HIGHER SCHOOL OF ECONOMICS

The present University Catalogue for 2017 – 2018 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 2017 – 2018 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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PART I OVERVIEW

KAZGUU 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.

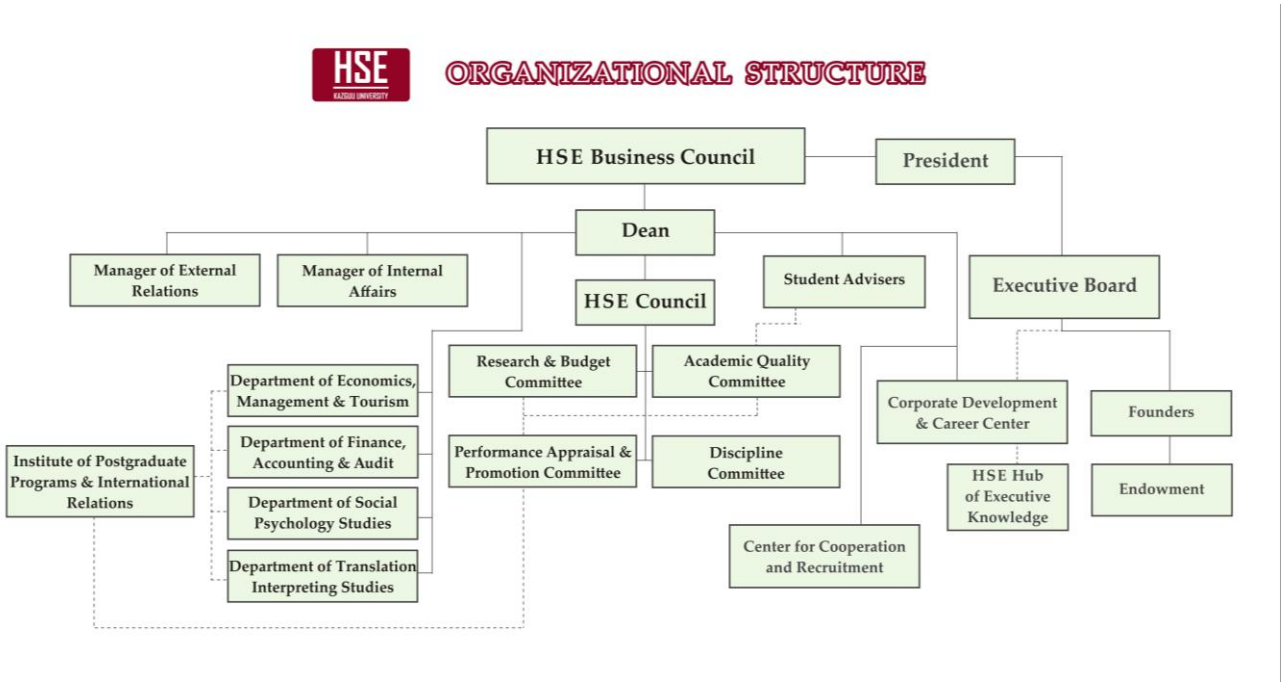
Objectives:

- 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, DipIFR, CFA, PMI, CIPD, CIL and others);
- to motivate faculty to participate in the international educational projects, internships and programmes;
- to develop the Alumni Club;
- to organize world-class events like: Economists Club, Alumni Club, Leadership Development Programme, A-Step to Graduate Programme, World Economic Forum.

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)
Askhat Nametsha, Chair of the Department of Economics, Management and Tourism, Management Major Coordinator
Aizhan Toktabayeva, Chair of the Department of Finance, Accounting and Audit, Finance Major Coordinator
Mukhtar Tileukulov, Chair of the Department of Social Psychology Studies
Aizhan Kashkenova, Chair of the Department of Translation/ Interpreting 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-У (X-ray examination)
- Official high school transcript
- Unified National Test (UNT/CT) certificate (at least 50 points)
- Personal Statement (only for Translation Studies Applicants 250-300 words)
- Interview (only for Translation Studies Applicants)
- 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*

English Language Requirements (Except for 5B020700 – «Translation Studies»)

HSE applicant should take English Proficiency Test.

If the applicant provides Academic IELTS of 3.0 (A2 Pre-intermediate) band score or more, he/she doesn't take English Proficiency Test.

Test consists of four sections: reading (10 questions - 30 minutes), listening (20 questions - 30 minutes), interview (15 minutes), essay (250 words - 60 minutes).

The test takes place in the KAZGYU University from July 1 to August 20, 2017. Test costs 5000 tenge.

There will be paid courses of the summer language school from June 20, 2017 (72 hours) at the KAZGYU University for applicants who want to improve own English.

After completing the English preparatory courses at the summer language school of KAZGYU University, the student passes the exam again on a free basis. The dates of re-examination: 22, August 24, 2017.

English Language Requirements:

№	Major	KAZGUU English Placement Test	Academic IELTS	TOEFL IBT/ PBT
1	5B050600 Economics, 5B050900 Finance,	Pre-Intermediate (A2) Min 40% from 100%*	Not less than 3,0**	30-40 IBT 397-433

	5B050800 Accounting and Audit, 5B050700 Management, 5B090200 Tourism 5B050300 Psychology			PBT
	5B020700 Translation Studies	Intermediate B1	Not less than 5,0**	64 IBT 510 PBT

* An applicant who does not receive the required number of points on the KAZGUU English Placement Test is advised to pass an intensive three-week summer course at the GES Language Center on a paid basis and re-pass the KAZGUU English Placement Test to achieve Pre-Intermediate (A2) (min 60% of 100%)*.

** Applicant who has submitted a confirming document on English language proficiency according to the requirements of higher schools (Academic IELTS from 3.0 points or its equivalent TOEFL IBT / PBT for non-linguistic majors, from 5.0 points or its equivalent TOEFL IBT / PBT for the major of Translation Studies) is exempt from the KAZGUU English Placement Test. The applicant must provide a copy of the IELTS certificate to the admission committee, as well as the original to the English Language Department (office 427) for authentication

Applicants who are planning to enroll in 5B050600 Economy, 5B050900 Finance, 5B050800 Accounting and Auditing, 5B050700 Management, 5B090200 Tourism, 5B050300 Psychology and having a certificate Academic IELTS Band Score of 3.0 to 4.5, or its equivalent TOEFL IBT / PBT, in the first semester can be allowed to registration only for the general education courses.

Applicants who are planning to enroll in 5B050600 Economy, 5B050900 Finance, 5B050800 Accounting and Auditing, 5B050700 Management, 5B090200 Tourism, 5B050300 Psychology and having a certificate Academic IELTS Band Score of 5.0 to 6.5, or its equivalent TOEFL IBT / PBT:

1. On the basis of the certificate, the course "English (A2B1)" is recalculated: 6 credits with a rating of 100%, "excellent" - 4.0.
2. In the first semester, registration is allowed for the following courses: "Principles of Economics", " Calculus/Mathematics for Business and Economics " or others that do not require prerequisites according to the HSE Catalogue.

Applicants who are planning to enroll in 5B050600 Economy, 5B050900 Finance, 5B050800 Accounting and Auditing, 5B050700 Management, 5B090200 Tourism, 5B050300 Psychology and having a certificate Academic IELTS Band Score of 7.0 to 9.0, or its equivalent TOEFL IBT / PBT:

1. On the basis of the certificate, the course " English (A2B1)" and "Academic English" are recomputed with a rating of 100%, "excellent" - 4.0.
2. In the first semester, the following courses are allowed to be registered: "Principles of Economics", " Calculus/Mathematics for Business and Economics ", "Business Communications", "Organizational Behavior", "Business Ethics", "Microeconomics" or others that do not require prerequisites according to the HSE Catalogue.

Schedule of KAZGUU English Placement Test during the work of the admission committee:
Every day from Monday to Friday from 9.00 - 16.00 (break from 13.00 - 14.00)
09:00 - 10:00 - Registration for the exam
10:00 - 10:50 - Listening
11:00 - 12:00 - Reading
12:00 - 13:00 - Writing
14:00 - 16:00 - Speaking
After 16:00 - Announcement of results
Location – 434 auditoriums
Duration of the exam: 4 hours

English Language Requirements for 5B020700 – «Translation Studies»

For the major of 5B020700 - "Translation Studies" according to the results of the UNT / CTA, applicant need to score at least 20 points out of 40 possible in English with a total result of a UNT / CTA certificate of at least 50 points or an Academic IELTS certificate from 5.0 to 9.0 band score.
If the applicant provides an Academic IELTS certificate 5.0, then he can be enrolled in 5B020700- "Translation Studies" without English Proficiency Test.
Applicants who want to enroll 5B020700 - "Translation Studies" of the Higher School of Economics must have at least English Intermediate B1.
In the case of a lack of English proficiency, it is recommended to take multi-level courses in English, which are conducted on a fee basis (see above). To attend classes, applicant must fill out a questionnaire and pay for courses.

