The present University Catalogue for 2015 – 2016 academic year is compiled with the aim to introduce students, teachers, and administration staff of the University, and all interested persons with all aspects of the University life. The Catalogue includes the information about the University, the Higher School of Economics, Bachelor programmes and the academic system of the University. Moreover, there is the information about the academic policy, curriculum and organizational structures of the HSE for 2015 – 2016 academic year. Every student, lecturer and employee of the University has to carefully study the Catalogue and follow all the procedures and rules stipulated in it.
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KAZGUUU University (previous name - Kazakh University of Humanities and Law) was founded by the Decree of the President of the Republic of Kazakhstan on March 14, 1994 as the joint stock company with the participation of the Ministry of Education and Science of the Republic of Kazakhstan. It is located in Astana the capital city of Kazakhstan.

The HSE Mission: The HSE offers the high quality educational programmes in Economics, Management, Finance, Accounting and Audit, Psychology and Translation and Interpreting Studies. We continuously improve the academic quality of the programmes through integrating into international educational area, professional development of our faculty and staff and effective cooperation with the alumni, employers and other stakeholders. We ensure that our graduates are well prepared to succeed in the labour market as they demonstrate high level of critical thinking and are able to manage the information flows effectively.

The HSE Vision: by 2019 the HSE will become one of the leading schools in Kazakhstan offering the world-class educational programmes and demonstrating 100% of the graduates’ employability.

The HSE Goals:
- to improve employer satisfaction with the HSE graduates’ level of competencies;
- to implement international educational standards;
- to enhance academic quality of the programmes;
- to attract part-time lecturers/industry experts/professionally certified/Bolashak Programme Alumni;
- to introduce programmes in three languages (English, Kazakh and Russian);
- to implement academic freedom;
- to finalize transition into ECTS;
- to improve practical orientation of the programmes;
- to increase the programmes internationality through attracting international students and faculty, introducing dual-degree programmes and increasing amount of literature in English;
- to improve Employer/HSE cooperation;
- to improve Alumni relations/Alumni Club;
- to maintain the Academic Quality Assurance;
- to introduce and continuously implement Merit Based Performance Appraisal;
- to foster the faculty professional development through motivating the faculty to get academic and international professional certificate programmes;
- to foster international collaboration through Alumni Club, Economists’ Club, Leadership Development Programme, A-Step to Graduate, Youth World Economic Forum.

Objectives:
- to encourage the recognition of academic programmes by employers with the focus on international academic programmes;
- to align curriculum with the requirements of the international standards;
- to use case study technology in education;
- to attract practitioners in teaching;
- to provide analysis of the achieved learning outcomes in accordance with the syllabus;
- to teach in three languages;
- to ensure a step-by-step transition to the principles of academic freedom;
- to introduce ECTS technologies;
- to strengthen the practical orientation of academic programmes;
- to expand the international relationships by attracting international students, teachers, to develop double degree programmes and expand the library stock (collection);
- to develop research competencies of students;
- to attract invited professors, practitioners and experts;
- to improve the work in the field of employment and communication with graduates;
- to strengthen the cooperation and partnership with employers;
- to accomplish the work in the quality assurance;
- to stimulate faculty to publish research papers/articles in leading international scientific/research journals and magazines;
- to organize scientific/research conferences and seminars;
- to stimulate the involvement of students in research projects;
- to motivate faculty/teaching staff for going through/receiving the internationally recognized professional certification;
- to involve the graduates of leading universities in education process, as well as other certified specialists/experts (ACCA, DiplFR, CFA, PMI, CIPD, CIL and others);
- to motivate faculty to participate in the international educational projects, internships and programmes;
- to develop the Alumni Club;

KAZGUU University has three schools (faculties) providing training on 10 academic programmes at the level of Bachelor, Master and Doctoral (PhD) studies:
- The School of General Education;
- The Higher School of Law;
- The Higher School of Economics.

**ADMINISTRATION OF HSE**

_Dilbar Gimranova_, MBA, M.Phil., Director/Dean of the Higher School of Economics (HSE)

_Saule Kemelbayeva_, Chair of the Department of Economics, Management and Tourism, coordinator of the academic programme Bachelor with Major in Economics, in Management, and in Tourism

_Aizhan Toktabayeva_, Chair of the Department of Finance, Accounting and Audit, coordinator of the academic programme Bachelor with Major in Finance, and in Accounting

_Mukhtar Tileukulov_, Chair of the Department of Social Psychology Studies, coordinator of the academic programme Bachelor of Social Science with Major in Psychology.

_Aizhan Kashkenova_, Chair of the Department of Translation/ Interpreting Studies, Bachelor of Translation Studies.
PART II ADMISSION POLICY AND REQUIREMENTS

ADMISSION PROCEDURES

Higher School of Economics (HSE) seeks to enrol academically qualified high school students with outstanding academic records, who are able to achieve high results in a professional field. The following Admission Policy and Requirements for applicants are based on the HSE Academic Policy and the Standard of the Ministry of Education and Science (MES) of the Republic of Kazakhstan.

Applicants’ Responsibility

HSE applicant must assume full responsibility for rules and regulations of the school and programme requirements for the chosen degree programme.

Admission Procedures for the Undergraduate Programmes

1. An applicant should submit all paper documents to KAZGUU University.
2. An applicant should meet all HSE academic programme requirements:
   - entry English proficiency requirement
   - entry major exam (Mathematics/English)

General Admission Requirements for all Undergraduate Degree Programmes as stated by the Ministry of Education and Science

To be granted admission to HSE, a perspective student must have:

- Completed application form
- High school diploma (original)
- 6 photos, size 3x4
- Completed Medical form 086-Y (X-ray examination)
- Official high school transcript
- Unified National Test (UNT/CT) certificate (at least 50 points)
- Personal Statement
- UNT official certificate
- Certified copy of ID
- Registration military certificate

*Applicants who do not meet this deadline may not enrol until official documents are received. It is recommended that all applicants take the HSE Admission Tests (see Table 1a).

In pursuit of the High Academic Quality Standards and in addition to the Ministry of Education and Science (MES) admission requirements HSE states the following for Undergraduate English Language Knowledge Requirements:

Table 1a. Dates for the HSE Admission Tests

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 20 – July 09, 2016</td>
<td>Submitting Applications for Entrance Exam</td>
</tr>
<tr>
<td>July 11 – July 16, 2016</td>
<td>Entry Exam (English Placement Test for All HSE Majors &amp; Interview and Essay for Translation Studies Major)</td>
</tr>
<tr>
<td>July 18 – August 24, 2016</td>
<td>Intensive Classes and Exam</td>
</tr>
<tr>
<td>August 25, 2016</td>
<td>Enrolment</td>
</tr>
</tbody>
</table>

English Proficiency for Admission

HSE assists entering undergraduate students to take proficiency examinations prior to their first registration. These examinations are administered to applicants during July 11th – July 16th, 2016 or submit the proof of English Proficiency Test (EPT) according to the requirements given on p.3

Undergraduate Requirements for 5B050600 Economics, 5B050900 Finance, 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism Majors
HSE defines additional selection criteria in “Mathematics” for enrolling in 5B050600 Economics, 5B050900 Finance, 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism - the applicants may enrol in classes of 5B050600 Economics, 5B050900 Finance, 5B050800 accounting and Audit by gaining from 12 UNT points (Unified National Test) and above; - the applicants can be enrolled in 5B050700 Management, 5B090200 Tourism by getting from 7 till 12 UNT points; 

**Note:** the applicants can be enrolled in 5B020700 Translation Studies and 5B050300 Psychology by obtaining from 4 to 7 UNT points, **only if they have positive results in their UNT core disciplines;** If the applicants gains from 7 to 12 UNT points in “Mathematics” and has a great desire to study 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting and Audit, it is required: - to take 6 weeks (60 hours) preparation summer course in Mathematics to obtain the required level of knowledge at the HSE Preparatory Courses or to take 6 weeks (60 hours) preparation course in Mathematics for additional payment during Fall Semester at the HSE Preparatory Courses to obtain the required level of knowledge.

**English Proficiency Requirements for 5B050600 Economics, 5B050900 Finance, 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism & 5B050300 Psychology Majors**

The applicants who enrol in 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology must pass English Proficiency Test (EPT) (see Table 1b) at KAZGUU University or provide an IELTS certificate equal to 3.0. The applicants have to take an EPT on August 24th, 2016. The students will be grouped according to their EPT results (see Table 1b). - **Monolingual group** (Russian / Kazakh) – all classes are taught in only one language (Russian/Kazakh); - **Multilingual group** – the classes are conducted in Kazakh, Russian and English languages depending on the specific discipline; - **English-speaking group** – all classes are conducted in English.

**Table 1b.** Group Classification according to the English Exam results

<table>
<thead>
<tr>
<th>№</th>
<th>Group</th>
<th>English exam results</th>
<th>English level</th>
<th>IELTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monolingual</td>
<td>11-20</td>
<td>Elementary</td>
<td>3.0</td>
</tr>
<tr>
<td>2</td>
<td>Multilingual</td>
<td>21-39</td>
<td>Pre-Intermediate</td>
<td>4.0</td>
</tr>
<tr>
<td>3</td>
<td>English-speaking</td>
<td>40-59</td>
<td>Intermediate</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**HSE Undergraduate Language Requirements for 5B020700 Translation studies**

- overall the UNT score must be at least 50; - the UNT score in Russian and Kazakh must be at least 17 out of 25; - the UNT score in English must be at least 17 out of 25; - the applicants must have an Intermediate level (B1) to be enrolled in the 5B020700 Translation studies at HSE; - if the applicant doesn’t gain the required score or doesn’t have an Intermediate level B1 after entry exam, he/she must take multi-level English courses at HSE during the first-year (see below, HSE Preparatory English Courses); - all applicants who are planning to enrol in Translation Studies (see Table 1a) must pass an interview and a written exam to testify the level of English and identify the perspective groups; - if the applicant provides IELTS 5.0 certificate, he/she can be admitted to the “Translation studies” without entry exam.

*If the UNT/CT score in English is from 7 to 12 points and desires to apply to 5B020700 “Translation studies”, he/she must take multi-level English courses at HSE during the first-year (see below, HSE Preparatory English Courses).
ADMISSION RULES FOR TRANSFER STATUS

Students who transfer to the second year must:
- pass EPT and Logical Reasoning Test on April 30th, 2016 to determine the level of English of critical thinking skills necessary for further successful studying in academic programmes at HSE;
- gain at least 2.0 GPA;
- complete 60 ECTS;

Note: if the first-year student gains 50 ECTS, he/she could have a conditional offer upon the decision on academic council to complete 10 ECTS during summer session.

Further requirements to the following HSE majors 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology are given in the Table 2-4.

Table 2. Transfer Requirements to the second year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology for monolingual groups.

<table>
<thead>
<tr>
<th>№</th>
<th>Major</th>
<th>Min. ECTS</th>
<th>Min. Level GPA</th>
<th>English Exam Results</th>
<th>Level of English</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5B050600 Economics</td>
<td>50</td>
<td>2.0</td>
<td>21-39</td>
<td>Pre-Intermediate I</td>
</tr>
<tr>
<td>2</td>
<td>5B050900 Finance</td>
<td>50</td>
<td>2.0</td>
<td>21-39</td>
<td>Pre-Intermediate I</td>
</tr>
<tr>
<td>3</td>
<td>5B050800 Accounting and Audit</td>
<td>50</td>
<td>2.0</td>
<td>21-39</td>
<td>Pre-Intermediate I</td>
</tr>
<tr>
<td>4</td>
<td>5B050700 Management</td>
<td>50</td>
<td>2.0</td>
<td>21-39</td>
<td>Pre-Intermediate I</td>
</tr>
<tr>
<td>5</td>
<td>5B090200 Tourism</td>
<td>50</td>
<td>2.0</td>
<td>21-39</td>
<td>Pre-Intermediate I</td>
</tr>
<tr>
<td>6</td>
<td>5B050300 Psychology</td>
<td>50</td>
<td>2.0</td>
<td>21-39</td>
<td>Pre-Intermediate I</td>
</tr>
</tbody>
</table>

Table 3 Transfer Requirements to the second year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology for multilingual groups.

<table>
<thead>
<tr>
<th>№</th>
<th>Major</th>
<th>Min. ECTS</th>
<th>Min. Level GPA</th>
<th>English Exam Results</th>
<th>Level of English</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5B050600 Economics</td>
<td>50</td>
<td>2.0</td>
<td>40-59</td>
<td>Pre-Intermediate II</td>
</tr>
<tr>
<td>2</td>
<td>5B050900 Finance</td>
<td>50</td>
<td>2.0</td>
<td>40-59</td>
<td>Pre-Intermediate II</td>
</tr>
<tr>
<td>3</td>
<td>5B050800 Accounting and Audit</td>
<td>50</td>
<td>2.0</td>
<td>40-59</td>
<td>Pre-Intermediate II</td>
</tr>
<tr>
<td>4</td>
<td>5B050700 Management</td>
<td>50</td>
<td>2.0</td>
<td>40-59</td>
<td>Pre-Intermediate II</td>
</tr>
<tr>
<td>5</td>
<td>5B090200 Tourism</td>
<td>50</td>
<td>2.0</td>
<td>40-59</td>
<td>Pre-Intermediate II</td>
</tr>
<tr>
<td>6</td>
<td>5B050300 Psychology</td>
<td>50</td>
<td>2.0</td>
<td>40-59</td>
<td>Pre-Intermediate II</td>
</tr>
</tbody>
</table>
Table 4. Transfer Requirements to the second year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology for English-Speaking groups.

<table>
<thead>
<tr>
<th>№</th>
<th>Major</th>
<th>Min. ECTS</th>
<th>Min. Level GPA</th>
<th>English Exam Results</th>
<th>Level of English</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5B050600 Economics</td>
<td>50</td>
<td>2.0</td>
<td>60-75</td>
<td>Intermediate I</td>
</tr>
<tr>
<td>2</td>
<td>5B050900 Finance</td>
<td>50</td>
<td>2.0</td>
<td>60-75</td>
<td>Intermediate I</td>
</tr>
<tr>
<td>3</td>
<td>5B050800 Accounting and Audit</td>
<td>50</td>
<td>2.0</td>
<td>60-75</td>
<td>Intermediate I</td>
</tr>
<tr>
<td>4</td>
<td>5B050700 Management</td>
<td>50</td>
<td>2.0</td>
<td>60-75</td>
<td>Intermediate I</td>
</tr>
<tr>
<td>5</td>
<td>5B090200 Tourism</td>
<td>50</td>
<td>2.0</td>
<td>60-75</td>
<td>Intermediate I</td>
</tr>
<tr>
<td>6</td>
<td>5B050300 Psychology</td>
<td>50</td>
<td>2.0</td>
<td>60-75</td>
<td>Intermediate I</td>
</tr>
</tbody>
</table>

5B020700 Translation Studies
Transfer Requirements to the second year of HSE to 5B020700 Translation Studies see Table 5.

Table 5. Transfer Requirements to the second year of HSE to 5B020700 Translation Studies.

<table>
<thead>
<tr>
<th>№</th>
<th>Major</th>
<th>Min ECTS</th>
<th>Min GPA</th>
<th>Interview Results</th>
<th>Results of English B1</th>
<th>Level of English</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5B020700 Translation studies</td>
<td>50</td>
<td>2.0</td>
<td>50</td>
<td>75</td>
<td>Intermediate II</td>
</tr>
</tbody>
</table>

The students can be transferred to the second year if he/she meets all the requirements. Only if the student has low academic performance, the student is able to:
- retake the classes to improve his/her GPA score during summer session or next academic year;
- improve level of English, students should take English classes at HSE Preparatory courses;
- transfer to another major at KAZGUU or to another Institution.

Transfer Requirements to the third year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology and 5B020700 Translation Studies.

Transfer to the third year the students must:
- pass EPT on April 30th, 2016 to determine the level of English at HSE preparatory courses;
- gain 121 ECTS by the end of the second year for the following majors 5B050700 Management and 5B020700 Translation Studies;
- gain 124 ECTS by the end of the second year 5B050600 Economics, 5B050900 Finance, 5B090200 Tourism, 5B050800 Accounting and Audit and 5B050300 Psychology;
- complete supervised internship;
- complete Physical Training class;
- gain 2.0 GPA;

Note: if the second-year student doesn't gain the required ECTS, he/she could have a conditional offer upon the decision on academic council to complete 10 ECTS during summer session.
Further Requirements to HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology are given in the Table 6-8.

**Table 6.** Transfer Requirements to the third year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology for monolingual groups.

<table>
<thead>
<tr>
<th>№</th>
<th>Major</th>
<th>Min ECTS</th>
<th>Min GPA</th>
<th>English Exam Results</th>
<th>Level of English</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5B050600 Economics</td>
<td>114</td>
<td>2.0</td>
<td>40-59</td>
<td>Intermediate I</td>
</tr>
<tr>
<td>2</td>
<td>5B050900 Finance</td>
<td>114</td>
<td>2.0</td>
<td>40-59</td>
<td>Intermediate I</td>
</tr>
<tr>
<td>3</td>
<td>5B050800 Accounting and Audit</td>
<td>114</td>
<td>2.0</td>
<td>40-59</td>
<td>Intermediate I</td>
</tr>
<tr>
<td>4</td>
<td>5B050700 Management</td>
<td>111</td>
<td>2.0</td>
<td>40-59</td>
<td>Intermediate I</td>
</tr>
<tr>
<td>5</td>
<td>5B090200 Tourism</td>
<td>114</td>
<td>2.0</td>
<td>40-59</td>
<td>Intermediate I</td>
</tr>
<tr>
<td>6</td>
<td>5B050300 Psychology</td>
<td>114</td>
<td>2.0</td>
<td>40-59</td>
<td>Intermediate I</td>
</tr>
</tbody>
</table>

**Table 7.** Transfer Requirements to the third year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology for multilingual groups.

<table>
<thead>
<tr>
<th>№</th>
<th>Major</th>
<th>Min ECTS</th>
<th>Min GPA</th>
<th>English Exam Results</th>
<th>Level of English</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5B050600 Economics</td>
<td>114</td>
<td>2.0</td>
<td>60-75</td>
<td>Intermediate II</td>
</tr>
<tr>
<td>2</td>
<td>5B050900 Finance</td>
<td>114</td>
<td>2.0</td>
<td>60-75</td>
<td>Intermediate II</td>
</tr>
<tr>
<td>3</td>
<td>5B050800 Accounting and Audit</td>
<td>114</td>
<td>2.0</td>
<td>60-75</td>
<td>Intermediate II</td>
</tr>
<tr>
<td>4</td>
<td>5B050700 Management</td>
<td>111</td>
<td>2.0</td>
<td>60-75</td>
<td>Intermediate II</td>
</tr>
<tr>
<td>5</td>
<td>5B090200 Tourism</td>
<td>114</td>
<td>2.0</td>
<td>60-75</td>
<td>Intermediate II</td>
</tr>
<tr>
<td>6</td>
<td>5B050300 Psychology</td>
<td>114</td>
<td>2.0</td>
<td>60-75</td>
<td>Intermediate II</td>
</tr>
</tbody>
</table>

**Table 8.** Transfer Requirements to the third year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology for English-speaking groups.

<table>
<thead>
<tr>
<th>№</th>
<th>Major</th>
<th>Min ECTS</th>
<th>Min GPA</th>
<th>English Exam Results</th>
<th>Level of English</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5B050600 Economics</td>
<td>114</td>
<td>2.0</td>
<td>76-85</td>
<td>Upper-Intermediate I</td>
</tr>
<tr>
<td>2</td>
<td>5B050900 Finance</td>
<td>114</td>
<td>2.0</td>
<td>76-85</td>
<td>Upper-Intermediate I</td>
</tr>
<tr>
<td>3</td>
<td>5B050800 Accounting and Audit</td>
<td>114</td>
<td>2.0</td>
<td>76-85</td>
<td>Upper-Intermediate I</td>
</tr>
<tr>
<td>4</td>
<td>5B050700</td>
<td>111</td>
<td>2.0</td>
<td>76-85</td>
<td>Upper-Intermediate I</td>
</tr>
</tbody>
</table>
Transfer Requirements of HSE to the third year to 5B020700 Translation Studies (see Table 9).

### Table 9. Transfer Requirements to the third year of HSE to 5B020700 Translation Studies

<table>
<thead>
<tr>
<th>№</th>
<th>Major</th>
<th>Min ECTS</th>
<th>Min GPA</th>
<th>English Exam Results B2</th>
<th>Level of English</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5B020700 Translation Studies</td>
<td>111</td>
<td>2.0</td>
<td>75</td>
<td>Upper-Intermediate</td>
</tr>
</tbody>
</table>

Only if the students don't meet the requirements of the academic year, he/she can:
- retake the classes to improve his/her GPA score during summer session or next academic year;
- to improve level of English, students should take English classes at HSE Preparatory courses.

Transfer Requirements to the fourth year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology and 5B020700 Translation studies.

Transfer to the fourth year the students must:
- pass EPT on April 30th, 2016 to determine the level of English at HSE preparatory courses;
- gain 184 ECTS by the end of the second year 5B050600 Economics, 5B050900 Finance, 5B090200 Tourism, 5B050800 Accounting and Audit 5B050300 Psychology and 5B050700 Management and 5B020700 Translation Studies;
- complete the following subjects: “Organizational Behaviour”, “Business Communication” and “Business Ethics”;
- gain 2.0 GPA.

Further Requirements to HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology are given in the Table 10-12.

Table 10. Transfer Requirements to the fourth year of HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology for monolingual groups.

<table>
<thead>
<tr>
<th>№</th>
<th>Major</th>
<th>Min ECTS</th>
<th>Min GPA</th>
<th>English Exam Results</th>
<th>Level of English</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5B050600 Economics</td>
<td>174</td>
<td>2.0</td>
<td>60-75</td>
<td>Upper-Intermediate</td>
</tr>
<tr>
<td>2</td>
<td>5B050900 Finance</td>
<td>174</td>
<td>2.0</td>
<td>60-75</td>
<td>Upper-Intermediate</td>
</tr>
<tr>
<td>3</td>
<td>5B050800 Accounting and Audit</td>
<td>174</td>
<td>2.0</td>
<td>60-75</td>
<td>Upper-Intermediate</td>
</tr>
<tr>
<td>4</td>
<td>5B050700 Management</td>
<td>174</td>
<td>2.0</td>
<td>60-75</td>
<td>Upper-Intermediate</td>
</tr>
<tr>
<td>5</td>
<td>5B090200 Tourism</td>
<td>174</td>
<td>2.0</td>
<td>60-75</td>
<td>Upper-Intermediate</td>
</tr>
<tr>
<td>6</td>
<td>5B050300 Psychology</td>
<td>174</td>
<td>2.0</td>
<td>60-75</td>
<td>Upper-Intermediate</td>
</tr>
</tbody>
</table>
Table 11. Transfer Requirements to the fourth year of HSE to 5B050600 Economics, 5B050900 Finance, 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology for multilingual groups.

<table>
<thead>
<tr>
<th>№</th>
<th>Major</th>
<th>Min ECTS</th>
<th>Min GPA</th>
<th>English Exam Results</th>
<th>Level of English</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5B050600 Economics</td>
<td>174</td>
<td>2.0</td>
<td>76-85</td>
<td>Upper-Intermediate II</td>
</tr>
<tr>
<td>2</td>
<td>5B050900 Finance</td>
<td>174</td>
<td>2.0</td>
<td>76-85</td>
<td>Upper-Intermediate II</td>
</tr>
<tr>
<td>3</td>
<td>5B050800 Accounting and Audit</td>
<td>174</td>
<td>2.0</td>
<td>76-85</td>
<td>Upper-Intermediate II</td>
</tr>
<tr>
<td>4</td>
<td>5B050700 Management</td>
<td>174</td>
<td>2.0</td>
<td>76-85</td>
<td>Upper-Intermediate II</td>
</tr>
<tr>
<td>5</td>
<td>5B090200 Tourism</td>
<td>174</td>
<td>2.0</td>
<td>76-85</td>
<td>Upper-Intermediate II</td>
</tr>
<tr>
<td>6</td>
<td>5B050300 Psychology</td>
<td>174</td>
<td>2.0</td>
<td>76-85</td>
<td>Upper-Intermediate II</td>
</tr>
</tbody>
</table>

The students of 5B050300 Psychology are required to be certified in the training course at least 32 hours. Transfer Requirements of HSE to the fourth year to 5B020700 Translation Studies (see Table 13).

