guide for ACCA Paper F5. The objective of the course is to build a conceptual ground for understanding of various management accounting techniques and their applications to managerial decision making. Namely, after successful completion of this course the students should be able to deal with overheads, solve problems surrounding pricing and make-or-buy decisions, prepare fixed, flexible and other types of budgets, compute and interpret different types of budget variances. Risks and uncertainties of real-life decisions are considered in relation to performance management systems and other tools used for measurement and control.

### **ACC5106 Taxation (3 Credits; 5 ECTS)**

*Prerequisites: ACC5101*

At this course students will get acquainted with the operation and scope of the tax system of Kazakhstan, starting with the application of Tax Code of RK and other tax-related legal acts, tax returns, rules related to tax (de-) registration, tax control procedures and tax dispute resolution procedures. The objective of this course is to develop students' knowledge of underlying principles and major technical areas of Kazakhstani taxation (with emphasis on corporate income tax, personal income tax, value added tax and property taxes). The course also discusses the special tax regimes and the tax issues of cross-border trade (application of double tax treaties and Common Economic Space regulations in Kazakhstan). After successful completion of the course the students should be able to explain and compute tax liabilities in respect of major Kazakhstani taxes, as well as distinguish between tax evasion and tax avoidance, understand and explain the key anti-avoidance provisions and also study the relationship of Ethics and Tax Planning. This course is designed considering requirements for ACCA Paper F6.

### **ACC5107.1 Financial Reporting (3 Credits; 5 ECTS)**

*Prerequisites: ACC5101*

This course is intended to provide students with necessary knowledge and skills to understand and apply various accounting standards and the theoretical framework in preparation of financial statements of business entities and groups. By focusing on reporting practices existing in the current business environment, this course also emphasizes accounting concepts and methods required to analyze and interpret financial statements of an entity. It covers specific areas of financial reporting including conceptual framework, regulatory framework, preparation of financial statements, business combinations, and analyzing and interpreting financial statements. The course is designed to cover preparation guide materials of ACCA paper F7.

### **ACC5108 Audit and Assurance (3 Credits; 5 ECTS)**

*Prerequisites: ACC5101*

The course introduces students to various topics of Audit and, more specifically, to topics covered in preparation guide for ACCA Paper F8. Objective of the course is to develop knowledge and skills in the process of carrying out the assurance engagement and its application in the context of the relevant professional regulatory framework. Namely, after successful completion of this course the students should be able to explain the concepts of audit and assurance and the functions of audit and corporate governance, demonstrate how the auditor obtains an understanding of the entity, assesses the risk of material misstatement, and plans an audit of financial statements. The course covers how to describe and evaluate internal controls, and work and evidence required to meet the objectives of audit engagement and the application of the relevant Standards on Auditing.

### **ACC5109 Financial Management (3 Credits; 5 ECTS)**

*Prerequisites: ACC5101 & ACC5102*

This course is designed to introduce the role and purpose of financial management function within an organization. It is aimed at developing skills that would be expected from a finance manager in relation to investment financing and dividend policy decisions. The following principles and concepts of various sources of

business finance, including dividend policy and how much finance can be raised from within the business, cost of capital and other factors that influence the choice of the type of capital a business will raise studied within this course. The principles underlying the valuation of business and financial assets, including the impact of cost of capital on the value of business are also considered.

### **ACC5112.1 Corporate Reporting (3 Credits; 5 ECTS)**

*Prerequisites: ACC5107 & ACC5102*

This course is intended to teach students to apply key knowledge, skills and use professional judgment in the application and evaluation of financial reports in a wide range of business contexts. It covers specific areas of corporate reporting such as professional ethics, financial reporting framework, reporting financial performance, financial reporting for groups, specialized entities, changes in regulation, appraisal of performance and position, and current developments. The course is designed to cover preparation guide materials of ACCA paper P2.

### **ACC5114 Advanced Financial Management (3 Credits; 5 ECTS)**

*Prerequisites: ACC5109*

This course is aimed at discussing further the role and responsibility of a senior executive within an organization. The course re-examines investment and financing decisions from a strategic, domestic or global perspectives. It will also help students develop financial advisory skills in business combinations and other types of alternative strategic moves of an organization.

The principles of risk management in business, business and asset valuation, the impact of new and emerging issues in financial management are considered within this course

### **ACC5115 Advanced Performance Management (3 Credits; 5 ECTS)**

*Prerequisites: ACC5105*

The course introduces students to different topics of Advanced Management Accounting and, more specifically, to topics covered in preparation guide for ACCA Paper P5. Objective of the course is to develop and deepen the understanding of specific aspects of performance management and business analysis introduced in ACCA Papers F5 and P3. Namely, after successful completion of this course the students should be able to comprehend the role of setting strategic objectives, monitoring, and control under the pressure of macro-economic, fiscal, and other environmental external factors. Moreover, the students should be able to understand the issues relating to performance measurement systems design, apply performance measurement techniques in the context of not-for-profit organizations and multi-national businesses, assess and recognize whether a business is facing difficulties or exposed to a potential possibility of failure. All the topics are covered in relation to current developments and emerging issues that influence performance within organizations.

### **ACC5116 Advanced Taxation (3 Credits; 5 ECTS)**

*Prerequisites: ACC5106*

This course further develops the key aspects introduced in the Taxation course by expanding students' ability to apply their tax knowledge to the situations commonly experienced by individuals and businesses, including interpretation and analysis of information provided and communication of the outcomes. After successful completion of the course the students should be able to explain impact of relevant taxes on various situations and courses of actions, to determine the tax planning possibilities and apply relevant legitimate tax planning techniques, as well as to communicate professionally with the clients, tax authorities and other professionals. This course is designed considering requirements for ACCA Paper P6.

### **ACC5117 Advanced Audit and Assurance (3 Credits; 5 ECTS)**

*Prerequisites: ACC5108*

This course builds on the knowledge obtained in the course Audit and Assurance. This course covers how to apply relevant knowledge, skills, and exercise professional judgment in analysis, evaluating, concluding and reporting on

the assurance engagement and other audit and assurance issues in the context of current developments. Namely, after successful completion of this course students should be able to recognize the regulatory environment and its impact on audit and assurance practice, identify and formulate the work required to meet the objectives of audit as well as non-audit assignments and apply the relevant Standards on Auditing, evaluate the results and findings of audit work performed and draft suitable reports on assignments.

### **ACC5118 Research Methods in Accounting (3 credits; 5 ECTS)**

*Prerequisites: Master Standing*

The objective of the course is to introduce methods of empirical research applied in accounting. The primary emphasis of the course will be on developing skills for conducting research and comprehending research output in an applied and professional context. It covers basic aspects of the logic of scientific inquiry, the main techniques and methods of research. The content of the course covers, but not limited to, the following topics: development of the research idea; setting up a hypothesis or hypotheses; understanding of peculiarities of data collection; application of different tools of quantitative and qualitative data analysis; and interpretation of the findings.

### **ACC5119 Strategic Business Leadership (3 credits; 5 ECTS)**

*Prerequisites: ACC5107 & ACC5102*

The course is designed in a way to enable students to apply excellent leadership and ethical skills to set the ‘tone from the top’ and promote a positive culture within the organization by evaluating the effectiveness of the governance and agency system of an organization and recognizing the responsibility of the board or other agents towards their stakeholders. Throughout the course students also will evaluate the strategic position of the organization against the external environment and the availability of internal resources and analyse the risk profile of the organization and of any strategic options identified, within a culture of responsible risk management.

The course also includes a section relating to and applying IT and security controls at all levels of the organization from strategic considerations including big data, cloud computing and e-business, through to using IT in the management of information controlling organizations, and in financial and organizational operations. To support the management of risk the course also addresses organizational control in its wider context, including internal audit, review, internal control, and feedback to implement and support effective governance. It also includes financial aspects of managing an organization, including key finance and management accounting techniques to analyse performance and to support decision-making. The course syllabus finally focuses on innovation, performance excellence and change management to enable organizational success and implement change through effective organizational processes, IT solutions and project management, including the role of new and disruptive technologies in transforming the nature of business analysis and transactions.

## **MASTER OF FINANCE COURSES**

### **FIN5129 Microeconomics (3 Credits; 5 ECTS)**

*Prerequisites: Master Standing*

Microeconomics course focuses on the microeconomic principles used to describe the marketplace behavior of consumers and firms. The first part of the course covers the concepts and tools of demand and supply analysis—the study of how buyers and sellers interact to determine transaction price and quantities. The second part covers the consumer theory, which addresses the demand for goods and services by individuals who make decisions to maximize the satisfaction they receive from present and future consumption. The third part deals with the theory of the firm, focusing on the supply of goods and services by profit-maximizing firms, and provides the basis for understanding the cost side of firms’ profit equation. The final part addresses firm’s revenue issues and discusses the types of markets in which firms sell output. Overall, the course provides the economic tools for understanding of product and resource markets functioning and the competitive characteristics of different industries.

**FIN5131 Macroeconomics (3 Credits; 5 ECTS)**

*Prerequisites: Master Standing*

Macroeconomics course covers fundamental macroeconomic concepts. The first part provides the building blocks of aggregate output and income measurement, aggregate demand and supply analysis, and the analysis of the factors affecting economic growth. The second part explains fluctuations in economic activity, known as business cycles, which have important effects on businesses and investment environment. The third part discusses monetary and fiscal policies and implementation by central banks and governments to mitigate the severity of economic fluctuations and to achieve other policy goals. Finally, some issues of international economics are discussed.

**FIN5109 Corporate Finance (3 Credits; 5 ECTS)**

*Prerequisites: Master Standing*

This course focuses on conceptual financial management issues such as theories of capital structure, principles of capital budgeting, comparison of capital budgeting approaches, asset pricing, projects' and firms' valuation methods, measures of leverage, cost of capital and analysis of factors that impact a firm's ability to raise financing from different sources, financial planning and forecasting. It also examines dividend policy, working capital policy, liquidity management policy and may include some introductory topics of corporate restructuring, mergers and acquisitions etc.

**FIN5111 Ethical and Professional Standards (3 Credits; 5 ECTS)**

*Prerequisites: Master Standing*

This course introduces the CFA Institute Code of Ethics and Standards of Professional Conduct that will be essential for decision-making in the investment industry. Each standard presents the procedures that should be taken to resolve ethical conflicts, and recommend procedures of compliance. Students will be introduced to Global Investment Performance Standards, the CFA Institute Soft Dollar Standards and other important standards needed for professional judgment. Case studies and exercises will be used to show how these standards are applied in practice.

**FIN5113.3 Financial Reporting and Analysis (3 Credits; 5 ECTS)**

*Prerequisites: Master Standing*

This course aims to provide students with insights into financial reporting and analysis, which is used by companies to evaluate the performance. The course will explain the accounting principles and standards, which are used for preparation of financial statements; how these financial statements are prepared. It will start with overview of each financial statement and its role and continue with the most important items and their valuation and presentation in these statements.

**FIN5119 Fixed Income (3 Credits; 5 ECTS)**

*Prerequisites: Master Standing*

This course introduces students to one of the largest segments of global financial markets – fixed-income investments. It will start with description of characteristics and types of fixed income securities, and continue with valuation of these financial instruments, risk and return for fixed-income and credit analysis.

**FIN5121 Quantitative Methods (3 Credits; 5 ECTS)**

*Prerequisites: Master Standing*

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. The objective of the course is not just to create a better understanding of statistics but to have a business perspective on the use of the statistical analysis technique as well. Students will be often asked to interpret given data analysis results from a business perspective and to consider further business implications in the analysis.

### **Fin5125 Derivatives (3 Credits; 5 ECTS)**

*Prerequisites: Master Standing*

This course presents to students derivative investments and their application for hedging different kinds of risk. This course places emphasis on market operations and the valuations of forward, futures, swaps, and options contracts and their interrelations. Major topics of trading strategies include hedging, arbitrage and speculation, and of market operations on stock index, interest rate instruments, and foreign currencies. Binomial and Black-Sholes option pricing models as well as recent innovations in derivative markets are discussed.

### **FIN 5133 Advanced Financial Management (3 credits; 5 ECTS)**

*Prerequisites: Master Standing*

This course aims to address advanced financial management issues emphasizing on practical application of theories. It focuses on critical examination of modern finance theory and integrated approach for a firm's investment and financing decisions under uncertainty and imperfect capital markets' environment. It also examines investment and financing decisions from strategic and global perspectives. Major topics include, but not limited to, advanced asset pricing models, option valuation models, real options, alternative and modern approaches for capital management, dividend policies, corporate risk management, corporate governance issues.