Mathematics requirements

For the major of 5B050700 - "Management" according to the results of the UNT / CTA, applicant must score at least 10 points out of 40 possible in mathematics with a total result of a UNT / CTA certificate of at least 50 points.
For the major of 5B050600 - "Economy", 5B050900 - "Finance", 5B050800 - "Accounting and Audit" based on the results of UNT / KTA, applicant must score at least 20 points out of 40 possible with a total result of the UNT / CTA certificate of at least 50 points.

ADMISSION RULES FOR TRANSFER STATUS

Students who transfer to the second year must:
- By April 30, the students have to be tested for determining the level of analytical (including qualitative) skills with a score of at least 50% of the maximum number of points required for further successful studies in HSE Economics, Finance, Accounting and Auditing, Tourism Academic Programs – and take an English exam with a result not less than Intermediate level;

- To gain GPA level of at least 2.0 on the basis of the first year of study.
- To gain 60 ECTS / 36 credits based on the results of the first year of study.

Note: If the student at the end of the first year of study gains 50 ECTS/ 30 credits, then he/she has the right to complete 10 ECTS/ 6 credits during the summer semester of the current academic year.

5B020700 Translation Studies
Transfer Requirements to the second year of HSE to 5B020700 Translation Studies see Table 2.

Table 2. *Transfer Requirements to the second year of HSE to* 5B020700 Translation Studies.

№	Major	Min ECTS	Min GPA	Interview Results	Results of English B1	Level of English
1	5B020700 Translation studies	60	2.0	50	75	Intermediate II

The students can be transferred to the second year if he/she meets all the requirements.
In the case of student's academic performance does not meet these requirements, he/she can:

- During 2 semesters increase the GPA to the minimum required level by retaking a discipline, otherwise the student is recommended to transfer to any other educational institution in the holiday period;

- Study one discipline no more than 3 - times during the entire period of study at the university, otherwise the student is recommended to replace one elective course with other, to transfer to another specialty of the Higher School of Economics, KAZGUU University or any other educational institution in the holiday period;
- improve level of English, students should take English classes at HSE Preparatory courses;
- transfer to another major at KAZGUU or to another Institution.

If the students' GPA is less than 2.0 points, she/he can take only 18 credits, including failed courses on the following majors such as 5B050900 Finance, 5B050800 Accounting and Audit.

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:

- By April 30 of the current year students are required to take comprehensive exams of English with result not less than Intermediate I;
- To gain 121 ECTS / 72 credits for 5B020700 Translation Studies;
- To gain 124 ECTS / 74 credits based on the results of the second year of study for 5B050600 Economy, 5B050700 Management, 5B050900 Finance, 5B090200 Tourism, 5B050800 Accounting and Auditing , 5B050300 Psychology;
- To gain GPA level of at least 2.0 on the basis of the first year of study.

Transfer Requirements of HSE to the third year to 5B020700 Translation Studies (see Table 3).

Table 3. Transfer Requirements to the third year of HSE to 5B020700 Translation Studies

№	Major	Min ECTS	Min GPA	English Exam Results B2	Level of English
1	5B020700 Translation Studies	121	2.0	75	Upper-Intermediate

In the case of student's academic performance does not meet these requirements, he/she can:

- During 2 semesters increase the GPA to the minimum required level by retaking a discipline, otherwise the student is recommended to transfer to any other educational institution in the holiday period;
- Study one discipline no more than 3 - times during the entire period of study at the university, otherwise the student is recommended to replace one elective course with other, to transfer to another specialty of the Higher School of Economics, KAZGUU University or any other educational institution in the holiday period;
- to improve level of English, students should take English classes at HSE Preparatory courses.

If the students' GPA is less than 2.0 points, she/he can take only 18 credits, including failed courses on the following majors such as 5B050900 Finance, 5B050800 Accounting and Audit.

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:

- By April 30, 2016 students are required to take a comprehensive exam to determine the level of English with a result not less than Upper-Intermediate I;

- To gain 179 ECTS / 105 credits based on the results of study for 5B050700 Management;
- To gain 184 ECTS / 110 credits based on the results of study for 5B050600 Economy, 5B050900 Finance, 5B090200 Tourism, 5B050800 Accounting and Auditing , 5B050300 Psychology, for 5B020700 Translation Studies;
- To gain GPA level of at least 2.0 on the basis of the first year of study.

Transfer Requirements of HSE to the fourth year to 5B020700 Translation Studies (See Table 4).

Table 4. Transfer Requirements of HSE to the fourth year to 5B020700 Translation Studies

№	Major	Min ECTS	Min GPA	Interview Results	Level of English
1	5B020700 Translation Studies	184	2.0	75	Low Proficient

The students can be transferred to the fourth year if he/she meets all the requirements.
In the case of student's academic performance does not meet these requirements, he/she can:
- During 2 semesters increase the GPA to the minimum required level by retaking a discipline, otherwise the student is recommended to transfer to any other educational institution in the holiday period;
- Study one discipline no more than 3 - times during the entire period of study at the university, otherwise the student is recommended to replace one elective course with other, to transfer to another specialty of the Higher School of Economics, KAZGUU University or any other educational institution in the holiday period;
- take English classes at HSE courses;
If the students' GPA is less than 2.0 points, she/he can take only 18 credits, including failed courses on the following majors such as 5B050900 Finance, 5B050800 Accounting and Audit.

To gain the "Bachelor Degree" from HSE students of all majors must:

– By April 30, 2016 students are required to take a comprehensive exam to determine the level of English with a result not less than Upper-Intermediate II;
- gain 240 ECTS (including);
- complete the Internship;
- gain at least 2.0 GPA
- complete the following subjects: "Organizational Behaviour", "Business Communication" and "Business Ethics";
- the students of 5B050300 Psychology are required to be certified in the training course at least 32 hours;
- complete the State Exam;
- To defense thesis /project for students of 5B050700 Management, 5B090200 Tourism, 5B050600 Economy.
Requirements on completion and gaining Bachelor Degree of HSE to 5B020700 Translation Studies (see Table 5).

Table 5. Requirements on completion of HSE and gaining Bachelor Degree to 5B020700 Translation Studies

№	Major	Min ECTS	Min GPA	English Exam Results	Level of English
1	5B020700 Translation Studies	240	2.0	90-100	Proficient

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.
It is recommended to follow the Transfer Requirements for HSE students enrolled in 2013 and 2014.
The provisions of enforce the Academic Integrity reflect in the Academic Policy and Code of Conduct of KAZGUU University.

CHANGE OF MAJOR/INTERNAL TRANSFER REQUIREMENTS

There are several ways students may change their major. In such cases, undergraduate students should submit an application to the SSC office within the period of no later than 15 days prior to the beginning of the academic year.

To change from one degree to another a student should consult their advisor for guidance and submit an approved decision from QAC, HSE. The change is possible after completing the first semester.
Students shall meet the following criteria:

- GPA must be no less than 2,0;
- *Fundamentals of the Theory of Economics* course should be on a pass basis
- at least 7 points on Mathematics according to the UNT/KT certificate for such majors as 5B050700 Management, 5B050800 Tourism;
- at least 12 points on Mathematics according to the UNT/KT certificate for such majors as 5B050600 Economics, 5B050800 Accounting and Audit, 5B050900 Finance;
- at least 21 points on English Language Test, or IELTS certificate 5,0 for students of such majors as 5B050700 Management, 5B050800 Tourism; 5B050600 Economics, 5B050800 Accounting and Audit, 5B050900 Finance;
- at least 17 points on Russian/Kazakh/ English Language Test according to UNT/ KT certificate or IELTS certificate 5,0 for Translation Studies major.

NOTE: in case a student doesn't meet the above mentioned criteria but he/she is still willing to enter the programmes such as Economics, 5B050800 Accounting and Audit, 5B050900 Finance, he/she is recommended to take Mathematics course (60 academic hours) for additional payment at the HSE preparatory centre.

Transferring to a New University

If the 1st-year students plan to transfer to the majors of HSE they shall:

- meet the above mentioned requirements;
- pass the required courses that shown below (see Table 6);
- consult the advisor and get the approval of the QAC, HSE in order to clarify the difference in academic performance and achievements of the submitted transcript by taking into account the amount of ECTS credits and prerequisites.