Table 12. Transfer Requirements to the fourth year of HSE to 5B050600 Economics, 5B050900 Finance, 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology for English-speaking groups.

<table>
<thead>
<tr>
<th>№</th>
<th>Major</th>
<th>Min ECTS</th>
<th>Min GPA</th>
<th>English Exam Results</th>
<th>Level of English</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5B050600 Economics</td>
<td>174</td>
<td>2.0</td>
<td>86-100</td>
<td>Advanced</td>
</tr>
<tr>
<td>2</td>
<td>5B050900 Finance</td>
<td>174</td>
<td>2.0</td>
<td>86-100</td>
<td>Advanced</td>
</tr>
<tr>
<td>3</td>
<td>5B050800 Accounting and Audit</td>
<td>174</td>
<td>2.0</td>
<td>86-100</td>
<td>Advanced</td>
</tr>
<tr>
<td>4</td>
<td>5B050700 Management</td>
<td>174</td>
<td>2.0</td>
<td>86-100</td>
<td>Advanced</td>
</tr>
<tr>
<td>5</td>
<td>5B090200 Tourism</td>
<td>174</td>
<td>2.0</td>
<td>86-100</td>
<td>Advanced</td>
</tr>
<tr>
<td>6</td>
<td>5B050300 Psychology</td>
<td>174</td>
<td>2.0</td>
<td>86-100</td>
<td>Advanced</td>
</tr>
</tbody>
</table>

The students can be transferred to the fourth year if he/she meets all the requirements.

Table 13. Transfer Requirements of HSE to the fourth year to 5B020700 Translation Studies

<table>
<thead>
<tr>
<th>№</th>
<th>Major</th>
<th>Min ECTS</th>
<th>Min GPA</th>
<th>Interview Results</th>
<th>Level of English</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5B020700 Translation Studies</td>
<td>174</td>
<td>2.0</td>
<td>75</td>
<td>Low Proficient</td>
</tr>
</tbody>
</table>

To gain the “Bachelor Degree” from HSE students of all majors must:
- gain 240 ECTS (including):
- complete the Internship;
- complete the State Exam;
- thesis/project;
- gain at least 2.0 GPA.

Requirements to complete the HSE to 5B050600 Economics, 5B050900 Finance, 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology are given in the Table 14-16.

**Table 14.** Requirements on completion the HSE to 5B050600 Economics, 5B050900 Finance, 5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology to monolingual groups.

<table>
<thead>
<tr>
<th>№</th>
<th>Major</th>
<th>ECTS</th>
<th>Min GPA</th>
<th>English Exam Results</th>
<th>Level of English</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5B050600 Economics</td>
<td>240</td>
<td>2.0</td>
<td>60-75</td>
<td>Upper-Intermediate II</td>
</tr>
<tr>
<td>2</td>
<td>5B050900 Finance</td>
<td>240</td>
<td>2.0</td>
<td>60-75</td>
<td>Upper-Intermediate II</td>
</tr>
<tr>
<td>3</td>
<td>5B050800 Accounting and Audit</td>
<td>240</td>
<td>2.0</td>
<td>60-75</td>
<td>Upper-Intermediate II</td>
</tr>
<tr>
<td>4</td>
<td>5B050700 Management</td>
<td>240</td>
<td>2.0</td>
<td>60-75</td>
<td>Upper-Intermediate II</td>
</tr>
<tr>
<td>5</td>
<td>5B090200 Tourism</td>
<td>240</td>
<td>2.0</td>
<td>60-75</td>
<td>Upper-Intermediate II</td>
</tr>
<tr>
<td>6</td>
<td>5B050300 Psychology</td>
<td>240</td>
<td>2.0</td>
<td>60-75</td>
<td>Upper-Intermediate II</td>
</tr>
</tbody>
</table>

**Table 15.** Requirements on completion the HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology to multilingual groups.

<table>
<thead>
<tr>
<th>№</th>
<th>Major</th>
<th>Min ECTS</th>
<th>Min GPA</th>
<th>English Exam Results</th>
<th>Level of English</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5B050600 Economics</td>
<td>240</td>
<td>2.0</td>
<td>76-85</td>
<td>Upper-Intermediate II</td>
</tr>
<tr>
<td>2</td>
<td>5B050900 Finance</td>
<td>240</td>
<td>2.0</td>
<td>76-85</td>
<td>Upper-Intermediate II</td>
</tr>
<tr>
<td>3</td>
<td>5B050800 Accounting and Audit</td>
<td>240</td>
<td>2.0</td>
<td>76-85</td>
<td>Upper-Intermediate II</td>
</tr>
<tr>
<td>4</td>
<td>5B050700 Management</td>
<td>240</td>
<td>2.0</td>
<td>76-85</td>
<td>Upper-Intermediate II</td>
</tr>
<tr>
<td>5</td>
<td>5B090200 Tourism</td>
<td>240</td>
<td>2.0</td>
<td>76-85</td>
<td>Upper-Intermediate II</td>
</tr>
<tr>
<td>6</td>
<td>5B050300 Psychology</td>
<td>240</td>
<td>2.0</td>
<td>76-85</td>
<td>Upper-Intermediate II</td>
</tr>
</tbody>
</table>

**Table 16.** Requirements on completion the HSE to 5B050600 Economics, 5B050900 Finance and 5B050800 Accounting & Audit, 5B050700 Management, 5B090200 Tourism and 5B050300 Psychology to English-speaking groups.

<table>
<thead>
<tr>
<th>№</th>
<th>Major</th>
<th>Min ECTS</th>
<th>Min GPA</th>
<th>Interview Results</th>
<th>Level of English</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5B050600 Economics</td>
<td>240</td>
<td>2.0</td>
<td>86-100</td>
<td>Advanced</td>
</tr>
<tr>
<td>2</td>
<td>5B050900 Finance</td>
<td>240</td>
<td>2.0</td>
<td>86-100</td>
<td>Advanced</td>
</tr>
<tr>
<td>№</td>
<td>Major</td>
<td>Min ECTS</td>
<td>Min GPA</td>
<td>English Exam Results</td>
<td>Level of English</td>
</tr>
<tr>
<td>----</td>
<td>------------------------------------</td>
<td>----------</td>
<td>---------</td>
<td>----------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>1</td>
<td>5В020700 Translation Studies</td>
<td>240</td>
<td>2.0</td>
<td>90-100</td>
<td>Proficient</td>
</tr>
</tbody>
</table>

The students gain Bachelor degree if he/she meets all the requirements of HSE.

**Change of Grades**

If the instructor has already submitted a grade, the changes can be made only with approval of the Dean of HSE. The instructors are in charge of submitting the individual in charge of the undergraduate programme and must be submitted to Platonus.

**ABOVE MENTIONED ACADEMIC POLICY AND REQUIREMENTS DO NOT APPLY TO STUDENTS ENROLLED IN THE HIGHER SCHOOL OF ECONOMICS, 2012-2013.**

The provisions of enforce the Academic Integrity reflect in the Academic Policy and Code of Conduct of KAZGUU University.

**HSE PREPARATORY ENGLISH COURSE**

Higher School of Economics offers a great opportunity to students to prepare to the entry English exam and improve English skills through the academic years.

- The first-year students are given a great opportunity to pass an English exam every last Saturday of every month during the second semester to reach the required score. The first-year students must register to an English exam two weeks in advance.

Applicants / students can take multilevel English courses through the academic year. In order to apply for these courses applicants / students should fill in the application form.

- If applicants / students wish to improve their level of English, they are given an opportunity to take English courses for an additional payment. Courses vary in intensity and length which allow applicants / students to select the appropriate level.

An applicant / Student is offered to take 4 weeks English course if he/she is determined by the Pre-

Intermediate II. (see Table #18)

An applicant / student is offered to take 5 weeks English course if he/she is determined by the Pre-Intermediate I. (see Table #18)

An applicant / student is offered to take 6 weeks English course if he/she is determined by the Elementary Level. (see Table #18)
Classes are conducted every day 6 hours a day, both during academic year and summer session by Native English speakers and qualified teachers from “Translation Studies” Department.

Morning Classes: 09:00-12:00
Lunch: 12:00-13:00
Afternoon Classes: 13:00-16:00

Table #18. Length of the Summer Intensive English HSE Preparatory Courses.

<table>
<thead>
<tr>
<th>Duration</th>
<th>Hours</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 weeks</td>
<td>120 hours</td>
<td>(July 18 – August 14, 2016)</td>
</tr>
<tr>
<td>5 weeks</td>
<td>150 hours</td>
<td>(July 18 – August 20, 2016)</td>
</tr>
<tr>
<td>6 weeks</td>
<td>180 hours</td>
<td>(July 18 – August 27, 2016)</td>
</tr>
</tbody>
</table>

Table #19. Length of the HSE Multilevel Preparatory Courses.

<table>
<thead>
<tr>
<th>Level</th>
<th>Duration</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary level</td>
<td>7 weeks</td>
<td>45 hours</td>
</tr>
<tr>
<td>Pre-Intermediate I</td>
<td>7 weeks</td>
<td>45 hours</td>
</tr>
<tr>
<td>Pre-Intermediate II</td>
<td>7 weeks</td>
<td>45 hours</td>
</tr>
<tr>
<td>Intermediate I</td>
<td>7 weeks</td>
<td>45 hours</td>
</tr>
<tr>
<td>Intermediate II</td>
<td>7 weeks</td>
<td>45 hours</td>
</tr>
<tr>
<td>Upper-Intermediate I</td>
<td>7 weeks</td>
<td>45 hours</td>
</tr>
<tr>
<td>Upper-Intermediate II</td>
<td>7 weeks</td>
<td>45 hours</td>
</tr>
<tr>
<td>Advanced level</td>
<td>7 weeks</td>
<td>45 hours</td>
</tr>
</tbody>
</table>

ACADEMIC CALENDAR

HSE delivers courses in session format, with two fifteen-week sessions offered each semester. Fall and spring semesters are designated in calendar. Note: Adjustments may be made throughout the year for holidays. No instruction occurs on holidays or during break periods indicated below.

I. FALL 2015

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Class Registration Orientation Week</td>
<td>August 26-29, 2015</td>
</tr>
<tr>
<td>2</td>
<td>Session duration</td>
<td>September 01- December 12, 2015</td>
</tr>
<tr>
<td>3</td>
<td>Midterm 1</td>
<td>October 19–23, 2015</td>
</tr>
<tr>
<td>4</td>
<td>Midterm 2</td>
<td>December 07–11, 2015</td>
</tr>
<tr>
<td>5</td>
<td>Final Exam</td>
<td>December 14, 2015 – January 10, 2016</td>
</tr>
<tr>
<td>6</td>
<td>Winter break</td>
<td>January 11-22, 2016</td>
</tr>
</tbody>
</table>

Holidays

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Kurban-ayt</td>
<td>September 24, 2015</td>
</tr>
<tr>
<td>8</td>
<td>President Day</td>
<td>December 1, 2015</td>
</tr>
<tr>
<td>9</td>
<td>Independence Day</td>
<td>December 16-17, 2015</td>
</tr>
<tr>
<td>10</td>
<td>New Year</td>
<td>January 1-2, 2016</td>
</tr>
<tr>
<td>11</td>
<td>Holidays</td>
<td>December 31, 2015; January 3-4 &amp; 7, 2016</td>
</tr>
</tbody>
</table>

II. Spring 2016

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Session duration</td>
<td>January 25 - May 6, 2016</td>
</tr>
<tr>
<td>13</td>
<td>Midterm 1</td>
<td>March 14 -18, 2016</td>
</tr>
<tr>
<td>14</td>
<td>Registration of students, designing of students’ individual educational plans for the 2016/2017 academic year and registration for the disciplines of summer semester (AIS “Platon”)</td>
<td>April 11 - 22, 2016</td>
</tr>
<tr>
<td>15</td>
<td>Re-registration of students from numerically small groups, the adjustment of individual</td>
<td>April 25 - 30, 2016</td>
</tr>
<tr>
<td>16</td>
<td>Training Plans.</td>
<td>May 2 – 6, 2016</td>
</tr>
<tr>
<td>17</td>
<td>Midterm 2</td>
<td>May 10 - June 5, 2016</td>
</tr>
<tr>
<td>18</td>
<td>Final Exam</td>
<td>June 6 - 11, 2016</td>
</tr>
<tr>
<td>19</td>
<td>Registration of students for the disciplines of summer semester (AIS &quot;Platon&quot;), designing of students' individual educational plans</td>
<td>June 12 - August 31, 2016</td>
</tr>
<tr>
<td>20</td>
<td>Summer Holidays for students of 2nd year</td>
<td>June 20 - August 31, 2016</td>
</tr>
<tr>
<td>21</td>
<td>Summer Holidays for 3rd year students of specialty &quot;Translation studies&quot; and &quot;Tourism&quot;</td>
<td>June 13 - August 31, 2016</td>
</tr>
<tr>
<td>22</td>
<td>Summer semester (during summer vacation)</td>
<td>June 20 - July 30, 2016</td>
</tr>
<tr>
<td>23</td>
<td>Martial exercise (for the 3rd year students enrolled at the military department)</td>
<td>June 6 - July 1, 2016</td>
</tr>
<tr>
<td>24</td>
<td>Summer semester (during summer vacation) (for the 3rd year students enrolled at the military department)</td>
<td>July 4 – 29, 2016</td>
</tr>
</tbody>
</table>

**Internship**

| 25 | Internship (teaching practice) 5B050300-Psychology | January 18 – February 12, 2016 (internship report defence: February 15 – 19, 2016) |
| 26 | Internship 5B050900-Finance, 5B050800-Accounting and Audit | February 1 – April 8, 2016 (internship report defence: April 11 – 15, 2016) |
| 27 | Internship 5B020700-Translation Studies | February 15 – April 22, 2016 (internship report defence: March 18 – April 22, 2016) |
| 28 | Internship 5B050600-Economics, 5B050700-Management, 5B090200-Tourism | February 15 – April 22, 2016 (internship report defence: April 25– 30, 2016) |
| 29 | Internship 5B050300-Psychology | February 22 – April 29, 2016 (internship report defence: May 2 – 6, 2016) |
| 30 | Business Orientation for the 3d year students, 5B020700-Translation Studies | May 30 – June 03, 2016 (internship report defence: June 6 – 10, 2016) |
| 31 | International Practice for the 3d year students, 5B090200-Tourism | May 30 – June 03, 2016 (internship report defence: June 6 – 10, 2016) |
| 32 | Business Orientation for the 2d year students | June 06 – 10, 2016 (internship report defence: June 13 – 17, 2016) |

**Final State Attestation**

| 33 | Final Paper 5B050900-Finance, 5B050800-Accounting and Audit | April 18 – June 3, 2016 |
| 34 | Final Paper 5B020700-Translation Studies | April 25 – June 17, 2016 |
| 35 | Final Paper 5B050600-Economics, 5B050700-Management, 5B090200-Tourism | May 02 – June 10, 2016 |
| 36 | Final Paper 5B050300-Psychology | May 10 – June 17, 2016 |
| 37 | Commencement | July 8, 2016 |

**Holidays**

| 38 | International Women’s Day | March 8, 2016 |
| 39 | Birthday of KAZGUU | March 14, 2016 |
| 40 | Nauryz | March 21-23, 2016 |
| 41 | Holiday of Kazakhstan’s Nations Unity | May 1, 2016 |
| 42 | Day of the Fatherland | May 7, 2016 |
| 43 | Victory Day | May 9, 2016 |
| 44 | Capital’s Day | July 06, 2016 |
PART III. THE HSE ALUMNI CLUB BY LAWS

General Provisions
"Higher School of Economics Alumni Club, KAZGUU University", hereinafter referred to as "Club", is a voluntary association created on the basis of joint activity of graduates, students, teachers and administration of the HSE (the School). The club carries out its activities in Astana city for an indefinite period of time. Club Activities are based on the principles of equality of its members, voluntariness, transparency and legality.

Goals and Objectives of the Club:
- improving competitiveness and attractiveness of education provided by the HSE;
- development and strengthening of traditions, values, norms of corporate culture of the Schools;
- comprehensive assistance in the development of HSE as the leader of economic education;
- enhancing the role of the School on the national and international scene of education;
- providing all possible support to graduates in enhancing their social status and assistance in achieving their success in various professional fields;
- involving graduates in decision-making on strategic directions of development of the School and the University;
- promoting vocational training and re-training of alumni, students and faculty of the School;
- organization of receptions, presentations, press conferences, guest lectures, and reunions of the HSE;
- participation in scientific conferences, seminars, competitions held within the HSE;
- rendering students in work experience internship, job search, conducting "round tables", seminars, discussions in order to share experience;
- participation in the learning process: delivering lectures, conducting seminars on subjects covered in the specialties curriculum;
- assistance in attracting sponsorship.

Members of the Club
The graduates of the HSE of KAZGUU University who acknowledge the Charter and participate in the activities of the Club may become members of the Club.

Club members have the right to:
- participate in the activities of the Club;
- receive information about activities involved in the development of core activities, plans and programmes of the Club;
- submit proposals for improving the Club to the Club Council;
- voluntarily withdraw membership by notifying the Club Council in written form.

Club members are required to:
- comply with the requirements of the Charter;
- participate in the events organized by the Club.

The highest governing body of the Club is the Club Council. The Meeting is convened at least 1 time per year.

The Council consists of a maximum of 15 members, including:
- 4 representatives of the HSE;
- 11 representatives from Alumni.

Representatives of the HSE include:
1. The Director of the Higher School of Economics
2. The head of the Department "Finance, Accounting and Auditing"
3. The head of the Department "Economics, Management and Tourism"
4. The Head of the Department "Social and Psychological Studies"
5. The Head of the Department "Translation Studies"

Representatives of alumni are the bodies who are supportive of the goals and activities of the Club Council.

Additional meetings of the Council may be convened at the discretion of the Chair. One third of the members of the Council shall constitute a quorum.
**P A R T   I V   T H E   P R O G R A M M E S   O F   T H E   H S E**

**GUEST LECTURERS OF THE LEADERSHIP DEVELOPMENT PROGRAMME**

The HSE invites Guest Lecturers minimum once a week within the Leadership Development Programme. The list of Guest Lecturers includes company representatives, public authorities, and international professors from the areas related to the students’ fields of study. The examples include:

<table>
<thead>
<tr>
<th>Guest Lecturer</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>John R. Grizz Deal</td>
<td>Executive Chairman &amp; CEO, IX Power LLC and IX Power, Limited</td>
</tr>
<tr>
<td>Alexander Dawoody</td>
<td>Associate Professor of Public Policy and Administration at Marywood University in Pennsylvania. Ph.D. in Public Affairs and Administration from Western Michigan University, USA. MS of Philosophy, Education, Health Administration and Public Administration. President of the Association for Middle Eastern Public Policy and Administration</td>
</tr>
<tr>
<td>Cihan Cobanoglu</td>
<td>McKibbon Endowed Chair &amp; Director of M3 Centre, College of Hospitality and Tourism Leadership, USF Sarasota-Manatee.</td>
</tr>
<tr>
<td>J. Kent Ford</td>
<td>President, Tornado Business Solutions, LLC, Barefoot Adventures, LLC</td>
</tr>
<tr>
<td>Bill Hogg</td>
<td>Certified Public Accountant, Licensed Stockbroker</td>
</tr>
<tr>
<td>Kevin Rogers</td>
<td>MBA, Counsellor / Life Coach</td>
</tr>
<tr>
<td>Timothy David Cronin</td>
<td>EAP Teaching Fellow, Nazarbayev University</td>
</tr>
<tr>
<td>Asset Irgaliyev</td>
<td>Deputy Chairman of the Board, Economic Research Institute</td>
</tr>
<tr>
<td>Almas Aidarov</td>
<td>Deputy Chairman of the Board, KAZNEX INVEST</td>
</tr>
<tr>
<td>Medeu Tuzelbayev</td>
<td>Director, Department of Audit and Control, JSC “KazPost”</td>
</tr>
<tr>
<td>Gabit Lesbekov</td>
<td>Managing Director – Member of the Board, Entrepreneurship Development Fund “DAMU”</td>
</tr>
<tr>
<td>Laura Galiyeva</td>
<td>Founder, Tour Operator KAZUNION</td>
</tr>
<tr>
<td>Aizhan Samambayeva</td>
<td>PhD, Deputy Director, Analytical Centre, Economic Research Institute</td>
</tr>
<tr>
<td>Marat Birimzhan</td>
<td>Business Consulting for the Oil and Gas Industry</td>
</tr>
<tr>
<td>Aset Dautov</td>
<td>Head, Expert Group “ADK Project”</td>
</tr>
<tr>
<td>Sayasat Nurbek</td>
<td>Director, Institute for Public Policy “Nur Otan”</td>
</tr>
<tr>
<td>Yerlan Askarbekov</td>
<td>Vice President, Club “PR-shy”</td>
</tr>
<tr>
<td>Azamat Nursetiev</td>
<td>Director, Centre for World Economy and Integration Research</td>
</tr>
<tr>
<td>Ardash Beisenova</td>
<td>Head, Centre of the World Economy and Integrative Research</td>
</tr>
<tr>
<td>Askhat Serikbekuly</td>
<td>Financial Management and Investment Managing Partner, UP Consulting LLP</td>
</tr>
<tr>
<td>Aizhan Izakova</td>
<td>CEO, Research Centre of Personal Development “Talent Management”</td>
</tr>
<tr>
<td>Gulzhan Abilova</td>
<td>Director, “AudBukh” LLP</td>
</tr>
<tr>
<td>Bakhytgul Khambar</td>
<td>Director, Centre for Strategic and Economic Studies</td>
</tr>
<tr>
<td>Akmaral Naizabekova</td>
<td>Managing Director, Practice of Leadership and Corporate Governance “Human Capital Lead”</td>
</tr>
<tr>
<td>Akhmet Ishmukhamedov</td>
<td>Managing Partner, SAUWAT STRATEGY</td>
</tr>
<tr>
<td>Baurzhan Arenov</td>
<td>Manager-psychologist, Department of Student Affairs, Nazarbayev University</td>
</tr>
<tr>
<td>Meiram Islam</td>
<td>Simultaneous Interpretation Department, MFA, Kazakhstan</td>
</tr>
<tr>
<td>Vladimir Poshatulyuk</td>
<td>Trainer and Supervisor, Association of Psychologists of Kazakhstan</td>
</tr>
<tr>
<td>Algerim Mukhamejanova</td>
<td>Executive Director of the Tourism Capital Association</td>
</tr>
<tr>
<td>Aigul Dyusembayeva</td>
<td>Senior Manager-psychologist, Department of Student Affairs, Nazarbayev University</td>
</tr>
<tr>
<td>Ildar Valiulov</td>
<td>Business-trainer, Consultant</td>
</tr>
<tr>
<td>Tatyana Kemailkina</td>
<td>President, Foundation “Laboratory of socio-psychological measurements “Sphere”</td>
</tr>
<tr>
<td>Ablay Yussupov</td>
<td>Founder, Educational Centre “Top Generation Group”</td>
</tr>
<tr>
<td>Magzhan Tleukhanov</td>
<td>Co-founder, School of Business “Upgrade”</td>
</tr>
<tr>
<td>Birzhan Ashim</td>
<td>Co-founder, School of Business “Upgrade”</td>
</tr>
</tbody>
</table>

*Project Manager “So far all in MEGA”*
**INTERNSHIP PROGRAMME**

*INTERNSHIP POLICY*

**A. Introduction**
To facilitate the transition from academic study to a professional career, CDCC joins in partnership with the business community to provide the final learning experience, the internship, for the student. The internship is an opportunity to transfer and apply the knowledge and theory gained in the classroom to actual business setting. The best way to learn to function as a professional is to work as a professional in the field. In this setting, the student can practice skills, apply knowledge, and test theories and concepts under the guidance and supervision of experienced professionals. The internship provides students with an opportunity to grow professionally, identify personal strengths and weaknesses, apply learned theory to practical situations, and gain an appreciation of the role, duties, and responsibilities of the work that the student has chosen as a career. The internship is designed cooperatively by CDCC, the university faculty, field professionals, and the student to provide an experience that is mutually beneficial to both the Intern and the organization. Internship supervisors within the organization become the final link in the development of the Intern as a new professional. This partnership creates the ultimate educational experience.