### **FIN 5139 Financial Statements Analysis (3 Credits; 5 ECTS)**

*Prerequisites: Master Standing*

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.

### **FIN 5141 Portfolio Management and Behavioral Finance (3 Credits; 5 ECTS)**

*Prerequisites: Master Standing*

The course examines the foundations of modern portfolio theory, asset pricing models, the trading of securities and a framework for investment analysis of various financial instruments. The modern portfolio theory and asset valuation based on the capital asset pricing model, arbitrage pricing theory and portfolio planning and construction are introduced and discussed. Also, the course offers a look at the financial industry and practice within the context of behavioral theory in order to understand the psychological aspect and reactions of individuals to financial markets and economic conditions. Decades of academic research on how human behavior and psychology affect financial decisions (and thus markets) is impacting the investment profession. Students will have an opportunity to learn how this new approach either supports or refutes the conventional wisdom.

### **FIN 5143 Equity Analysis and Alternative Investments (3 Credits; 5 ECTS)**

*Prerequisites: Master Standing*

This course presents new challenges in a dynamically changing financial system and deals with the exploration of investment opportunities for the investors. The course provides students with insights into equity analysis and valuation, covering topics like: characteristics of equity investments, security markets, indices; market organization, structure and its efficiency;

uses of industry analysis; and concepts and basic tools for equity valuation. Also, the course introduces alternative investments and discusses their relation to traditional investments. Students are provided with definition and classification of alternative investments, their categories, valuation, risks and opportunities.

## **MASTER OF MARKETING COURSES**

### **MKT5102 Managing Marketing (3 Credits; 5 ECTS)**

*Prerequisites: Master Standing*

In this course students will study details of marketing function within the organization. They will develop marketing plans and details of marketing activities for various members of marketing department. The course will introduce participants to critical assessment of organizational resources and capabilities needed for the implementation of marketing strategies and programs. In this module students will learn about preparation of marketing budget and related documentation.

### **MKT5118 Corporate Reputation and Communication (3 Credits; 5 ECTS)**

*Prerequisites: Master Standing*

In this course students will learn what corporate reputation is and how it should be managed. Using the latest research and current best practice, students will study how to communicate effectively with key stakeholders, including employees, and promote a positive corporate reputation. Participants will investigate the importance and types of corporate culture. Special attention will be devoted to learning corporate communication tools. The course will provide a unique experience combining knowledge of communication skills and techniques, with case studies and examples of best practice.

### **MKT5130 Strategic Marketing (3 credits; 5 ECTS)**

*Prerequisites: MKT5102*

Strategic Marketing is the study of organizational, inter-organizational and environmental phenomena concerned with the behavior of organizations in the marketplace in their interactions with consumers, customers, competitors and other external constituencies, in the context of creation, communication and delivery of products that offer value to customers in exchanges with organization. It deals with the general management responsibilities associated with the role of the marketing function in organizations. At the broadest level, strategic marketing can be defined as an organization's integrated pattern of decisions that specify its crucial choices concerning products, markets, marketing activities and marketing resources in the creation, communication and/or delivery of products that offer value to customers in exchanges with the organization and thereby enables the organization to achieve specific objectives. Strategic marketing includes exploiting available resources to increase the competitive advantage over competitors. Competitors' analysis, marketing tactics, generic frameworks of marketing strategies, customer value, industry analysis and value chain, economies of scale and scope, segmentation, targeting, and positioning, and competitive advantage are the key elements in Strategic Marketing course. Lectures will focus on conceptual and theoretical issues blended with examples and illustrations from actual cases and practical business life, including global drivers. Strategic and tactical issues are important part of the course.

### **MKT5116 Research Methods for Marketing (3 Credits; 5 ECTS)**

*Prerequisites: MKT5102*

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.



### **MKT5104 Marketing Planning Process (3 Credits; 5 ECTS)**

*Prerequisites: MKT5102*

This course introduces students to the aspects of marketing planning process and more specifically to the topics covered in preparation for similar titled course from Chartered Institute of Marketing. Participants will learn contents of strategic and operations plans and practice their analysis and development. They will study how to conduct marketing audit and analysis of the environment. The course will also cover the aspects of segmentation, targeting and positioning. Relationship marketing issues will be discussed.

### **MKT5106 Delivering Customer Value through Marketing (3 Credits; 5 ECTS)**

*Prerequisites: MKT5102*

The course will introduce students to the development and management of brands as well as product portfolios. It will present innovative approaches to marketing value creation. Effective design of marketing mix programs to enhance marketing value will be covered. Delivery and distribution strategies to enhance customer satisfaction and retention will be discussed. Details of marketing communications strategy for attracting and retaining customers will be provided.

### **MKT5108 Project Management in Marketing (3 Credits; 5 ECTS)**

*Prerequisites: MKT5102*

Students will study project management tools and techniques. Various research projects and business cases on marketing project management will be discussed. The course will teach how to plan and develop high quality and cost effective programmes. Specific marketing techniques will be integrated by participants in the development and implementation of marketing projects.

### **MKT5110 Analysis and Decision Making in Marketing (3 Credits; 5 ECTS)**

*Prerequisites: MKT5102*

This course stresses definitions, concepts, and theories from strategic marketing perspectives of individual firms, customers and social organizations, introduction to marketing management ethics issues and problems in conjunction with other marketing and management ethical course topics. This course 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 are aligned with corporate objectives, allocated resources, the operating environment and the targeted consumers. Students learn to think strategically and apply theory to real world problems. Case studies, simulated role-playing and group projects will enable the student to synthesize ideas and data as a means of formulating and executing a winning strategy to increase sales and market share.

### **MKT5112 Emerging Themes in Marketing (3 Credits; 5 ECTS)**

*Prerequisites: MKT5102*

Students will evaluate various macro-environmental factors that emerge in modern business environment. They will be able to make critical assessment of these factors for the specific industry or sector. Participants will learn how to design contemporary marketing strategies which will benefit from opportunities arising in the environment. They will practice decision making skills as well as enhance creativity in designing marketing solutions.

### **MKT5114 Marketing Planning and Leadership (3 Credits; 5 ECTS)**

*Prerequisites: MKT5102*

Students will start from evaluation and revision corporate visions and mission. They will learn how to incorporate sustainable and relationship marketing programs in marketing activities. Participants will learn stages in strategic marketing planning process; analyze and develop operational and strategic marketing plans. Innovative marketing

practices will be covered. Development and implementation of sustainable competitive advantage will be discussed.

### **MKT5120 Digital Marketing (3 Credits; 5 ECTS)**

*Prerequisites: MKT5102*

This course is an introduction to digital marketing technologies employed by companies (Internet, CRM and Demand Generation Systems). Topics covered will include privacy and brand protection in the Internet. Special attention will be devoted to study social media types and incorporation of social networking sites, blogs and micro blogs in the marketing communications activities of the organizations. Emphasis on incorporation of digital marketing tools in current marketing activities of the company will be made.

### **MKT5122 Strategic Brand Management (3 Credits; 5 ECTS)**

*Prerequisites: MKT5102*

Strategic Brand Management is an advanced course, which explores issues relevant to deep analysis of branding strategies and tactics. Conceptual frameworks like 4D branding and Brand Resonance Pyramid for creating and growing brand will be developed by students for local and global brands. Brand identity elements will be studied and identity design practiced. Qualitative and quantitative approaches to brand valuation will be discussed. Brand extension strategies will be implemented. Modern approaches to communicate brand value will be presented.

### **MKT5124 Consumer Behavior (3 Credits; 5 ECTS)**

*Prerequisites: MKT5102*

Consumer behavior has become an integral element in strategic marketing planning. Now people use consumer behavior/demographics to differentiate new market segments;

Major purpose of the course is to learn the uses of multi attribute attitude models, their three components & changing consumer attitudes through elaboration likelihood model, i.e. central cognitive processing in high knowledge/high involvement situations versus low involvement/low knowledge buying situations using peripheral cues. Consumer behavior is one of the key foundational courses for training graduate marketing majors. It provides many of the basic theories and techniques used in other marketing courses, such as service marketing or advertising/promotions.

### **MKT5126 Integrated Marketing Communications (3 Credits; 5 ECTS)**

*Prerequisites: MKT5102*

This course offers students the opportunity to broaden their understanding of marketing management by integrating advertising, promotion, social media and public relations as part of a campaign to achieving market growth. Students will learn how to design creative yet well grounded advertising campaigns that are aligned with corporate objectives, allocated resources, the operating environment and the targeted consumers. Students learn to think strategically and apply theory to real world marketing and selling of products. Case studies, simulated role-playing, tailored individual and group projects will enable the student to synthesize ideas and data as a means of formulating and executing a winning advertising campaign.

### **MKT5128 International Marketing (3 Credits; 5 ECTS)**

*Prerequisites: MKT5102*

This course offers to students an analytic decision-oriented framework for the development and implementation of global marketing programs. Examples of global marketing practices by companies are used throughout the course. Students will learn internationalization decisions, which market to enter and market entry strategies, and finally to design a global marketing programme. Case studies will take important part of the course.

**MKT5134 Selected Topics in Marketing (3 credits; 5 ECTS)**

*Prerequisites: MKT5102*

This course examines specific contemporary issues in marketing at an advanced level. Topics vary according to the interests of the students and the instructor.

**MKT5171 Directed Studies in Marketing (3 Credits; 5 ECTS)**

*Prerequisites: MKT 5116*

Directed studies offer students an opportunity to develop and demonstrate in-depth knowledge of a topical area in marketing with critical inquiry, clear expression, and independent judgment in an extended analysis of a subject that will be later explored in more details in students' thesis research work. The topic will be dependent upon the professor's area of expertise and student interest. Readings will be in areas not fully covered in other courses and it is anticipated that they will deal with subjects at the leading edge of current marketing thought. As a part of the course, students are expected to undertake a supervised field experience that takes place off campus. Directed studies are reading courses in which the professor will direct non-classroom independent study by students. The responsible faculty will meet regularly with students to assess their progress. It is anticipated that publishable research may be output of these courses, fitting directly with the overall course requirements for curriculum research papers.

**MKT5132 Selling and Sales Management (3 Credits; 5 ECTS)**

*Prerequisites: MKT5102*

The course examines the relationship between sales and other functional areas in business. The ultimate aim of this course is to provide the student with an awareness of the various activities and roles of sales person and an appreciation of the skills necessary to be an effective salesperson as well as an understanding of the many facets of the specialized task of the sales manager.

**MGT 5211 International Business (3 credits; 5 ECTS)**

*Prerequisites: None*

To know the patterns to do business internationally is mandatory in professional life. The course is designed to provide an overview of current international business patterns and to gain an understanding of the social systems within countries and how these systems affect the conduct of business. Students learn the major theories explaining international business transactions and the institutions influencing the activities. Students will gain an understanding of the concerns and management of international activities. The course will provide insight into the variety of ways in which international business may evolve in the future in the context of changing markets.

**COLLEGE OF SOCIAL SCIENCE GRADUATE COURSES****Economics area****CSS5103 Professional English (2 credits; 2 ECTS)**

*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.

**CSS5501 Management (1 credit; 2 ECTS)**

*Prerequisites: None*

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.

**CSS5502 Psychology (2 credits; 2 ECTS)**

*Prerequisites: None*

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.

**CSS5503 Research Methods and Methodology in the Social Sciences (Thesis I, 3 credits; 5 ECTS)**

*Prerequisites: None*

This course gives an overview of the methodological basis of the social sciences. Students are introduced to logical reasoning and to concepts such as causality and statistical inference. The course also covers methods in applied research, drawing on examples of current research papers. Its purpose is to prepare the students for writing a master thesis.

**ECN5012 Econometrics (3 credits; 5 ECTS)**

*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 (3 credits; 5 ECTS)**

*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 E-views.

**ECN5021 Microeconomics (3 credits; 4.5 ECTS)**

*Prerequisites: none*

This course covers consumer and producer theory, welfare measures and analyzes different market forms.

**ECN5022 Advanced Microeconomics (3 credits; 5 ECTS)**

*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 (3 credits; 4.5 ECTS)**

*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 (3 credits; 5 ECTS)**

*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, and models of currency crises, nominal rigidities, business cycle theory, time inconsistency and microeconomic foundations of aggregate behavior.