Table 6. Students' academic achievement requirements

No.	Course Name	Number of credits	Final grade in %						
			Economics	Finance	Accounting and Audit	Management	Tourism	Psychology	Translation Studies
1	English and Cross-Cultural	4	-	-	-	-	-	-	70

	Communication (B1)								
2	Economics/Principles of Economics	2	60	60	60	50	50	-	-

If the 2nd-year student plans to transfer from one major to the 3rd year of HSE, a student shall follow the requirements below:

- GPA must be no less than 2,0;
- at least 40 points in English Language Test, IELTS certificate 5,0 for such majors as 5B050700 Management, 5B050800 Tourism; 5B050600 Economics, 5B050800 Accounting and Audit, 5B050900 Finance, 5B050300 Psychology;
- at least 75 points in English Language Test or IELTS certificate 5,0 for students of Translation Studies major.

Table 7. Change in Majors. Difference in Academic Performance and Achievements

Student's major / Major to be transferred to	Finance	Accounting and Audit	Economics	Management	Tourism	Psychology	Translation Studies	Other Majors of KAZGUU University
Finance		6**	3**	0**	2 year*	2 year*	2 year*	2 year*
Accounting and Audit	6**		6**	6**				
Economics	3**	6**		6**				
Management	0**	6**	6**					
Tourism	2 year*	2 year*	2 year*	2 year*				
Psychology					2 year*			
Translation Studies						2 year*	2 year*	

* A student can be enrolled to the2nd year
** Amount of credits (academic difference)

Transfer Terms and Conditions

If the 2nd-year student plans to transfer from other universities to the majors of HSE, KAZGUU University, they shall;

- meet the above listed terms and conditions to the relevant major;
- gain the grades no less than required (see Table 8);
- consult the advisor and get the approval of the QAC, HSE in order to clarify the difference in academic performance and achievements of the submitted transcript by taking into account the amount of ECTS credits and prerequisites.

Table 8. Academic Performance Requirements. Transfer from other Universities of the Republic of Kazakhstan

№	Course Name	Credit numbers	Final Course Assessment, in %						
			Economics	Finance	Account and Audit	Management	Tourism	Psychology	Translation Studies
1	English and Cross-Cultural Communication (B1)	3	-	-	-	-	-	-	60
2	English and Cross-Cultural Communication (B2)	3							
3	Kazakh (Russian) for Professional Purposes	2							50
4	Fundamentals of English Theory Analysis	3							60
5	Fundamentals of Translators & Interpreters Skills	3							60
6	Economics / Principles of Economics	2	60	60	60	50	50	-	-
7	Microeconomics	2	60	55	55	50	50	-	-
8	Macroeconomics	3	60	55	55	50	50	-	-
9	Econometrics	3	60	-	-	-	-	-	-
10	Finance	3	55	60	55	50	50	-	-
11	Accounting Principles/ Accounting/ Accounting and Audit	3	50	55	60	50	50	-	-
12	Financial Accounting I	3	-	-	60	-	-	-	-
13	Management	3	50	50	50	60	-	-	-
14	Financial Ratio Analysis	3	60	60	60	-	-	-	-
15	Principles of Tourism Studies	3	-	-	-	-	60	-	-
16	Tourism Management	3	-	-	-	-	60	-	-
17	Active Tourism Techniques	3	-	-	-	-	60	-	-
18	International Tourism Geography	3	-	-	-	-	60	-	-
19	General Psychology	3	-	-	-	-	-	60	-
20	Introduction to General and Comparative Psychology	3	-	-	-	-	-	60	-
21	Developmental and Social Psychology	3	-	-	-	-	-	60	-
22	Differential Psychology of Personality	3	-	-	-	-	-	60	-

If the 3rd year student of KAZGUU University changes his/her major to the 4th year , the academic difference must be determined according to the transcript , students should gain:

- GPA not be less than 2,0;
- at least 60 points in ELT or at least 5.0 IELTS certificate to the following majors such as 5B050700 Management, 5B090200 Tourism, 5B050600 Economics, 5B050800 Accounting and Auditing, 5B050900 Finance, 5B050300 Psychology;
- at least 75 points in ELT or at least 5.0 IELTS certificate for 5B020700 Translation Studies;
- at least 32 hours of completion the certificate programme for5B050300 Psychology.

Transfer Terms and Conditions

If the 3rd year student plans to transfer from other universities to the majors of Higher School of Economics, KAZGUU University, they shall;

- meet the above listed terms and conditions for the relevant major;
- gain the grades no less than in the Table 9;
- consult the advisor and get the approval of the QAC, HSE in order to clarify the difference in academic performance and achievements of the submitted transcript by taking into account the amount of ECTS credits and prerequisites.

According to the recommendations of Academic Quality Committee of Higher School of Economics some changes can be made in this regulation.

Table 9. Requirement to Academic Performance of Students who Transfer from other Universities of the Republic of Kazakhstan

№	Academic Performance Course Name	Credit numbers	Final Course Assessment, %						
			Economics	Finance	Accounting and Audit	Management	Tourism	Psychology	Translation Studies
1	English and Cross-Cultural Communication (B1)	3	-	-	-	-	-	-	60
2	English and Cross-Cultural Communication (B2)	3							
3	Kazakh (Russian) for Professional Purposes	2							50
4	Fundamentals of English Theory Analysis	3							60
5	Fundamentals of Translators & Interpreters Skills	3							60
6	English for Professional Purposes								60
7	Translation								60
8	Economics/Principles of Economics	2	60	60	60	50	50	-	-
8	Microeconomics	2	60	55	55	50	50	-	-
10	Macroeconomics	3	60	55	55	50	50	-	-
11	Econometrics	3	60	-	-	-	-	-	-
12	Finance	3	55	60	55	50	50	-	-
13	Accounting Principles/ Accounting/ Accounting and Audit	3	50	55	60	50	50	-	-
14	Financial Accounting I	3	-	-	60	-	-	-	-
15	Managerial Accounting	3	-	-	60	-	-	-	-
16	Management	3	50	50	50	60	-	-	-
17	Financial Ratio Analysis	3	60	60	60	-	-	-	-
18	Business Organization	3	-	-	-	60	-	-	-
19	Entrepreneurship	3	60	-	-	-	-	-	-
20	Basics of Tourism Studies	3	-	-	-	-	60	-	-
21	Tourism Management	3	-	-	-	-	60	-	-
22	Active Tourism Techniques	3	-	-	-	-	60	-	-
23	International Tourism Geography	3	-	-	-	-	60	-	-
24	Tour Guiding	2	-	-	-	-	60	-	-
25	Tourism Marketing	4	-	-	-	-	60	-	-
26	General Psychology	3	-	-	-	-	-	60	-
27	Introduction to General and	3	-	-	-	-	-	60	-

	Comparative Psychology								
28	Developmental and Social Psychology	3	-	-	-	-	-	60	-
29	Differential Psychology of Personality	3	-	-	-	-	-	60	-
30	Economics II	3	60	-	-	-	-	-	-
31	Applied Economics	3	60	-	-	-	-	-	-
31	Corporate Finance	3	-	60	-	-	-	-	-
33	Financial Management	3	-	60	-	-	-	-	-
34	Auditing	3	-	-	60	-	-	-	-
35	Psychological Counseling	3	-	-	-	-	-	60	-
36	Workshop on Experimental Psychology and Psychodiagnostics	4	-	-	-	-	-	60	-
37	Medical Psychology	2	-	-	-	-	-	60	-

ENTRY REQUIREMENTS FOR INTERNATIONAL STUDENTS

HSE welcomes the great diversity of international faculty and students and we are thrilled that you are considering HSE, KAZGUU University for your education. We invite you to explore what it is like learning at the HSE and living on our campus in Astana, Kazakhstan.

Application Timeline

International students must apply through an online application which will be open for all current and perspective undergraduate students of HSE from July 1st to October 1st (Spring Semester) and from January 1st to May 1st (Fall Semester). Your application will go through competitive selection criteria. Students who are best academically qualified will be eligible to enroll. GPA and Language requirements are main objectives of academic qualification.

Students should contact with an advisor before the application deadline in order to clarify the transfer credits and the courses.

English Language Requirements

If English is not your first language, it is essential that your English language skills are good enough for you to take an intensive and challenging academic course that is taught and examined in English. Therefore, you may be asked to achieve one of the formal qualifications listed below as part of the conditions of your offer*.

- **IELTS** –a minimum overall grade of 5,0
- **TOEFL IBT**- a minimum 75 points
- **TOEFL PBT** – a minimum 500
- **English: Proficiency** – grade A or B.
- **SAT:** at least 650 score

**If you don't have one of these formal qualifications but you are currently being taught in English, please contact one of the advisors for advice.*

Credential Evaluators

HSE requires the official status of your school and need to verify the authenticity of documents such as:

- transcripts (A copy of the original transcripts should accompany the translation)
- two recommendation letters
- Personal Statement (500 words)

Visa Information

Advisory Office and the Student Service will provide detailed information to the international applicants.