**B. Objectives of the Internship**
The purpose of the internship programme is to provide the student (future professional) with a wide-ranging practical experience in a setting where learning is the primary objective of the experience. Therefore the basic purposes of the internship are:

- **FOR THE STUDENT:** to complete his/her professional preparation programme in supervised field experience.
- **FOR THE UNIVERSITY:** to support and guide the student through the experience while the student applies theoretical knowledge to practice.
- **FOR THE ORGANIZATION:** to provide a comfortable work environment for the experience as well as professional mentorship.

At the end of the internship experience, it is expected that student achieve following outcomes:

1. Systematize and consolidate knowledge obtained during the training period.
2. Identify and analyse basic supervision concepts.
3. Apply professional management skills and meet performance standards of the profession.
4. Apply basic concepts of management and administration.
5. Acquire knowledge of professional competencies needed to succeed in the field.

**C. Description of Internship placement process**
In the beginning of the fall semester, an Internship Placement Process Orientation is held to inform senior students of the internship requirements and the placement process procedures. Additional information is available on HSE website in CDCC section. Following this meeting, students are asked to complete the "Intent to Intern" form. ([Available on HSE website and at CDCC office](#)) The student is asked to list three to five potential organizations on the "Intent to Intern" form. After completing the form and related materials, the student schedules an individual meeting with internship coordinator. At this meeting the student’s internship eligibility is determined and possible internship organizations are selected which will meet the student's professional development objectives. If student desire to seek internship organization individually, he/she must receive formal approval from internship coordinator CDCC to contact the potential agencies and set up interviews. CDCC coordinator contacts each of the identified and approved organizations and checks to see if the organization is willing to accept an Intern. If these conditions are met, CDCC makes an interview appointment if necessary by the organization. If required by the organization, student meets with organization HR representative to determine the most appropriate internship. When the Internship Coordinator and student have made the final organization selection, contracts are prepared by the Corporate Development and Career Centre and signed by the student, the organization representative, and the Internship Coordinator. Then and only then is student internship placement process officially complete.

- **Step 1.** Complete the Intent to Intern Form
- **Step 2.** Student meets with the HSE Internship Coordinator
- **Step 3.** A Contract between the receiving organization, HSE and an Intern is prepared and signed
D. Student eligibility requirements

Higher Schools of Economics students are required to complete and pass exam session in order to be eligible for an internship. The following procedures, tasks are to be used in preparation for internship placement. It is the student's responsibility to ensure that all procedures have been followed and that deadline dates have been met.

Each student should:
1. Pass all exams;
2. Attend “A” Step to Successful Career Programme - get a certificate;
3. Choose internship organization;
4. Sign documents with CDCC and Organization;
5. Attend 10 weeks of internship at the organization;
6. After completing internship hours, each student required to write a report and support it with all necessary information;
7. Present internship result report to the university committee;

Result report must be approximately 20-30 pages length and should be written in accordance with state standard.

Committee members make a decision after reviewing internship report of each student and grade it.

Standard evaluation criteria of the report are:
* The level of student theoretical understanding of the goals, objectives, contents, methods of the organization;
* Quality of the internship results report;
* The extent and quality of the professional skills acquired by the student;
* The level of professional conclusions and recommendations made by the student during the internship.

*Note: Internship grade marks separately in the transcript.*

E. Organization eligibility requirements

To ensure appropriate internship placement, the organization must meet the following requirements:
1. Be approved by HSE CDCC, student’s Faculty Intern Advisor, Internship Coordinator, & Department;
2. Be a work setting environment with clear job responsibilities applicable to employment duties;
3. Provide an intern supervisor with qualifications;
4. Provide supervision and mentorship contributing to professional development;
5. Provide opportunities to participate, observe, and learn corporate culture of the organization;
6. Be willing to participate in the Intern evaluation process;
7. Be available for mentoring through ten weeks of student internship;
8. Provide resources necessary to support intern in the satisfactory completion of his or her goals and objectives, and the completion of assigned duties/tasks (e.g., equipment, materials, work space);

F. Internship Learning Outcomes

- Apply academic knowledge in a professional setting;
- The main goal of an HSE internship is to offer student an opportunity to use knowledge gained in the classroom to solve real-world problems in a professional setting;
- Gain an understanding of an organizational structure of the company, its activities, and the basic functions of production/service and management units;
- Gain experience in professional field and understanding of job responsibilities;
- Understand needs of the profession;
- Observe and understand professional organizational culture;
- Learn corporate dynamics, decision-making process, power-sharing and distribution, colleagues’ interaction;
- Outline professional goals and learning outcomes;
- Develop skills of self-assessment-identification of new areas for growth;
- Develop a mentoring relationship with professional network;
- Practice communication skills: learn to listen, accept criticism and utilize feedback.

* Part of internship learning outcomes, CDCC utilizes «A» Step to Successful Career programme. This seminar is for graduates of the Higher School of Economics and is aimed to develop the skills of successful positioning and promotion in the job market. The programme helps students prepare for the job hunting process and develops the necessary skills such as time management, interview preparation, CV/cover letter writing tips, presentations, etc. Participants of the programme receive a certificate of attendance and an additional credit towards Internship grade.

G. Transfers/Termination
In rare circumstances, an Intern will be allowed to transfer or terminate an internship placement. This action will be taken only with the final approval of the CDCC Chair and HSE Chair after meeting with the Intern, Faculty Supervisor, and Organization Supervisor and only after it is agreed that it is in the best interest of all those involved.

H. Intern compensation
It is the Department's philosophy that a high degree of professionalism must be maintained in the Internship programme. We believe that this attitude is maintained by a strong professional commitment and a close working relationship between and among the Intern, the Organization, and the CDCC and faculty. We also believe that this idea can best be accomplished by a voluntary commitment on the part of the Intern; at the same time, though, we recognize the financial obligation required of Interns. Therefore, the following policy is established:

Higher School of Economics CDCC allows an Intern the opportunity to receive compensation from the Organization during Internship. Possible compensation shall be negotiated between the Intern and the Organization during the contracting signing phase and shall be clearly stated on the Intern Contract and approved by the CDCC. Although recognizing that compensation is an arrangement between the Intern and Organization, HSE CDCC reserves the responsibility to ensure that the Internship experience fulfils the goals and expectations of the Department. If a problem arises, the Department may transfer an Intern to another organization or cancel university credit for the internship.

*INTENT TO INTERNSHIP FORM

Directions: Fill out the form and submit it by October 1st of the senior year. Current resume must accompany your application.

Please Note: Applications are to be returned to the CDCC, office 206.

1. Name: _____________________________________________________________________________________
2. Phone number/email address: ___________________________________________________________________
3. Major: _____________________________________________________________________________________
4. Date of internship: ___________________________________________________________________________
5. Please list 1-3 places where you would like to intern:
   a. ________________________________________________________________________________________
   b. ________________________________________________________________________________________
   c. ________________________________________________________________________________________
6. List your internship advisor: ___________________________________________________________________
7. Please list your areas of interest according to your major field.
A-STEP TO GRADUATE PROGRAMME

A-Step to Graduate Programme is a unique programme of the Higher School of Economics for graduate students. This programme helps to develop skills of successful positioning and promotion in the labour market. The programme prepares students for the job search process and helps to develop necessary skills such as time management, interview skills, presentation skills, etc. Participants of the programme receive a certificate of attendance on lectures and an additional mark in a diploma.

HSE-SOLBRIDGE DUAL-DEGREE (2+2) PROGRAMME

The dual-degree programme with the SolBridge International School of Business (Republic of Korea) was launched in 2015.

SolBridge prepares students to be the Next Generation of Asian Thought Leaders in the fast growing and rapidly changing Asian economy. SolBridge is unique among business schools for several reasons:

- Located in Korea, all classes are taught in English (except for the language classes), and we expect students to be fluent in Chinese or Korean upon graduation.
- 80% of our faculty are international professors with degrees from prestigious universities.
- Students are taught under an international business model.
- Strong focus on Asia, through diverse academic and cultural programmes.
- An international student body with students representing more than 30 different countries.
- A balance between theory and practice through immersion programmes, special lectures, workshops, and internships.
- The CAP (Career Advisor Professor) programme allows students to receive advice from a professor from an area of the world and create their career plans.
- BBA and MBA students participating in the CEO Mentoring Programme have the chance to receive guidance from experienced people in the corporate world.
- The Asian Thought Leaders’ Case Competitions provide students with the world skills needed for the workforce.
- SolBridge International School of Business is the youngest institution to receive the AACSB accreditation.

More information at: http://www.solbridge.ac.kr/

To participate at HSE-SolBridge dual-degree programme the following steps must be undertaken:

By the end of your second year of study apply to the HSE Academic Quality Committee.

The applications are submitted to the Manager of External Affairs Madina Mussagazhinova (office #206) annually from the beginning of January till the end of April.

After completing two-year academic programme in SolBridge apply to the HSE Academic Quality Committee for formal recognition of SolBridge credits.

The HSE Academic Quality Committee reviews applications in May.

The decision to recommend/not to recommend is made based on the students’ academic performance and level of English proficiency.

Upon approval, apply directly to SolBridge (on-line application) before the deadline (usually beginning of July, date must be confirmed) and provide the following documents:

- An application of admission in English
- 1 passport-sized photos
- A photocopy of passport
- Official Transcripts (with English translation if necessary) of courses from all university years, with official stamps from the school
- A Bank Statement (with a minimum balance of US$ 9000/person/year)
- Letter of Recommendation (from the HSE Academic Quality Committee)
- TOEFL/IELTS certificate
PART V UNDERGRADUATE DEGREE PROGRAMMES

BACHELOR OF ECONOMICS AND BUSINESS WITH MAJOR IN ECONOMICS
(KAZGUU University, Higher School of Economics)

The Bachelor Programme in Economics is based on the international educational standards with focus on the local content. While designing the programme we took into account the State Compulsory Standards of the Republic of Kazakhstan; feedback from employers and other stakeholders; and HSE capacity. The programme is oriented on developing students’ knowledge and skills in business micro and macro environment analysis as the most demanded by the regional labour market.

The curriculum is structured as follows:

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses (Foundation)</td>
<td>60 ECTS</td>
</tr>
<tr>
<td>Business Core Courses</td>
<td></td>
</tr>
<tr>
<td>- Required</td>
<td>30 ECTS</td>
</tr>
<tr>
<td>- Electives</td>
<td>50 ECTS</td>
</tr>
<tr>
<td>Major Courses</td>
<td></td>
</tr>
<tr>
<td>- Required</td>
<td>8 ECTS</td>
</tr>
<tr>
<td>- Electives</td>
<td>43 ECTS</td>
</tr>
<tr>
<td>Business Orientation Week</td>
<td>1 ECTS</td>
</tr>
<tr>
<td>Internship (10 weeks)</td>
<td>12 ECTS</td>
</tr>
<tr>
<td>State Exam and Bachelor Thesis</td>
<td>12 ECTS</td>
</tr>
<tr>
<td>School Required Courses</td>
<td>15 ECTS</td>
</tr>
<tr>
<td>School Required Courses for Major</td>
<td>7 ECTS</td>
</tr>
<tr>
<td>Business English Course</td>
<td>2 ECTS</td>
</tr>
</tbody>
</table>

*Note: MES – Ministry of Education and Science, the Republic of Kazakhstan

LEARNING OUTCOMES

Graduates of the programme will be able to:
- demonstrate writing and oral communications and computer skills;
- analyse and forecast current global trends and their impact on the economy of Kazakhstan on micro- and macro-levels;
- demonstrate a sense of responsibility;
- demonstrate leadership and efficient team work;
- comprehend and apply research methodology;
- evaluate key concepts of economics, finance, accounting, management, consumer behaviour and marketing;
- understand and integrate core business values;
- apply analytical skills to diagnose, evaluate, solve problems and find opportunities in business field and/or public sector; and develop recommendations;
- analyse macroeconomic policy and develop recommendations;
- independently collect, update and process relevant information.
<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I</strong></td>
<td>30 ECTS</td>
<td>30 ECTS</td>
</tr>
<tr>
<td><strong>Required</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>General Education (27 ECTS)</strong></td>
<td></td>
<td><strong>Required</strong></td>
</tr>
<tr>
<td>Kazakh/Russian (3), History of Kazakhstan (5)</td>
<td><strong>General Education (26 ECTS)</strong></td>
<td>Philosophy (5)</td>
</tr>
<tr>
<td>Principles of Sociology (3), Principles of Law (3)</td>
<td>Foreign Language (English) (10)</td>
<td>Principles of Political Science (3)</td>
</tr>
<tr>
<td>Kazakh/Russian (7), Environmental Studies (3)</td>
<td>Principles of Economics (3)</td>
<td></td>
</tr>
<tr>
<td>Human Life Safety (3)</td>
<td><strong>Electives</strong></td>
<td><strong>Electives</strong></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td></td>
<td><strong>Business Core (4 ECTS):</strong></td>
</tr>
<tr>
<td><strong>Business Core (3 ECTS):</strong></td>
<td></td>
<td>Academic Writing and Reading (4)</td>
</tr>
<tr>
<td>Cultural Heritage of XV-XXI Kazakh Clerisy (3)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>II</strong></th>
<th>31 ECTS</th>
<th>33 ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required</strong></td>
<td><strong>Required</strong></td>
<td><strong>Major (5 ECTS)</strong></td>
</tr>
<tr>
<td><strong>Business Core (13 ECTS)</strong></td>
<td><strong>Business Core (17 ECTS)</strong></td>
<td>Financial Ratio</td>
</tr>
<tr>
<td><strong>School Required (10 ECTS)</strong></td>
<td>Kazakh (Russian) (3), Principles of Macroeconomics (5), Principles of Accounting (5)</td>
<td></td>
</tr>
<tr>
<td>Business Communications (5), Organizational Behaviour (5)</td>
<td><strong>Electives</strong></td>
<td><strong>Electives</strong></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
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<td><strong>Business Core (5 ECTS) from:</strong></td>
</tr>
<tr>
<td><strong>Business Core (5 ECTS) from:</strong></td>
<td><strong>Major (3 ECTS) from:</strong></td>
<td>Principles of Marketing (5), Selected Topics (5)</td>
</tr>
<tr>
<td>Principles of Management (5), Selected Topics (5)</td>
<td>Intro to Major (3)</td>
<td>Introduction to Econometrics (5), Selected Topics (5)</td>
</tr>
<tr>
<td><strong>Business Orientation (1 ECTS)</strong></td>
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</table>

<table>
<thead>
<tr>
<th><strong>III</strong></th>
<th>30 ECTS</th>
<th>30 ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required</strong></td>
<td><strong>Required</strong></td>
<td><strong>Major (3+2 ECTS)</strong></td>
</tr>
<tr>
<td><strong>School Required (5 ECTS)</strong></td>
<td><strong>Business Core (0 ECTS)</strong></td>
<td>Entrepreneurship (3+2)</td>
</tr>
<tr>
<td>Business Ethics (5)</td>
<td><strong>Electives</strong></td>
<td><strong>Electives</strong></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
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<td><strong>Business Core (15 ECTS) from:</strong></td>
</tr>
<tr>
<td><strong>Business Core (20 ECTS) from:</strong></td>
<td><strong>Major (5 ECTS) from:</strong></td>
<td>International Marketing (5), Project (5), Management (5), Financial Management (5), Investment (5), Management (5), Innovation (5), Management (5), Selected Topics (5)</td>
</tr>
<tr>
<td><strong>Business Core for Major (5 ECTS)</strong></td>
<td></td>
<td><strong>Major (10 ECTS) from:</strong></td>
</tr>
<tr>
<td>Strategic Management (5)</td>
<td><strong>Electives</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td></td>
<td>International Business (5), International Finance (5), International Trade (5), Selected Topics (5)</td>
</tr>
<tr>
<td><strong>Business Core (20 ECTS) from:</strong></td>
<td><strong>Major (20 ECTS) from:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Business Orientation (1 ECTS)</strong></td>
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</tr>
<tr>
<td>Business English (2 ECTS)</td>
<td>Internship (12 ECTS)</td>
<td>State Exam and Bachelor Thesis (12 ECTS)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>IV</strong></th>
<th>26 ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Required for Major (5 ECTS)</strong></td>
<td><strong>Electives</strong></td>
</tr>
<tr>
<td>Strategic Management (5)</td>
<td></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td><strong>Business Core (15 ECTS) from:</strong></td>
</tr>
<tr>
<td><strong>Business Core (5 ECTS) from:</strong></td>
<td><strong>Major (5 ECTS) from:</strong></td>
</tr>
<tr>
<td>Cases in Economics (5), WTO: Policy and Current Trends (5), Business Modelling (5), Selected Topics (5)</td>
<td></td>
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</tbody>
</table>
## ECONOMICS

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kazakh/Russian</td>
<td>Introduction to Computer Science</td>
</tr>
<tr>
<td>History of Kazakhstan</td>
<td>Philosophy</td>
</tr>
<tr>
<td>Cultural Heritage of XV-XXI</td>
<td>Foreign Language (English)</td>
</tr>
<tr>
<td>Kazakh Clerisy</td>
<td>Principles of Political Science</td>
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<tr>
<td>Principles of Sociology</td>
<td>Principles of Economics</td>
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<tr>
<td>Principles of Law</td>
<td>Academic Writing and Reading</td>
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<td>Kazakh/Russian</td>
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<td>Environmental Studies</td>
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<td>Human Life Safety</td>
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</tbody>
</table>

**Required courses**

**Elective courses**
3d Semester
- Business Communications
- Organizational Behaviour
- Introduction to Major
- Calculus / Mathematics for Business and Economics
- Principles of Microeconomics

4th Semester
- Professional English
- Professional Kazakh (Russian)
- Introduction to Microeconomics
- Principles of Macroeconomics
- Principles of Marketing
- Financial Ratio Analysis
- Principles of Finance
- Principles of Management
- Principles of Accounting

Required Courses
- Business Communications
- Professional English
- Principles of Microeconomics
- Calculus / Mathematics for Business and Economics
- Principles of Finance

Elective Courses
- Organizational Behaviour
- Principles of Marketing
- Financial Ratio Analysis
- Principles of Management

5th Semester
- Family Relations Psychology
- Business Ethics
- Data Analysis and Forecasting
- Applied Macroeconomics
- Applied Microeconomics
- Marketing Research and Analysis
- Corporate Finance
- Principles of Leadership
- Operations Management

Required Courses
- Family Relations Psychology
- Business Ethics
- Data Analysis and Forecasting
- Applied Macroeconomics
- Applied Microeconomics
- Marketing Research and Analysis

Elective Courses
- Family Relations Psychology
- Business Ethics
- Data Analysis and Forecasting
- Applied Macroeconomics
- Applied Microeconomics
- Marketing Research and Analysis

6th Semester
- Selected Topics in Economics/Management/Finance/Accounting and Audit
- Entrepreneurship
- International Business
- International Trade
- International Finance
- International Trade
- Financial Management

Required Courses
- Selected Topics in Economics/Management/Finance/Accounting and Audit
- Entrepreneurship
- International Business
- International Trade
- International Finance

Elective Courses
- Selected Topics in Economics/Management/Finance/Accounting and Audit
- Entrepreneurship
- International Business
- International Trade
- International Finance

7th Semester
- Cases in Economics
- Selected Topics in Economics/Management/Finance/Accounting and Audit
- WTO: Policy and Current Trends
- Business Modeling
- Financial Risk Management

Required Courses
- Cases in Economics
- Selected Topics in Economics/Management/Finance/Accounting and Audit

Elective Courses
- Cases in Economics
- Selected Topics in Economics/Management/Finance/Accounting and Audit
- WTO: Policy and Current Trends
- Business Modeling
- Financial Risk Management
The Bachelor programme in Finance is based on the international standards with the focus on the local content. While developing the programme we took into account the State Compulsory Standards of the Republic of Kazakhstan, employers’ and other stakeholders’ feedback, as well as HSE capabilities.

Our graduates go into Corporate Finance, Banking, Investments, International Finance and Real Estate, Financial Market Institution.