**ECN5051 Money and Banking (3 credits; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites: none*

This course deals with the multivariate normal distribution, sampling distributions of the mean vector and covariance matrix, principal components; canonical correlation; factor analysis, cluster analysis, and discriminant analysis. Proofs of results are provided in this course.

**ECN5052.1 Introduction to Statistics (3 credits; 4.5 ECTS)**

*Prerequisites: none (cannot be counted separately from ECN5052)*

This course deals with the multivariate normal distribution, sampling distributions of the mean vector and covariance matrix, principal components; canonical correlation; factor analysis, cluster analysis, and discriminant analysis.

**ECN5053 Game Theory (3 credits; 5 ECTS)**

*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, and sequential games and introduces cooperative concepts such as core and Nash solution.

**ECN5053.1 Introduction to Game Theory (3 credits; 4.5 ECTS)**

*Prerequisites: none (cannot be counted separately from ECN5053)*

This course gives an introduction to the mathematical analysis of strategic interaction in conflict and cooperation. It includes repeated games, Bayes-Nash equilibrium, and sequential games.

**ECN5054 Mathematical Modeling (3 credits; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites: ECN5021 (can be waived for students with undergraduate coursework in economics)*

This course gives an introduction to the foundational basis for the selection of public projects or public policies, and their evaluation in terms not of private profit but of social welfare. It covers issues of alternative ethical bases of social evaluation in light of Arrow's impossibility theorem such as the Pareto principle, sum ranking utilitarianism, Rawlsian Maxi-min criterion, and Sen's capability approach to social evaluation, among other approaches, deals with practical issues of measurement and application.

**ECN5142 International Trade (3 credits; 5 ECTS)**

*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 advantage; the Heckscher-Ohlin theory of relative factor abundance; increasing returns and product differentiation; international factor movements; commercial policy -- tariffs, quotas, export subsidies, and infant industries; market structure and strategic trade policy; and economic integration, exemplified by free trade areas and customs unions. The course complements one on international finance but can be taken alone.

**ECON5143 International Finance (3 credits; 5 ECTS)**

*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; 5 ECTS)**

*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 (3 credits; 5 ECTS)**

*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.

**ECN5271 Emerging Markets and Powers (3 credits; 5 ECTS)**

*Prerequisites: ECN5021 (can be waived for students with undergraduate coursework in economics) 1*

Emerging markets is an overarching concept describing a group of countries with common issues and a similar role in the international system. This course critically discusses the concept of emerging markets and the role of institutions, natural resources and international organizations in their development. It reviews economic growth, open economy macroeconomics and geography as they pertain to emerging markets and introduces case studies.

**ECN5296 Labor Economics (3 credits; 5 ECTS)**

*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; 5 ECTS)**

*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. The course also deals with the contemporary theories of monetary policy, including those addressing the choice between rules and discretion and the choice of monetary regime.

**ECN5352 Advanced Financial Econometrics (3 credits; 5 ECTS)**

*Prerequisites: ECN5354, ECN5012 (can be waived for students with undergraduate course work in economics)*

This course will introduce students to advanced econometric methods and methodology to model and forecasting the various issues in financial assets and markets determinants such as prices and returns. Given the wide scope of financial econometrics modeling, this course includes both the univariate and multivariate time series financial data analysis in terms of modeling, estimating and forecasting for decision making. For the linear, dynamic expectations and volatility financial modeling process, it introduces advanced techniques such as ARIMA, VARMA, ARCH, GARCH, TAR, VAR, VMA, co-integration and error correction procedures. Model tests in applied project setting include capital asset pricing, options pricing models among others.

**ECN5354 Advanced Financial Economics (3 credits; 5 ECTS)**

*Prerequisites: ECN5021 Microeconomics (can be waived for students with undergraduate course work in economics)*

This course applies economic analysis to financial decisions and equilibrium in financial markets. It discusses in detail market efficiency, behavioral finance, the theory and empirics of optimal portfolios, option pricing and security design.

**ECN5355 Theory of Corporate Finance (3 credits; 5 ECTS)**

*Prerequisites: ECN5021*

The course develops an in-depth understanding of the financial relations of the firm and their impact on corporate governance. Topics include the theoretical and empirical study of the financial structure of the firm, financing constraints, risk management, contracting and monitoring under asymmetric information, control rights, mergers and acquisitions and security design.

**ECN5888 Internship in Economics (3 credits; 5 ECTS)**

*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.

**ECN5XXXX Research Internship (3 credits; 8 ECTS)**

*Prerequisites: Permission of academic advising faculty member and permission of the employer.*

This independent research project, undertaken in a work or research environment, provides students with data, people, and experience for studying an economic issue.

**ECN5890 Special Topics in Economics (3 credits; 5 ECTS)**

*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 (Master Thesis 2, 3 credits; 5 ECTS)**

*Prerequisites: ECN5801*

The student shall undertake a seminar class with an instructor and orally defend his/her thesis proposal. At the same time, the student will have a supervisor who works with the student towards preparing the thesis.

**ECN5991 Thesis (Master Thesis 3, 2 credits; 10 ECTS)**

*Prerequisites: ECN5990 or concurrent enrollment*

The student under the supervisor shall complete his/her thesis and publicly defend it.

**ECN5999.1 Comprehensive Examination (1 credits; 2 ECTS)**

Students will take an exit test that evaluates their competencies in the field of economics.

**International Relations area****CSS5103 Professional Foreign Language (2 credits; 2 ECTS)**

*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.

**CSS5501 Management (1 credit; 2 ECTS)**

*Prerequisites: None*

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.



**CSS5502 Psychology (2 credit; 2 ECTS)**

*Prerequisites: None*

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.

**CSS5503 Research Methods and Methodology in the Social Sciences (Thesis I, 3 credits; 5 ECTS)**

*Prerequisites: None*

This course gives an overview of the methodological basis of the social sciences. Students are introduced to logical reasoning and to concepts such as causality and statistical inference. The course also covers methods in applied research, drawing on examples of current research papers. Its purpose is to prepare the students for writing a master thesis.

**IRL5513 Theories of International Relations (3 credits; 4.5 ECTS)**

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; 4.5 ECTS)**

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.

**IRL5203 Public International Law (3 credits; 4.5 ECTS)**

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.

**IRL 5539.0 Political Geography (3 credits; 4.5 ECTS)**

*(cannot be counted separately from ECN5539)*

This introductory 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.

### **IRL5520 Domestic Politics and Foreign Policy in the Post-Communist World (3 credits; 5 ECTS)**

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.

### **IRL5521 Central Asia in Global Politics (3 credits; 5 ECTS)**

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.

### **IRL5525 Thesis II (Thesis Seminar) (3 credits; 10 ECTS)**

*Prerequisite: CSS5503*

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 (2 credits; 10 ECTS)**

*Prerequisite: 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.

### **IRL5533 Developmental Studies: Selective Models (3 credits; 5 ECTS)**

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.

### **IRL5534.4 Internship in International Relations (5 credits; 5 ECTS)**

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.

### **IRL 5538 Ethics in International Affairs (3 credits; 5 ECTS)**

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.

### **IRL 5539 Political Geography (3 credits; 5 ECTS)**

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; 5 ECTS)**

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; 5 ECTS)**

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; 5 ECTS)**

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; 5 ECTS)**

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; 5 ECTS)**

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; 5 ECTS)**

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; 5 ECTS)**

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; 5 ECTS)**

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; 5 ECTS)**

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; 5 ECTS)**

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.

**IRL5525 Domestic Politics and Foreign Policy in the Post-Communist World (3 credits; 5 ECTS)**

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.

**IRL5580 Master Seminar in Regional Studies (3 credits; 5 ECTS)**

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; 5 ECTS)**

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.

**IRL5XXXX Research Internship (3 credits; 8 ECTS)**

*Prerequisites: Permission of academic advising faculty member and permission of the employer.*

This independent research project, undertaken in a work or research environment, provides students with data, people, and experience for studying an issue in the international relations area.

**IRL5999.1 Comprehensive Examination (1 credit; 2 ECTS)**

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.

**Public Administration area**

**CSS5103 Professional English (2 credits; 2 ECTS)**

*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.

**CSS5501 Management (1 credit; 2 ECTS)**

*Prerequisites: None*

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.

**CSS5502 Psychology (2 credits; 2 ECTS)**

*Prerequisites: None*

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.

**CSS5503 Research Methods and Methodology in the Social Sciences (Thesis I, 3 credit; 5 ECTS)**

*Prerequisites: None*

This course gives an overview of the methodological basis of the social sciences. Students are introduced to logical reasoning and to concepts such as causality and statistical inference. The course also covers methods in applied research, drawing on examples of current research papers. Its purpose is to prepare the students for writing a master thesis.

**PAD5113 Statistical Methods for Public Administration (3 credits; 4.5 ECTS)**

*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; 4.5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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.

**PAD5200: Decision Making (3 credits; 5 ECTS)**

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.

**PAD5213 Local Government (3 credits; 5 ECTS)**

*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.

**PAD5214 Fiscal Governance (3 credits; 5 ECTS)**

*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.

**PAD5218 Project Evaluation and Management in Public Sector (3 credits; 4.5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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; 4.5 ECTS)**

*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 Internship in Public Administration (3 credits; 5 ECTS)**

*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.

**PAD5XXXX Research Internship (3 credits; 8 ECTS)**

*Prerequisites: Permission of academic advising faculty member and permission of the employer.*

This independent research project, undertaken in a work or research environment, provides students with data, people, and experience for studying an issue in the public administration area.

**PAD 5229.1. Applied Research Project in Public Administration and Management (3 credits; 5 ECTS)**

*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 Seminar (3 credits; 5 ECTS)**

*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 (2 credits; 10 ECTS)**

*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; 5 ECTS)**

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; 5 ECTS)**

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; 5 ECTS)**

*Prerequisite: PAD5114*

This course examines particular issues of public administration and management. Topics vary according to the interests of students and instructor.

**PAD5262: Organizational Behavior for Public Organizations (3 credits; 5 ECTS)**

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; 5 ECTS)**

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; 5 ECTS)**

*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

**PAD 5269 NGO and Non-Profit Management (3 credits; 5 ECTS)**

*Prerequisite: PAD5114*

This course is designed to enhance student's understanding of the theoretical and practical aspects of managing non-governmental organizations. The aim of this course is to increase students' NGO management potential by enhancing their competence in deepening their understanding of how management decisions contribute to organizational performance. This course will advance students' understanding of NGO management and how government could work with NGOs in carrying out public policies or delivering public services. Students will develop management skills in strategic planning, project management, human resource development, outcome measurement.

**PAD5xxx Human Resource Management (3 credits; 5 ECTS)**

This course examines the role of the human resource professional as a strategic partner in managing today's organizations. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined. Implications of legal and global environments are appraised and current issues such as diversity training, sexual harassment policies, and rising benefit costs are analyzed. Best practices of employers of choice are considered.

**PAD5xxx Human Capital and Innovation (3 credits; 5 ECTS)**

The Managing Human Capital course has been specifically designed to teach practical skills for the future general manager (not just the human resource practitioner) who seeks to manage both other people and her or his own career with optimal effectiveness. The term human capital implies that people have the capacity to drive organizational performance. The basic premise of this course is that how one manages others can be the source of sustainable competitive advantage for organizations and for individual leaders within them.

**PAD5xxx Work and Organization Psychology (3 credits; 5 ECTS)**

The course provides an overview of the main fields of organizational and personnel psychology. It focuses on topics such as organisational justice, the use of power, personnel selection and the employment relationship, communication and cooperation, work-related attitudes (e.g. commitment, organisational citizenship behaviour), organisation and its culture, human resource development as well as careers and career management.

**PAD5xxx Education and Science Policy (3 credits; 5 ECTS)**

This course offers an introduction to social and political thinking about the role of science and technology in society and the relationship between science and government. Science plays a vital role in shaping policy and society. At the same time, social, cultural and political forces shape the production of scientific knowledge

**PAF5xxx Investment for Human Capital Development (3 credits; 5 ECTS)**

**PAD5999.1 Comprehensive Examination (1 credit; 2 ECTS)**

Students will take an exit test that evaluates their competencies in the field of public administration.

## **JOURNALISM AND MEDIA COMMUNICATIONS AREA**

### **JMC5607 Global Public Relations (3 credits; 5 ECTS)**

*Prerequisites: JMC2608 Introduction to Public Relations or Graduate standing*

Globalization forces in business and politics drive both research and practice of public relations on a global level. Global Public Relations course integrates advanced knowledge of public relations study and practice with theoretical approaches and understandings of specific national, cultural and professional differences that affect public relations practice on an international level.