Proof of Financial Support

Students should provide a Certified bank Statement in English verifying that they have sufficient funds available for their education.

Medical Care & Health Insurance

All students who decided to enrol to HSE, KAZGUU University must submit a completed health history form through Student Health Centre.

HSE requires international undergraduate students to purchase health insurance.

Campus Accommodation

If you are one of the enrolled students and you are planning to stay on campus, it is better to book a room in advance to make sure it suits your requirements before you arrive.

For more information on booking the room, please contact the Centre of Student Affairs.

UNDERGRADUATE ACADEMIC COURSE LOAD

According to the Academic Calendar every student registers online for the Fall/Spring Semester in the AIS Platonus in order to assign the individual credit load. Table 12 demonstrates the undergraduate credit load per semester.

Table 12. The required number of credits per semester.

№	Semester	Minimum number of ECTS/credits	Maximum number of ECTS/credits
1	1 – 2	30/18	36/22
2	3 – 7	10/6	36/22[1]
3	8	0	10/6[2]
4	Summer School	0	10/6[3]

Based on the credits acquired early by the undergraduate students who retake the 7th or 8th semester classes, the cumulative number of credit load must be determined on the individual basis.

If the student does not register for the minimum number of credits per semester and does not take academic leave, he/ she can be expelled from the University according to the academic failure.

ACADEMIC CALENDAR

№	Name	Date
	ORIENTATION WEEK **CLASS REGISTRATION/RE-REGISTRATION PERIOD**	
1.	Class Registration. Orientation Week	August 24-29, 2016
2.	The period of late registration, registration for additional courses, re-registration of students from small groups, course dropping, adjustments of individual curriculums for the fall semester (adviser's recommendation is required)	September 1-10, 2016
3.	Adviser approval of student applications for the fall semester, approval of individual curriculums by the Head of HSE	September 1-10, 2016
4.	Check list approval of the HSE's fall semester	January 4-6, 2017
5.	Preliminary registration for the spring semester (adviser's recommendation is required)	October 3-10, 2016
6.	The period of late registration, registration for additional courses, re-registration of students from small groups, course dropping, adjustments of individual curriculums for the spring semester (adviser's recommendation is required)	January 9-14, 2017
7.	Orientation activities for transferred and re-admitted students during the winter holidays	January 9-15, 2017
8.	Adviser approval of student applications for the spring	January 16-21, 2017

[1] Individual cases are considered by the Academic Quality Committee of Higher School of Economics.
[2] Individual cases are considered by the Academic Quality Committee of Higher School of Economics.
[3] Students who enrolled in the military department are not allowed to register for more than 4 credits during the military service.

№	Name	Date
	semester, approval of individual curriculums by the Head of HSE	
9.	Graduation check list approval of the HSE students	April 17-21, 2017
10.	Check list approval of the HSE's spring semester	June 5-9, 2017
11.	Registration for summer courses of 2016/2017 academic year (for students of the HSE and HSL)	May 29-31, 2017
12.	Registration for summer courses of 2016/2017 academic year (for students of the HSGE)	May 22 – June 10, 2017
13.	Orientation activities for students of 2017/2018 academic year	April 3-29, 2017
14.	Preliminary registration of students, the formation of students individual curriculums for 2017/2018 academic year (for students of the HSE and HSL)	May 8 – June 4, 2017
15.	Preliminary registration of students, the formation of students individual curriculums for 2017/2018 academic year (for students of the HSGE)	May 22 – June 10, 2017
16.	Check list approval of the HSE's summer semester	July 24-28, 2017
TUITION FEE DEADLINES		
1.	2016/2017 academic year fall semester tuition fee deadline	August 24, 2016
2.	2016/2017 academic year spring semester tuition fee deadline	December 25, 2016
3.	2017/2018 academic year tuition fee deadline	August 24, 2017
4.	2017/2018 academic year tuition fee deadline (for students admitted in 2016)	5 days before the start of registration
FOR STUDENTS OF HSE REGISTRATION AND EXAMINATIONS PERIOD (English, Mathematics)		
1.	Registration for examination	November 21-25, 2016
2.	Exam	November 28 – December 2, 2016
3.	Registration for examination	April 1-9, 2017
4.	Exam	April 24-29, 2017
FALL 2016 (15 weeks)		
THEORETICAL TRAINING		
1.	Fall semester classes start	September 5, 2016
2.	Midterm 1	October 24-29, 2016
3.	Midterm 2	December 12-17, 2016
4.	Fall semester classes end	December 17, 2016
WINTER EXAMINATIONS		
1.	Winter examinations (final exams for HSE students)	December 19-31, 2016
2.	Winter examinations (final exams for HSL and HSGE students)	December 19, 2016 – January 8, 2017
WINTER HOLIDAY		
1.	Winter Holidays (for students of HSE)	January 1-22, 2017
2.	Winter Holidays (for students of HSL and HSGE)	January 9-22, 2017
SPRING 2017 (15 weeks)		
1.	Spring semester classes start	January 23, 2017

№	Name	Date
2.	Midterm 1	March 13-18, 2017
3.	Midterm 2	May 2- 6, 2017
4.	Spring semester classes end	May 6, 2017
5.	Excursion to historical places (for 1st year students of the Higher School of General Education)	May 8-21, 2017
SUMMER EXAMINATION		
1.	Summer Examination (for the students of HSE and HSL)	May 8-27, 2017
2.	Summer Examination (for the students of HSGE)	May 22 – June 10, 2017
SUMMER SEMESTER		
1.	Summer Semester, including exams (for the HSE and HSL students, during the holidays)	June 5 – July 23, 2017
2.	Summer Semester, including exams (for the HSGE students, during the holidays)	June 12 – July 23, 2017
3.	Summer Semester, including exams (for the 3d year students studying at the Military Department, during the holidays)	July 3-23, 2017
MILITARY TRAINING		
1.	Military training (for the 3d year students studying at the Military Department, during the holidays)	June 5 – July 2, 2017
SUMMER HOLIDAYS		
1.	Summer holidays (for students of HSE and HSL)	May 29 – August 31, 2017
2.	Summer Holidays (for students of HSGE)	June 12 – August 31, 2017
	PROFESSIONAL INTERNSHIP	
	PRE-DIPLOMA INTERNSHIP	
1.	5B020700- Translation Studies	January 23 – April 1, 2017 (internship report defence: April 3-8, 2017)
2.	5B050600- Economics	
3.	5B050700- Management	
4.	5B050800- Accounting and Audit	
5.	5B050900- Finance	
6.	5B090200- Tourism	
7.	5B050300- Psychology	January 23 – April 15, 2017 (including the internship report defence)
	ACADEMIC INTERNSHIP	
1.	5B020700- Translation Studies	May 29 – June 3, 2017 (internship report defence: June 5-10, 2017)
2.	5B050600- Economics	
3.	5B050700- Management	
4.	5B050800- Accounting and Audit	
5.	5B050900- Finance	
6.	5B050300-Psychology	
7.	5B090200- Tourism	
FINAL STATE ATTESTATION		
1.	Observational Lectures (for the graduating students)	April 17-22, 2017
2.	Preparation of Final Thesis Papers	April 24 – May 6, 2017
3.	State Exams and defends of Final Thesis Papers	May 8-27, 2017
HOLIDAYS		

№	Name	Date
1.	Kurban-ayt	September 12, 2016
2.	First President Day	December 1, 2016
3.	Independence Day	December 16-17, 2016
4.	New Year	January 1-2, 2017
5.	Christmas	January 7, 2017
6.	International Women's Day	March 8, 2017
7.	Birthday of KAZGUU	March 14, 2017
8.	Nauryz	March 21-23, 2017
9.	Holiday of Kazakhstan's Nations Unity	May 1, 2017
10.	Day of the Fatherland	May 7, 2017
11.	Victory Day	May 9, 2017
12.	Capital's Day	July 6, 2017
13.	Constitution Day	August 30, 2017

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.