The programme consists of 240 ECTS:

<table>
<thead>
<tr>
<th>Course Type</th>
<th>ECTS</th>
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<tbody>
<tr>
<td>General Education Courses (Foundation)</td>
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<tr>
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<td>- Required</td>
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<tr>
<td>- Electives</td>
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<td>Major Courses</td>
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<td>- Required</td>
<td>8 ECTS</td>
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<tr>
<td>- Electives</td>
<td>33 ECTS</td>
</tr>
<tr>
<td>Business Orientation Week</td>
<td>1 ECTS</td>
</tr>
<tr>
<td>Internship (10 weeks)</td>
<td>12 ECTS</td>
</tr>
<tr>
<td>State Exam</td>
<td>4 ECTS</td>
</tr>
<tr>
<td>Bachelor Thesis</td>
<td>8 ECTS</td>
</tr>
<tr>
<td>School Required Courses</td>
<td>15 ECTS</td>
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<tr>
<td>School Required Courses for Major</td>
<td>17 ECTS</td>
</tr>
<tr>
<td>Business English Course</td>
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The MES* requirements

<table>
<thead>
<tr>
<th>Course Type</th>
<th>ECTS</th>
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<tbody>
<tr>
<td>Business Core Courses</td>
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<td>- Required</td>
<td>8 ECTS</td>
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<tr>
<td>- Electives</td>
<td>33 ECTS</td>
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<tr>
<td>Business Orientation Week</td>
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<tr>
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<td>12 ECTS</td>
</tr>
<tr>
<td>State Exam</td>
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<tr>
<td>Bachelor Thesis</td>
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<td>17 ECTS</td>
</tr>
<tr>
<td>Business English Course</td>
<td>2 ECTS</td>
</tr>
</tbody>
</table>

The Higher School of Economics requirements

*Note: MES – Ministry of Education and Science, the Republic of Kazakhstan

LEARNING OUTCOMES

Graduates of the programme will be able to:
- demonstrate writing and oral communications and computer skills;
- analyse and forecast current global trends and their impact on the economy of Kazakhstan on micro- and macro-levels;
- demonstrate a sense of responsibility;
- demonstrate leadership and efficient team work;
- comprehend and apply research methodology;
- evaluate key concepts of economics, finance, accounting, management, consumer behaviour and marketing;
- understand and integrate core business values;
- apply analytical skills to diagnose, evaluate, solve problems and find opportunities in finance and develop recommendations;
- understand the relationship between members of financial institutions and markets;
- independently collect, update and process relevant information.
## PROGRAMME SEQUENCING

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>30 ECTS</td>
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<tr>
<td></td>
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<td><strong>Required</strong></td>
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<tr>
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<td></td>
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<td>Introduction to Computer Science (5)</td>
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<tr>
<td></td>
<td>Kazakh/Russian (7), Environmental Studies (3) Human Life Safety (3)</td>
<td>Foreign Language (English) (10) Principles of Political Science (3) Principles of Economics (3)</td>
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<td></td>
<td><strong>Electives</strong></td>
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</tr>
<tr>
<td></td>
<td><strong>Business Core (3 ECTS):</strong> Cultural Heritage of XV-XXI Kazakh Clerisy (3)</td>
<td><strong>Business Core (4 ECTS):</strong> Academic Writing and Reading (4)</td>
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### I

<table>
<thead>
<tr>
<th></th>
<th>31 ECTS</th>
<th>33 ECTS</th>
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<td></td>
<td><strong>Required Courses</strong></td>
<td><strong>Required Courses</strong></td>
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<tr>
<td></td>
<td><strong>Business Core Electives - 5 ECTS from:</strong> Principles of Management (5), Selected Topics (5)</td>
<td><strong>Business Core Electives - 5 ECTS from:</strong> Principles of Marketing (5), Statistics/Quantiative Methods (5), Selected Topics (5)</td>
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<td><strong>Business Orientation (1 ECTS)</strong></td>
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<td></td>
<td><strong>Elective Courses</strong></td>
<td><strong>Elective Courses</strong></td>
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<td><strong>Business Core Electives - 5 ECTS from:</strong> Principles of Management (5), Selected Topics (5)</td>
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### II

<table>
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<td><strong>School Required (5 ECTS) Major (3 ECTS)</strong></td>
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<td>Business Ethics (5), Corporate Finance (3)</td>
<td><strong>Elective Courses</strong></td>
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<td><strong>Elective Courses</strong></td>
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<td></td>
<td>Corporate Finance (2)</td>
<td><strong>Major Electives - 5 ECTS from:</strong> Principles of Management (5), International Economics (5), Innovation Management (5), International Business (5), Entrepreneurship (5), Corporate and Business Law (5), International Finance (5)</td>
</tr>
<tr>
<td></td>
<td><strong>Elective Courses</strong></td>
<td><strong>Elective Courses</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Business Core Electives - 20 ECTS from:</strong> Global Economy (5), Data Analysis and Forecasting (5), Money and Banking (5), Securities and Derivatives (5), Financial Accounting I (5), Taxation (5), Principles of Leadership (5), Operations Management (5), Family Relations Psychology (5), Selected Topics (5)</td>
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### III

<table>
<thead>
<tr>
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<th>26 ECTS</th>
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<td><strong>Internship (12 ECTS)</strong></td>
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</tr>
<tr>
<td></td>
<td><strong>Bachelor Thesis (8 ECTS)</strong></td>
</tr>
<tr>
<td>1st Semester</td>
<td>2nd Semester</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Kazakh/Russian</td>
<td>Introduction to Computer Science</td>
</tr>
<tr>
<td>History of Kazakhstan</td>
<td>Philosophy</td>
</tr>
<tr>
<td>Cultural Heritage of XV-XXI</td>
<td>Foreign Language (English)</td>
</tr>
<tr>
<td>Kazakhstan Clerisy</td>
<td>Principles of Political Science</td>
</tr>
<tr>
<td>Principles of Sociology</td>
<td>Principles of Economics</td>
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<tr>
<td>Principles of Law</td>
<td>Academic Writing and Reading</td>
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<td>Kazakh/Russian</td>
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<tr>
<td>Environmental Studies</td>
<td></td>
</tr>
<tr>
<td>Human Life Safety</td>
<td></td>
</tr>
</tbody>
</table>

- **Required courses**
- **Elective courses**
BACHELOR OF ECONOMICS AND BUSINESS WITH MAJOR IN ACCOUNTING AND AUDIT
(KAZGUU University, Higher School of Economics)

The Bachelor programme in Accounting is based on the international standards with the focus on the local content. While developing the programme we took into account the State Compulsory Standards of the Republic of Kazakhstan, employers’ and other stakeholders’ feedback, as well as HSE capabilities. Our graduates go into Business and Public Sector, Audit and Accounting companies, Banking, International Finance and Real Estate.

The programme consists of 240 ECTS:

<table>
<thead>
<tr>
<th>Course</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses (Foundation) – 60 ECTS</td>
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<tr>
<td>Business Core Courses</td>
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<td>- Required – 30 ECTS</td>
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<td>Major Courses</td>
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<td>- Required – 8 ECTS</td>
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<td>- Electives – 28 ECTS</td>
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<td>Business Orientation Week – 1 ECTS</td>
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<tr>
<td>Internship (10 weeks) – 12 ECTS</td>
<td></td>
</tr>
<tr>
<td>State Exam – 4 ECTS</td>
<td></td>
</tr>
<tr>
<td>Bachelor Thesis – 8 ECTS</td>
<td></td>
</tr>
<tr>
<td>School Required Courses – 15 ECTS</td>
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<tr>
<td>School Required Courses for Major – 17 ECTS</td>
<td></td>
</tr>
<tr>
<td>Business English Course – 2 ECTS</td>
<td></td>
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<tr>
<td>The MES* requirements</td>
<td></td>
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<tr>
<td>The Higher School of Economics requirements</td>
<td></td>
</tr>
</tbody>
</table>

*Note: MES – Ministry of Education and Science, the Republic of Kazakhstan

LEARNING OUTCOMES

Graduates of the programme will be able to:
- demonstrate writing and oral communications and computer skills;
- analyse and forecast current global trends and their impact on the economy of Kazakhstan on micro- and macro-levels;
- demonstrate a sense of responsibility;
- demonstrate leadership and efficient team work;
- comprehend and apply research methodology;
- evaluate key concepts of economics, finance, accounting, management, consumer behaviour and marketing;
- understand and integrate core business values;
- apply analytical skills to diagnose, evaluate, solve problems and find opportunities in business field and/or public sector; and develop recommendations;
- consolidate financial statements in accordance with IFRS for the purposes of taxation, auditing and decision-making;
- independently collect, update and process relevant information.
## PROGRAMME SEQUENCING

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I</strong></td>
<td><strong>30 ECTS</strong></td>
<td><strong>30 ECTS</strong></td>
</tr>
<tr>
<td><strong>Required</strong></td>
<td>General Education (27 ECTS)</td>
<td>General Education (26 ECTS)</td>
</tr>
<tr>
<td></td>
<td>Kazakh/Russian (3), History of Kazakhstan (5)</td>
<td>Introduction to Computer Science (5)</td>
</tr>
<tr>
<td></td>
<td>Principles of Sociology (3), Principles of Law (3)</td>
<td>Philosophy (5), Foreign Language (English) (10)</td>
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<td></td>
<td>Kazakh/Russian (7), Environmental Studies (3)</td>
<td>Principles of Political Science (3)</td>
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<td></td>
<td>Human Life Safety (3)</td>
<td>Principles of Economics (3)</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>Business Core (3 ECTS): Cultural Heritage of XV-XXI Kazakh Clerisy (3)</td>
<td>Business Core (4 ECTS): Academic Writing and Reading (4)</td>
</tr>
</tbody>
</table>

| **II** | **31 ECTS** | **33 ECTS** |
| **Required** | Business Core (13 ECTS) | Business Core (17 ECTS) |
| **School Required (10 ECTS)** | Business Communications (5), Organizational Behaviour (5) | Electives |
| **Electives** | Business Core (5 ECTS) from: Principles of Management (5), Selected Topics (5) | Major (3 ECTS) from: Introduction to Accounting (3), Selected Topics (3) |
| **Major (5 ECTS)** from: | Major (3 ECTS) from: | Major (5 ECTS) from: |
| Principles of Management (5), Selected Topics (5) | Principles of Management (5), Selected Topics (3) | Money and Banking (5), Financial Accounting II (5), Selected Topics (5) |

| **III** | **30 ECTS** | **30 ECTS** |
| **Required** | School Required (5 ECTS) | Major (3 ECTS) |
| | Business Ethics (5) | Managerial Accounting (3) |
| **Electives** | Business Core (20 ECTS) | School Required for Major (7 ECTS) |
| | Major (5 ECTS) from: | Managerial Accounting (2), Auditing (5) |
| | Global Economy (5), Principles of Leadership (5), Operations Management (5), Taxation (5), Corporate Finance (5), Family Relations Psychology (5), Selected Topics (5) | Selected Topics (5) |
| **Electives** | Major (5 ECTS) from: | Business Core (10 ECTS) from: |
| | Money and Banking (5), Financial Accounting II (5), Selected Topics (5) | Principles of Marketing (5), Principle of Statistics/Quantitative Methods (5), Selected Topics (5) |
| **Major (5 ECTS)** from: | Major (0 ECTS) from: | Business Orientation (1 ECTS) |
| Principles of Management (5), Selected Topics (3) | Principles of Management (5), Selected Topics (3) | |

| **IV** | **30 ECTS** | **26 ECTS** |
| **Required** | School Required for Major (10 ECTS) | Business English (2 ECTS) |
| | Strategic Management (5), Financial Analysis (5) | Internship (12 ECTS) |
| **Electives** | Business Core (0 ECTS) from: | State Exam and Bachelor Thesis (12 ECTS) |
| | Major (20 ECTS) from: | |
| | Cases in Accounting (5), Professional Auditing (5), Managerial Analysis (5), Financial and Tax Reporting (5), HR Management (5), Selected Topics (5) | |

**Note:** ECTS = European Credit Transfer System
# Accounting and Audit

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kazakh/Russian</td>
<td>Introduction to Computer Science</td>
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<tr>
<td>History of Kazakhstan</td>
<td>Philosophy</td>
</tr>
<tr>
<td>Cultural Heritage of XV-XXI Kazakh Clerisy</td>
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<tr>
<td>Principles of Sociology</td>
<td>Principles of Political Science</td>
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<tr>
<td>Principles of Law</td>
<td>Principles of Economics</td>
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<tr>
<td>Kazakh/Russian</td>
<td>Academic Writing and Reading</td>
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<td>Environmental Studies</td>
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<tr>
<td>Human Life Safety</td>
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</tr>
</tbody>
</table>

- **Required courses**
- **Elective courses**
BACHELOR OF ECONOMICS AND BUSINESS WITH MAJOR IN MANAGEMENT  
(KAZGUU University, Higher School of Economics)

The Bachelor Programme in Management is based on the international educational standards with focus on the local content. While designing the programme we took into account the State Compulsory Educational Standards of the Republic of Kazakhstan; feedback from employers and other stakeholders; and HSE capacity. The programme is oriented on developing competences for taking various and justified managerial decisions at international and Kazakhstani companies.

The curriculum is structured as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>ECTS</th>
</tr>
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<tbody>
<tr>
<td>General Education Courses (Foundation)</td>
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<tr>
<td>Business Core Courses</td>
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<td>State Exam</td>
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<td>Business English Course</td>
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</table>

*Note: MES – Ministry of Education and Science, the Republic of Kazakhstan

**LEARNING OUTCOMES**

Graduates of the programme will be able to:
- demonstrate writing and oral communications and computer skills;
- demonstrate awareness of the global environment in which businesses operate as well as a national context;
- demonstrate a sense of responsibility;
- demonstrate leadership and efficient team work;
- comprehend and apply research methodology;
- evaluate key concepts of economics, finance, accounting, management, consumer behaviour and marketing;
- understand and integrate core business values;
- apply analytical skills to diagnose, evaluate, solve problems and find opportunities in business field and develop recommendations;
- apply best practices in management to develop business, operational and strategic plans, organize and monitor projects, manage resources, build teams and professional relationships;
- independently collect, update and process relevant information.
## PROGRAMME SEQUENCING

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30 ECTS</td>
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<td>I</td>
<td>Required</td>
<td>Required</td>
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<td><strong>General Education (26 ECTS)</strong></td>
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<td>Academic Writing and Reading (4)</td>
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<td>Required</td>
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<td>Major (5 ECTS)</td>
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</tr>
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<td>Introduction to Business (5)</td>
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</tr>
<tr>
<td>III</td>
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### MANAGEMENT

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**Required courses**

**Elective courses**
3rd Semester
- Business Communications
- Organizational Behaviour
- Principles of Statistics/Quantitative Methods
- Introduction to Major
- Principles of Microeconomics
- Calculus / Mathematics for Business and Economics
- Selected Topics in Economics/Management/Finance/Accounting and Audit
- Principles of Management

4th Semester
- Professional English
- Professional Kazakh (Russian)
- International Business
- Principles of Microeconomics
- Principles of Macroeconomics
- Principles of Finance
- Selected Topics in Economics/Management/Finance/Accounting and Audit
- Principles of Accounting

5th Semester
- Family Relations Psychology
- Business Ethics
- Data Analysis and Forecasting
- Marketing Research and Analysis
- International Marketing
- HRM
- Selected Topics in Economics/Management/Finance/Accounting and Audit
- Principles of Leadership
- Operations Management
- Selected Topics in Economics/Management/Finance/Accounting and Audit

6th Semester
- Selected Topics in Economics/Management/Finance/Accounting and Audit
- Entrepreneurship
- Global Economy
- International Relations
- Corporate and Business Law
- Corporate Finance
- Compensation Management
- Project Management
- Event Management
- Hotel Management
- Project Management

7th Semester
- Cases in Management
- Selected Topics in Economics/Management/Finance/Accounting and Audit
- Brand Management
- PR and Marketing Communications
- Business Modeling
- Performance Management
- Strategic Management
- International Management
- Managing Change
BACHELOR IN TOURISM MANAGEMENT
(KAZGUU University, Higher School of Economics)

The Bachelor Programme in Tourism Management is based on the international educational standards with focus on the local content. While designing the programme we took into account the State Compulsory Educational Standards of the Republic of Kazakhstan; feedback from employers and other stakeholders; and HSE capacity. The programme is oriented on developing competences for taking managerial decisions at international and local companies operating in fields of Tourism and Hospitality. Within the academic programme students will be offered at least two additional professional certifications:

1. Abacus, Entry and Basic Levels (Abacus Central Asia, GDS)
2. Certified Tour Guide Programme (Astana Tourism Association, Kazakhstan)

The curriculum is structured as follows:

| General Education Courses (Foundation) – 60 ECTS | Business Core Courses
- Required – 34 ECTS
- Electives – 35 ECTS |
|--------------------------------------------------|--------------------------------------------------|
| Major Courses
- Required – 8 ECTS
- Electives – 45 ECTS | Business Orientation Week – 1 ECTS |
| Internship (10 weeks) – 12 ECTS | State Exam – 4 ECTS |
| Bachelor Thesis – 8 ECTS | Internship (10 weeks) – 12 ECTS |
| School Required Courses – 15 ECTS | Business English Course – 2 ECTS |
| School Required Courses for Major – 16 ECTS | The MES* requirements |
| Business Orientation Week – 1 ECTS | The Higher School of Economics requirements |

*Note: MES – Ministry of Education and Science, the Republic of Kazakhstan*

LEARNING OUTCOMES

Graduates of the programme will be able to:
- demonstrate writing and oral communications and computer skills;
- demonstrate awareness of the global environment in which businesses operate as well as a national context;
- demonstrate a sense of responsibility;
- demonstrate leadership and efficient team work;
- comprehend and apply research methodology;
- evaluate key concepts of economics, finance, accounting, management, consumer behaviour and marketing;
- understand and integrate core business values;
- apply analytical skills to diagnose, evaluate, solve problems and find opportunities in Tourism Business and Hospitality and develop recommendations;
- apply best practices in management to develop business, operational and strategic plans, organize and monitor projects, manage resources, build teams and professional relationships;
- independently collect, update and process relevant information.
## PROGRAMME SEQUENCING

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<tr>
<th>Year</th>
<th>Fall</th>
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### TOURISM MANAGEMENT

#### 1st Semester
- Kazakh/Russian
- History of Kazakhstan
- Cultural Heritage of the XV-XXI Kazakh Clerisy
- Principles of Sociology
- Principles of Law
- Introduction to Computer Science
- Academic Writing and Reading
- Philosophy

#### 2nd Semester
- Foreign Language (English)
- Principles of Political Science
- Principles of Economics
- Kazakh/Russian
- Environmental Studies
- Human Life Safety

**Required Courses**

**Elective Courses**
The Bachelor Programme in Psychology is based on the international standards with focus on the local content. While developing the programme we took into account the State Compulsory Standards of the Republic of Kazakhstan, feedback from employers and other stakeholders, as well as HSE capabilities.

The programme consists of 240 ECTS of theoretical training; required state exams, undergraduate thesis defence, and three internships (during four years).

The curriculum is structured as follows:

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<tr>
<td>School Required Courses</td>
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</table>

*Note: MES – Ministry of Education and Science, the Republic of Kazakhstan*

**LEARNING OUTCOMES**

Graduates of the programme will be able to:
- analyse the social and psychological information and work with modern information technology;
- communicate effectively;
- understand and apply the legal and ethical rules in society and in the professional environment;
- understand and use the basic concepts, laws and principles of scientific psychology;
- demonstrate knowledge of the socio-psychological phenomena, determination of individual psychological differences, age and the psychological patterns of cultural socialization;
- apply the scientific methods of psychological research;
- apply skills to assess the socio-psychological situation of an individual and a group, and give recommendations for its improvement;
- apply methods and techniques of psychological counselling, psychological correction, psychotherapy and socio-psychological training;
- demonstrate skills of creating and implementing programmes of mentality correction;
- apply skills to diagnose and provide psychological help in organizations.
## Programme Sequencing

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<th>Year</th>
<th>Fall</th>
<th>Spring</th>
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<tr>
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<td>Personality and Group (5), Workshop on Psychology of Personality (5)</td>
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</table>

| **II** | **32 ECTS** | **32 ECTS** |
| **Required** | | **Required** |
| **Core (14 ECTS):** | | **Core (13 ECTS):** |
| Introduction to General and Comparative Psychology (5) | Developmental and Social Psychology (5) |
| General Psychology (5) | Differential Psychology of Personality (5) |
| Professional English (4) | Professional Kazakh (Russian) Language (3) |
| **Core-Required for Major (5 ECTS):** | | **Core-Required for Major (13 ECTS):** |
| Neuroanatomy (5) | Workshop on Psychology of Cognitive Processes (3) |

| **Electives** | | **Electives** |
| **Core (13 ECTS) from:** | | **Core (5 ECTS) from:** |
| The Biological Basis of Behaviour (5) | Psychology of Deviant Behaviour (5) |
| Evolution of Socio-Psychological Science (5) | Selected Topics in Psychology 3 (5) |
| Effective Communication (3) | **Business Orientation (1 ECTS)** |
| Selected Topics in Psychology 1 (5) | |

| **III** | **30 ECTS** | **30 ECTS** |
| **Required** | | **Required** |
| **Core (6 ECTS) Major (4 ECTS):** | | **Core-Required for Major (5 ECTS):** |
| Workshop on Experimental Psychology and Psychodiagnosics (6) | Medical Psychology (4) |
| **School Required (15 ECTS)** | Research Methods in Psychology (5) |
| Business Communications (5) | Psychological Counselling (5) |
| Organizational Behaviour (5) | Major-Required for Major (5 ECTS): |
| Business Ethics (5) | Psychological Training in Organizations (5) |
| **Electives** | | **Electives** |
| **Core (5 ECTS) from:** | | **Core (5 ECTS) from:** |
| Global Economy (5) | Entrepreneurship (5) |
| Psychological Measurement of Processes in Organizations (5) | Psychology of Leadership and Supervision (5) |
| Family Relations Psychology (5) | Selected Topics in Psychology (5) |
| Selected Topics in Psychology 5 (5) | Selected Topics in Psychology 7 (5) |

<p>| <strong>IV</strong> | <strong>30 ECTS</strong> | <strong>26 ECTS</strong> |
| <strong>Electives</strong> | | <strong>Electives</strong> |
| <strong>Major (30 ECTS) from:</strong> | | <strong>Supervised Teaching Internship (2 ECTS)</strong> |
| Workshop on Counselling in Organizations (5) | Bachelor’s Thesis Internship (12 ECTS) |
| Coaching (5), Emotion Regulation (5) | State Exam and Bachelor Thesis (12 ECTS) |
| HR Management (5), Psychological Diagnosis and Assessment of Personnel (5) | |
| Managing Conflicts in Organizations (5) | |
| Psychological Services in Educational Organizations (5) | |
| Selected Topics in Psychology 11 (5) | |</p>
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<tr>
<th><strong>1st Semester</strong></th>
<th><strong>2d Semester</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Kazakh/Russian</td>
<td>Foreign Language (English)</td>
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<tr>
<td>History of Kazakhstan</td>
<td>Principles of Political Science</td>
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<tr>
<td>Cultural Heritage of the XV-XXI Kazakh Clerisy</td>
<td>Principles of Economics</td>
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<td>Principles of Sociology</td>
<td>Kazakh/Russian</td>
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<tr>
<td>Principles of Law</td>
<td>Environmental Studies</td>
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<tr>
<td>Introduction to Computer Science</td>
<td>Human Life Safety</td>
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<tr>
<td>Academic Writing and Reading</td>
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<tr>
<td>Philosophy</td>
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</table>

**Required Courses**

**Elective Courses**
The Bachelor programme in Translation Studies is based on the international standards with the focus on the local content. While developing the programme we took into account the State Compulsory Standards of the Republic of Kazakhstan, employers’ and other stakeholders’ feedback, as well as HSE capabilities.

The programme is based on developing the professional competences for translators and interpreters in various fields, agencies, and companies. The programme consists of 240 ECTS.