### **JMC5610 Advanced News Editing (3 credits; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites: None*

This is an intensive graduate-level writing course whose goal is to help you produce quality news stories and gain experience in writing real stories publishable in a reputable news outlet. This course is targeted for those who would like to strengthen news writing skills and for those who would like to get better understanding of how journalists/news outlets operate. This course is run like a real news outlet that produces real news stories rather than 'course paper' by complementing other media writing courses the Department of Media and Communications offers. Please expect to immerse yourself into news writing so you become better writers. These course objectives below directly relate to overall program goals in preparing and educating future professionals and providing practical skills needed to be successful graduates. Even though this is practical course, this course has one lecture at the end of the semester summarizing some basic theories such as two-step flow, framing theory, and others depending on course schedule.

### **JMC5616 Theories of Media and Communication (3 credits; 5 ECTS)**

*Prerequisites: MIJ standing or permission of the department*

The course introduces and develops skills in understanding and applying major theories of media and communications. The course covers theories relevant to the study of journalism, public relations, and other areas of media and communications, and prepares the student to identify, select, and apply theory in graduate-level work, particularly the master's thesis.

**JMC5619 Advertising and Media Sales (3 credits; 5 ECTS)**

*Prerequisites: None*

This 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 Copywriting (formerly Advertising Writing, Layout and Strategies) (3 credits; 5 ECTS)**

*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; 5 ECTS)**

*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; 5 ECTS)**

*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.

**JMC5690 Special Topics in Media and Communications (3 credits; 5 ECTS)**

*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; 5 ECTS)**

*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.

**JMC5630.1 Political Communication (3 credits; 4.5 ECTS)**

*Prerequisites: None, cannot be taken as a separate course from JMC5630*

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.

**JMC5653 PR Management and Strategies (3 credits; 5 ECTS)**

*Prerequisites: None*

The course examines the management function of PR, the process of research, planning, communication and evaluation in the field. The course provides students with knowledge and skills to develop strategic communication plans using PR techniques and tools. The theoretical bases of the course are symmetrical communication theory, systems, situational theory, relationship management theory, Social Exchange Theory, Social Learning Theory, , Framing Theory, Agenda Setting Theory etc.

**JMC5653.1 PR Management and Strategies (3 credits; 4.5 ECTS)**

*Prerequisites: None, cannot be taken as a separate course from JMC5653*

The course introduces the management function of PR, the process of research, planning, communication and evaluation in the field. The course provides students with knowledge and skills to develop strategic communication plans using PR techniques and tools. The theoretical bases of the course are symmetrical communication theory, systems, situational theory, relationship management theory, Social Exchange Theory, Social Learning Theory, , Framing Theory, Agenda Setting Theory etc.

**JMC5655 Crisis Communication (3 credits; 5 ECTS)**

*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 Journalism Practicum (3 credits; 5 ECTS)**

*Prerequisites: None*

This course involves activities for students to gain practical skills in their field of study. The course would train students on writing journalistic pieces and help them develop their professional skills and knowledge.

**JMC5657 Online Journalism (3 credits; 5 ECTS)**

*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.

**JMC5661 Research Methods in Mass Communication (3 credits; 5 ECTS)**

*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.

**JMC5662 Thesis II: Thesis Seminar (3 credits; 10 ECTS)**

*Prerequisites: JMC5606 Research Methods*

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 III/Thesis Defense (2 credits; 10 ECTS)**

*Prerequisites: JMC5662*

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; 5 ECTS)**

*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.

**JMC5704 Persuasive Communication (3 credits; 5 ECTS)**

*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; 5 ECTS)**

*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.

### **JMC5707 Social Media Marketing (3 credits; 5 ECTS)**

*Prerequisites:*

Social Media Marketing examines the ways in which new media and interactive technologies change the rules and processes for customer engagement. The theories explored in the course are: social media and communication theories, Social network theory, virtual communities, experiential marketing, media democratization, social capital etc.

### **JMC5711 Special Event Management and Design (3 credits; 5 ECTS)**

*Prerequisites:*

Special Event Management and Design course introduces students to the process of designing and managing various types of planned events such as special events, cultural events, corporate events etc. Students acquire practical knowledge and skills based on theories such as event design theory, social identity theory, social capital theory, hierarchy of needs theory, planned behavior theory, theory of cultural performance.

### **JMC 5712 Storytelling with Data (3 credits; 5 ECTS)**

*Prerequisites: Media Writing*

Journalists, public relations practitioners, non-governmental organizations and other communicators are increasingly using data to tell compelling, fact-based stories. This course introduces students to data-based storytelling. We will address data and their relationship to facts and fact-based storytelling; examine examples of storytelling with data, such as data visualizations, charts, graphs, and maps; learn how to find or develop data to support fact-based stories, and learn about tools for generating fact-based stories. Students will generate their own fact-based stories as part of the course.

### **JMC5714 Advanced Media Analysis (3 credits; 5 ECTS)**

*Prerequisites: None*

This course is designed to introduce students to the theories and research on media messages. The goal of this course is to provide students with a critical framework for evaluating communication messages and channels. This course explains how and why to analyze a wide range of media materials. We will consider almost any kind of mediated message and use theory-based methods to investigate the various meanings with each media text. We will study and discuss the process by which journalists gather and report news. We will also discuss this process and how it determines what events and issues are considered newsworthy and the implications of such newsgathering process.

### **JMC5621 Professional Internship (3 credits; 5 ECTS)**

*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.

### **JMC5xxx Research Internship (3 credits; 8 ECTS)**

*Prerequisites: None*

This independent research project, undertaken in a work or research environment, provides students with data, people, and experience for studying an issue in media and communication.

## LAW SCHOOL GRADUATE COURSES

### **LAW5201 Legal Method, Skills and Reasoning (Professional English) (3 credits; 5 ECTS)**

*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 LL.M. program.

This course may also serve **as Professional English Language course**. It will introduce 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.

### **LAW5202 Methods of Legal Argument (3 credits; 5 ECTS)**

*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 facade of stylized reasoning is pierced.

This course may also serve **as Professional English Language course**. It will introduce 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.

This course should be taken during the first semester in which a student enrolls in the LL.M. program.

### **LAW5203 Public International Law (3 credits; 5 ECTS)**

*Prerequisites: None*

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; 5 ECTS)**

*Prerequisites: None*

This course examines the law governing transnational commercial transactions between private parties. Since the Convention on the International Sale of Goods (CISG) is one of the most successful instruments unifying



international commercial law, it is studied in depth. An introduction to the English law of international sales is also provided, in view of its common application worldwide. 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.

### **LAW5205 Private International Law (3 credits; 5 ECTS)**

*Prerequisites: None*

Private International Law is the set of legal rules that determine the jurisdiction, the applicable substantive law, as well as the recognition and enforcement of judgments in cross-border relations among individuals and legal persons. This course will mainly focus on Private International Law rules applicable to transnational 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, the European Union, and the Republic of Kazakhstan serve as the foundation for the 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.

### **LAW5206 International Commercial Arbitration (3 credits; 5 ECTS)**

*Prerequisites: None*

International Commercial Arbitration [ICA] has already turned into the preferred means of dispute resolution in international business. ICA allows parties to overcome cultural, legal, and geographical differences by appointing a private tribunal to hear and resolve a dispute in a final and efficient manner. However, the key advantage of ICA compared to litigation in domestic courts is that arbitral awards of ICA are enforceable in 144 states. This makes ICA an extremely important subject for every legal practitioner or businessman dealing with international transactions. This course will have a very practical focus. Apart from the general theory of ICA, we will focus on the practices of Kazakhstani courts with respect to enforcement of arbitral awards, we will discuss common grounds of appeal, the appeal procedure, enforcement practices, the ways of interaction between arbitral tribunals and domestic courts, and many other aspects.

### **LAW5207 Psychology for Lawyers (2 credits; 3 ECTS)**

*Prerequisites: None*

The psychology part 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. Increasingly business leaders are realizing that an understanding of psychology helps them unlock the potential of the “human capital”. 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 Lawyers (1 credit; 2 ECTS)**

*Prerequisites: None*

The management part 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.

**LAW5209 Methodology of International Legal Research (1 credit; 2 ECTS)**

*Prerequisites: None*

The course is intended to provide students with an understanding of different approaches to issues in legal scholarship. Working through articles and reading examples of legal research using different methodologies, the student will be able to orient his thesis in the academic legal research areas and create a stronger thesis when he writes it. As a result, students should develop individual styles of academic expression, and become more successful academic writers and speakers.

**LAW5299 Selected Graduate Topics in Law (3 credits; 5 ECTS)**

*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 of Kazakhstan (3 credits; 5 ECTS)**

*Prerequisites: None*

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 Kazakhstan (3 credits; 5 ECTS)**

*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. 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; 5 ECTS)**

*Prerequisites: None*

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; 5 ECTS)**

*Prerequisites: None*

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; 5 ECTS)**

*Prerequisites: None*

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; 5 ECTS)**

*Prerequisites: None*

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: None*

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 pleading 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.

### **LAW5708 Administrative Law of Kazakhstan (3 credits; 5 ECTS)**

*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 Kazakhstan (3 credits; 5 ECTS)**

*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.

### **LAW5710 Eurasian Economic Union Law (3 credits; 5 ECTS)**

*Prerequisites: none.*

This course introduces students to the substantive laws the Eurasian Union, with comparative remarks to the European Union substantive law and references to the One Belt, One Road initiative.

Kazakhstan has embarked in a project, which deeply affects its sovereign power to regulate the domestic economy, as the Eurasian Economic Union (EAEU) aims to achieve deeper integration among countries part to the post-Soviet space. According to many scholars working and commenting on the EAEU, this process of integration is mainly inspired to the European Union institutions and substantive laws.

The course focuses on the following topics: Eurasian Economic Union: History and Institutions, Trade Regulation, Competition, Intellectual Property, and Special regulatory regimes.

### **LAW5711 Legal Traditions of the World (3 credits; 5 ECTS)**

*Prerequisites: none.*

Today's globalized, pluralistic world is characterized by increasing interactions among different legal systems and jurisdictions. Different legal traditions often coexist on the same territory or influence each other through a number of factors such as legal scholarship, international jurisdictions, migration, international trade,

international marriages, and many others. The study of legal traditions prepares the students for a career in this environment. The course examines the major legal traditions of the world with an emphasis on Civil law, Common law, Islamic law, and their sub-categories. It begins with an introduction to comparative law and its methods. Then, the legal traditions are studied with regard to: historical development; sources of law; constitutional law; judicial review; elements of substantive and procedural law; legal professions; legal education.

### **LAW5801 Corporate Finance (3 credits; 5 ECTS)**

*Prerequisites: None*

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; 5 ECTS)**

*Prerequisites: None*

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 Law (3 credits; 5 ECTS)**

*Prerequisites: None*

*Previously listed as LAW5803 International Investment Disputes*

This course deals with the international law applicable to the rights and obligations of foreign investors and States of the place where the foreign investment is made. The course will have two parts: substantive and procedural. The substantive part will study the rights and obligations of foreign investors and national States, as included in Bilateral Investment Treaties (BITs), other international instruments, as well as in customary law and which protect the investment from unlawful State actions such as expropriation without appropriate compensation or unfair and unequitable treatment. Special attention will be paid to BITs to which the Republic of Kazakhstan is party. The procedural part will deal with the different dispute resolution mechanisms between foreign investors and national States, focusing on arbitration under the Washington Convention of 1965 and the International Center for the Settlement of Investment Disputes (ICSID). This type of arbitration is particularly important in Kazakhstan, because this country relies heavily upon foreign participation in the development of its energy sector. BITs are triggered and their terms may or may not provide clarity on substantive and dispute resolution issues. Recognition and enforcement of arbitral awards issued under the different instruments will also be studied.

### **LAW5804 Mergers and Acquisitions (3 credits; 5 ECTS)**

*Prerequisites: None*

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 Kazakhstan (3 credits; 5 ECTS)**

*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.

### **LAW5806 Commercial Litigation in Kazakhstan (3 credits; 5 ECTS)**

*Prerequisites: None*

The civil procedure course addresses the rules, principles and forms of pleadings that govern the litigation of a civil case in Kazakhstani courts. The course familiarizes students with how and where a lawsuit is initiated in the courts of Kazakhstan 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. The course will have very practice oriented focus and will be instructed by practicing litigation lawyers.