PART IV THE PROGRAMMES OF THE HSE

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:

Guest Lecturer	Position
John R. Grizz Deal	Executive Chairman& CEO, IX Power LLC and IX Power, Limited
Alexander Dawoody	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
Cihan Cobanoglu	McKibbon Endowed Chair & Director of M3 Centre. College of Hospitality and Tourism Leadership. USF Sarasota-Manatee.
J. Kent Ford	President, Tornado Business Solutions, LLC, Barefoot Adventures, LLC
Bill Hogg	Certified Public Accountant, Licenced Stockbroker
Kevin Rogers	MBA, Counsellor / Life Coach
Timothy David Cronin	EAP Teaching Fellow, Nazarbayev University
Asset Irgaliyev	Deputy Chairman of the Board, Economic Research Institute
Almas Aidarov	Deputy Chairman of the Board, KAZNEX INVEST
Medeu Tuzelbayev	Director, Department of Audit and Control, JSC "KazPost"
Gabit Lesbekov	Managing Director – Member of the Board, Entrepreneurship Development Fund "DAMU"
Laura Galiyeva	Founder, Tour Operator KAZUNION
Aizhan Samambayeva	PhD, Deputy Director, Analytical Centre, Economic Research Institute
Marat Birimzhan	Business Consulting for the Oil and Gas Industry MA in Oil and Gas Company Management, University of Aberdeen
Aset Dautov	Head, Expert Group "ADK Project"
Sayasat Nurbek	Director, Institute for Public Policy "Nur Otan"
Yerlan Askarbekov	Vice President, Club "PR-shy"
Azamat Nurseitov	Director, Centre for World Economy and Integration Research
Ardak Beisenova	Head, Centre of the World Economy and Integrative Research
Askhat Serikbekuly	Financial Management and Investment Managing Partner, UP Consulting LLP
Aizhan Izakova	CEO, Research Centre of Personal Development "Talent Management"
Gulzhan Abilova	Director, "AudBukh" LLP
Bakhytgul Khambar	Director, Centre for Strategic and Economic Studies
Akmaral Naizabekova	Managing Director, Practice of Leadership and Corporate Governance "Human Capital Lead"
Akhmet Ishmukhamedov	Managing Partner, SAUWAT STRATEGY
Baurzhan Arenov	Manager-psychologist, Department of Student Affairs, Nazarbayev University
Meiram Islam	Simultaneous Interpretation Department, MFA, Kazakhstan
Vladimir Poshatylyuk	Trainer and Supervisor, Association of Psychologists of Kazakhstan
Aigerim Mukhamejanova	Executive Director of the Tourism Capital Association
Aigul Dyusembayeva	Senior Manager-psychologist, Department of Student Affairs, Nazarbayev University

Ildar Valiulov	Business-trainer, Consultant
Tatyana Kemaikina	President, Foundation "Laboratory of socio-psychological measurements "Sphere"
Arman Aubakirov	Entrepreneur, Founder, "Work&Study Abroad" Agency, Business Consultant, Investor
Ablay Yussupov	Founder, Educational Centre "Top Generation Group" Founder & Director, School of Business "Upgrade"
Magzhan Tleukhanov	Co-founder, School of Business "Upgrade" Founder, Consulting Company "Tender First"
Birzhan Ashim	Co-founder, School of Business "Upgrade" 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.

OFFICE USE ONLY _____ Approved _____ Not approved (comments):_____

Date student contacted:_____ "A" Step to Successful Career Yes No

CDCC signature: _____

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.

CERTIFICATE PROGRAMME: MARKETING MINOR

Marketing minor program is developed to provide a full set of fundamental skills and work place competencies essential for success. Student will learn theoretical foundations of marketing communications, marketing research, brand management.

LEARNING OUTCOMES:

The graduates of the program should be able to:

- Apply marketing concepts, tools and techniques for problem solving and decision making
- Address issues related to marketing communications, marketing research, brand management, consumer behaviour
- Demonstrate competence and creativity in originating and integrating ideas related to the managerial problems
- Collect, analyze, appraise and present information in a way that contributes to the problem-solving
- Evaluate effectiveness and impact of the marketing programs
- Demonstrate communication, team-working and management skills
- Apply principles of integrity and ethics within business environment
- Develop transferrable intellectual and study skills

ENTRY REQUIREMENTS:

- Student should be a 2nd, 3rd or 4th level student of KAZGUU University
- Minimum level of GPA required to enter the programme is 2.67
- Student should select 2 courses from the required courses list and any 3 courses from the elective courses list

EXIT REQUIREMENTS:

- Student should earn 15 credits or 25 ECTS
- Minimum level of GPA required to graduate from the programme is 2.67
- If student doesn't meet exit requirements he will not be able to receive the certificate.

Course Code	Name	Number of credits/ECTS
Required		
MKT2201	Principles of Marketing	3/5
MKT4304	Brand Management	3/5
MKT3202	Marketing Research	3/5
MKT4205	Consumer Behavior	3/5
Electives		
MKT4206	Advertising Strategy	3/5
MKT3207	Services Marketing	3/5
MKT3208	Destination Marketing	3/5
MKT4209	Digital Marketing	3/5

Certification Program Education is not more than 5 years.
Credits on the studied discipline in the framework of the certification program can be graded to specialties in accordance with the KAZGUU University academic program within 5 years from the date of registration to the discipline. If this period has expired, the final mark in the discipline is not valid and the student has study it again to obtain credits in the discipline.

CERTIFICATE IN BUSINESS AND LAW

THE PROGRAMME AIMS to develop a new generation of tomorrow's leaders and lawyers who will be able to:

- apply knowledge and skills to legal support of companies' activities, resolve of corporate interests conflicts and risks
- understand the present global challenges and trends of the industries
- implement knowledge and skills necessary to develop the relationship in the framework of international organizations and companies
- provide effective legal aspects consultancy and business solutions
- understand and inspire employees, provide with
- understand personal capacities of effective leaders

BENEFITS OF ATTENDING:

- develop organizational plans for improving organizational leadership performance
- mastering skills for identifying organizational weaknesses in terms of understanding its legal environment
- explore insights of organizational performance

PROGRAMME DESCRIPTION:

- The following elective courses are available for the current 3rd-4th year students and all perspective participants both in terms of their academic programme and on commercial basis as well.
- In order to earn ***an undergraduate degree*** the participants must complete 240 ECTS/129 credits.

Upon the completion of the programme students will be awarded a CERTIFICATE IN BUSINESS AND LAW. The certificate is awarded upon completion of five courses. Students must earn 15 credits or 25 ECTS. Each course will carry 3 credits (5 ECTS). Minimum level of GPA required to graduate from the programme is 2.67. In case if students gain less than GPA 2.67 the certificate will not be awarded towards the degree.

ELIGIBILITY:

- The programme is open for all 3rd and 4th level students of KAZGUU UNIVERSITY
- The introductory course will be offered for the 1st year students
- The HSL students will be required to select at least three courses from the HSE courses list
- The HSE students will be required to select at least three courses from the HSL courses list
- Graduate students are also eligible for the programme; however none of the courses will be counted towards their degree requirements.

COURSE PREREQUISITES:

- Course prerequisites are to be defined by respective schools.

International Business Module will not require prerequisites, however, the level of English required will be equivalent to IELTS 4 or Intermediate level

COURSE WAIVERS:

- Each of the courses could be treated as KAZGUU free elective (Selected Topics in..) for all 3rd and 4th year students of KAZGUU.
- The number of credits to graduate from the bachelor will remain 129 (240 ECTS).

EXIT REQUIREMENTS:

- Programme exit requirements will remain consistent with current policy of KAZCUU University and be a GPA of 2.67.
- Upon the completion of the programme students will be rewarded a Certificate in Business and Law.

FINANCE AND LAW

Module	Code	Course	Credit/ ECTS	Language	Required conditions
Finance and Law*	**HSL Courses**				
	ACC 2301	1. Principles of Accounting	3/5	ENG/ KAZ/ RUS	B-, 75%, 2.67
	FIN 2301	2. Principles of Finance	3/5		
	FIN 3206	3. Taxation	3/5		
	HSE Courses				
	KP 3208(PRL)	Business Law	3/5 (6th Sem)	ENG/ KAZ/ RUS	B-, 75%, 2.67
	TP 2206 (PRL)	Labour Law	3/5 (4th Sem)		
	FNPRK 3210(FIN)	Financial and Tax Law	3/5 (6th Sem)		
**Students must follow the above-mentioned order of the courses*					

Learning Outcomes:

- Students will be able to demonstrate knowledge and skills necessary to make informed decisions with regard to legal and financial aspects of an organization;
- Students will be able to demonstrate knowledge and skills necessary to legal support of companies' activities, resolve of corporate interests conflicts and risks. Students also will be able to define legal basics tax regimes and regulation of corporate labour relations.