The curriculum is structured as follows:

<table>
<thead>
<tr>
<th>General Education Courses (Foundation)</th>
<th>60 ECTS</th>
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<tbody>
<tr>
<td>Core Courses</td>
<td></td>
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<tr>
<td>- Core Required – 38 ECTS</td>
<td></td>
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<tr>
<td>- Major Required – 10 ECTS</td>
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<tr>
<td>- Core Electives – 48 ECTS</td>
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<tr>
<td>- Major Electives – 42 ECTS</td>
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<tr>
<td>Orientation Week – 1 ECTS</td>
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<tr>
<td>Supervised Internship – 2 ECTS</td>
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<td>Internship (10 weeks)– 12 ECTS</td>
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<tr>
<td>State Exam and Bachelor Thesis – 12 ECTS</td>
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<tr>
<td>School Required Courses – 15 ECTS</td>
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<tr>
<td></td>
<td>The MES* requirements</td>
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<tr>
<td></td>
<td>The Higher School of Economics requirements</td>
</tr>
</tbody>
</table>

*Note: MES – Ministry of Education and Science, the Republic of Kazakhstan

### LEARNING OUTCOMES

Graduates of the programme will be able to:
- demonstrate explicit knowledge and understanding in the language theory and linguistics of native and foreign languages using them in class activities;
- implement translation and interpretation strategies as well as methods into practice;
- apply translation and interpretation techniques in professional arena;
- acquire critical thinking and transferable skills in the working environment;
- acquire professional skills both in English as the first foreign language and Chinese, German, French, Italian and Spanish as the second foreign language;
- demonstrate knowledge of traditions and culture, history and literature of English and other second foreign languages;
- subtitle the movies, documentaries and other video materials using relevant subtitling techniques;
- demonstrate interdisciplinary and social skills producing knowledge in the field of economy, psychology, politics and others.
# PROGRAMME SEQUENCING

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
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</thead>
<tbody>
<tr>
<td>I</td>
<td>31 ECTS</td>
<td>29 ECTS</td>
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</tbody>
</table>

## Required Courses
- **General Education (24 ECTS)**
  - Kazakh/Russian (3), History of Kazakhstan (5)
  - Principles of Sociology (3), Principles of Law (3)
  - Introduction to Computer Science (5), Philosophy (5)

## Elective Courses
### Core Required (7 ECTS):
- Cultural Heritage of XV-XXI Kazakh Clerisy (3)
- Academic Writing and Reading (4)

<table>
<thead>
<tr>
<th>I</th>
<th>31 ECTS</th>
<th>31 ECTS</th>
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## Required Courses
- **General Education (26 ECTS)**

## Elective Courses
### Core Required (3 ECTS):
- English Phonetics
- English Grammar (3)

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<thead>
<tr>
<th>II</th>
<th>31 ECTS</th>
<th>31 ECTS</th>
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## Required Courses
### Core Required (15 ECTS)
- English B2 (5)
- Fundamentals of Language Theory (5)
- Second Foreign Language (German, French, Spanish, Chinese, Italian) A1 (5)

### School Required (10 ECTS)
- Organizational Behaviour (5)
- Business Communications (5)

## Elective Courses
### Core Electives (6 ECTS)
- Fundamentals of International Relations (3)
- Business English (3)
- Global Perspectives (Critical Thinking) (3)
- Language Core Skills (3)
- English Phonetics & Phonology (3)

<table>
<thead>
<tr>
<th>III</th>
<th>31 ECTS</th>
<th>31 ECTS</th>
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## Required Courses
### Major Required (5 ECTS)
- Interpretation (5)

### Core Required (5 ECTS)
- Professional English and International Communication (5)

## Elective Courses
### Core Electives (10 ECTS)
- Second Foreign Language (German, French, Spanish, Chinese, Italian) B2 (5)
- English Literature (5)

### Major Electives (10 ECTS)
- Applied Literary Translation (5)
- English Stylistics (5)
- Translation I (5), Simultaneous Translation II (3), Subtitling I (3)
- Professional Kazakh/Russian (3)

## Major Electives (21 ECTS)
- Translation I (5), Translation of Technical Texts (5)
- Translation II: Films and Series (5), Subtitling II: Documentaries and Non-fiction genres (5)
- Workshop (3), Diplomatic Protocol and Documents (3)

## Core Electives (5 ECTS)
- Principles of Terminology (5)

## Bachelor Thesis 8 ECTS

### Supervised Internship 2 ECTS
### Internship 12 ECTS
### State Exam 4 ECTS
TRANSLATION STUDIES

1st Semester

Kazakh / Russian

History of Kazakhstan

Cultural Heritage of XV-XXI
Kazakh Clerisy

Principles of Sociology

Principles of Law

Introduction to Computer
Science

Academic Writing and
Reading

Philosophy

Required Courses

Elective Courses

2nd Semester

First Foreign Language in the
Context of Cross-Cultural
Communication (English B1)

Principles of Political Science

Principles of Economics

Kazakh / Russian

Environmental Studies

Human Life Safety

English Phonetics

English Grammar
ACCOUNTING

Course Code: ACC2301 ECTS: 5
Course Name: Principles of Accounting
Course Description: The course allows students to learn the role of an accountant, principles of double entry, stock count of property, plant and equipment, evaluation and preparation of a preliminary trial balance. Completion of this course will allow to: interpret primary accounting documents; reflect the business transactions in the accounts; evaluate long-term assets; prepare a form of financial statements.
Prerequisites: Principles of Economics (Foundation)

Course Code: ACC2302 ECTS: 3
Course Name: Introduction to Major (for students with the Major in Accounting)
Course Description: The course is aimed at the orientation of students in the field of accounting, analysis and audit. Moreover the course discusses the ethical standards for an accountant and auditor professions. This course determines the role of accountants in the company’s management system, the application of accounting, the relationship with other business processes, and the content of international certification programmes in the field of accounting.
Prerequisites: Principles of Economics (Foundation)

Course Code: ACC2303 ECTS: 5
Course Name: Financial Accounting I
Course Description: The course covers procedures for accounting of cash and cash equivalents, account receivables and other assets, inventory, fixed assets, intangible assets, liabilities, recognition of income and expenses, capital and reserves, the preparation of financial statements in accordance with IFRS. This course considers the key provisions for the exam F3: Financial Accounting ACCA.
Prerequisites: Financial Accounting I

Course Code: ACC3304 ECTS: 5
Course Name: Financial Accounting II
Course Description: The course is aimed at an in-depth study of IFRS and its practical applications. The course examines business combinations, the evaluation of financial instruments, investments in associated companies, investment property accounting, finance leases, impairment of assets, the effects of changes in foreign exchange rates, income taxes, procedures for financial statements consolidation. This course considers the key provisions for the exam F3 - Financial Accounting ACCA.
Prerequisites: Financial Accounting I

Course Code: ACC3205 ECTS: 5
Course Name: Tax Accounting
Course Description: The course is aimed at studying the tax legislation in Kazakhstan and considering the formation of income and expenses to determine the amount of income tax. This course examines the organization of tax accounting and forms of tax reporting.
Prerequisites: Taxation, Financial Accounting I

Course Code: ACC3206 ECTS: 5
Course Name: Accounting Information System
Course Description: The course is based on the 1C: Accounting Software. It is a universal automation system, widely used in the practice of companies in Kazakhstan. The course is aimed at developing skills from the input of primary documents and accounting operations to production of analytical reports and the preparation of accounting and tax reports.
Prerequisites: Financial Accounting I

Course Code: ACC3307 ECTS: 5
Course Name: Managerial Accounting
Course Description: The course covers the topic of managerial decision-making. The course covers the subjects of cost management; cost planning and analysis; the adoption of short-term management decisions and long-term investment decisions; pricing; budgeting. The course gives students the basic principles
needed to pass the ACCA F2 Management Accounting exam.

**Prerequisites:** Principles of Accounting

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**Course Code:** ACC3308 **ECTS:** 5  
**Course Name:** Auditing  
**Course Description:** The course is based upon International Auditing Standards theory and its practical implementation. The course theory includes subjects of audit planning, audit risk, testing of controls, audit evidence, substantive testing, analytical procedures and audit ethics. The course gives students the basic principles needed to pass the ACCA F8 Audit exam.  
**Prerequisites:** Financial Accounting I, Financial Accounting II

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**Course Code:** ACC4309 **ECTS:** 5  
**Course Name:** Cases in Accounting  
**Course Description:** The course is aimed to provide students with practical examples in the form of case studies on topics of accounting, both financial and managerial accounting. The course will also cover accounting theory, including revenue recognition, investment properties, contingent liabilities, leasing, etc. Completion of this course will allow to: read and review the case; prepare case analysis; prepare case presentation.  
**Prerequisites:** Financial Accounting I, Financial Accounting II, Auditing

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**Course Code:** ACC4310 **ECTS:** 5  
**Course Name:** Professional Auditing  
**Course Description:** The course is aimed to study the practical basics of auditing, techniques and principles for the conduct of internal and external audit, procedures of the legal and regulatory documentation analysis used by auditors.  
**Prerequisites:** Auditing

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**Course Code:** ACC4311 **ECTS:** 5  
**Course Name:** Managerial Analysis  
**Course Description:** The course is aimed at analysis of the company in order to make optimal management decisions. The course includes a qualitative assessment of the accuracy and completeness of the information; analytical interpretation of data by the main groups of users; assessment indicators and parameters of the costs, revenues and financial results to substantiate management decisions; monitoring of the company activities to identify untapped opportunities to increase company’s competitiveness.  
**Prerequisites:** Managerial Accounting

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**Course Code:** ACC4312 **ECTS:** 5  
**Course Name:** Financial and Tax Reporting  
**Course Description:** The course interprets the main provisions of the international financial reporting standards (IFRS). It is aimed at the formation and analysis of the separate and consolidated financial statements. This course examines the procedure for the formation of the tax statements.  
**Prerequisites:** Financial Accounting I, Financial Accounting II, Tax Accounting

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**Course Code:** ACC2213–ACC4320 **ECTS:** 5  
**Course Name:** Selected Topics in Accounting  
**Course Description:** These courses will cover specific topics related to industries, instructors’ expertise and students’ field of interest and may serve as a basis in considering a transfer of the courses from other universities.  
**Prerequisites:** Principles of Accounting

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**Course Code:** BUS2201, BUS 3201 **ECTS:** 5  
**Course Name:** Business Communications  
**Course Description:** The process of interaction with people is based on building communications, which are essential for the professional and social success. The main purpose of this course is to shape students’ understanding of the effective communications and their technics, as well as application of the knowledge and skills gained in their practical activity for managing social behaviour of individuals and groups.  
**Prerequisites:** none

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**Course Code:** BUS2302 **ECTS:** 5  
**Course Name:** Introduction to Business
**Course Description:** This course will introduce students to the world of business and help prepare them for the economic roles of consumer, worker and citizen. This course will also serve as a background for other business courses students will take in further semesters, assisting them for future employment, and help effectively perform their responsibilities as a citizen.

**Prerequisites:** none

***

**Course Code:** BUS2203, BUS3303  **ECTS:** 5  
**Course Name:** International Business  
**Course Description:** This fundamental course is designed to introduce the business decision-making process within the global markets. It will cover the following issues: cultural, political and legal environment in which international business operates; business applications of the theories of international economics; global financial and risk-related decisions and their assessments; basics of corporate strategy in a global environment. The completion of this course will help future specialists to comprehend key economic, political and social dimensions of international business and analyse and evaluate the global factors that affect business in the modern world.

**Prerequisites:** none

***

**Course Code:** BUS3204  **ECTS:** 5  
**Course Name:** Business Ethics  
**Course Description:** The course focuses on examining ethical issues within the future professional activity. To gain such an understanding requires to study topics such as the moral content of human action; recognizing and analysing ethical issues in various types of professional activity; understanding core business values and promoting ethical behaviour; the social responsibilities of modern businesses as well as ethics in a global context.

**Prerequisites:** Ethics and Philosophy

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**Course Code:** BUS3205, BUS3305  **ECTS:** 5  
**Course Name:** Entrepreneurship  
**Course Description:** This course is required and does not have prerequisites. The aim of the course is to engage students in entrepreneurial activities through delivering a structured set of topics focused on developing business skills and technics. The course will present all aspects of launching a business: starting with the development of business idea and finishing with calculation of the cost of attracting customers. Through the use of up to date case studies students will discuss success stories and challenges of domestic and foreign start-up projects.

**Prerequisites:** none

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**Corporation and Business Law**

**Course Code:** CBL3301  **ECTS:** 5  
**Course Name:** Corporate and Business Law  
**Course Description:** This course equips students with discipline-specific and transferrable skills that are particularly valuable to businesses, professional practices and regulatory bodies. Students will have opportunity to analyse the effectiveness of corporate and business law in its economic, financial and global context. The course will cover the entire life-cycle of a corporation.

**Prerequisites:** Principles of Law / Theory of State and Law

**Economics**

**Course Code:** ECN1201, ECN1101  **ECTS:** 4  
**Course Name:** Principles of Economics  
**Course Description:** This course is developed to form basic skills of analysing economic situations and behaviour of economic agents. Completion of this course will allow to: navigate in current information flows and adapt to rapidly changing economic environment; analyse and evaluate the social and economic information; plan and carry out own activity based on the results of this analysis; be able to work independently with literature on economic issues.

**Prerequisites:** none

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**Course Code:** ECN2202, ECN210  **ECTS:** 3, 5  
**Course Name:** Calculus/Mathematics for Business and Economics  
**Course Description:** This course is aimed at the development of the mathematical apparatus for modelling, analysing and solving
problems in Economics. Course outline includes: differential calculus; integral calculus; selected topics from the linear algebra and analytical geometry; elements of the theory of probability and mathematical statistics.

**Prerequisites:** none

***

**Course Code:** ECN2203  **ECTS:** 3  
**Course Name:** Principles of Microeconomics  
**Course Description:** Principles of Microeconomics is an introductory course that teaches the fundamentals of economic theory on a micro-level, such as the consumer behaviour theory, the firm theory, the supply and demand analysis, the competition and market structures, externalities and basics of the welfare economics, the rationality, full information, etc. Students will comprehend and learn to analyse microeconomic concepts to address theoretical issues and acquire basic economic thinking skills.  
**Prerequisites:** Principles of Economics (Foundation)

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**Course Code:** ECN2304  **ECTS:** 3  
**Course Name:** Introduction to Economic Analysis  
**Course Description:** This course is a supplementary course for the Principles of Microeconomics developed particularly for the students with the Major in Economics. It provides deeper understanding and application at a basic level of the key concepts and principles of Economics: maximization of the consumers’ utility, firm’s profits and stability of the market equilibrium. The course will additionally provide students with the basic tools appropriate for economic analysis.  
**Prerequisites:** Principles of Economics (Foundation)

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**Course Code:** ECN2204, ECN2205  **ECTS:** 4, 5  
**Course Name:** Principles of Statistics/Quantitative Methods  
**Course Description:** The programme presents the fundamentals of some quantitative techniques essential in financial analysis. The aim of the course is to introduce the basic concepts of probability and mathematical statistics, and development necessary skills to analyse economic and financial data. No financial analysis is possible without use of quantitative methods, and mastering them is crucial to be able to keep focus on economic background of the problem rather than technicalities. Selection of efficient quantitative techniques, performance of correct calculations, and provision of adequate economic interpretation of the results, all are integral parts of investment decision-making process, both in corporate finance and at financial markets. 
**Prerequisites:** Principles of Economics (Foundation)

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**Course Code:** ECN2206  **ECTS:** 5  
**Course Name:** Principles of Macroeconomics  
**Course Description:** Principles of Macroeconomics is an introductory course that teaches the fundamentals of macroeconomic theory: GDP and macroeconomic indicators, inflation and unemployment, macroeconomic policy, AD-AS model, IS-LM model, Mundell-Fleming model, and economic growth and Solow model. Students will learn to analyse and apply economic concepts, to model and evaluate economic processes at the national level. 
**Prerequisites:** Principles of Economics (Foundation)

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**Course Code:** ECN2307  **ECTS:** 5  
**Course Name:** Introduction to Econometrics  
**Course Description:** Within the course of "Introduction to Econometrics", students will learn quantitative methodology of analysing real economic phenomena. It is mainly based on the evaluation and analysis of multiple regressions using the least squares method. It also focuses on the modelling, making decisions on the specification and identification of the model, the choice of method for estimating model parameters, the interpretation of the results. In addition, students will learn how to use econometric software packages as tools of quantitative and statistical analysis to compute empirical results. 
**Prerequisites:** Introduction to Economic Analysis

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Course Code: ECN3208  ECTS: 5  
Course Name: Global Economy  
Course Description: The course is about the world environment of business addressed at a global, national and regional level. It looks at the modern concept of globalization, various aspects of global economy within the field of economic geography and its linkages to related issues of resources, development, international business and trade, the MNCs and government policies affecting the internationalization of business. The course reviews the major economies of the world, their participation in the globalization process and a range of international economic institutions.

Prerequisites: Principles of Economics (Foundation)

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Course Code: ECN3209  ECTS: 5  
Course Name: Data Analysis and Forecasting  
Course Description: The course introduces time series and causal forecasting methods. Then the extrapolative forecasting methods of exponential smoothing and ARIMA models are considered. In addition, during the course student will learn how to aggregate, merge, and transform datasets to convert complex secondary datasets to those ready for statistical analysis. A detailed treatment of causal modelling follows, with a full evaluation of the estimated models. Forecasting applications in economics and business are then discussed. During the course, there are two projects aimed at extending and evaluating students learning in causal modelling and time series analysis, assess models’ accuracy and robustness and apply them in a practice.

Prerequisites: Principles of Statistics/Quantitative Methods or Introduction to Econometrics

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Course Code: ECN3310  ECTS: 3  
Course Name: Applied Microeconomics  
Course Description: The course focuses on developing quantitative skills required to perform empirical analysis of microeconomic behaviour in three distinct areas: consumption, production, and market analysis. Within this course students will learn to apply theoretical knowledge of Microeconomics for business and policy analysis with the use of international and national case-studies.

Prerequisites: Principles of Microeconomics, Principles of Macroeconomics

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Course Code: ECN3311  ECTS: 5  
Course Name: Applied Macroeconomics  
Course Description: The course focuses on developing quantitative skills required to perform basic empirical analysis of the macroeconomic issues such as fiscal and monetary policy. It is grounded on the group discussions of the academic papers and performing the assignments based on Kazakhstan statistics. Upon the completion of the course the students will be able to apply theoretical knowledge of Macroeconomics for the government policy analysis with the use of international and national case-studies.

Prerequisites: Principles of Macroeconomics, Introduction to Econometrics

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Course Code: ECN3312  ECTS: 5  
Course Name: International Trade  
Course Description: This course is an introduction to the theory of international trade with applications to current policy issues. The course is grounded in the belief that economic analysis is essential to understand modern world affairs. The graduation of this course will allow understanding, evaluating, and suggesting solutions to the important challenges Kazakhstan and the world face in the coming years. After completing of this course students will be able to: apply basic concepts of the international trade for the analysis of the world economy or/and the economy of a specific country; analyse and evaluate trade flows and policies of a certain country; evaluate current trends in international trade, behaviour of firms in a global economy, role of international organization, namely, the WTO; apply the principle of comparative analysis for two or more countries.

Prerequisites: Principles of Microeconomics, Principles of Macroeconomics

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Course Code: ECN4313  ECTS: 5  
Course Name: Cases in Economics  
Course Description: The objective of this course is to provide a deeper understanding of economic categories, laws and relations by
examining and analysing specific cases. Cases include both a variety of economic problems (in mathematical and graphical interpretation), and particular empirical research which help to visualize how the economic theory works in practice. The completion of the course will allow students to consolidate the theoretical knowledge gained within the courses of micro- and macroeconomics, to acquire applied analytical and modelling skills, and skills of economic and statistical assessment of the models.

**Prerequisites:** Principles of Microeconomics, Principles of Macroeconomics, Introduction to Econometrics.

**Prerequisites:** Principles of Marketing, Principles of Management, Principles of Finance.

**Course Code:** ECN4314  **ECTS:** 5
**Course Name:** WTO: Policy and Current Trends
**Course Description:** The WTO is the international organization through which States govern international trade and international economic globalization. Kazakhstan is currently accessing the WTO; therefore economists should be able to understand properly and to evaluate the principles, policies, trends of the WTO. This course will provide students with an insight of the WTO current trends such as the multilateral trade agreements; increasing practice of Member states to negotiate regional trade agreements (NAFTA, the EU, ASEAN and others); law of the WTO which is a complex set of rules dealing with trade in goods and services and the protection of intellectual property rights; etc.

**Prerequisites:** International Trade.

**Course Code:** ECN4321  **ECTS:** 5
**Course Name:** WTO: Policy and Current Trends
**Course Description:** The WTO is the international organization through which States govern international trade and international economic globalization. Kazakhstan is currently accessing the WTO; therefore economists should be able to understand properly and to evaluate the principles, policies, trends of the WTO. This course will provide students with an insight of the WTO current trends such as the multilateral trade agreements; increasing practice of Member states to negotiate regional trade agreements (NAFTA, the EU, ASEAN and others); law of the WTO which is a complex set of rules dealing with trade in goods and services and the protection of intellectual property rights; etc.

**Prerequisites:** Principles of Economics (Foundation).

**Course Code:** ECN4315  **ECTS:** 5
**Course Name:** WTO: Policy and Current Trends
**Course Description:** The WTO is the international organization through which States govern international trade and international economic globalization. Kazakhstan is currently accessing the WTO; therefore economists should be able to understand properly and to evaluate the principles, policies, trends of the WTO. This course will provide students with an insight of the WTO current trends such as the multilateral trade agreements; increasing practice of Member states to negotiate regional trade agreements (NAFTA, the EU, ASEAN and others); law of the WTO which is a complex set of rules dealing with trade in goods and services and the protection of intellectual property rights; etc.

**Prerequisites:** Principles of Economics (Foundation).

**Course Code:** FIN2301  **ECTS:** 5
**Course Name:** Principles of Finance
**Course Description:** The purpose of this course is to develop the analytical skills for making corporate investment and financial decisions and risk analysis. Topics covered include the concept of present value and the opportunity cost of capital, discounted cash flow analysis and other valuation techniques; and issues short- and long-term financial management, risk and return, the CAPM model; planning capital investments, risk analysis and other concepts, theories.

**Prerequisites:** Principles of Economics (Foundation).

**Course Code:** FIN2302  **ECTS:** 3
**Course Name:** Introduction to Major (Finance)
**Course Description:** This course presents basic knowledge of financial theory and provides a general overview of finance. Course helps to navigate in different fields related to finance and to make the first choice regarding students' future specialization.

**Prerequisites:** Principles of Economics (Foundation).

**Course Code:** FIN 2303  **ECTS:** 5
**Course Name:** Financial Ratios Analysis
**Course Description:** The course will provide students with the knowledge in financial and accounting information, financial forecasting, mechanics of capital markets and valuation. After completion of the course students shall...
be able to find the indicators defining company's financial performance and shall understand fundamental concepts related to business practices and financial reporting.

**Prerequisites:** Principles of Microeconomics

### Course Code: FIN3204 ECTS: 5
**Course Name:** Money and Banking
**Course Description:** This course will introduce the theory of money, monetary policy, and overall regulation of the banking system by the Central Bank. In addition, the course gives a comprehensive understanding of the commercial banks' activities in asset, equity, and liabilities management.

**Prerequisites:** Principles of Finance

### Course Code: FIN3205 ECTS: 5
**Course Name:** Securities and Derivatives
**Course Description:** This course covers theoretical issues related to securities and derivatives, capital markets, and market players. The overall aim of the course is to understand mechanics of capital markets and application of different techniques in the context of corporate decision making. Within given course students will gain knowledge and skills necessary to assess value and profitability of financial instruments and to analyse securities and financial derivatives.

**Prerequisites:** Principles of Finance

### Course Code: FIN 3206 ECTS: 5
**Course Name:** Taxation
**Course Description:** This course will allow students to attain a comprehensive understanding of taxation, features of taxes, role of taxes in a tax system, tax calculation and payment methodology. This course helps to obtain competencies in tax management within organizations and make full use of tax legislation.

**Prerequisites:** Principles of Macroeconomics, Principles of Finance

### Course Code: FIN 3207 ECTS: 3
**Course Name:** Corporate Finance

**Course Description:** The course provides an in-depth knowledge in corporate finance. It is aimed to develop skills in performing mathematical calculations to make effective financial decisions, diagnose the financial condition of a corporation and offer effective interventions to address issues. Within the course students will develop understanding and skills to operate dividend policy of a company, current expenses, current assets and reverse obligations, money, stocks, receivables, corporation risks.

**Prerequisites:** Principles of Microeconomics, Principles of Finance

### Course Code: FIN3208 ECTS: 5
**Course Name:** International Finance
**Course Description:** This course explores basic financial concepts, analytical techniques and introduces their application to international transactions. The course is based on studying global capital markets and general investment flows. The course develops overall understanding of financial instruments used in international finance such as futures, options, swaps, forwards and others.

**Prerequisites:** Principles of Finance, Corporate Finance

### Course Code: FIN3209 ECTS: 5
**Course Name:** Financial Management
**Course Description:** This course is based on a theory of financial management, its nature, functions, methods, basic concepts and indicators. The course gives an understanding of the essential concepts of the financial management to develop and implement effective financial strategies and methods of increasing company's market value. The purpose of the course is to develop students' understanding of the shareholders’ value maximizing ways.

**Prerequisites:** Corporate Finance

### Course Code: FIN3310 ECTS: 5
**Course Name:** Insurance
**Course Description:** This course studies insurance sector and its regulation, the system of contracting, insurance payments and coverage, procedure for determining damage
and insurance compensation. By the end of the course, students shall be able to calculate the main parameters of insurance statistics, analyse the financial activities of insurance companies and insurance industry.

Prerequisites: Principles of Finance

Course Code: FIN3311 ECTS: 5
Course Name: Investment Management
Course Description: This course provides a comprehensive view on investment management: the significance of diversification in portfolios, factor models, such as CAPM, APT etc. and investment portfolios appropriate to investment objective. The course helps to build an understanding of the derivative instruments, stock analysis and modifications of portfolio risk to meet the risk tolerance level of an investor.

Prerequisites: Principles of Management, Principles of Finance

Course Code: FIN 4312 ECTS: 5
Course Name: Cases in Finance
Course Description: This is an overall practical course in developing skills in managerial decisions making based on the analyses, evaluations and calculations of various indicators in the financial system of the company. Consequently students will comprehend a wide range of competencies from different disciplines and its efficient application in future financial practice.

Prerequisites: Financial Management

Course Code: FIN4313 ECTS: 5
Course Name: Financial Risk Management
Course Description: This course involves development of fundamental knowledge in the field of financial risk management, methods of risk assessment and risk minimization. Expected learning outcomes: ability to identify potential risks of a business, ability to identify factors influencing potential risks, assessment of risks and their impact on business operations and ability to operate with the "risk/return" ratio.