### **LAW5807 Contract Law of Kazakhstan (3 credits; 5 ECTS)**

*Prerequisites: None*

This course focuses on the law of contractual obligations covering the formation and interpretation of business transactions, legal limitations on the bargaining process, claims and defenses related to breach of contract, and remedies for breach. In addition, it explores legal peculiarities of each type of contract, i.e., purchase and sale, barter, lease, transportation, construction, bank servicing, loan, insurance, storage, and many other contracts. It develops necessary skills and competencies to draft and efficiently negotiate business contracts.

### **LAW5808 Tort Law of Kazakhstan (3 credits; 5 ECTS)**

*Prerequisites: None*

The second part of the course focuses on civil obligations arising out of injury (damage). It introduces students to the fundamentals of tort doctrine, focusing primarily on 'injury (damage),' 'illegality,' 'causation,' and 'guilt' elements required to establish conditions for civil liability, and types of liabilities, including personal injury, products liability, and moral distress, etc. Working on skills-based exercises, students will practice analyzing and applying tort principles to factual scenarios. Finally, the course deals also with the legal issues of unjust enrichment.

### **LAW5809 Law of the WTO (3 credits; 5 ECTS)**

*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.

### **LAW5810 International Anti-Corruption Law (3 credits; 5 ECTS)**

*Prerequisites: None*

The course focuses on the phenomenon of corruption and the illegal use of public office for private gain. The course, among others, encompasses the following topics: the definitions and scope of corruption (what is corruption and why does it matter?); causes and consequences of bureaucratic corruption; judicial corruption; international, regional and national regulatory anti-corruption frameworks; case studies; when are anti-corruption campaigns successful; corporate criminal liability; international co-operation; extradition; confiscation, seizure and asset recovery procedures.

### **LAW5811 Global Competition Law (3 credit; 5 ECTS)**

*Prerequisites: none.*

With the globalization and the simultaneous deregulation of markets, competition authorities have gained the fundamental role of ultimate guardians of the fair process of competition between market actors. Predictably, competition authorities all around the world have gathered enormous attention, making it to the headlines of all the news agencies and outlets for the impact of their decisions on businesses and on society as a whole. This trend regards also Kazakhstan, whose antimonopoly sector, in the wake of EU and Russia, is gaining momentum both at domestic level (where more and more practitioners and officials are specializing in) and international level (where int'l organization intend to coordinate and abet the enforcement of antitrust rules). This course provides a comprehensive overview of the structure and substance of the EU and Kazakh competition rules, with some comparative references to other systems, examining both the current legal framework and the underlying competition policy considerations, which have informed their application and development.

### **LAW5922 Internship (2 credits; 3 ECTS)**

*Prerequisites: Completion of at least 15 credits*

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.

### **LAW5989 Experimental Research including Master Thesis (4 credits; 7 ECTS)**

*Prerequisites: Completion of at least 15 credits*

The 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. A number of compulsory lecture classes will be delivered to introduce research and drafting techniques. From then on, students will be able to meet with the lecturer and their supervisor on a weekly basis in order to discuss their progress and the difficulties encountered.

The LL.M. Thesis Guidelines and Forms contain a full description of the course and the procedures to follow. This course may include an internship.

### **LAW5991 Thesis Defense (3 credits; 5 ECTS)**

*Prerequisites: LAW5989; LAW5992*

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 Exam (1 credit; 2 ECTS)**

*Prerequisite: Completion of all program requirement, electives and Internship*

The comprehensive test may cover all the courses that you took during your matriculation in the LL.M. program. In 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.

## **COLLEGE OF HUMANITIES AND EDUCATION GRADUATE COURSES**

### **GRADUATE ENGLISH**

#### **Graduate Foundation English—Overview**

Graduate Foundation English courses are non-credit courses designed for those 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 course focuses on developing the four language skills (reading, writing, listening and speaking), in progressive levels of preparation/ difficulty. Each course consists of 600 Learning Hours, including a minimum of 10 contact hours per week and 30 hours of out- of- class learning, per week.

There are three courses of Graduate Foundation English.

#### **ENG5103 Graduate Foundation English C (0 credits)**

*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 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. Students, upon completion, will satisfy the criteria of A1 level, as a minimum, and satisfy the criteria for lower level A2, optimally, on the Common European Framework (CEF).

#### **ENG5104 Graduate Foundation English B (0 credits)**

*Prerequisites: ENG5103 Graduate Foundation English C or placement according to English language test*

Graduate Foundation English B is for newly- enrolled Master's students. 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. By the end of the course, students satisfy the criteria for level A2 on the Common European Framework. With a pass mark in this course, students enroll in ENG 5105 Graduate Foundation English A.

### **ENG5105 Graduate Foundation English A (0 credits)**

*Prerequisites: ENG5104 Graduate Foundation English B or placement according to English language test*

Graduate Foundation English A is the third level of English 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 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. The course expects students to graduate with B1 proficiency on the Common European Framework.

### **PROFESSIONALLY ORIENTED FOREIGN LANGUAGE (Graduate)**

#### **LAW5101 Professional English Language (2 credits; 3 ECTS)**

*Prerequisites: None*

This course introduces students to the methodology of reading legal text: extending from Treaties, constitutions, legislation to 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 or thesis-related essays. The course is based on solving and analyzing legal questions taken from different disciplines.

#### **RUS5101, Russian for Academic Purposes (3 credits; 5 ECTS)**

*Prerequisite: RUS 2002 Advanced Russian 2 or equivalent*

Russian for Academic Purposes is designed for high intermediate and advanced students who study Russian as a foreign language. This course helps students develop appropriate language skills for study in Russian. The aim of the course is to facilitate student academic research and writing in Russian. The course will focus on the skills required for reading, understanding and writing academic paragraphs. Language skills addressed include: listening comprehension, fluency development, oral intelligibility, reading, grammar, writing, and vocabulary development. Academic study skills addressed include: test taking and note-taking skills, academic vocabulary usage, critical reading and writing, comprehending academic articles, research and library skills, formal composition forms and development, including research papers.

#### **KAZ5101 Kazakh for Academic Purposes (3 credits; 5 ECTS)**

*Prerequisite: KAZ2002 Business Kazakh 2 or equivalent*

Kazakh for Academic Purposes is designed for high intermediate and advanced students who study Kazakh as a foreign language. This course helps students develop appropriate language skills for study in Kazakh. The aim of the course is to facilitate student academic research and writing in Kazakh. The course will focus on the skills required for reading, understanding and writing academic paragraphs. Language skills addressed include: listening comprehension, fluency development, oral intelligibility, reading, grammar, writing, and vocabulary development. Academic study skills addressed include: test taking and note taking skills, academic vocabulary usage, critical reading and writing, comprehending academic articles, research and library skills, formal composition forms and development, including research papers.

## **MASTER'S DEGREE**

### **FOREIGN LANGUAGE: TWO FOREIGN LANGUAGES**

#### **TFL5101 Introduction to Linguistics (*cross-listed as TEL 5101*) (3 credits; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites: TEL5101 Introduction to Linguistics*

This 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; 5 ECTS)**

*Co-requisites: TEL5101 Introduction to Linguistics*

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; 5 ECTS)**

*Prerequisites: TEL5101 Introduction to Linguistics, TEL5201 Language Analysis for Language Instructors: Forman and Functional Grammar*

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; 5 ECTS)**

*Co-requisite: TEL5101 Introduction to Linguistics*

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; 5 ECTS)**

*Prerequisites: TEL5301 Introduction to Second Language Acquisition*

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 Linguistics and Cognitive Linguistics approaches to second language acquisition and to analyze 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/3 credits; 3/5 ECTS)**

*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) (2 credits; 3 ECTS)**

*Prerequisites: TFL5401 Methods in Language Teaching; 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 involves the observation, and practice of teaching a 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; the 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) (4 credits; 8 ECTS)**

*Prerequisites: TEL5401 Methods in Language Teaching; 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 are applied. TEL5402b can be waived for teachers who are working full-time.

**TFL5403 Curriculum and Materials Design (cross-listed as TEL 5403) (3 credits; 5 ECTS)**

*Prerequisites: None*

This course prepares and evaluates materials for second-language teaching in a variety of contexts. The course focuses on learning-centered approaches to designing courses, from curriculum development to materials 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/target group through a process of needs assessment, selection, sequencing, presentation, and evaluation. Students will select, adapt, develop, and evaluate course goals and objectives through the use of a structured syllabus, course units, lesson plans, a system of evaluation, and materials for one lesson.

**TFL5404 Language Evaluation and Assessment (cross-listed as TEL 5404) (2 credits/3 credits; 3/5 ECTS)**

*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 testing instruments. Students will also gain experience in developing and critiquing assessment materials.

**TFL5501 Multilingualism (cross-listed as TEL 5501) (2 credits; 3 ECTS)**

*Prerequisites: None*

Multilingualism is the normal state of being for most of the world, and Central Asia has been characterized by complex multilingual realities. This course will take an in-depth look at the theory and realities of multilingualism. Through class discussion and student research, we will investigate a variety of questions in the field, such as: How do multilingual speakers use language? What are some effects of language contact, including code-switching, borrowing, and new language formation? How can we research multilingualism? What are the relationships between multilingualism and education? This course will be conducted primarily as a seminar, in which students will be expected to complete readings and come to class prepared to discuss them. Students will also be asked to design and carry out a research project on the topic of multilingualism..

**TFL5502 Educational Technology in Language Classrooms (cross-listed as TEL 5502) (2 credits; 3 ECTS)**

*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 EFL Literacy (cross-listed as TEL 5503) (2 credits; 3 ECTS)**

*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; 3 ECTS)**

*Prerequisites: None*

This 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; 3 ECTS)**

*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, theater, 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; 5 ECTS)**

*Prerequisites: TFL5302 Second Language Acquisition Research; 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/or pedagogy.

**TFL5690 Thesis I (3 credits; 5 ECTS)**

*Prerequisites: TEL5601 Research Methods; a minimum of 18 credits in the program*

Students register for this course and TEL5691 while they are creating and defending/presenting their master's thesis research proposal. Students are assigned a main and secondary supervisor whom they will consult with

**TFL5691 Thesis II (3 credits; 5 ECTS)**

*Prerequisites: TEL5690 Thesis I (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, where students execute their research plan, with regular supervision.

**TFL5692 Comprehensive Examination Preparation Course (1 credit; 2 ECTS)**

*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; 3 ECTS)**

*Prerequisites: None*

This is a special- topic 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 prior to the start of the semester.

**TFL55xx Introduction to Program Evaluation (cross-listed as TEL 5700) (2 credits; 3 ECTS)**

*Prerequisites: None*

This seminar provides an introduction to the major concepts and theories in the field of program evaluation. There will be an emphasis on defining the different components of a program evaluation, its role in program and policy development, and how evaluations vary based on where they are theoretically situated. Students will be able to design, collect data, analyze data, and write up an evaluation report based on a field-based program evaluation project that the entire class will participate in.

## DOCTORAL PROGRAMS COURSE DESCRIPTIONS

### DOCTOR OF PHILOSOPHY REQUIRED COURSES

#### CORE COURSES

##### **BUS6300 Business Research Methods (3 credits; 5 ECTS)**

*Prerequisites: None*

This course develops conceptual frameworks in research methodologies and emphasizes business applications of modern software in research design. Main themes of this course are role of business research, acquiring research skills in both qualitative and quantitative aspects of analysis. Students will be exposed to survey instrument design, questionnaire design, sampling methods, data collection and research design, basic inference analysis, research ethics, exploratory research, qualitative analysis, measurement and scaling of data attributes as well as business applications and interpretation of statistical techniques.

##### **MGT6303 Management and Organization Theory (3 credits; 5 ECTS)**

*Prerequisites: None*

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, Toyotism, 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.

#### SPECIALIZATION REQUIRED COURSES

##### **ACC6400 Modern Research Studies in Accounting (3 credits; 5 ECTS)**

*Prerequisites: None*

The main objective of this course is to provide a broad overview of contemporary accounting research topics. By emphasizing current trends and emerging issues in accounting research, the course provides doctoral students with relevant theoretical and methodological tools required for conducting high quality theoretical and empirical research in accounting, finance, and other related fields. The course exposes students to a wide range of topics, including corporate reporting and capital markets, earnings quality and earnings management, corporate governance, international accounting standards, debt contracting, audit quality, accounting regulation, tax, and management accounting.