CORPORATE GOVERNANCE

Module	Code	Course	Credit/ ECTS	Language	Required conditions
Corporate Governance*	**HSL Courses**				
	MGT 2202	Principles of Management	3/5	ENG/KAZ/ RUS	B-, 75%, 2.67
	MGT 3301	Corporate Governance	3/5		
	MGT 4211	Strategic Management	3/5		
	HSE Courses				
	KP 3208(PRL)	Business Law	3/5 (6th Sem)	ENG/KAZ/ RUS	B-, 75%, 2.67
	TP 2206 (PRL)	Labour Law	3/5 (4th Sem)		
	FNPRK3210(FIN)	Financial and Tax Law	3/5 (6th Sem)		
**Students must follow the above-mentioned order of the courses*					

Learning Outcomes:

– Students will be able to demonstrate competencies needed to assess internal mechanisms and legal framework of corporate governance established to regulate relations between shareholders, boards, executive management and other stakeholders;

– Students will be able to demonstrate knowledge and skills necessary to legal support of companies' activities, resolve of corporate interests conflicts and risks. Students also will be able to define legal basics tax regimes and regulation of corporate labour relations.

BUSINESS ETHICS AND LAW

Module	Code	Course	Credit/ ECTS	Language	Required conditions
Leadership*	**HSL Courses**				
	BUS 3204	Business Ethics	3/5	ENG/KAZ/ RUS	B-, 75%, 2.67
	MGT 3203	Leadership	3/5		
	MGT 3305	HR Management	3/5		
	HSE Courses				
	KP 3208(PRL)	Business Law	3/5 (6th Sem)	ENG/KAZ/ RUS	B-, 75%, 2.67
	TP 2206 (PRL)	Labour Law	3/5 (4th Sem)		
	FNPRK3210(FIN)	Financial and Tax Law	3/5 (6th Sem)		
**Students must follow the above-mentioned order of the courses*					

Learning Outcomes:

– Students will cover the basics of leadership theory from the perspective of business ethics emphasizing the importance of it for the leader. Students will also be able to apply gained knowledge and competencies in managerial decision making;

– Students will be able to demonstrate knowledge and skills necessary to legal support of companies' activities, resolve of corporate interests conflicts and risks. Students also will be able to define legal basics tax regimes and regulation of corporate labour relations.

INTERNATIONAL BUSINESS AND LAW

Module	Code	Course	Credit/ ECTS	Language	Required conditions
International Business*	**HSL Courses**				
	ECN 3201	International Economics	3/5	ENG	B-, 75%, 2.67
	BUS 2203	International Business	3/5		
	IR 3201	International Relations	3/5		
	HSE Courses				
	PMO 3303(IL)	Law of International Organizations		ENG	B-, 75%, 2.67
	MTP 3301 (IEL)	International Trade Law			
	PNEO 3302(IEL)	Law of the Supranational Economic Organizations	3/5 (6th Semester)		
**Students must follow the above-mentioned order of the courses*					

Learning Outcomes:

Students will be able to:

- apply knowledge of international politics and economics, legal and cross-cultural environment;
- analyse, assess and promote international market development strategies;
- demonstrate knowledge of the legal and institutional framework of international economic relations

- demonstrate knowledge of the legal regulation of international business
- acquire the skills of filing and organizing documents in the framework of international business
- possess the skills of drafting and concluding the international commercial contracts
- participate in the international arbitration proceedings as a representative of the parties of the arbitrator
- provide the professional consulting services to individuals and companies engaged in the international business activities.

BUSINESS AND LAW FOR TRANSLATORS

Module	Code	Course	Credit/ ECTS	Language	Required conditions
Business for Translators	**HSL Courses**				
	BUS 3204	Business Ethics	3/5	ENG	B-, 75%, 2.67
	MGT 3203	Leadership	3/5		
	ECN 3201	International Economics	3/5		
	HSE Courses				
	PMO 3303 (IL)	Law of International Organizations	3/5 (5th Sem)	ENG	B-, 75%, 2.67
	OAP 3209 (PRL)	Basics of English Law	2/3 (6th Sem)		
**Students must follow the above-mentioned order of the courses*					

Learning Outcomes:

- Students will be able to demonstrate and accumulate key knowledge approaches of theories and concepts of both business and legal aspects from national and international perspectives. Students will also analyse the certain economic, cross-cultural and legal phenomena to enhance an understanding of the emerging issues;
- Students will be able to demonstrate knowledge and skills necessary to establishment of relations in the framework of international organizations and companies.

Certification Program Education is not more than 5 years.

Credits on the studied discipline in the framework of the certification program can be graded to specialties in accordance with the KAZGUU University academic program within 5 years from the date of registration to the discipline. If this period has expired, the final mark in the discipline is not valid and the student has study it again to obtain credits in the discipline.

MINOR IN BUSINESS AND MANAGEMENT ACCOUNTING

PROGRAMME DESCRIPTION

Managers use the provisions of accounting information in order to better inform themselves before they decide matters within their organizations, which aids their management and performance of control functions. Minor in management accounting gives a student an opportunity to be prepared for the position which may involve managerial decisions. Students will be able to utilize different tools and techniques to manage and control the company's performance.

At the end of the program students should be able to:

- Use strategic planning and control models to plan and monitor organisational performance.
- Assess and identify key external influences on organisational performance.
- Identify and evaluate the design features of effective performance management information and monitoring systems.
- Apply appropriate strategic performance measurement techniques in evaluating and improving organisational performance.

- Advise clients and senior management on strategic business performance evaluation and on recognising vulnerability to corporate failure.

The program is divided into two modules upon the completion of which as well as successful passing of applicable exams at the end of each module students will receive a Certificate in Business Accounting and a Diploma in Management Accounting.

ENTRY REQUIREMENTS:

- Student should be a 3rd or 4th level student of KAZGUU University.
- Student should finish 6 core courses for Certificate in Business Accounting and 6 core courses and 6 required elective courses for Diploma in Management Accounting.

EXIT REQUIREMENTS:

- Student should earn 54 credits or 88 ECTS.
- Minimum level of GPA required to graduate from the programme is 2.67.

If student doesn't meet exit requirements he will not be able to receive the certificate.

Code	Course	Credit/ ECTS	Language	Core/Elective
Module 1: Certificate in Business Accounting				
ACC2201	Principles of Accounting (Prerequisites: Principles of Economics)	3/ 5	ENG	CORE
ACC2303/ 3203	Financial Accounting I (Prerequisites: Principles of Accounting)	3/ 5	ENG	CORE
ECN2204	Microeconomics (Prerequisites: Principles of Economics)	3/ 5	ENG	CORE
ECN2205	Macroeconomics (Prerequisites: Principles of Economics)	3/ 5	ENG	CORE
ACC3307	Managerial Accounting (prerequisite: Principles of Accounting)	3/ 5	ENG	CORE
CBL4401/ 3301	Corporate & Business Law	3/ 5	ENG	CORE
Module 2: Diploma in Management Accounting				
MKT2201	Principles of Marketing (Prerequisites: Principles of Microeconomics)	3/ 5	ENG	CORE
MGT2202/ 2302	Principles of Management (Prerequisites: Principles of Economics)	3/ 5	ENG	CORE
ACC3304/ ACC3204	Financial Accounting II (Prerequisites: Financial Accounting I)	3/ 5	ENG	CORE
FIN3306/ 3206	Corporate Finance (Prerequisites: Principles of Finance, Principles of Accounting)	3/ 5	ENG	CORE
ACC4312/ 4212	Financial & Tax Reporting (Prerequisites: Financial Accounting I, Financial Accounting II, Taxation)	3/ 5	ENG	CORE
GED1104	Managing Technology & Information	3/5	ENG	CORE
FIN3308/ 3208/ 4208	Financial Management (Prerequisites: Corporate Finance)	3/ 5	ENG	ELECTIVE
MGT3212/ 3204	Operations Management (Prerequisites: Principles of Management)	3/ 5	ENG	ELECTIVE
MGT3305/ 4304	Human Resource Management (prerequisite: Principles of	3/ 5	ENG	ELECTIVE

	Management)			
FIN4212/ 4312	Financial Risk Management (Prerequisites: Financial Management)	3/ 5	ENG	ELECTIVE
ACC4311	Advanced Managerial Accounting/ Managerial Analysis (prerequisites: Managerial Accounting)	3/ 5	ENG	ELECTIVE
FIN3206/ 3205	Taxation (Prerequisites: Principles of Accounting, Principles of Finance)	3/ 5	ENG	ELECTIVE

Certification Program Education is not more than 5 years.
Credits on the studied discipline in the framework of the certification program can be graded to specialties in accordance with the KAZGUU University academic program within 5 years from the date of registration to the discipline. If this period has expired, the final mark in the discipline is not valid and the student has study it again to obtain credits in the discipline.

MINOR IN INTERNATIONAL RELATIONS

The Certificate Programme of IR is written for prospective and current students of HSE and HSL. The students will learn the terminology of international organizations and the fundamental theoretical knowledge. They also analyze the certain political, economic, cultural and legal phenomena of IR in the international and national level. The students will enhance an understanding of the emerging issues and diversity of globalization.