Prerequisites: Financial Management

FOREIGN LANGUAGE

Course Code: TLNG 2201 ECTS: 5
Course Name: English B2
Course Description: This course is aimed to improve students' English language level up to B2 level through systematic expansion of vocabulary and grammar range, and through practicing 4 (listening, reading, speaking and writing) skills. Each lesson presents and practices topic-based lexical words and grammar, and has a pronunciation focus. There is a balance of reading and listening activities, where students develop their ability to listen to authentic English and learn common collocations, idioms and colloquial vocabulary. Throughout the course learners are exposed to up-to-date, stimulating topics to get them talking and exchanging opinions, and to improve both accuracy and fluency.

Prerequisites: English B1

Course Code: TLNG 2202 ECTS: 5
Course Name: Fundamentals of Language Theory
Course Description: This course introduces the fundamentals of language and linguistics with a focus on the nature of language. The topics as phonetics, phonology, morphology, semantics, syntax, and pragmatics will be the
core elements of the course. Key concepts to be covered include, sound production and sound system (phonology), inflection and derivation, case marking, morphemes, word-formation and structure (morphology), sentence structure (syntax), meaning of words and expressions (semantics), second language learning. It will also discuss its application (applied linguistics), language acquisition and learning, dialects, registers, social aspects of language (language variation), and language change.

**Prerequisites:** none

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**Course Code:** TLGN 2203 **ECTS:** 10  
**Course Name:** Second Foreign Language (German, French, Spanish, Chinese, Italian) A1 and A2  
**Course Description:** This is a core course designed for Bachelor students of Translation Studies Department as the primary stage of the second foreign language acquisition. The course is aimed to develop linguistic and communicative competences of students by forming basic skills to use phonological, grammatical and lexical phenomena and principles of the second foreign language in communication.

**Prerequisites:** none

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**Course Code:** TLNG 2204 **ECTS:** 3  
**Course Name:** Business English  
**Course Description:** This course is designed to help students build upon their fundamental English language communication skills by using professional and formal business tools such as letters, reports, and oral presentations in structured business environments and to help them find the ways to translate special commercial documents from English into Russian and vice versa.

**Prerequisites:** English B1

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**Course Code:** TLNG2205 **ECTS:** 3  
**Course Name:** Language Core Skills  
**Course Description:** The course “Language Core Skills” provides students with cutting-edge and interactive methods to master their language skills. This course is designed for those students who desire to enhance their language skills and allows them to practice each skill in multiple contexts.

**Prerequisites:** Basic knowledge of language

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**Course Code:** TLNG2206 **ECTS:** 4  
**Course Name:** Reading English Literature  
**Course Description:** This course develops students’ knowledge, skills and competence in reading, listening, writing and speaking. It offers to work on two different literatures that contain a wide range of vocabulary list that expands students’ word-stock enabling them to express their views and share ideas towards some situations. Students are expected to develop and improve their writing skills by doing writing assignments and enhance their speaking skills by participating actively during the class.

**Prerequisites:** English B1

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**Course Code:** TLNG 2307 **ECTS:** 3  
**Course Name:** English Phonetics and Phonology  
**Course Description:** This course introduces students to the basics of theoretical and practical approach of the English sound system and to such principles in other languages. With regard to phonology, on the other hand, students study the contrastive sounds of language - phonemes- as well as the phonological processes whereby the pronunciation of such sounds is affected when grouped with other sounds. In addition, the course covers other phonological issues, such as phoneme distribution, syllable structure, and prosodic features.

**Prerequisites:** Fundamentals of Language Theory

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**Course Code:** TLNG 2208 **ECTS:** 5  
**Course Name:** English Society and Culture  
**Course Description:** The course ‘British Culture and Society’ is designed for senior students of Translation Studies Bachelor degree programme. Objectives and competences are awareness of the complexity of the notion culture and British culture; awareness of the plurality of British culture through the outline of British history; awareness of the differences and similarities
between Kazakhstani and British societies; ability to understand the function of literary texts in British society; to develop the ability to understand the complex interconnectedness of culture in the British Isles; ability to critically approach different aspects of the United Kingdom.

**Prerequisites:** Language Core Skills; English B2; Translation Theory

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**Course Code:** TLNG 2209  **ECTS:** 3  
**Course Name:** Comparative Grammar of English  
**Course Description:** This course is focused on the enhancement of students’ knowledge in English Grammar by comparing specifics of English and Russian/Kazakh languages. By comparing the grammar of these languages, students will be able to identify and understand some challenging areas and topics of English Grammar.

**Prerequisites:** English A1A2, English B2

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**Course Code:** TLNG 2210  **ECTS:** 3  
**Course Name:** Comparative Grammar of the Second Foreign Language  
**Course Description:** This is an elective course designed for Bachelor students of Translation Studies Department as the intermediate stage of the second foreign language acquisition. The course is aimed to develop linguistic competence of students by comparing grammatical systems of their target and first foreign language / mother tongue. For successful completion of the course it is required for students to have at least B2.1 reference level of the first foreign language (English) and A1 reference level of the second foreign language according to Common European Framework of Reference for Languages and to complete the course of Fundamentals of the English Theory.

**Prerequisites:** English B1, Second Foreign Language A1

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**Course Code:** TLNG 3211  **ECTS:** 5  
**Course Name:** Professionally-oriented English Studies Department as the next stage of the basic foreign language acquisition. The main difference from the basic foreign language in terms of cross-cultural communication course consists in taking into account peculiarities of the future profession. The course is aimed to develop communicative and to form professional competences of students by enlarging and deepening their receptive and productive language material on topics connected with the profession of a translator / interpreter.

**Prerequisites:** English B2

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**Course Code:** TLNG 3212  **ECTS:** 5  
**Course Name:** Second Foreign Language Literature  
**Course Description:** The course is aimed to develop linguistic and communicative competences of students on the basis of working with relevant fictional texts in the target language. It introduces the spectrum of various literature of the second foreign language and examines the uniqueness of literature in different languages from variety of traditions and cultures.

**Prerequisites:** Second Foreign Language (German, French, Spanish, Chinese, Italian) B1

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**Course Code:** TLNG 3213  **ECTS:** 5  
**Course Name:** Second Foreign Language (German, French, Spanish, Chinese, Italian) B1  
**Course Description:** This is an elective course designed for Bachelor students of Translation Studies Department as the intermediate stage of the second foreign language acquisition. The course is aimed to develop communicative competences of students by enlarging and deepening their receptive and productive language material. For successful completion of the course it is required for students to have at least A2 reference level of the target language according to Common European Framework of Reference for Languages.

**Prerequisites:** Second Foreign Language (German, French, Spanish, Chinese, Italian) A2

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**Course Code:** TLNG 3314  **ECTS:** 5  
**Course Name:** Public Speaking
Course Description: This course prepares students to develop and strengthen skills in preparing oral presentations in a variety of situations. It will also sharpen skills in critical listening. This course is practice-oriented. It is essential to possess speaking clearly and comfortably in public. The aim of this course is to provide students with a basic theoretical background and tactics that work for and against the speaker. The feedback will be given from the instructor and classmates.

Prerequisites: none

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Course Code: TLNG 4215 ECTS: 5
Course Name: Professional English and International Communication C2
Course Description: The course is aimed to enhance communicative and professional competences of students by enlarging and deepening their receptive and productive language material. In addition, it will enable learners to compare economic, political and cultural situation in Kazakhstan and with other countries of the world including the target language countries.

Prerequisites: For successful completion of the course it is necessary for students to have at least C1 reference level according to Common European Framework of Reference for Languages.

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Course Code: TLNG 4216 ECTS: 5
Course Name: English Literature
Course Description: This course is developed to acquaint students with the history of British Literature. Students will obtain a great opportunity to have insights into how British literature was developed in different periods and became a part of history.

Prerequisites: English A1A2, English B1, English B2

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Course Code: TLNG 4217 ECTS: 5
Course Name: Advanced English for Industry Professions
Course Description: This course is designed for those students who desire to have in-depth Advanced English training and enhance their technical English and meet the needs of the industry and labour market.

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Course Code: TLNG 4218 ECTS: 5
Course Name: Second Foreign Language (German, French, Spanish, Chinese, Italian) B2
Course Description: The course provides students with the opportunity to promote proficiency and advancement in the second foreign language enhancing all skills required for this level. Advanced conversation and written assignments will be an intrinsic part of this course.

Prerequisites: Second Foreign Language (German, French, Spanish, Chinese, Italian) B2

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Course Code: TLNG 4219 ECTS: 5
Course Name: Second Foreign Language (German, French, Spanish, Chinese, Italian) C1
Course Description: The course continues to offer a comprehensive review of basic grammar structures, while developing proficiency in communicative skills concentrating on phonetics and vocabulary. A strong grammar and essential language skills are taught through actual phrases and sentences, helping the student develop an instinctive sense of the correct usage.

Prerequisites: Second Foreign Language (German, French, Spanish, Chinese, Italian) B2

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GENERAL EDUCATION

Course Code: GED1101 ECTS: 4
Course Name: Ethics and Philosophy
Course Description: This course is the basics of theoretical training aimed to acquiring of academic skills necessary for successful study at the undergraduate level and further professional activity. Its main task is to form philosophical, ideological and methodological culture, promote the development of students' skills of independent, critical thinking, creative skills, teamwork, and basic skills in research. Upon completing the course, students will demonstrate following competencies: skills of independent study, searching, collecting and interpreting information to make judgments; skills of formulating and arguing basic ideas and beliefs, ability to solve problems in a study area; skills of applying of philosophical ideas and categories to analyse socio-cultural and
socio-professional issues and situations; be able to take axiological decisions, formulate and argue axiological regulative.

Prerequisites: none

Course Code: GED1102 ECTS: 4
Course Name: Introduction to Computer Science
Course Description: The course aims at development of practical skills of working with information technologies and Microsoft Office packages.
Upon completion of this course, students will be able to: independently work with different sources of information (multimedia, textbooks, online resources, etc.), store and transmit information via modern technologies (media, cloud technologies, email, etc.); ensure the safety of computer networks; apply word processors, spread sheets, database management systems, internet services for creating and processing of electronic documents, tables, graphs, linear and non-linear presentations, graphics and video.
Prerequisites: none

Course Code: GED1104 ECTS: 5
Course Name: English B1
Course Description: Foreign language course is aimed at developing students’ foreign language communicative competence enough to use English. By the end of the course (which corresponds to B1 - Threshold Level / Independent User of English proficiency), students will be able to: deal with most situations likely to arise during their stay in the country of the target language; structure texts, logically express a thought, write an essay, argue own point of view; interpret texts built on linguistic material of everyday and professional communication; use a dictionary and online resources to find the information necessary for further learning.
Prerequisites: none

Course Code: GED1105 ECTS: 5
Course Name: Kazakh/Russian (B1)
Course Description: This course aims to enhance vocabulary, improve communication skills in Kazakh/Russian language. Completion of this course will allow perceiving, understanding, and speaking. Upon completion of this course, students should be able to: interpret speech, academic texts in Kazakh/Russian; demonstrate oral and written skills.
Prerequisites: none

Course Code: GED1106 ECTS: 4
Course Name: Environmental Studies
Course Description: This course aims to update theoretical and practical knowledge on ecology, to evaluate the current ecological problems at the national, local, global levels and introduce solutions. Completion of this course will help to understand, evaluate and propose solutions to current environmental problems in the world and in Kazakhstan. Upon completion of this course, students should be able to: analyse environmental problems; identify the causes of ecological disasters; assess current state of environmental problems; identify environmental situations effects to the socio-economic conditions, people's health, etc.; to offer the best possible solutions facing environmental problems.
Prerequisites: none

Course Code: GED1107 ECTS: 3
Course Name: Human Life Safety
Course Description: This course is aimed at learning the basics of safe human behaviour in dangerous and emergency situations of natural and man-made disasters; health and healthy lifestyles; government policies of protection in dangerous and emergency situations. Completion of this course will help to understand the main sources and factors of dangers, and to react properly in potentially danger situations. Upon completion of this course, students should be able to: identify the main source of danger; decide on appropriate action in emergency situations and give first aid if needed; understand the basics of legislative in the field of safety.
Prerequisites: none

Course Code: GED1108 ECTS: 5
Course Name: History of Kazakhstan
Course Description: The main objective of this course is to equip students with knowledge of: basic historical facts and events, their influence to the mar of Kazakh history; specific of socio-economic, political and cultural development of Kazakhstan; the role and place of the Kazakh creative and scientific intelligentsia in the fate of the Kazakh ethnic group; modern processes taking place in the country in the historical context. By the end of this course, students will be able to: assess cultural, socio-economic and political issues from historical point of view; independently learn and generate new knowledge; make independent decisions in different situations (case study solution), apply methods of historical research, formulate and argue independent point of view related to historical issues; demonstrate patriotism, social activism, tolerance and ethics.

Prerequisites: none

Course Code: GED1109 ECTS: 5
Course Name: English B2
Course Description: Foreign language course is aimed at developing students' foreign language communicative competence enough to use English. By the end of the course (which corresponds to B1 - Threshold Level/Independent User of English proficiency), students will be able to: deal with most situations likely to arise during their stay in the country of the target language; structure texts, logically express a thought, write an essay, argue own point of view; interpret texts built on linguistic material of everyday and professional communication; use a dictionary and online resources to find the information necessary for further learning.

Prerequisites: none

Course Code: GED1111 ECTS: 4
Course Name: Principles of Law/Theory of State and Law
Course Description: This course is aimed at studying the basics, structure and patterns of law; developing of basic conceptual and categorical framework in jurisprudence. Mastering this course will allow understanding, analysing, and proposing solutions and argue in discussion of basic concepts and basic categories of law. Upon completion of the course, students will be able to: operate the basic terms of jurisprudence; analyses and compare the development of different state and legal institutions; apply their knowledge to develop effective managerial decisions; independently search and analyses information in a relevant field from various sources.

Prerequisites: none

Course Code: GED1112 ECTS: 4
Course Name: Principles of Political Science
Course Description: This course is aimed at studying the basic laws of political development, political system and political institutions, modern political processes. Upon completion of the course, students will be able to: analyses and evaluate political and economic situation in the world and Kazakhstan; offer their own solutions to respond current political and economic issues; provide basic predictions of a political situations' development; independently work with different sources to conduct theoretical and applied search.

Prerequisites: none

Course Code: GED1113 ECTS: 3
Course Name: Principles of Sociology
Course Description: This course focuses on the study of society, stratification, patterns of social action and mass human behaviour, as well as the relationship between personality and society. Completion of this course will help to understand, analyse, propose solutions and argue in the discussion of social problems faced by the modern Kazakh society. At the end of the course the student will be able to: analyse social and socio-cultural processes within a
country and abroad; independently search and analysis necessary social information from different sources; distinguish between objective and subjective analysis of social media; use of sociological knowledge to produce effective managerial decisions and implement social and professional roles.

**Prerequisites:** none

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**GLOBAL PERSPECTIVES**

Course Code: IK 1103 ECTS: 3  
Course Name: Cultural Heritage of the XV-XXI Kazakh Clerisy  
Course Description: The discipline studies the tendencies of cultural development of the Kazakh people in the XV - XXI centuries. It reflects the political relationship, ethnic and cultural processes. This discipline familiarizes students with the contribution of certain outstanding personalities of the Kazakh ethnic group in the cultural and intellectual development of Kazakh society and Kazakhstan.  

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**INTERNATIONAL RELATION**

Course Code: IRF 2201 ECTS: 3  
Course Name: Fundamentals of International Relations  
Course Description: This course introduces students to current international relations and gives clear understanding of world politics through the theoretical approach of international relations. The study is focused on following topics such as trends in international affairs, main actors including countries, organizations and other global institutions, regional policy and the turn to global issues in the areas of international economic management. Students will be given skills to analyse, forecast key problems in international relation and it's consequences and connection with the development international economic affairs and business.  
Prerequisites: none

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**MANAGEMENT**

Course Code: MGT2201, MGT 3201 ECTS: 5  
Course Name: Organizational Behaviour  
Course Description: Organizational behaviour studies the behaviour of people in the organization and assesses its impact on performance. The course of "Organizational Behaviour" focuses on human resource management as an object. Minimum level of knowledge and skills mastered within this course include: possession of theoretical issues of individual behaviour in the organization, groups’ formation and development and their behaviour; ability to understand the essence of the organizational culture in the company, balance between "leadership" and "power", impact of conflict on the organization; skills of managing interpersonal and intergroup relations, as well as organizational change.  
Prerequisites: none

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**Diplomatic Protocol and Documents**

Course Code: IRF 3302 ECTS: 3  
Course Name: Diplomatic Protocol and Documents  
Course Description: This course focuses on introducing students the documents used in various settings of diplomacy area. By offering students a wide range of vocabulary list students are expected to apply them during translation process of diplomatic documents. Additionally, students will be instructed how to compile diplomatic protocols.  
Prerequisites: English C1, Translation Theory, Written Translation

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**Principles of Management**

Course Code: MGT 2202, MGT2302 ECTS: 5  
Course Name: Principles of Management  
Course Description: The “Principles of Management” course introduces the fundamental topics of management. It provides students with an understanding of what is the role of manager in organization, broad
overview of the subject of management and covers basic theoretical concepts. The content of the course includes: essence and evolution of the management as a science; basic theoretical concept of management; organizations and their strategies; internal and external environment; organizational structure and culture; information and communications; decision-making; functions and methods of management; motivation; teamwork; leadership; control, etc.

**Prerequisites:** Principles of Economics (Foundation)

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**Course Code:** MGT3203 **ECTS:** 5  
**Course Name:** Principles of Leadership  
**Course Description:** The course is aimed to target highly mature and motivated students who plan to pursue managerial career in organizations of both private and government sectors. The course is modelled as an integrated framework that consists of the best leadership practices presentations and lectures. The students will also be exposed to learning first-hand experience of great leaders from industry, government and wide range of social sector enterprises.  
**Prerequisites:** Principles of Management

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**Course Code:** MGT3204 **ECTS:** 5  
**Course Name:** Operations Management  
**Course Description:** This introductory course introduces basic concepts and techniques of design, planning, and control in a field of manufacturing and service operations. It covers main topics of operations management such as resources allocation, product design, aggregate planning and capacity, basics of inventory management and control, operations scheduling, purchase management and material management.  
**Prerequisites:** Principles of Management

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**Course Code:** MGT3305, MGT4205 **ECTS:** 5  
**Course Name:** Human Resource Management (HRM)  
**Course Description:** This basic course of HRM explains how to build an effective system of managing people within organization. It considers HRM as an element of company’s mission and strategy, stresses the staff as the most important resource requiring development and investment. In line with this concept, we will discuss formation of human resources policy, strategic approach to the human resource management. The course explores traditional functions of human resource management: personnel planning, recruitment and placement, wages and incentives. The purpose of the course is to familiarize students with modern methods of HRM, and develop their skills on planning the staff, recruiting, hiring, and evaluating.  
**Prerequisites:** Principles of Management

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**Course Code:** MGT3206 **ECTS:** 5  
**Course Name:** Innovation Management  
**Course Description:** The course aims to familiarize future specialists with a specific of operating in innovative sphere and includes such issues as subject and goals of innovative industries, production efficiency, economic evaluation of new techniques, production planning and sales planning, fixed and floating assets in innovative sphere, ways to reduce R&D cost, profit and profitability and others. Upon completion of this course, students should be able to: know a nature and role of business innovation in the national economy; know the principles, categories, elements and subjects of innovative sphere; be able to determine the effectiveness of a government policy in the development in the innovative system; be able to assess innovation infrastructure.  
**Prerequisites:** Principles of Management

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**Course Code:** MGT3207 **ECTS:** 3  
**Course Name:** Managing Negotiation  
**Course Description:** This course will start with the conceptual framework of negotiations as it applies to all areas of negotiation in both the public and private sectors. Students will focus on business negotiations skills and strategies to help them maintain healthy business relationships. Specifically, students will learn about the concepts, processes, strategies, and ethical issues related to negotiation as well as appropriate conduct in multicultural business contexts. In addition to the theory and exercises presented in class, students will practice negotiating with role-
playing simulations that cover a range of topics. Students will also learn how to negotiate in difficult situations, which include abrasiveness, racism, sexism, whistle-blowing, and emergencies. After taking this course, students will be more comfortable and productive in managing negotiations as well as professional and personal relationships.  

**Prerequisites:** Principles of Management  

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**Course Code:** MGT3208  
**ECTS:** 3  
**Course Name:** International Relations  
**Course Description:** This course introduces students to current international relations and gives clear understanding of world politics through the theoretical approach of international relations. The study is focused on following topics such as trends in international affairs, main actors including countries, organizations and other global institutions, regional policy and the turn to global issues in the areas of international economic management. Students will be given skills to analyse, forecast key problems in international relation and its consequences and connection with the development international economic affairs and business.  

**Prerequisites:** none  

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**Course Code:** MGT3209, MGT3309  
**ECTS:** 5  
**Course Name:** Project Management  
**Course Description:** This course will introduce and overview the major topics in Project Management. Included are main stages of project management, their planning and sequence, evaluation of required resources, project organizing and monitoring, introducing changes, project commissioning. Having completed this course, students will clearly understand the difference between project management of business processes management; comprehend content of the project management and its tools; understand interests of various stakeholders and their impact on the effectiveness of the project; determine project's limitation.  

**Prerequisites:** Principles of Management  

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**Course Code:** MGT3310  
**ECTS:** 5  
**Course Name:** Compensation Management  

**Course Description:** Compensation system is widely recognized as one of the most crucial contributor to a company's performance. The proposed course will provide future managers with knowledge on how such system operates in order to deal with a competent workforce and achieve organizational effectiveness. It will cover assessing the reward systems, diagnosing the compensation management issues and problems and developing appropriate solutions. The specific topics include: job evaluation, wage surveys, incentives, pay equity, benefits, and compensation strategy.  

**Prerequisites:** HRM  

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**Course Code:** MGT4211, MGT4311  
**ECTS:** 5  
**Course Name:** Strategic Management  
**Course Description:** The course is based on the principles of:  
- Study of strategic management as an enterprise management system and scientific approaches;  
- Practical applicability of all the elements and methods of strategic management as a competitive advantage;  
- Cases and additional tasks to be performed by using information from the practice of domestic companies.  
Course materials will allow students to form a comprehensive picture of the main point and purpose of strategic management and develop skills in the use of management tools, plans of the company, analysis of the effectiveness of their practical application. As a part of the practical training and self-study, students will carry out individual and team assignments.  

**Prerequisites:** Operations Management, Corporate Finance  

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**Course Code:** MGT4312  
**ECTS:** 5  
**Course Name:** Cases in Management  
**Course Description:** Through analysis of particular cases from the practice of international and Kazakh companies, this course will provide deeper application of the theoretical concepts in management.  

**Prerequisites:** Principles of Management  

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**Course Code:** MGT4313  
**ECTS:** 5
**Course Name:** Performance Management  
**Course Description:** This course is developed to enable students evaluating the system of managing performance at the individual, team and organization level. Students will understand the key role of the performance management in achieving the strategy of the company. The successful completion of the course will allow students to establish and articulate performance criteria; conduct performance review and analyse it; develop recommendations for performance improvement.  
**Prerequisites:** HRM  

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**Course Code:** MGT4314  
**ECTS:** 5  
**Course Name:** International Management  
**Course Description:** This course pays special attention to developing those tools and analytic techniques of future managers which will be demanded when competing internationally. In accordance with this, it will cover several important topics aimed to: creating better understanding of the international environment challenges; analysing global businesses and international strategies; and specifically, developing knowledge and skills necessary for providing international management operations and organizational issues such as human resource management at the multicultural level, global marketing, global R&D and innovation management, financing and accountability.  
**Prerequisites:** Principles of Management

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**Course Code:** MGT2316-MGT4323  
**ECTS:** 5  
**Course Name:** Selected Topics in Management  
**Course Description:** These courses will cover specific topics related to industries, instructors' expertise and students' field of interest and may serve as a basis in considering a transfer of the courses from other universities.  
**Prerequisites:** Principles of Management

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**MARKETING**

**Course Code:** MKT2201  
**ECTS:** 5  
**Course Name:** Principles of Marketing  
**Course Description:** “Principles of Marketing” aims to learn theoretical foundations and acquire categories, concepts, as well as practical skills of using the principles of marketing at a company level. Completion of this course will enable students to understand basic categories: competition, product, price, demand, supply, suppliers, intermediaries, market research; to use marketing research tools and techniques at a basic level; to develop a marketing plan for a particular product or company.  
**Prerequisites:** Principles of Microeconomics

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**Course Code:** MKT3202  
**ECTS:** 5  
**Course Name:** Marketing Research and Analysis  
**Course Description:** Within this practically oriented course students will learn to define goals for marketing research and apply various research methods to collect and process the data. They will examine and analyse marketing research to learn more about customers and products/services; test achieved results and determine to what extent they are applicable to real-life scenarios. One of the important outcomes of this course: to be able to use specialized software – SPSS or/and R-Studio.  
**Prerequisites:** Principles of Marketing

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**Course Code:** MKT3203  
**ECTS:** 5  
**Course Name:** International Marketing  
**Course Description:** Within the course of “International Marketing” students will be taught to use the terminology and tools for exploring and understanding marketing practices in a global environment. The groups
of topics that will be covered within this course include learning and understanding the global economic environment; segmentation, targeting and positioning in a global market; international marketing strategies.