##### **FIN6400 Modern Research Studies in Finance (3 credits; 5 ECTS)**

*Prerequisites: None*

The main objective of this course is to provide a broad overview of contemporary finance research topics. By emphasizing current trends and emerging issues in finance research, the course provides doctoral students with relevant theoretical and methodological tools required for conducting high quality theoretical and empirical research in accounting, finance, and other related fields. The course exposes students to a wide range of topics, including corporate reporting and capital markets, capital market efficiency, corporate governance, stability of banking system, financial regulation, exchange rates and energy market, asset pricing and valuation, capital budgeting and real options, capital structure and dividend policies, information asymmetry and agency theory, term structure of interest rates, option valuation, international parity relationships, etc.

### **MGT6400 Modern Research Studies in Management (3 credits; 5 ECTS)**

*Prerequisites: None*

The main objective of this course is to provide a broad overview of contemporary management research topics. By emphasizing current trends and emerging issues in management research, the course provides doctoral students with relevant theoretical and methodological tools required for conducting high quality theoretical and empirical research in management. The course exposes students to a wide range of topics, including business strategy, change management, cross-cultural management, groups & teams, innovation & management, knowledge management, leadership styles, management skills, multinational management, organization culture, performance management, power & influence, social enterprise, talent management, etc.

### **MKT6400 Modern Research Studies in Marketing (3 credits; 5 ECTS)**

*Prerequisites: None*

The main objective of this course is to provide a broad overview of contemporary marketing research topics. By emphasizing current trends and emerging issues in marketing research, the course provides doctoral students with relevant theoretical and methodological tools required for conducting high quality theoretical and empirical research in marketing, and other related fields. The course exposes students to a wide range of topics, including cross-cultural marketing, digital marketing, consumer behavior, brand management, Marketing Communications, Marketing Research, Strategic Marketing, etc.

## **DOCTOR OF PHILOSOPHY IN ACCOUNTING COURSES**

### **ACC6210 Accounting Research Perspectives (3 credits; 5 ECTS)**

*Prerequisites: None*

The present course introduces students to the nature of research and commences their learning journey through the business administration and, in particular, accounting research field using the rigorous research perspectives of the scholarly tradition.

The course draws attention of students to a history of the business studies, the development of an accounting as a discipline of study and its interconnections with other disciplines of learning. It examines the perceived differences between practical – research for day - to - day operational business matters and scholarly research that results in original and / or added value contributions to the practice of accounting research.

### **ACC6302 Accounting Related Capital Markets Research (3 credits; 5 ECTS)**

*Prerequisites: None*

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 credits; 5 ECTS)**

*Prerequisites: None*

This course focuses on theoretical foundations and empirical testing of current management accounting issues.

### **ACC6304 Judgment and Decision Making in Accounting (3 credits; 5 ECTS)**

*Prerequisites: None*

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 (3 credits; 5 ECTS)**

*Prerequisites: None*

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 (3 credits; 5 ECTS)**

*Prerequisites: None*

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.

**ACC6310 Contemporary Accounting Research (Quantitative research methods) (3 credits; 5 ECTS)**

*Prerequisites: None*

All academic research is a discourse with the literature, that is, the current understanding of management change and cross-culture impacts. The course extends candidates understanding of the literature and furthers that understanding by reference to the literature and contemporary research within the primary discipline of the candidate's interest.

**ACC6320 Modern Trends in Accounting Research (3 credits; 5 ECTS)**

*Prerequisites: None*

The purpose of this course is to help students focus on a realistic topic and design the research study in accordance with sound principles and good practice. It extends the knowledge and skills required to research business and accounting issues. Specific attention is paid to individual methods, such as the population survey, focused interviews, case study and action research. As these various approaches are frequently used in management research, an understanding of their strengths and limitations is also examined. Extensive use will be made of technology tools for undertaking analyses of qualitative and quantitative data.

**ACC6410 Critique Analysis of Accounting Research (Qualitative research methods) (3 credits; 5 ECTS)**

*Prerequisites: None*

This course focuses attention on how to read, analyze and critically assess the academic research literature. The students are requested to review the academic articles related to their chosen area of research interests. Develop dependable approaches to research question formation, methodological development, and the presentation of research findings.

**DOCTOR OF PHILOSOPHY IN FINANCE COURSES****FIN6301 Theory of Finance (3 credits; 5 ECTS)**

*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.



### **FIN6303 Corporate Finance (3 credits; 5 ECTS)**

*Prerequisites: None*

The course focuses on intensive review and study of theories and practices of modern 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 and information asymmetry in contract theory, etc. Case study may be utilized to examine, analyze, and integrate corporation decision-making. Also, theoretical and empirical literature on advanced corporate finance issues will be reviewed.

### **FIN6304 Financial Markets and Institutions (3 credits; 5 ECTS)**

*Prerequisites: None*

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, central banking, 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 credits; 5 ECTS)**

*Prerequisites: None*

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 credits; 5 ECTS)**

*Prerequisites: None*

The course examines the theories and application of financial derivatives in modern finance. The course focuses on three general classes of derivatives: forwards, futures, options, and swaps. Characteristics of widely used derivatives such as interest rate futures, index futures, stock options, interest and currency swaps are introduced. Emphasis is placed on organization of derivatives market, arbitrage pricing and strategies, trading and hedging techniques. The more advanced topics include option valuation models (Binominal tree and Black-Sholes models), options' Greek letters, swap valuation methods, regulations and recent innovations in derivative markets.

## **DOCTOR OF PHILOSOPHY IN MANAGEMENT COURSES**

### **MGT6302 Advances in Organizational Behavior and Leadership Theories (3 credits; 5 ECTS)**

*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.

### **MGT6304 Strategic Management and Competitiveness Analysis (3 credits; 5 ECTS)**

*Prerequisites: None*

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.

### **MGT6307 Advances in Human Resource Management (3 credits; 5 ECTS)**

*Prerequisites: None*

This course examines the theories, current empirical knowledge, and issues in human resource management. It deals primarily with activities that directly affect how employees enter the firm and how they are managed while they are employed. These activities include: recruitment/selection, training/development, performance management, compensation/rewards, talent management, diversity management, managing redundancy, international human resource management, and other related activities. The course will expose the students to how the “most admired” companies in the world perform their human resource management activities, including practical examples that can be applied to students’ own organizations.

### **MGT6308 Creativity and Innovation Management (3 credits; 5 ECTS)**

*Prerequisites: None*

This course examines the theories as well as empirical evidence on creativity and innovation management. This course provides the conceptual and theoretical underpinning of creativity in different organizational contexts. Students will also learn how creativity and innovation management help an organization gain competitive advantage. This course provides an essential insight into the area of innovation management—concerning both technological and non-technological innovation. Students will learn techniques for improving their flexibility and originality of their thinking and will explore approaches used by managers and organizations to create and sustain high levels of innovation. Students will also learn how novel methods of open innovation enable companies to benefit from external knowledge and ideas.

### **MGT6309 International Business Strategies (3 credits; 5 ECTS)**

*Prerequisites: None*

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.

## **DOCTOR OF PHILOSOPHY IN MARKETING COURSES**

### **MKT6301 Theory of Marketing (3 Credits; 5 ECTS)**

*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; 5 ECTS)**

*Prerequisites: None*

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; 5 ECTS)**

*Prerequisites: None*

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; 5 ECTS)**

*Prerequisites: None*

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.

### **MKT6306 Integrated Marketing Communications (3 Credits; 5 ECTS)**

*Prerequisites: None*

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.

### **MKT6307 International Marketing (3 Credits; 5 ECTS)**

*Prerequisites: None*

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.

## **PART X. OLIVIER GISCARD d'ESTAING LIBRARY**

### **ADMINISTRATION**

Director

Olga Zaitseva, MA

Offices 105, 109 / Library

Tel: +7 (727) 237-47-54 /56

E-mail: [zaitseva@kimep.kz](mailto:zaitseva@kimep.kz), [lib.office@kimep.kz](mailto:lib.office@kimep.kz)

Web-site: <http://www.kimep.kz/library/>

### **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 help 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 library building is designed to serve up to 350 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.

### **COLLECTIONS**

Currently the KIMEP University has nearly 108500 print volumes: approximately 79,000 in English with the remainder in Kazakh and Russian. In addition, the library provides electronic access to over 750 000 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, information technologies and a variety of other subjects. The reserves collection contains required readings for the courses as determined by course instructors.

### **Reference and Periodicals**

The reference collection is constantly being updated to provide the most current reference materials available. Periodicals maintain a collection of nearly 70 titles of international and local newspapers, academic journals and popular periodicals in English, 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.

## **Electronic Resources and Multimedia**

The Olivier Giscard d'Estaing Library brings students information sources that are little-known in Kazakhstan. 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 databases), Business Premium Collection (a business information database), JSTOR (an archive of scholarly journals covered by academic and research institutions), Ebook Central (over 158 000 e-books in all academic areas), Paragraf (Kazakhstan legal database) and Zakon (Kazakhstan legal database published by the Ministry of Justice RK), Westlaw (international legal database), Emerald (management e-journals collection) and Sage (multidisciplinary journal collection). Since 2012 the library has free subscription to the Web of Science, Science Direct and Scopus databases (the resources for academics to create and plan their own research strategies).

Students may also use the library's collection of CDs and DVDs in the Electronic Resources Laboratory, which is located on the second floor of the library.

## **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, College of Humanities and Education, 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 System 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 36460 tenge (deposit must be change). Students then receive the required materials for their courses. The Library 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 36460 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. According to KIMEP University policy the balance of the deposit is returned to those person who made the payment last. To avoid the problems with the balance return the payments should be made by one person.

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 Administration.

### **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 serves as the KIMEP University ID card and gives access to the library. It must be presented when entering KIMEP and borrowing materials from the Library. The ID card is issued free of charge; the replacement fee is 1000 tenge. 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 enter KIMEP, 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 return 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, 4 item limit

For textbooks in the Reserve collection, circulation is irrespective of the type of student.

All books from reserve fund register by the librarian, in order to take books student must have the ID card.

Textbooks from the Reserve collection are allowed to be checked out overnight from 8:00 p.m. and must be returned by 11:00 a.m. the following morning or fines will begin to accrue. The fine for each hour of late return is 780 tenge. For books that are held in the Reserve Collection but that are still available for rental are available for overnight check out from the Reserves Collection only with a fee of 780 tenge.

Faculty may check out textbooks for up to one full semester. Teachers have a limit of 21 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 780 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. The overnight loan of reserve titles can be arranged 4 hours before the library closes (typically not before 8:00 p.m.). Items are due the next morning no later than 11:00 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 library. 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: bags, computer bags, briefcases, food must be deposited in the coatroom before entering the library reading areas and laboratories. Coats are allowed within the library reading, study areas and laboratories. Visitors may also leave coats in the library wardrobe. The Library cannot be held responsible for the coats left unattended. The Library is not responsible for items that are lost, stolen, damaged or left behind.

Talking in the library in aloud voice is prohibited. The library seeks to maintain a quiet atmosphere so as to ensure an optimal environment for study and research. Visitors can use the conference room on the third floor for discussions relating to study.

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 open drink is not permitted in the library reading areas and laboratories. Food and open drink may be consumed ONLY in the lobby of the library building.

Visitors, who violate library rules and/or ignore instructions from the library's staff, can be refused admittance to the library.

### **4. Alumni and External Users**

Alumni, individuals and organizations in the wider community are welcome to use the library's collections for the purpose of academic or professional research.

Registered alumni and 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 alumni refer to Corporate Development Department at [cdd@kimep.kz](mailto:cdd@kimep.kz), send

1. Scanned Photo (3\*4)
2. Full Name
3. Program
4. Year of Graduation
5. Place of Employment
6. Current Position
7. Contact Phone Number (personal mobile number is preferable)
8. Address

For the registration of external users, refer to the office #105 - Library administration.

### **5. Fees and Fines**

#### **ID CARD**

The replacement of the ID card is 1000 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**

Rules of KIMEP textbooks rental are subject to change. The textbook rental fee deposit is 36460 tenge. The rental fee for a textbook is 25% of the replacement cost of the book. Failure to return a rented textbook for semester on time will incur overdue fine of 780 tenge per day but not more than the rental fee of this textbook. Renting a textbook overnight from the library's Reserve Collection, if textbooks are available for rental, is 780 tenge (if not available for rental, checkout is free).