LEARNING OUTCOMES:

The students should be able to:

- understand the essence of relations between states and non-state actors (EU, WTO, EAEU etc.);
- acquire knowledge about contemporary concepts of foreign relations of political and economic environment;
- formulate statements correctly and competently with legitimate argumentation;
- apply instruments of foreign policy: soft power (diplomacy, foreign investment) and hard power (economic sanctions etc.);
- demonstrate abilities to provide comprehensive analysis of further changes in international relations;
- be aware of the role of a negotiator and mediator in conflict resolution by diplomatic means;
- organize work in project groups.

BENEFITS OF ATTENDING:

- improving organizational leadership performance
- mastering skills of understanding the fundamentals of IR and legal environment
- exploring insights of organizational performance

PROGRAMME DESCRIPTION

- The following elective courses are available for the current 3rd-4th year students and all perspective participants both in terms of their academic programme and on commercial basis as well.
- In order to earn ***an undergraduate degree*** the participants must complete 240 ECTS/129 credits.

Upon the completion of the programme students will be awarded a CERTIFICATE IN INTERNATIONAL RELATIONS.

The certificate is awarded upon completion of five courses. Students must earn 15 credits or 25 ECTS. Each course will carry 3 credits (5 ECTS). Minimum level of GPA required to graduate from the programme is 2.67. In case if students gain less than GPA 2.67 the certificate will not be awarded towards the degree.

ELIGIBILITY:

- The programme is open for all 3rd and 4th level students of KAZGUU UNIVERSITY;
- The introductory course will be offered for the 1st year students;
- The HSE & HSL students will be obligatory to select two courses from the required courses list;

- The HSE & HSL students will be required to select at least three courses from the elective courses list;
- Graduate students are also eligible for the programme; however none of the courses will be counted towards their degree requirements.

International Relations Module will not require prerequisites; however, the required level of English will be equivalent to IELTS 5 or Upper-Intermediate level

COURSE WAIVERS:

- Each of the courses could be treated as KAZGUU free electives for the 3rd - 4th year students of KAZGUU University.
- The number of credits to graduate from the bachelor will remain 129 (240 ECTS).

EXIT REQUIREMENTS:

- Programme exit requirements will remain consistent with the current policy of KAZCUU University and a GPA of 2.67.
- Upon the completion of the programme students will be awarded a CERTIFICATE IN INTERNATIONAL RELATIONS.

PROGRAMME CONTENT

This programme gives you an introduction to the basic knowledge and concepts of IR. It will also introduce key theoretical approaches to the study of IR. It provides the foundational and historical background of IR. It examines the structure of IR through different approaches and analysis of national and international materials. Students shall take the "IRxx01[4]/Fundamentals of International Relations course as required one and pass it with the grade not less than B-. In order to be certified the participants must take two required courses and three electives from the list. All participants of this course are obliged to take Capstone Project course as a final. The research should culminate both in a written report and an oral presentation. The capstone project can be considered as your Bachelor Thesis.

Course Code	Name	Number of credits	ECTS	Language	Required
Required Courses					
IR 3201	Fundamentals of International Relations	3	5	ENG	B-, 75%, 2.67
ECN 3201	International Economics	3	5		
BUS 3303	International Business	3	5		
IR 4208	Capstone Project in International Relations		5		
Elective Courses					
IRF 3202	Diplomatic Protocols and Documents	3	5	ENG	B-, 75%, 2.67
IR 3310	Diplomatic Club (Workshop)	3	5		
BUS 3204	Business Ethics	3	5		
MGT 3203	Principles of Leadership	3	5		
BUS 3201	Business Communications	3	5		
IR 3303	Globalization and International Organizations	3	5		
IR 3204	Negotiations and Public Diplomacy	3	5		

[4] In accordance with the State Compulsory Standards of Higher and Postgraduate Education of the Ministry of Education and Science the unified system of coding is used. It consists of four figures. The first figure of the code indicates the year of study, the second figure indicates the course level (General Education/Business Core/Major).

Certification Program Education is not more than 5 years.
Credits on the studied discipline in the framework of the certification program can be graded to specialties in accordance with the KAZGUU University academic program within 5 years from the date of registration to the discipline. If this period has expired, the final mark in the discipline is not valid and the student has study it again to obtain credits in the discipline.

MINOR IN PUBLIC RELATIONS

The Certificate Programme in PR is written for prospective and current students of HSE and HSL. In this programme students will study fundamental theoretical knowledge in the field of public relations, including the basics of communication theory, mass media, reputation management, the principles of media relations, government relations, internal and external corporate communications, PR in crisis situations. During the course, students will examine and analyze cases of local and international companies in the field of public relations and corporate communications.

LEARNING OUTCOMES:
The students will be able to:

- Participate in the development and implementation of public relations strategies in government, commercial, non-profit organizations and media
- Participate in the creation of an efficient communication infrastructure of an organization, ensuring internal and external communications, building and maintaining a corporate culture
- Plan and carry out PR-campaigns
- Interact with the media
- Effectively use communication skills in their activities

BENEFITS OF ATTENDİNG:
- Obtaining basic skills in public relations
- Studying practical experiences of local and international companies
- Obtaining skills of mass, business and personal communications

PROGRAMME DESCRIPTION
- The following elective courses are available for the current 3rd-4th year students and all perspective participants both in terms of their academic programme and on commercial basis as well.
- In order to earn ***an undergraduate degree*** the participants must complete 240 ECTS/129 credits.
Upon the completion of the programme students will be awarded a CERTIFICATE IN PUBLIC RELATIONS.

The certificate is awarded upon completion of five courses. Students must earn 15 credits or 25 ECTS. Each course will carry 3 credits (5 ECTS). Minimum level of GPA required to graduate from the programme is 2.67. In case if students gain less than GPA 2.67 the certificate will not be awarded towards the degree.

Eligibility:

- The programme is open for all 3rd and 4th level students of KAZGUU UNIVERSITY
- The HSE & HSL students will be obligatory to select two courses from the required courses list
- The HSE & HSL students will be required to select at least three courses from the elective courses list
- Graduate students are also eligible for the programme; however none of the courses will be counted towards their degree requirements.

Public Relations Module will not require prerequisites, however, the required level of English will be equivalent to IELTS 5 or Upper-Intermediate level

Course waivers:

- Each of the courses could be treated as KAZGUU free electives for the 3rd - 4th year students of KAZGUU University.
- The number of credits to graduate from the bachelor will remain 129 (240 ECTS).

Exit requirements:

- Programme exit requirements will remain consistent with the current policy of KAZGUU University and a GPA of 2.67.
- Upon the completion of the programme students will be awarded a CERTIFICATE IN PUBLIC RELATIONS.

Programme content

This programme provides a relevant, fundamental and systematic knowledge in the field of public relations. It covers the basics of mass communications, reputation management, internal and external corporate communications. The program examines the issues of interaction with the media, government agencies, the public in a professional manner, taking into account the best practices of local and international companies.

Students shall take the Public Relations course as required one and pass it with the grade not less than B-. In order to be certified the participants must take two required courses and three electives from the list. All participants of this course are obliged to take Capstone Project based on a real case. The research should culminate in a presentation.

Course Code	Name	Number of credits	ECTS	Language	Required
Required Courses					
PRC 3301	Public Relations	3	5	ENG	B-, 75%, 2.67
PRC 3302	Crisis Communications	3	5		
Elective Courses					
BUS 3201	Business Communications	3	5		B-, 75%, 2.67
MGT 3203	Leadership	3	5		
BUS 3204	Business Ethics	3	5		
MKT 3303	PR and Marketing Communications	3	5		

Certification Program Education is not more than 5 years.

Credits on the studied discipline in the framework of the certification program can be graded to specialties in accordance with the KAZGUU University academic program within 5 years from the date of registration to the discipline. If this period has expired, the final mark in the discipline is not valid and the student has study it again to obtain credits in the discipline.

MINOR IN PROJECT MANAGEMENT

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.

THE PROGRAMME AIMS to develop a new generation of tomorrow's leaders and lawyers who will be able to:

- Understand the difference between project management of business processes management;
- Make a management decision; and the effectiveness of achieving the project objectives;

➢ Reduce the level of influence of risks and factors that contribute to the project of stagnation caused by the lack of professional skills and knowledge.

PROGRAMME DESCRIPTION:

➢ The following elective courses are available for the current 3rd-4th year students and all perspective participants both in terms of their academic programme and on commercial basis as well.

➢ In order to earn ***an undergraduate degree*** the participants must complete 240 ECTS/129 credits.