**Prerequisites:** Principles of Marketing

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**Course Code:** MKT4204  **ECTS:** 5  
**Course Name:** PR and Marketing Communications  
**Course Description:** A general course in the technique of establishing and maintaining traditional public relations with emphasis on marketing PR. This course examines the strategies involved in planning and managing communication in professional contexts and the ways these strategies are informed by the integration of information provided by other key areas. PR course teaches students fundamental concepts of preparing written communications aimed at creating a favourable image of their clients. Various forms and styles of public relations writing and editing are covered, including press releases, fact sheets and crisis communications. In marketing PR, students learn how to use promotions and media interaction to generate positive attention about the product or person they may be working to represent. Students are educated in making products highly visible to the demographics they're intended to reach. Methods for accomplishing these goals include branding and interactive media outreach.

**Prerequisites:** Principles of Marketing

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**Course Code:** MKT4205  **ECTS:** 5  
**Course Name:** Brand Management  
**Course Description:** The most valuable asset of almost any company today is its brand associated with products and services produced. Strong brand can influence the purchasing decisions by providing the possibility for differentiation. Effective brand management is crucial for maintaining long-term profitability. This course is designed to develop students' understanding of the importance of the brand, obtaining the knowledge and skills of the process of the brand designing, assessing, and managing. Topics include: consideration of the brand from the customer's point of view; the process of the brand designing and assessment; the brand portfolio management; and the brand management in the long-run.

**Prerequisites:** Principles of Management, Principles of Marketing

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**PROFESSIONAL LANGUAGES**

**Course Code:** LNG 2201  **ECTS:** 4  
**Course Name:** Professional English  
**Course Description:** "Professional English" is communicatively aimed and professionally oriented course. The objective of this course is to introduce the various competences to students that will meet the needs of perspective employees in Tourism, Management, Economics, Finance and Accounting. This course engages students to communicate professionally in an international work environment and prepare the students for a variety of relevant situations and roles for a future career. Moreover, the students will be able to master core language skills in general business situations in various industry.

**Prerequisites:** English B2

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**Course Code:** LNG 2202  **ECTS:** 3  
**Course Name:** Professional Kazakh/Russian  
**Course Description:** This course is designed to teach the language of specialization, expanding professional horizons of students, in-depth knowledge of the specifics of their future profession. The study material should be presented in view of the operative documents for teaching Kazakh, Russian, such as the "Law on languages in the Republic of Kazakhstan", the competence of the language policy of Kazakhstan.

**Prerequisites:** Kazakh/Russian B2

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**Course Code:** LNG 4303  **ECTS:** 2  
**Course Name:** Business English  
**Course Description:** This course is designed to help students build upon their fundamental English language communication skills by using professional and formal business tools such as letters, reports, and oral presentations in structured business environments and to help them find the ways to translate special commercial documents from English into Russian and vice versa.

**Prerequisites:** Professional English
TOURISM AND HOSPITALITY

Course Code: TUR2201 ECTS: 5
Course Name: Basics of Tourism Studies
Course Description: The course introduces the history of tourism and its development, its economic value and prospective, basics of territorial organization and destination management. The course objective is to provide students with systematic understanding of tourism as a subject of their future profession.
Prerequisites: none

Course Code: TUR2202 ECTS: 5
Course Name: History of Tourism
Course Description: This course focuses on the history of tourism, including pilgrimage, the Grand Tour, the growth of railroads and airlines, and the more recent expansion of the leisure economy, study the history of tourists, the communities who hosted them, and the development of the tourist economy from the early modern period to the present.
Prerequisites: none

Course Code: TUR2203 ECTS: 5
Course Name: Tourism Management
Course Description: Overview of travel and tourism in Kazakhstan and abroad with a focus on terminology, demographics, economic, socio-cultural and environmental impacts of tourism and travel, and the industry's management issues in a global context. This course explores all aspects of travel and tourism, lodging, foodservice, meetings, conventions, exhibitions, leisure and recreation.
Prerequisites: Basics of Tourism Studies, Introduction to Hospitality.

Course Code: TUR2304 ECTS: 5
Course Name: IT in Tourism: GDS Abacus
Course Description: The course is designed to develop knowledge and skills for working with GDS Abacus reservation system at the basic level. Successful completion of the course will prepare students for professional certifications “Abacus, Entry and Basic Levels (Abacus Central Asia, GDS)”.

Prerequisites: Introduction to Computer Science

Course Code: TUR2305 ECTS: 5
Course Name: Introduction to Hospitality
Course Description: This course provides an overview of the hospitality and tourism industry, its growth and development, industry segments and their distinguishing characteristics, trends and current concerns. Students are introduced to career opportunities and the employability skills needed to succeed in specific hospitality fields.
Prerequisites: Basics of Tourism Studies

Course Code: TUR2206 ECTS: 5
Course Name: International Tourism Geography
Course Description: International Tourism Geography addresses the need to understand the cultural, environmental, historical and political context in which international tourism takes place. This course examines the history, components, and spatial structure of travel and tourism as a socioeconomic phenomenon and as one of the major industries in the world; investigates its institutional organization, the motivations and flows of travellers, and global and local interactions and implications.

Prerequisites: History of Tourism
Course Code: TUR2307 ECTS: 5
Course Name: Active Tourism Techniques
Course Description: this course provides students with practical skills to design tour itinerary. It presents technique and methodology of organizing cycling, hiking, rafting, climbing, horse riding tours and other tourist activities.

Prerequisites: Basics of Tourism Studies

Course Code: TUR3208 ECTS: 7
Course Name: Tourism Marketing
Course Description: This course will provide students with an understanding of the marketing process as it applies to travel and tourism. While general concepts of marketing for travel and tourism are similar to the marketing of other products and services, the travel and tourism industry has unique characteristics that create a variety of
problems and opportunities specific to and important for tourism marketing professionals.  

**Prerequisites:** Introduction to Hospitality

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**Course Code:** TUR3309  **ECTS:** 7  
**Course Name:** Tour Guiding  
**Course Description:** This course focuses on developing of skills required to design and deliver engaging walking tours in and out of the city. Students will develop the research skills, the interpretation skills, writing a prepared script and the public-speaking and logistical skills necessary to become an effective walking tour guide. It presents technique and methodology of leading an actual tour.  
**Prerequisites:** Basic of Tourism Studies, Tourism History, Introduction to Hospitality

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**Course Code:** TUR3309  **ECTS:** 5  
**Course Name:** Hotel Lodging Operations  
**Course Description:** This course provides students with the understanding of the functions and operations of hotels. Course consists of three main parts, as the room division operations, Food and beverage units operations, staff and support departments operations.  
**Prerequisites:** Introduction to Hospitality

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**Course Code:** TUR3311  **ECTS:** 5  
**Course Name:** Tourism Economics  
**Course Description:** This course examines tourism from an economic perspective. Topics include the determinants of consumer demand for leisure travel; structure of competition among suppliers of tourism services; benefits and costs of tourism development to the host community; government's role in the taxation, subsidy, regulation and protection of the tourism industry; tourism's impact on the environment; and sustainable tourism development.  
**Prerequisites:** Introduction to Hospitality

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**Course Code:** TUR3312  **ECTS:** 5  
**Course Name:** Event Management  
**Course Description:** The subject of discipline is based on the study of practical experience of western and domestic companies in the planning, promotion, evaluation, and analysis of events “event” potential. Content of the course include following key points: emerging role of events in promoting destination, typology of events, review of national event strategic plans, impacts and the legacy of the events, strategic plan of event, event conceptualization, project management of event, delivering of event and evaluation.  
**Prerequisites:** none

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**Course Code:** TUR3313  **ECTS:** 5  
**Course Name:** Hotel Management  
**Course Description:** The Hotel management course is focused on operating process of the hotel administration, accounts, marketing, housekeeping, front office or front of house, food and beverage management, catering and maintenance. Course aims to deliver students latest knowledge of underlying management principles and broad understanding of the operational aspects of the international hotel industry.  
**Prerequisites:** Introduction to Hospitality

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**Course Code:** TUR3314  **ECTS:** 5  
**Course Name:** Tourism Industry Analysis  
**Course Description:** This course examines basic and broad knowledge of economic impact modelling and forecasting. Course topics include methods of measuring tourism economic impacts through Input-output model, Social accounting matrix, almost ideal demand system and Tourism Satellite accounts.  
**Prerequisites:** Tourism Economics

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**Course Code:** TUR3315  **ECTS:** 5  
**Course Name:** Food, Beverage, & Catering Operations  
**Course Description:** This course provides students with practical skills and knowledge for effective management of food service operations. It presents basic service principles while emphasizing the importance of meeting the needs and, whenever possible, exceeding the expectations of guests.  
**Prerequisites:** Introduction to Hospitality
Course Code: TUR4316 ECTS: 5  
Course Name: Destination Management and Marketing  
Course Description: This course takes a destination management and marketing approach to tourism, and focuses on the planning of destination experiences, and the management of sustainable destinations. Students will identify, and analyse in detail, how these two principles have been integrated in a variety of destinations to enhance global competitiveness. Topics include the roles and functions of governments and destination management organizations (DMOs); planning and product development; policy and regulation; positioning and branding; resources, networks and partnerships; destination leadership.  
Prerequisites: none

Course Code: TUR4317 ECTS: 5  
Course Name: E-tourism  
Course Description: The course is aimed at students in business, tourism and hospitality programmes that need to explore how they can use ICTs in a strategic context. This course addresses the digitization of all processes and value chains in the tourism, travel, hospitality and catering industries. By analysing the new technological trends it provides a solid basis for analysing the impacts of the Information Communication Technology (ICT) revolution on the tourism industry.  
Prerequisites: none

Course Code: TUR4318 ECTS: 5  
Course Name: Sustainable Tourism  
Course Description: This course is designed to provide an understanding of the concept of sustainable tourism development. Theory, practice, history, terminology and issues in sustainable tourism planning and management will be examined in the context of sustainable livelihoods. Additionally, a comprehensive survey of sustainable tourism components: motives and behaviours of tourists, natural resources as attraction and destination, social and resource responsibility, establishing polices and principles for sustainability will be covered.  
Prerequisites: none

Course Code: TUR4319 ECTS: 5  
Course Name: Research Methods in Hospitality and Tourism  
Course Description: An introduction to research process and design, data collection, hypothesis testing, and reporting; featuring econometrics and other quantitative applications in business research; research on a topic related to the tourism and/or hospitality industry. This course also provides basic skills of application of SPSS/Rstudio.  
Prerequisites: none

Course Code: TUR4319 ECTS: 5  
Course Name: Tourism Consumer Behaviour  
Course Description: The scope of course is designed to enhance student's knowledge about different aspects of consumer behaviour in hospitality and tourism industry by discovering basic principles of customer/consumer behaviour, the factors that influence consumer attitude toward consumption; patterns of behaviour during decision-making; cultural influences.  
Prerequisites: none

Course Code: PSH 2201 ECTS: 5  
Course Name: Introduction to General and Comparative Psychology  
Course Description: This course is designed to introduce the main psychological concepts and answer to the following questions such as: what is the difference between scientific psychology and non-psychology? What is the history of psychology? What is the difference between the animals' mind and the human mind? What does a psychologist? What requirements must correspond the psychologist? What methods are used by psychologists to study human personality? How a person perceives the world and how the psychologist can reveal features of cognitive processes of a particular person? Why people are different? What are the types of temperament and character? The main result of studying course is ability of students to show and use knowledge of the basic concepts and laws of psychology.
Prerequisites: Ethics and Philosophy, Principles of Sociology

Course Code: PSH 2202 ECTS: 5
Course Name: General Psychology
Course Description: This course provides the structure, laws of functioning and development of mental processes. Content of course includes: feeling, perception, attention, memory, thinking, speech and imagination.
Prerequisites: Ethics and Philosophy, Principles of Sociology

Course Code: PSH 2203 ECTS: 4
Course Name: Professional English
Course Description: The purpose of this course is to provide comprehensive training to form linguistic competence for psychologists. Linguistic competence is knowledge of the language systems and the ability to use it in communication purposes. The psychologist should be able to use language as a means of written and oral communication. The student must demonstrate the culture of behaviour and speech in order to be able to communicate in formal and informal situations, using the fundamentals of speech etiquette.
Prerequisites: English B1

Course Code: PSH 2204 ECTS: 5
Course Name: Neuroanatomy
Course Description: This course deals with the mechanisms of nerve cells activity, the processes of synaptic transmission, the characteristic features of nerve centres and functions of different CNS divisions. The course will not only enable the students to understand the laws of macro and microscopic organization of a human’s nerve system and its functioning as a whole, but also to get knowledge about the mechanisms of neuropsychological process which contributes to psychological activity of an organism.
Prerequisites: none

Course Code: PSH 2205 ECTS: 5
Course Name: The Biological Basis of Behaviour
Course Description: This course is based on knowledge of the psyche in the evolutionary aspect. The evolution of the psyche in the ontogeny and phylogeny of animal shows that the biological process of formation of cognitive activity, learning, perception and other brain functions is complex and has its own special arrangements. Ideas about the laws of development of the psyche of animals in the process of evolution and ontogenesis allow a deeper understanding of the origins of the human psyche.
Prerequisites: Ethics and Philosophy

Course Code: PSH 2206 ECTS: 5
Course Name: Evolution of Socio-Psychological Science
Course Description: This course reveals the regularities of formation and development of views on the psyche and allows students to analyse different approaches to understanding psyche’s nature, functions, and genesis. The course content includes the basic stages of development such as, psychology as a science about soul, consciousness, behaviour, and the psyche.
Prerequisites: Ethics and Philosophy, Principles of Sociology

Course Code: PSH 2207 ECTS: 3
Course Name: Effective Communication
Course Description: This course helps to produce knowledge in branches of interpersonal communication and interaction, which reveals in different sphere of social life. Practical couching and seminars lead to realization theoretical knowledge of students in sphere of interpersonal and intergroup contacts in different cultural environments.
Prerequisites: Ethics and Philosophy, Principles of Sociology

Course Code: PSH 2208 ECTS: 5
Course Name: Developmental and Social Psychology
Course Description: The course introduces the laws of mental evolution in ontogeny and social and psychological features of a person and group processes. A student is expected to understand the peculiarities of a human psychology at various stages of its
development, the process of communication and to know about formation of a personality within the specific social environment.

**Prerequisites:** Principles of Sociology, Introduction to General and Comparative Psychology, General Psychology, The Biological Basis of Behaviour, Neuroanatomy

**Course Code:** PSH 2209  **ECTS:** 5  
**Course Name:** Differential Psychology of Personality  
**Course Description:** This course addresses students to a number of influential theories of personality. Additional aim of this course is to form knowledge about individual psychological differences and about practical skills in determining differences in temperament, character and abilities. Students will be exposed to some conceptual analysis and expected to examine critically the various theories.  
**Prerequisites:** Introduction to General and Comparative Psychology, General Psychology

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**Course Code:** PSH 2210  **ECTS:** 3  
**Course Name:** Professional Kazakh (Russian) language  
**Course Description:** This course is designed to teach the language of specialization, expanding professional horizons of students, in-depth knowledge of the specifics of their future profession. The study material should be presented in view of the operative documents for teaching Kazakh, Russian, such as the “Law on languages in the Republic of Kazakhstan”, the competence of the language policy of Kazakhstan.  
**Prerequisites:** Kazakh/Russian (B1), Kazakh/Russian B2

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**Course Code:** PSH 2211  **ECTS:** 3  
**Course Name:** Workshop on Psychology of Cognitive Processes  
**Course Description:** This course is aimed on formation practical skills of measurement of cognitive processes which are most applied in psychodiagnostics such as, feeling and perception, attention, memory, thinking, the speech and imagination.  
**Prerequisites:** Principles of Law/Theory of State and Law, Principles of Sociology, Introduction to General and Comparative Psychology, General Psychology.

**Course Code:** PSH 2212  **ECTS:** 5  
**Course Name:** Personality and Group  
**Course Description:** The course aims to study the behaviour of the person in the group, the development and operation of large and small social groups. The course includes the study of personality characteristics which appear in the group, studying the impact of the group on the individual and the role of personality in the group development.  
**Prerequisites:** Principles of Sociology, Introduction to General and Comparative Psychology, General Psychology.

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**Course Code:** PSH 2213  **ECTS:** 5  
**Course Name:** Workshop on Psychology of Personality  
**Course Description:** This course examines the formation practical skills of work with the most applied techniques, the standardized practice and the projective tests of studying the personality. These methods are used in psychodiagnostics, in the work of the school psychologist, psychotherapeutic, and in advisory.  
**Prerequisites:** Introduction to General and Comparative Psychology, General Psychology.

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**Course Code:** PSH 2214  **ECTS:** 5  
**Course Name:** Psychology of Deviant Behaviour  
**Course Description:** The subject will introduce students with the descriptive theories of the causes of deviant behaviour and development of a deviant personality, characteristic features of deviation, with the psychological aid and support programmes designed for such a category of people. While the course students will develop the skills necessary to independently work out the programmes aimed to prevent deviant behaviour.  
**Prerequisites:** Principles of Law/Theory of State and Law, Principles of Sociology, Introduction to General and Comparative Psychology, General Psychology.
Course Code: PSH 3215 ECTS: 6
Course Name: Workshop on Experimental Psychology and Psychodiagnostics
Course Description: The course is aimed on formation of system of skills and abilities of experimental and psychological research of mental processes, properties and states, activities for collecting and processing of psychological data, correlation of data of psychological research with statistical methods of processing, and the correct psychological interpretation of the received results, and also acquaints with bases of psychodiagnostic design.
Prerequisites: Differential Psychology of Personality, Workshop on Psychology of Cognitive Processes, Developmental and Social Psychology

Course Code: PSH 3216 ECTS: 5
Course Name: Psychological Measurement of Processes in Organizations
Course Description: The course builds on acquaintance with features of measuring procedures in psychological researches, formation of skills of competent use of methods of mathematical processing of results of pilot, scientific and practical studies. The course includes: measuring scales, primary descriptive statisticians, principles of check of statistical hypotheses, parametrical, nonparametric criteria, and the correlation analysis

Course Code: PSH 3217 ECTS: 5
Course Name: Family Relations Psychology
Course Description: The course is aimed to build understanding of the role, structure and development of a modern family, mechanisms of marital relations and parenting. The course enables to acquire the knowledge on the laws of family development and the role of a family in personality formation.

Course Code: PSH 3318 ECTS: 4
Course Name: Medical Psychology
Course Description: The course is aimed to study the psychological factors, connected with diagnosis, cause, treatment and prevention of disease. The course introduces the students with the basics of modern neuropsychology, psychopathology, and necessary information on clinical picture of somatic disease, impaired development, and with the basics of their treatment and prevention.
Prerequisites: Neuroanatomy, The Biological Basis of Behaviour.

Course Code: PSH 3219 ECTS: 5
Course Name: Research Methods in Psychology
Course Description: This course includes the principles of the organization of scientific experiments, the purpose and problems of scientific research, a choice of objects of research, structure of scientific documents, concept about methods of collecting primary empirical data and ways of their representation.
Prerequisites: Workshop on Experimental Psychology and Psychodiagnostics.

Course Code: PSH 3220 ECTS: 5
Course Name: Psychology of Leadership and Supervision
Course Description: The course represents a systematic statement of scientific fundamentals of psychology of management and elementary data on the practice of management. The structure of a course includes: psychology of leadership, personality as object and subject of management, psychology of group processes management, psychology of administrative activity, psychological features of the identity of the manager, psychology of conflict situations management.
Prerequisites: Personality and Group.

Course Code: PSH 3321 ECTS: 5
Course Name: Psychological Counselling
Course Description: The purpose of this course is to introduce the forms of professional
psychological aid. The essential requirement to practice the activity is to acquire the skills of counselling. While studying students are introduced with the basic ways of modern counselling, its principles, and forms and content as well.

**Prerequisites:** Personality and Group

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**Course Code:** PSH 3222 **ECTS:** 5  
**Course Name:** Psychological Training in Organizations  
**Course Description:** This course helps students to learn the active methods of correction and development of the person, the basic training procedures, warm-up and role-playing games. The course will allow students to develop skills of the leadership at group and to form correct attitude of the beginning trainer.  
**Prerequisites:** Personality and Group

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**Course Code:** PSH 3323 **ECTS:** 5  
**Course Name:** Cognitive Psychology  
**Course Description:** The course is aimed to build students’ general understanding of psychological and psycho-physiological mechanisms of cognition. It especially focused on the modern ideas about the principles of information processing and memorizing by a human, as well as the peculiarities of natural language, the issues of interpersonal and the intergroup communications. The course is also concentrated on the aspects of incoming information perception and analysis, intuitive professional decision making.  
**Prerequisites:** Workshop on Psychology of Cognitive Processes

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**Course Code:** PSH 3324 **ECTS:** 5  
**Course Name:** Personality and Economy  
**Course Description:** Personality and Economy (in West: Behavioural economics) is a branch of psychological science about economical behaviour and mental (cognitive / emotional) process, connecting with production, distribution, exchange and consumption of goods and services. The object of Personality and Economy is psychological nature of economical behaviour and interaction between the people as subjects of economical relations.  
**Prerequisites:** Business Communications, Personality and Group, Organizational Behaviour

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**Course Code:** PSH 3325 **ECTS:** 5  
**Course Name:** Intercultural Communications in Organizations  
**Course Description:** Intercultural communications in organizations studies specific of manifestation and function different ethnic groups mental. Today it's one of the young, complete and perspective sciences. As an academic discipline it is discovered the main terms and notions this science, the principles and methods of this kinds of researches. The great attention is given to psychological particularity of different ethnic groups, their comparative analysis, also specifics of ethnic conflicts and methods of multicultural and tolerant personality forming in multinational communities.  
**Prerequisites:** Business Communications, Personality and Group, Organizational Behaviour

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**Course Code:** PSH 4326 **ECTS:** 5  
**Course Name:** Workshop on Counselling in Organizations  
**Course Description:** The course aims to form basic competencies of practice specialist in providing psychological help in organizations. During the course, the students will learn the skills of counselling sessions, therapy sessions, and psycho-technical skills applicable to the modern psychological practice.  
**Prerequisites:** Business Communications, Personality and Group, Organizational Behaviours Psychological counselling

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**Course Code:** PSH 4327 **ECTS:** 5  
**Course Name:** Coaching  
**Course Description:** The aim of this course is to acquaint students with coaching – business technology, allowing people to maximize personal and professional effectiveness in a short time and to get answers to many questions arising in the life and business, as
well as to resolve the disbalance between personal and professional life.