## **OVERDUE FINES**

The overdue fine for any item checked out overnight is 780 tenge per hour. The overdue fine for any item checked out for a period of more than one day is 780 tenge. Failure to return a recalled item on time will incur overdue fine of 780 tenge per day until the item is returned, and the current replacement cost of the item if not returned within fourteen 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 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 XI. COMPUTER & INFORMATION SYSTEMS CENTER**

### **ADMINISTRATION**

#### **Technical Director**

Mikhail Kalinogorskiy, Diploma  
Office №333 (Valikhanov Building)  
Tel: +7 (727) 270-42-91 (ext: 3102)  
E-mail: [cisc@kimep.kz](mailto:cisc@kimep.kz);  
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 23 staff. 5 are full time system administrators and engineers, 3 are software programmers, 13 full-time lab supervisors, and 2 administration staff.

## **FACILITIES AND SERVICES**

Currently, there are 908 computers at KIMEP, of which 908 are connected to LAN and 908 are connected to the Internet. Hardware facilities also include 444 printers, 30 scanners, 32 cameras, including web cameras, 79 LCD projectors, 17 LCD panels, 2 interactive boards, and 15 servers. All facilities are upgraded or replaced on a regular basis in order to keep up with changing technology and institutional needs. There are 11 computer laboratories on campus, which include 243 computers. 140 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 7. 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. There are 75 computers connected to LCD projectors and audio systems in lecture halls and classrooms.

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 Student Portal, 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. In addition to Students Portal, the programmers of Computer Center developed KIMEP Mobile Application for students. Mobile Application is available both for iOS and for Android.

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, and 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 HR Applicant Portal, 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](http://www.kimep.kz). Appropriate access rights are granted to different groups of users upon logging in. The KIMEP website serves as an important source of information about KIMEP for students, parents, faculties and staff, potential employees, incoming students and alumni, and the community.

Through KIMEP's communications platform, all members of 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 portable data storage media 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. The volume of information kept by each student on the H-Drive is limited to 100 Mb.
9. Log-off when finished working on a computer.
10. 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. Print exterior and auxiliary materials, as well as any information with L-Drive.

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.

**IN CASE OF VIOLATION OF THE ABOVE RULES, THE STUDENT LOOSES 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 server **www.gmail.com**, 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 - CORPORATE DEVELOPMENT AND ALUMNI ASSOCIATION**

### **ADMINISTRATION**

Director  
Raushan Kanayeva, MA

Associate Director  
Balzhan Suzhikova, Candidate of Sciences, Associate Professor, Fulbright and RSEP Scholar

Alumni and Database Specialist & Temporarily, Trilateral Contracts Specialist  
Dinara Sagindykova, MA

Office № 401, 402, 405 Dostyk Building  
Phone: +7 (727) 270-42-26  
E-mail: [rauqa@kimep.kz](mailto:rauqa@kimep.kz)

Director, Career and Employment Services  
Meruert Adaibekova, Candidate of Sciences, MBA

Coordinator, Career and Employment Services  
Elmira Kabiyeva, MBA

Office № 113 Dormitory ground floor,  
Phone: +7 (727) 237-48-00  
E-mail: [plof@kimep.kz](mailto:plof@kimep.kz)

### **STATEMENT OF PURPOSE**

The Corporate Development Department was established at KIMEP University 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**

Through various activities and projects the department engages the corporate community in campus life. The department works to raise funds for KIMEP's academic and institutional development.

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.
- ✓ Developing KIMEP Alumni Association

## **CORPORATE SCHOLARSHIPS AND GRANTS**

Scholarships are a traditional form of financial aid. Companies, corporations, foundations, individual donors, and other sponsors donate money to KIMEP that is specifically designated for undergraduate and graduate students in the form of tuition fee 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. Scholarships are awarded based on the academic standing, leadership skills, research activities, student active life. The criteria are established by the sponsor. Selection process for the grant is executed by sponsor or together with Corporate Development Department.

## **ALUMNI ASSOCIATION**

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.

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.

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.
- ✓ Working on annual issue of Alumni Magazine- the Journal that informs about achievements of our alumni, reports on University news and describes various events, where KIMEP Alumni are involved.

## **CAREER AND EMPLOYMENT SERVICES**

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 for the career skills development and increase of KIMEP students and graduates employability.

- ✓ To speed up and to simplify the job selection process.

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/part-time work or/and Internship. Students can get information from the Career and Employment Services webpage, by e-mail announcements or by visiting and meeting our staff personally.

#### **For KIMEP Students we offer:**

- Career skills development: personal consultations, trainings, master classes, workshops of CV writing, Interview techniques etc.
- Organization of company presentations, guest lectures, round tables, trainings, master classes, tests.
- Organization of Annual KIMEP Job Fair –a professional platform, where future University graduates can directly meet with the companies representatives and have face-to-face discussions of all issues related to future professional activities.
- Job and Internship openings, all opportunities are on the KIMEP University site

#### **For Employers we offer:**

- Effective technology of personnel search and selection.
- Carry out a preliminary selection of candidates strictly in accordance with customer requirements.
- Design and place vacancies announcements.
- Organization of company's presentations, Open House Days, business games, master classes, tests.
- Organization of Annual Job Fair, Speed Networking Events – is an opportunity for the companies to meet with the bright talents – potential employees and leaders for their business.
- Internship for the students

## **PART XIII – HUMAN RESOURCES**

### **ADMINISTRATION**

#### **HR Team:**

Aigerim Kainazarova, HR Director

Aigerim Makenova, HR Officer

#### **Work Permit & Visa sector**

Yuliya Alimkulova, Work Permit & Visa Manager

#### **Contact information:**

Offices № 113/111 (Dostyk Building)

Tel: +7 (727) 270-42-10/29/32 (ext: 2015, 2048, 2090),

E-mail: [persnl@kimep.kz](mailto:persnl@kimep.kz), [visa@kimep.kz](mailto:visa@kimep.kz), [recruitment@kimep.kz](mailto:recruitment@kimep.kz)

HR Portal: <http://hr.kimep.kz/>

### **VISION**

Human Resources functions as a strategic unit to position KIMEP University 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 University as the most valuable asset.

## **MISSION**

- Promote an effective work environment that will facilitate the University's mission and strategic goals;
- Provide guidance in the development, administration of policies and procedures;
- Value equal employment opportunity and labor relations according to the legislation of Republic of Kazakhstan;
- Create innovative and flexible employee-centered programs and services to attract and retain the most talented academic and non-academic staff;
- Put all efforts for creating and emphasizing 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.

## **HIRING PROCEDURE:**

The foundational principles of KIMEP University employment policy focus on attraction of talented and highly qualified professionals as well as provision of equal job opportunities regardless of ethnic origin, nationality, religion, age or sex.

KIMEP University employment policy establishes a consistent order ensuring a competitive basis for hiring and selection process of faculty and administrative staff.

KIMEP University places advertisements on available vacancies for faculty and administrative staff positions in the mass media including postings on official KIMEP University HR Portal [hr.kimep.kz](http://hr.kimep.kz) which are arranged by the following categories: executive, administrative and faculty positions.

Advertisements are also placed on specific internet sites for academic entities, for example: [higherjobs.com](http://higherjobs.com); [chroniclevitae.com](http://chroniclevitae.com); [jobs.ac.uk](http://jobs.ac.uk) etc. and other publishing editions of the Republic of Kazakhstan (newspapers of Republican & city status) as *Kazakhstanskaya Pravda*, *Delovoi Kazakhstan*. Advertisements contain information regarding position title, brief description of duties, functional responsibilities, required professional qualifications and contact details.

HR Policy Manual is available at the Intranet for all KIMEP University employees.

## **EMPLOYEE BENEFITS:**

### **VISA SUPPORT**

KIMEP University manages the process of obtaining work visas for foreign employees and their families, and covers visa fees for foreign employees.

### **MEDICAL COVERAGE**

KIMEP University offers comprehensive free, basic medical insurance plan to all faculty and staff members. This plan covers in-patients, out-patient and other medical treatments, including:

- examination, consultation with a specialist;
- medical (general) treatment, operative therapy (surgery);
- pharmacological support, use of medical equipment required for treatment;
- laboratory studies;
- traditional physical therapy, exercise therapies
- drug prescription coverage

The insurance plan covers prescribed drugs within coverage amount.

In addition to the basic coverage provided at no cost to employees, faculty and staff members can purchase a higher level medical insurance plan with wider range of medical services for an additional amount. Employee spouses and dependents can purchase medical insurance at a special discounted rate.

### **TRAININGS**

KIMEP University offers a 50% tuition fee discount to all its employees and official spouses/partners for graduate and undergraduate programs of the University.

### **ACCESS TO THE KIMEP LIBRARY**

All employees have access to the KIMEP library, which offers open access to local and global information resources.

### **SPORT COMPLEX**

Faculty and staff members are encouraged to experience the enjoyable recreational activities available for themselves and their families at no cost. The Sports Complex is conveniently located on campus and equipped with a wide variety of facilities, including training machines, a full-length basketball court, a weight-lifting room, and a special aerobics and fitness room.

## **PART XIV. QUALITY ASSURANCE AND INSTITUTIONAL RESEARCH**

### **ADMINISTRATION**

#### **Director**

Dr. Nurilya Shakhanova  
Fulbright scholar  
Office #407, Dostyk Building  
Tel: +7 (727) 270-44-40 (ext. 2362)  
E-mails: [n.shakhanova@kimep.kz](mailto:n.shakhanova@kimep.kz)

#### **Coordinator**

Aisha Akhmetbayeva, MBA, LL.M.  
Office #404A, Dostyk Building  
Tel: [+7 \(727\) 270-44-86](tel:+77272704486) (ext. 2151)  
E-mails: [a.akhmetbayeva@kimep.kz](mailto:a.akhmetbayeva@kimep.kz)

### **STATEMENT OF PURPOSE**

Office of Quality Assurance and Institutional Research (QAIR) is a corporate unit operating under the Provost and General Deputy to the President of KIMEP University. The purpose of QAIR is to support quality assurance systems by developing practices of evaluation and reviews that highlight areas for attention and improvement.

### **GOALS AND OBJECTIVES**

QAIR 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. It 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.

### **FACULTY TEACHING EVALUATION SURVEY (FTES)**

FTES, conducted on a semestrial basis, 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. Generalized data on teaching quality at KIMEP-wide and academic unit levels are also submitted to top management and available online for the whole academic community. Survey



results help to determine particular teaching aspects requiring improvement and to promote the quality of education.

#### **FACULTY SATISFACTION SURVEY (FSS)**

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

#### **SURVEY ON SATISFACTION WITH DEANS' ACTIVITY (SSDA)**

The SSDA is conducted each Spring semester since 2016. The aim of the survey is to gauge the views of faculty and staff on the quality of Dean's/Director's activity of their academic unit. Survey results are presented to the top management in the form of a report highlighting high and low levels of satisfaction. These responses are crucial in efforts to create a better working and learning 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.

#### **GRADUATING STUDENTS EXIT SURVEY (GSES)**

The GSES measures the level of satisfaction of graduating students with KIMEP University experience and invites them to share their future plans. The survey was launched in 2013-14 AY and is conducted each semester on an anonymous and voluntary basis. Survey results are made available to top management in the form of a report that highlights stronger and weaker aspects of learning conditions and presents the general picture of satisfaction. Based on survey findings, KIMEP University's top management develops action plans to further enhance University's studying environment.

#### **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. The survey results are reported to the top management and shared with KIMEP University's community members. The key messages are taken as the basis for the further enhancement of University's programs and services.

#### **EMPLOYERS' SATISFACTION SURVEY (ESS)**

KIMEP alumni Employers' Satisfaction Survey 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, phone calls and visits.

#### **ON-REQUEST STUDIES**

The Office also undertakes ad-hoc surveys, reviews and analyses to support institutional decision-making within the scope of University's current needs and focus. Some of the examples of on-request studies are survey researching demand for newly introduced academic programs, market research on programs which are planned to be opened at the University, survey on students' satisfaction with residence hall, survey collecting satisfaction with on-campus catering and shopping services and others.

## **PART XV. FACULTY & ADMINISTRATORS**

### **KIMEP UNIVERSITY BOARD OF DIRECTORS**

Anastasios Sitsas - Chairman; General Manager, JLT Cluster O, Dubai, UAE

Chan Young Bang – Shareholder; President of KIMEP University

Kalymzhan Ibraimov – Chairman of the State property and privatization, the Ministry of Finance of the Republic of Kazakhsatan

Nasymzhan Ospanova – Director of the Department of Vocational Education and Training of the Ministry of Education and Science of the Republic of Kazakhstan

Seung Ham Yang – Professor Emeritus of Political Science at Yonsey University, Seoul, Korea

Zhanar Bazarbekova – Executive Director, USKO Intl.