**Prerequisites:** Principles of Sociology, Business Communications, Organizational Behaviour, Psychological counselling

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**Course Code:** PSH 4328  **ECTS:** 5  
**Course Name:** Emotion Regulation  
**Course Description:** This course provides a selective overview of the scientific study of emotion regulation. The aim of this course is to form skills in strengthening of the nervous system and applying techniques of relaxation, methods of psychic self-regulation. This course also explores factors that modulate stress reactivity and the impact of stress on the structure and function of the nervous system and behaviour  
**Prerequisites:** none

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**Course Code:** PSH 4329  **ECTS:** 5  
**Course Name:** Psychological Diagnosis and Assessment of Personnel  
**Course Description:** The course involves consideration of diagnosis as a kind of psychological technology. For instance: psychodiagnostics of professionally important qualities of the personality; diagnostics system of the personals in labour skills; target signs of staffs; development of the job description; assessment of motivational anxiety of the personal with the corporate culture; non-traditional methods of assessing the professional suitability. The main goal of this course is to teach students to use of specific diagnostic methods which used in practice of human resource.  
**Prerequisites:** Workshop on Experimental Psychology and Psychodiagnostics

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**Course Code:** PSH 4330  **ECTS:** 5  
**Course Name:** Managing Conflicts in Organizations  
**Course Description:** This course gives students an opportunity to develop a better understanding of the conflicts in organizations and investigate the causes and strategies for managing these conflicts. Students will acquire the skills of conflicts resolution in organizational settings.

**Prerequisites:** Business Communications, Organizational Behaviour.

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**Course Code:** PSH 4331  **ECTS:** 5  
**Course Name:** Psychological Services in Educational Organizations  
**Course Description:** The course includes the study of the ways of psychological follow-up of educational process to improve psychological competence of the educational process participants, information and analytical support of the education management system, psychological structuring, psychological expertise, to provide psychological aid for educational process participants. During the course there will be considered the following issues: psychological follow-up of difficult stages of study and development, psychological counselling of educational process participants, schoolchildren, students who have difficulties while studying, to provide psychologically efficient cooperation “teacher-student-parent”  
**Prerequisites:** Business Communications, Personality and Group, Organizational Behaviour, Workshop on Experimental Psychology and Psychodiagnostics.

**TRANSLATION/INTERPRETING STUDIES**

**Course Code:** TRN 2201  **ECTS:** 5  
**Course Name:** Introduction to Translation Studies  
**Course Description:** The course covers a wide range of issues and debates in translation studies and aims to provide students with an overview of various topics as the history of translation studies, different translation theories and various approaches to translating.  
**Prerequisites:** none

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**Course Code:** TRN 2302  **ECTS:** 5  
**Course Name:** Translation Theory  
**Course Description:** The course “Translation Theory” is prepared for senior students of Translation Studies Bachelor degree programme. The main goal of this course is to give students basic knowledge of the profession, its retrospective and perspective, professional and ethical qualities the interpreter/translator should possess,
linguistic and translational theories aimed at doing correct interpretation/translation from English into Russian/Kazakh and vice versa. The material compiled in succession assists in training highly qualified experts in the translation theory and practice, which is difficult to overestimate in our time of rapid development of international relations, growing necessity of language professionals to establish and maintain different contacts with partners all over the world.

**Prerequisites:** English B2; Fundamentals of Language Theory

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**Course Code:** TRN 2402 ECTS: 5  
**Course Name:** Translation Methodology  
**Course Description:** The course focuses on the development translation skills of students by applying various translation methods. Students will be taught how to translate a wide range of texts. This course is based on the interaction of theory and practice.  
**Prerequisites:** English B2; Fundamentals of Language Theory

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**Course Code:** TRN 3303 ECTS: 3  
**Course Name:** Introduction to Subtitling I  
**Course Description:** The course presents characteristics of subtitling and provides a theoretical basis for seminar work in subtitling. Objectives and competences are to develop students' ability to learn about different subtitling strategies; to develop the ability to recognize subtitling parameters; to develop the ability to establish similarities and differences between translation of fiction and non-fiction texts; to develop the ability of critical evaluation of theoretical approaches to subtitling; to acquaint students with methods of and theoretical approaches to problem solving in subtitling.  
**Prerequisites:** Translation Theory; Professionally-oriented English; English Society and Culture

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**Course Code:** TRN 3304 ECTS: 3  
**Course Name:** Computer Based Translation  
**Course Description:** This course introduces students the innovative ways of translation using special computer assisted instruments that are assigned to save time and reduce the work of a translator. This course envisages the use of electronic dictionaries, grammar checkers and other electronic or online tools by students in the special rooms equipped with computers and software programmes.  
**Prerequisites:** Translation Theory; Professionally-oriented English

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**Course Code:** TRN 3305 ECTS: 5  
**Course Name:** Written Translation  
**Course Description:** The course is designed to determine and solve range of translation tasks by themselves, conduct self-monitoring and self-correction, which match to the modern requirements for the preparation of Bachelor students of Translation and Interpreting Studies Department. Self-work assignments of the students are oriented on strengthening the skills of the analysis of the original text (analysis before translation), and the final text (analysis of the translation) and realization of a comprehensive writing translation.  
**Prerequisites:** Modern Russian/Kazakh language, Fundamentals of Language Theory

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**Course Code:** TRN 3306 ECTS: 5  
**Course Name:** Principles of Terminology  
**Course Description:** The goals of this course are to improve the quality of translators' training; to establish professional and quality standards (a common framework of reference) for university translation programmes; to detail translator's competences needed to work successfully in today's Kazakhstani and world market, their application in 'real-life' professional work. It involves the following topics as Theoretical approach on terminology and the functions of terminology, Interdisciplinary and terminology, General language /vs./ specialized language – characteristics, Term formation, Concept and term, Semantic relations in terminology, Specialized corpora, Term extraction, Creation of databases, Glossaries in terminology; Specialized translations from various fields: the tire manufacturing process, construction and building materials, wood product etc.  
**Prerequisites:** English (compulsory) and Russian or Kazakh Language. Recommended level at start of programme: at least B1 in
English, Introduction to Translation Studies, Translation Theory,

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Course Code: TRN3307 ECTS: 5
Course Name: Applied Literary Translation
Course Description: This course presents students to the translation from English into Kazakh/ Russian of works in the fields of literature. It is designed for students of Translation Studies Bachelor degree programme. Objectives and competences are to develop competence in understanding and translating literary texts in English and Kazakh (Russian); to develop cultural and language competences for English and Kazakh (Russian); to develop technical and professional translation skills for literary translation; to develop competence in text formation and editing, complying with the norms and conventions of the English and Kazakh (Russian); languages;
Prerequisites: Translation Theory; English Society and Culture; Reading English Literature; Professionally-oriented English

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Course Code: TRN 3308 ECTS: 5
Course Name: Translation of Technical Texts
Course Description: This course is oriented on acquiring and practicing the skills required for translation of technical texts in different fields. The main aims of the course are to develop a basic proficiency in written technical translation into English or Russian/Kazakh; to develop an understanding of how to manage terminological and other linguistic resources, to develop a critical approach to the translation.
Prerequisites: Translation Theory, English B2, Fundamentals of Language Theory.

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Course Code: TRN 3309 ECTS: 5
Course Name: Subtitling II: Films and Series
Course Description: This course is based on analysing subtitled clips of a wide diversity of genres which involve a variety subtitling features. In addition, the work consists of subtitling assignments with group analysis and evaluation. Objectives and competences are to develop students’ ability to analyse a polysemiotic text to develop the ability to form subtitles following dialogue, video and speech rhythm; to develop the ability to condense information and to master parameters governing the selection of condensation techniques.
Prerequisites: Translation Theory; Professionally-oriented English; English Society and Culture; Introduction to Subtitling

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Course Code: TRN 3310 ECTS: 5
Course Name: Subtitling II: Documentaries and Non-fiction genres
Course Description: This course is focused on analysing subtitled clips of a wide diversity of non-fiction genres, news programmes, programmes on national and international current affairs, which involve a variety subtitling features. In addition, the work consists of subtitling assignments with group analysis and evaluation.
Prerequisites: Translation Theory; Professionally-oriented English; English Society and Culture; Introduction to Subtitling

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Course Code: TRN 3311 ECTS: 5
Course Name: English Stylistics
Course Description: This course is organized to introduce students to the theory, practice and key aspects of stylistics and to provide students with the knowledge to undertake a meaningful stylistic analysis of any text. This course will provide students with an understanding of concepts and methods relevant to stylistic analysis; training to undertake detailed and systematic analyses of literary texts;
Prerequisites: Fundamentals of Language Theory, English B1 and B2

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Course Code: TRN 4311 ECTS: 5
Course Name: Informative Translation
Course Description: This course is based on studying of various texts – abstracts of scientific, technical, medical, economic, legal, political articles and etc. It is specifically designed to improve quality of translation, better understanding of the subject of translation and enlarge vocabulary of English terminology. In the framework of the course the students are engaged into studying
different styles and principles of the texts and peculiarities of their translation. The main goal is to acquire knowledge, skills and abilities associated with a translator’s job, learn how to work with dictionaries and glossaries, to proper prepare for translation/interpretation, address the questions of translator ethics and to be able to accurately fill in necessary documentation.

**Prerequisites:** English B2, Professional English and International Communication

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**Course Code:** INT 3301 **ECTS:** 3  
**Course Name:** Introduction to Consecutive Translation  
**Course Description:** The course introduces students to the fundamentals of consecutive translation, to the consecutive interpretation technique and more specifically to note taking, focusing on public speaking, discourse analysis and memory exercises. The following themes as “Presentation of the profession of conference interpreter, the different types of interpreting techniques and the general competences” will be covered in this course. After the presentation of recommendations for note taking for consecutive interpreting, students will start developing their own technique before rendering consecutively simple oral interventions.

**Prerequisites:** Language Core Skills; English B2; Translation Theory

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**Course Code:** INT 3302 **ECTS:** 5  
**Course Name:** Consecutive Translation I  
**Course Description:** The course ‘Consecutive Translation’ is designed for senior students of Translation Studies Bachelor degree programme. Objectives and competences are acquiring, developing and expanding basic conference interpreting skills and knowledge; memory training for conference interpreting; learning approaches to acquiring and expanding vocabulary relevant to specific areas of knowledge; developing language knowledge (mother tongue and other languages); expanding and deepening general knowledge and acquiring an appropriate level of intercultural awareness.

**Prerequisites:** Professionally-oriented English; Introduction into Consecutive Translation; Translation Theory

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**Course Code:** INT 3303 **ECTS:** 5  
**Course Name:** Simultaneous Translation I  
**Course Description:** The course is based on extensive practice of simultaneous interpretation as well as associated techniques such as shadowing and sight translation. It is designed to learn basic techniques for simultaneous interpretation, usage of special equipment and be aware of preparation approaches involved. In the framework of the course the students are engaged into field job of interpretation, its difficulties and challenges, to build up on the necessary skills, improving quality of interpretation. The main goal is to acquire knowledge, skills and abilities associated with a translator’s job, learn how to work with dictionaries and glossaries, to proper prepare for translation/interpretation, address the questions of translator ethics and to be able to accurately fill in necessary documentation.

**Prerequisites:** Translation Theory; Professionally-oriented English; Introduction into Consecutive Translation

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**Course Code:** INT 3304 **ECTS:** 3  
**Course Name:** Professional Translation Workshop  
**Course Description:** This course prepares students to the labour market with the help of professionals who possess a wide experience in the field of translation. This course will be in the format of workshop where experienced and qualified translators will share with their challenges and issues by entering the profession field for the first time and give the opportunity to students to practice a wide range of translation areas.

**Prerequisites:** Fundamentals of International Relations, Translation Theory, Written Translation

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**Course Code:** INT 4305 **ECTS:** 5  
**Course Name:** Interpretation  
**Course Description:** This course is focused on developing knowledge and understanding, skills and competencies of students in various types of interpretation and building upon interpretation competencies developing a systematic, reflective approach to interpreting.
tasks in real-world settings and outlines the use of different modes of interpreting under professional working conditions and focusing on active listening and analysis, effective use of memory, and delivery of the target message. Students will have the opportunity to practice consecutive and simultaneous interpretation in economic, political, scientific, medicine and other fields by means of audio-visual materials, contextual meaningful situations and expand their vocabulary that is considered as an integral part of interpreter/translator profession.

**Prerequisites:** Introduction to Translation Studies, Translation Theory, Professionally-oriented English

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**Course Code:** INT 4306  ECTS: 5  
**Course Name:** Consecutive Translation II  
**Course Description:** The course ‘Consecutive Translation II’ is oriented on those students who are aimed to enhance their skills in consecutive translation. Objectives and competences are acquiring, developing and expanding basic conference interpreting skills and knowledge; memory training for conference interpreting; learning approaches to acquiring and expanding vocabulary relevant to specific areas of knowledge; memory training for conference interpreting.

**Prerequisites:** Perform consecutive translation of informative/news messages, public speeches and reports on social, political and economic issues in English-Russian and Russian-English language combinations. Perform liaison translation of interviews and negotiations.

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**Course Code:** INT 4307  ECTS: 5  
**Course Name:** Simultaneous Translation II  
**Course Description:** The course ‘Simultaneous Translation II’ is developed for senior students who desire to improve their proficiency in simultaneous translation. Objectives and competences developing the capacity to summarize and synthesize; learning approaches to acquiring and expanding vocabulary relevant to specific areas of knowledge; developing skills for simultaneous interpretation in the context of technical and political meetings or conferences.

**Prerequisites:** Translation Theory; Professionally-oriented English; Simultaneous Translation I - Basic Skills
PART VI  STUDENT ASSOCIATION

KAZGUU Student Association is an alliance of student organizations of the University. Any student can become a member of any student organization of the university after some registration procedures.

KAZGUU Student Association includes the following student organizations: creative group New Art, Debate Club ORDA, Batyr Urpak Youth Organization, Zhan Shuak students charitable organization, ProEtContora political discussions club, KAZGUU Times students Press-centre, vocal-instrumental ensemble VIA KAZGUU, KAZGUU KVN team, business organization Enactus KAZGUU, student self-government Biler Kenes, Court of Honour KAZGUU.

CREATIVE GROUP «NEWART»

Creative Group NewArt (http://vk.com/newartcreative) organizes and hosts events, parties, holidays of KAZGUU University. To become a member of the organization is necessary:
- to make an application (before September 30);
- to fill in a form (before October 15).

Once all applications are received, students are divided into groups (singers, dancers, hosts). Every group works on a given direction during November and then results are summarized.

«ORDA» DEBATE CLUB

ORDA Debate Club (http://vk.com/dk_orda) is a student organization that helps students to develop their public speaking skills, decision making and other skills necessary in civilized democratic society. ORDA debate club represents University in interuniversity, republic and international competitions. Members perform in Kazakh, Russian and English language. ORDA debate club organizes meetings every Tuesday and Thursday.

To enter organization is necessary:
- to make an application (before September 15);
- to fill in a form (before September 30);
- to have an interview with debate club ORDA current members.

«BATYR URPAK» YOUTH ORGANIZATION

Batyr Urpak Youth Organization is an ambitious group of patriots that propagates cultural values, heritage of ancestors and advocates hard work, dignity and unity. Meetings are held once a week.

Every student KAZGUU can join Batyr Urpak Youth Organization, to do so is necessary:
- to make an application (before September 15);
- to fill in a form (before September 30).
- to have an interview with current members of Batyr Urpak Youth Organization.

CHARITABLE STUDENT ORGANIZATION «ZHAN SHUAK»

Charitable student organization Zhan Shuak (http://vk.com/public57972897) organizes and hosts charitable events, fairs and concerts to render targeted aid to people who need help and appeals everybody to look at the world from a different angle. Those who want to join the charitable student organization Zhan Shuak should
- make an application (before September 15);
- fill in a form (before September 30).
- have an interview with current members of charitable student organization Zhan Shuak.

POLITICAL DISCUSSIONS CLUB «PROETCONTRA»

Political discussions club ProEtContra (www.proetcontra.nethouse.ru; www.vk.com/kpdpec) – student organization that unites students and teachers that discuss and analyze actual problems of social-political life in Kazakhstan and world community. Political discussions club ProEtContra helps to develop discussion, public speaking, culture of speech skills and tolerance.

How to join political discussions club ProEtContra
- make an application (before September 15);
- fill in a form (before September 30).
- have an interview with current members of political discussions club ProEtContra.

**«KAZGUU TIMES» STUDENT PRESS-CENTRE**

KAZGUU Times Student Press-centre (http://vk.com/clubkazuhltimes) is a KAZGUU University student press-centre that covers events hosted by the university. KAZGUU Times Student Press-centre provides TV- and radio broadcasting, photo- and video reports from the events. KAZGUU Times creates and implements own projects.

To join KAZGUU Times Student Press-centre is necessary to
- make an application (before September 25);
- fill in a form (before October 15).

Once all applications are received, students are divided into groups according to directions specified. Members of each group work on given topics within two months – November and December (applicants pass 7 levels). Results of the selection are summarized in January of a current academic year.

**«VIA KAZGUU» VOCAL-INSTRUMENTAL ENSEMBLE**

VIA KAZGUU Vocal-instrumental ensemble is a student organization incorporating talented students that play musical instruments (dombra, guitar, drum, violin, piano (keyboard) and/or sing.

VIA KAZGUU performs at different events hosted by KAZGUU University.

To join VIA KAZGUU Vocal-instrumental ensemble is necessary to
- make an application (before September 25);
- fill in a form (before October 15);
- casting (musical instruments playing and/or singing).

Selection for VIA KAZGUU Vocal-instrumental ensemble is held till October 30.

**«KAZGUU» KVN TEAM**

KAZGUU KVN team (http://vk.com/kvnKAZGUU) is a student organization open for any energetic, perky student with a sense of humour. The goal of the organization is to create conditions to open creative, personal, intellectual potential of the students. The team is formed after KAZGUU Rector's Prize Festival.

To join KAZGUU KVN team is necessary to
- create a team (before October 1);
- participate in annual KAZGUU Rector's Prize Festival (before October 15).

KAZGUU KVN team is formed based on the festival results.

**BUSINESS ORGANIZATION «ENACTUS KAZGUU»**

Business organization Enactus KAZGUU is a youth student club that helps students to create and develop new successful business projects. Students can learn methods of new business. The programme of the club includes master-classes, trainings, couching of successful entrepreneurs, business-projecting competitions, etc.

To join Business organization Enactus KAZGUU is necessary to
- make an application (before September 20);
- fill in the form (before October 1);
- create and defend business-project (before October 30).

Results are announced until the end of November of the current academic year.

**HIGH COUNCIL OF STUDENT SELF-GOVERNMENT «BILER KENES»**

High council of student self-government «Biler Kenes» is an institution of student self-government. Its goal is to encourage students to actively participate in assistance and students' problems solving as well as to create favourable conditions for students’ life. In order to become a member of High council of student self-government «Biler Kenes», candidates pass tests that consist of the following levels:
- make an application (before September 30);
- interview (before October 1-10);
- perform and defend students life improvement projects (October 15-30);
- Inauguration procedure of the newly chosen members (before November 30).
COURT OF HONOUR KAZGUU

Court of Honour KAZGUU is an independent highest judicial authority of students self-government that (on equal terms with KAZGUU University management) investigates and makes decision regarding students who breaking rules. In case if any student is involved in a conflict, Court of Honour protects his/her rights; it provides public order at KAZGUU.

The Chairman of Court of Honour is Themis of KAZGUU chosen during the competition Initiation to students.

Council of Honour also includes:
- Public prosecutor – a person that accuses a student and represents KAZGUU;
- Public defender – a person that defends a student and represents student’s rights;
- Judicial enforcement agents;
- Officer of the court;
- Secretary;
- Clerks.

Law students can utilize their theoretical knowledge participating in Council of Honour.
OFFICE OF THE REGISTRAR is a subdivision of JSC KAZGUU University, which plans and controls the process of study.

DEPARTMENT OF PUBLIC RELATIONS AND MARKETING RESEARCH develops and implements the marketing strategy of the University, carries out PR campaigns.

HR DEPARTMENT of KAZGUU University is primarily engaged in the defining the strategy of the University, setting the KPI, analysing internal processes of KAZGUU University, personnel management, training and development.

LEGAL SUPPORT DEPARTMENT provides legal support for the University, protects property and other legitimate rights and interests of JSC «KAZGUU University” when interacting with governmental bodies, contractors under contracts, shareholders and employees. It also ensures preservation and increment of properties by legal means, maintains and develops legal culture as an essential part of the corporate culture of the organization.

FINANCE AND ACCOUNTING SERVICE DEPARTMENT implements the tasks such as analysing and taking into account financial and economic activities, provides effective financing policies, monitors financial position and plans the University budget.

LIBRARY is a member of International Association of users and developers of electronic libraries and new information technologies (Association ELNIT, Moscow, and the Russian Federation) and connected to the largest world electronic sources (Thomson Reuters, Polpred.com, KAZNet). Mission of the library is to serve people, providing access to the original scientific and educational literature. Vision is to develop modern informative and cultural centre, one of the largest library of the city and in whole Kazakhstan, here the process of management of information support of educational, scientific and research, innovative, pedagogical activity is realized in accordance with the requirements of international quality standards through the introduction of new information technologies, innovative business principles with the aim of meeting the information needs of all categories of users.

MUSEUM preserves and builds the heritage of the University. The museum reveals the history of the University through documents, photographs, artefacts.

SECURITY SERVICE works on the organization of checking points in the University building and construction sites of the JSC KAZGUU University. It ensures the safety of places of inventory storage, fire-safety equipment owned by the university. It ensures public order during the process of study and all events held in the building of the University.

DORMITORY. The University KAZGUU has students’ dormitory, which is discharged for 462 places, total amount of rooms are 105 (dorm for boys consists of 48 rooms; dorm for girls consists of 57 rooms). Also in the basement of the building there is a communal laundry room. The cost of living for one bed in month is 7 500 tenge (KZT).

For the placement to the students’ dormitory students have to present the following documents:

- application;
- documents, confirming his/her right to priority settlement.

Preferential right to the settlement to the dormitory of the University has the students who entered the first course in the current academic year and taken the highest score on the UNT. Among them the place in the hostel in first place is given to the following groups of people:

- 1 and 2 groups disabled;
- orphans; children without parental care;
- students from single-parent/with low income families, students from rural areas.
The application is delivered on consideration to the Housing Committee of the University. Housing Committee is a collegiate body, which consists of staff of the University KAZGUU and deals with the housing problems of the students and staff of the JSC “University KAZGUU”.

**HEALTHCARE SERVICE’S** goal is to explore the relation between the students’ state of health and efficiency. The Healthcare Service’s objectives:
- to use a professional approach to the students’ health;
- to examine the general regularities in the development of the students' efficiency;
- to study the ways of managing the students’ psycho-emotional state by means of physical education.

**CATERING.** The University has five points of Catering, which offer an extensive range of products:
1. Students’ canteen (1st floor, total number of seats - 400) - serves home-made food, including dietary meals;
2. Canteen for academic teaching staff (0 floor, the total number of seats - 200) serves the general and dietary meals;
3. Cafe «Masito» (1 floor, the total number of seats - 20);
4. Coffee house "Hamster" (1st floor);
5. Student Pizzeria (4th floor, the total number of seats - 40). Additionally, sale of snacks and drinks through vending machines is organized.

**SERVICES CONDITIONS FOR STUDENTS WITH DISABILITIES AND SPECIAL NEEDS.**
KAZGUU provides educational opportunity to students with disabilities. Students and visitors with disabilities can use outdoor ramps equipped with handrails and non-slip cover. Besides, taxi for disabled people is available and people with private vehicles can use elevator located in the garage. The width of hallways, corridors, doorways classrooms and toilets for people with musculoskeletal system disorder and the wheelchair correspond to the requirements. Bathrooms located on the 1st floor are equipped with handrails and hooks for crutches. In order to move between the floors people with disabilities can use three passenger elevators. Special places for wheelchair users meeting all requirements are available in the auditorium, event hall, reading room and other places. University provides disabled people with desks of appropriate high.

**STUDENTS SUPPORT CENTRE** is focused on the development of a student’s personality. The department creates friendly environment and conditions, which may help a student to master all the variety of professional and social life in the future.
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<thead>
<tr>
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