Stephen John Beresford Nye – Partner, KPMG, Luxembourg

Seung Nam Kime – Advisor to Mayor of Seoul, Korea

Eldar Zhumagazyev – Deputy Chair of “Atameken” National Chamber of Entrepreneurs

### **PRESIDENT**

Dr. Chan Young Bang, PhD, University of Colorado, USA

### **PRESIDENT’S STAFF**

Timothy Lewis Barnett, Provost & General Deputy to the President

PhD, Claremont Graduate University, California, USA

Gilbert Tomas Linne, Vice-President of Academic Affairs  
PhD, Alliant International University, USA

Yuriy Fidirko, Vice-President of Finance  
MSc, Centre for Financial & Management Studies, University of London, UK

Aigerim Ibrayeva, Associate Vice-President of Student Affairs  
MPhil, Maastricht School of Management, the Netherlands

### **DEANS**

Heather Ann McCollum, Dean of General Education  
Ed.D, Harvard Graduate School of Education

Ho Young Lee, Dean of Bang College of Business  
PhD, Hankuk University of Foreign Studies, Korea

Gerald Pech, Dean of College of Social Science  
PhD, Ruhr-University Bochum, Germany

Fred M. Isaacs, Dean of Law School  
JD, University of Notre Dame, USA

Juldyz Smagulova, Dean of College of Humanities and Education  
PhD, King's College London, London, UK

## **FACULTY**

### **Bang College of Business**

Akhliiddin Ismailov, Senior Lecturer  
MBA, Ankara University, Turkey, 2002

Alexandr Ostrovskiy, Assistant Professor  
DBA, KIMEP University, RK,

Alma Alpeissova, Assistant Professor  
MA, University of Columbia, USA, 2001  
DBA, KIMEP University, RK,

Alma Sharipova, Assistant Professor  
PhD, Middlesex University Business School, UK, 2016

Alimshan Faizulayev, Assistant Professor  
PhD, Eastern Mediterranean University, North Cyprus, Turkey, 2018

Balzhan Zhussupova, Assistant Professor; Associate Dean of Undergraduate Programs  
PhD, University of Wales, UK, 2006

Bibigul Zhakupova, Senior Lecturer; Chair of Accounting & Finance  
MA, KIMEP University, RK, 1998

Dewan MD Zahurul Islam, Associate Professor; Associate Dean of Graduate Programs  
PhD, University of Plymouth Business School, UK, 2005

Dinara Seitova, Assistant Professor  
PhD, Texas A&M University, USA, 2009

Dana Abeuova, Senior Lecturer  
PhD, ESCP Europe, France, 2019

Elmira Bogoviyeva, Associate Professor  
PhD, University of Mississippi, USA, 2009

Jungmin Jang, Assistant Professor  
PhD, Korea University, Korea, 2015

Jong Min Kim, Assistant Professor  
PhD, University of Texas, US, 2015

Keun Jung Lee, Associate Professor  
PhD, The London School of Economics and Political Science, UK, 2009

Kunsu Park, Assistant Professor  
PhD, University of Hawaii at Manoa Honolulu, USA

Liza Rybina, Assistant Professor  
DBA, KIMEP University, 2015

Maya Katenova, Assistant Professor  
DBA, KIMEP University, 2016

Michael Conrad, Associate Professor; Chair, Department of Management and Marketing  
PhD, Stevens Institute of Technology, USA, 1981

Mira Nurmakhanova, Associate Professor  
PhD, Iowa State University of Science and Technology, USA, 2008

Monowar Mahmood, Professor  
PhD, Manchester Business School, University of Manchester, UK, 2004

Muhammad Nadeem Khalid, Associate Professor; Associate Dean for EEC Administration  
PhD, Utara, Malaysia, 2017

Muhammad Arslan , Assistant Professor  
PhD, Lincoln University, New Zealand, 2019

Nurlan Orazalin, Assistant Professor  
DBA, KIMEP University, 2015

Nejat Capar, Assistant Professor  
PhD, Florida State University, 2003

Oleg Vlasov, Senior Lecturer,  
MBA, KIMEP University, 2001

Olga Pak, Assistant Professor  
DBA, KIMEP University, 2016

Olga Uzhegova, Assistant Professor  
DBA, KIMEP University, 2010

Rashid Makarov, Assistant Professor  
DBA, KIMEP University, 2015

Ruslan Safarov, Senior Lecturer  
MSc, Cass Business School, City University, UK, 2009

Sang Hoon Lee, Professor  
PhD, University of New Orleans, USA, 1990

Soohyun Jeon, Assistant Professor  
PhD, University Business School, Korea, 2018

Shazada Muhammad Umair Khan, Assistant Professor  
PhD, Hanyang University, 2018

Uldana Baizyldayeva, Assistant Professor  
PhD, Kazakh National Technical University named after Satpayev, 2010

Vassiliy Voinov, Professor  
PhD, Tomsk State University named after Kuibyshev, Russia, 1963

Vladimir Garkavenko, Associate Professor;  
PhD, Auckland University, New Zealand, 2007

Yevgeniya Kim, Senior Lecturer  
MBA, KIMEP University, 2000

Yong Ho Hyun, Associate Professor  
PhD, University of Surrey, UK, 2008

Yuliya Frolova, Associate Professor  
DBA, KIMEP University, 2010

Zhanat Syzdykov, Assistant Professor  
MPA, KIMEP University, 1996

### **College of Social Science**

Gerald Pech, Professor, Dean  
PhD, Ruhr-University Bochum, Germany

Aigul Adibayeva, Assistant Professor; Associate Dean  
CSc, Almaty State University named of Abay

Eldar Madumarov, Assistant Professor; Chair of Economics dept.  
PhD, University Oldenburg, Germany

Kanat Kudaibergenov, Professor  
DSc, Institute of Mathematics, Novosibirsk, Russia

Nadeem Naqvi, Professor  
PhD, Southern Methodist University, USA

Aigerim Kalybay, Associate Professor  
PhD, Lulea University, Sweden

Leon Taylor, Associate Professor  
Ph.D, University of Maryland

Alma Kudebayeva, Assistant Professor  
PhD, University of Manchester, UK

Altay Mussurov, Assistant Professor  
PhD, University of Wales Aberystwyth, Wales, UK

Dennis Walter Soltys, Associate Professor; Chair of PA dept. at CSS  
PhD, University of Toronto

Francis Amagoh, Professor  
PhD, Virginia Commonwealth University, USA

Aliya Tankibayeva, Lecturer; Research Coordinator at CSS  
PhD, Northampton University

Kristopher White, Associate Professor  
PhD, University of Connecticut Storrs, USA

Saule Emrich-Bakenova, Associate Professor  
PhD, Carleton University, Canada

Gulnara Dadabayeva, Associate Professor  
DSc, Kazakh National University

Dina Sharipova, Associate Professor  
Ph.D, Indiana University,

Jeong-Won Bourdais Park, Associate Professor  
Ph.D, University of London, UK

Didar Kassymova, Assistant Professor  
CSc, Kazakh State University after al-Farabi

Nurseit Niyazbekov, Assistant Professor  
PhD, Oxford University, UK

Nigmat Ibadildin, Assistant Professor  
PhD, University of Tampere, Finland

Zharmukhamed Zardykhan, Assistant Professor  
PhD, Bilkent University, Turkey

Christopher Primiano, Assistant Professor  
PhD, Rutgers University, Newark, USA

Frederick Emrich, Assistant Professor; Chair of Media and Communication dept.  
MA, University of Arizona

Milen Filipov, Assistant Professor  
PhD, Kliment Ohridsky University, Sofia, Bulgaria

Saltanat Kazhimuratova, Senior Lecturer  
MA, KIMEP University

Bahtiyar Kurambayev, Assistant Professor  
PhD, University of Southern Mississippi, USA

## **Law School**

Fred M. Isaacs, Dean  
JD, University of Notre Dame, USA

Andrey Kozik, Associate Professor  
PhD, The Academy of Public Administration under the Aegis of the President of the Republic of Belarus

Claudio Lombardi, Assistant Professor  
PhD, University of Trento, Italy

Federico Dalpane, Assistant Professor  
PhD, Sant'Anna School of Advanced Studies of Pisa, Italy

Joseph Luke, Associate Professor  
JD, University of Michigan, USA

Maria Baideldinova, Assistant Professor  
PhD, Scuola Superiore Sant'Anna, Pisa, Italy

Nicolas Zambrana-Tevar, Assistant Professor  
PhD, University of Navarra, Spain

Sergey Sayapin, Associate Professor;  
PhD, Humboldt University of Berlin, Germany

Rustam Atadjanov, Assistant Professor  
PhD, University of Hamburg, Germany

### **College of Humanities and Education**

Juldyz Smagulova, Associate Professor, Dean  
PhD, King's College London, UK

Karina Narymbetova, Associate Dean  
Candidate of Philological Sciences, al-Farabi Kazakh National University, Kazakhstan  
MA in TESOL, KIMEP University, Kazakhstan

Akmaral Kurmanaliyeva, Senior Lecturer  
Candidate of Philological Sciences, the Institute of Literature and Art named by M. Auezov, Kazakhstan

Amanda M. Al-Raba'a, Assistant Professor  
PhD, University of North Carolina at Chapel Hill, USA

Arailym Sarbassova, Senior Lecturer  
Master of Linguistics, Almaty State University named after Abay, Kazakhstan

Ariya Azamatova, Assistant Professor;  
Candidate of Philological Sciences, al-Farabi Kazakh National University, Kazakhstan  
PhD, al-Farabi Kazakh National University, Kazakhstan

Askat Tleuov, Assistant Professor  
PhD, University of Bath, UK

Assel Koldassova, Senior Lecturer  
MA in TESOL, KIMEP University, Kazakhstan

Basem Ibrahim Malawi Al-Raba'a, Assistant Professor  
PhD, Indiana University Bloomington, USA



[www.kimep.kz](http://www.kimep.kz) |    

NJSC "KIMEP University"  
Abay Ave., 4,  
050010, Almaty,  
Republic of Kazakhstan

**President's office**  
tel.: +7 (727) 270 42 00  
e-mail: [po@kimep.kz](mailto:po@kimep.kz)

**Students Recruitment  
and Admission**  
tel.: +7 (727) 270 42 13  
e-mail: [uao@kimep.kz](mailto:uao@kimep.kz)

**Financial Aid Department**  
tel.: +7 (727) 270 43 16  
e-mail: [finaid@kimep.kz](mailto:finaid@kimep.kz)





Diana Pak, Senior Lecturer  
Master of Arts in Foreign Language, KIMEP University, Kazakhstan

Dina Kucherbayeva, Senior Lecturer  
MSc, University of Edinburgh, Scotland, UK

George Rueckert, Assistant Professor  
PhD, University of Washington, USA

John Westbrook, Senior Lecturer  
MFA, University of Florida, USA  
CELTA English-teaching qualification

Kara Fleming, Assistant Professor  
PhD, University of Hong Kong, China

Konstantinos Dimitriou, Assistant Professor  
PhD, University of Bath, UK

Laila Yermenbayeva, Senior Lecturer  
Candidate of Pedagogical Sciences, Almaty State University, Kazakhstan

Maganat Shegebayev, Assistant Professor  
Doctor of Business Administration, KIMEP University, Kazakhstan

Maira Yessimzhanova, Senior Lecturer  
Candidate of Philological Sciences, al-Farabi Kazakh National University, Kazakhstan

Nuraisha Bekeyeva, Senior Lecturer  
Candidate of Philological Sciences, the Kazakh State National University

Su Jin Lee, Assistant Professor  
PhD, State University of New York at Buffalo, United States

Suzanne Kanatsiz, Professor  
MFA, Master of Fine Arts, San Jose State University, California

Vivienne Westbrook, Professor  
PhD, University of Manchester, UK

Yelena Babeshko, Senior Lecturer  
M.A. in TESOL, KIMEP University, Kazakhstan

Yelena Grebennikova-Howe, Senior Lecturer  
M.A. in TESOL, KIMEP University, Kazakhstan

Yuliya Kulichenko, Assistant Professor  
PhD, al-Farabi Kazakh National University, Kazakhstan

Zauresh Yernazarova, Assistant Professor  
Doctor of Linguistics, Professor, Supreme Attestation Commission