Upon the completion of the programme students will be awarded a CERTIFICATE IN PROJECT MANAGEMENT.

ELIGIBILITY:

➢ The programme is open for all 3rd and 4th level students of KAZGUU University;

➢ The introductory course will be offered for the 1st year students;

➢ The HSL students will be required to select at least three courses from the HSE courses list;

➢ The HSE students will be required to select at least three courses from the HSL courses list;

➢ Graduate students are also eligible for the programme; however none of the courses will be counted towards their degree requirements.

LEARNING OUTCOMES:

➢ Cearly comprehend content of the project management and its tools;

➢ project management enables a structured approach to achieve the strategic goals and objectives of the organization;

➢ Understanding the project and their interaction management processes to address the objectives of the project;

➢ Increase the level of competitiveness in the field of planning and project management;

➢ The assignment of one of the levels of knowledge - a certified expert / expert.

PROGRAMME

BLOCK	HOURS
Project Concept	4 hours
Investments	4 hours
Project Parameters	4 hours
Planning	24 hours
Strategy	4 hours
Project Management	24 hours
Legal aspects of Project Management	4 hours
Exam	2 hours

Certification Program Education is not more than 5 years.

Credits on the studied discipline in the framework of the certification program can be graded to specialties in accordance with the KAZGUU University academic program within 5 years from the date of registration to the discipline. If this period has expired, the final mark in the discipline is not valid and the student has study it again to obtain credits in the discipline.

MINOR IN HUMAN RESOURCES MANAGEMENT

Development of human capital is one of the most important goals of the organization. Certificate in HRM gives a student an opportunity to be prepared for the position in human resources department. Students will be able to utilize different tools and techniques to manage employee in a way that aligns with organizational goals.

At the end of the program students should be able to:

- Address organizational challenges
- Develop strategic plans for organization with focus on human resources
- Understand business process related to organizational goals
- Evaluate the effectiveness of HRM practice
- Integrate HRM functions with organizational strategy to improve business performance
- Communicate effectively through speaking and writing skills
- Demonstrate leadership, communication, and teamwork skills

Upon the completion of the programme students will receive a certificate in Human Resources Management.

Entry requirements:

- Student should be a 3rd or 4th level student of KAZGUU University
- Student should select 2 courses from the required courses list and any 3 courses from the elective courses list
- Exit requirements:
- Student should earn 15 credits or 25 ECTS
- Minimum level of GPA required to graduate from the programme is 2.67

If student doesn't meet exit requirements he will not be able to receive the certificate.

Course Code	Name	Credit/ ECTS	Language	Required/ Elective
MGT2302	Principles of Management	3/ 5	ENG/RUS	Required
MGT3305	Human Resources Management - HRM(prerequisite: Principles of Management)	3/ 5	ENG/RUS	Required
MGT3308	Compensation Management (prerequisite: HRM)	3/ 5	ENG/RUS	Elective
MGT4312	Performance Management (prerequisite: HRM)	3/ 5	ENG/RUS	Elective
MGT2201	Organizational Behaviour (prerequisite: HRM)	3/ 5	ENG/RUS	Elective
TP 2206 (PRL)	Labour Law (prerequisite: HRM)	3/ 5	ENG/RUS	Elective
BUS3204	Business Ethics (prerequisite: Principles of Management)	3/ 5	ENG/RUS	Elective

Certification Program Education is not more than 5 years.

Credits on the studied discipline in the framework of the certification program can be graded to specialties in accordance with the KAZGUU University academic program within 5 years from the date of registration to the discipline. If this period has expired, the final mark in the discipline is not valid and the student has study it again to obtain credits in the discipline.

MINOR IN HOSPITALITY

The Minor in Hospitality offers a student an opportunity to get both theoretical and practical knowledge of one of the largest industry in the world. This program is tailored to the needs and interests of the students who are interested in the hospitality management career. Program is designed in a way that helps to practice principles of hospitality within different courses and through internship.

At the end of the programme student should be able to:
- Understand the basic concepts related to hotel management
- Assess the leadership and management skills within the hospitality industry
- Perform food and beverage management skills
- Recognize various challenges of the hospitality management
- Demonstrate writing, presentation and communication skills

Upon the completion of the programme students will receive a certificate in Hospitality.

Entry requirements:
- The programme is open for all 2nd , 3rd and 4th level students of KAZGUU University
- Students should demonstrate a good command of the English language
- Minimum level of GPA is 2.67

Exit requirements:
- Student should earn 15 credits or 25 ECTS
- Minimum level of GPA required to graduate from the programme is 2.67
- Student should do an internship ONLY in international hotel chain (rules of KAZGUU Internship policy should be applied[5]).

If student doesn't meet exit requirements he will not be able to receive the certificate.

CONTENT

Course Code	Name	Credit/ECTS	Language
TUR3209	Hotel Management	3/5	ENG
TUR3311	Hotel Lodging Operations *(prerequisite: Hotel Management)*	3/5	ENG
TUR4318	Food, Beverage, & Catering Operations *(prerequisite: Hotel Management)*	3/5	ENG
TUR3208	Event Management	3/5	ENG
TLRN 2203	Second Foreign Language (German, French, Spanish, Chinese, Italian) A1A2	3/5	
Internship in Hotel (after completion of the TUR3209, TUR3311, TUR4318, TUR3208)			

Internship in Hotel
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.

Certification Program Education is not more than 5 years.

[5] HSE University Catalogue: http://hse.kazguu.kz/documents/catalogueen.pdf

Credits on the studied discipline in the framework of the certification program can be graded to specialties in accordance with the KAZGUU University academic program within 5 years from the date of registration to the discipline. If this period has expired, the final mark in the discipline is not valid and the student has study it again to obtain credits in the discipline.

MINOR IN INFORMATION TECHNOLOGY

Information Technology is used in every field from biology to economics. It is transforming the way business and society operates. Having advanced IT skills will help students become better professionals by performing their jobs more effectively. The Minor in Information Technology can offer students the opportunity to attain essential IT knowledge and skills that will give them an advantage in the chosen field of study. The minor provides students with advanced knowledge and skills in programming, data science, mobile and web technology, and explores the application of these skills in different areas.

At the end of the program students should be able to

- make effective use of IT in their chosen career field
- distinguish themselves from the competition
- explore opportunities offered by the IT field
- adapt to rapidly changing technologies

Entry requirements:

- Do not have any

Exit requirements:

- Student should earn 15 credits or 25 ECTS
- Minimum level of GPA required to graduate from programme is 2.67
- If student doesn't meet exit requirements she will not be able to receive the certificate

Required Courses (15 credits)

Student should complete a sequence of 3 courses:

- Managing technology and information (3 credits)
- The Art of Programming (3 credits)
- Introduction to Web Development (3 credits)

And two of the following:

- Introduction to Data Science (3 credits)
- Cross-Platform Mobile Development (3 credits)
- Advanced Web Development (3 credits)
- Introduction to Algorithms and Machine Learning (3 credits)

Code	Course	Credit/ ECTS	Language	Required/Elective
GED1104	Managing technology and information	3/ 5	ENG/RUS	Required
IT 3201	Introduction to Web Development	3/ 5	ENG/RUS	Required
IT 3202	The Art of Programming	3/ 5	ENG/RUS	Required
IT 3303	Introduction to Data Science	3/ 5	ENG/RUS	Elective
IT 3304	Cross-Platform Mobile Development	3/ 5	ENG/RUS	Elective
IT 3305	Advanced Web Development	3/ 5	ENG/RUS	Elective
IT 3306	Introduction to Algorithms and Machine Learning	3/ 5	ENG/RUS	Elective

Certification Program Education is not more than 5 years.

Credits on the studied discipline in the framework of the certification program can be graded to specialties in accordance with the KAZGUU University academic program within 5 years from the date of

registration to the discipline. If this period has expired, the final mark in the discipline is not valid and the student has study it again to obtain credits in the discipline.

MINOR IN BUSINESS JOURNALISM (BSJ)

The Minor Certificate Programme in BJ is written for prospective and current students. HSE faculty created this minor in business journalism to enable potential journalists and other communication professionals to address the growing need for understanding how markets and business work and the ability to explain the complex issues for media consumers. The students will learn the scope and choice of communication channels in communication strategy. The programme will familiarize students with the different aspects of Business Journalism, Mass Media, Media Ethics and their areas of application like business communication along factors leading to effective skills required for effective media and broadcasting Business

LEARNING OUTCOMES:

The students should be able to:

- apply analytical skills of business correspondence;
- demonstrate business communication skills;
- collect, understand and process the initial information in the field of business;
- analyze and compare the received information;
- identify issues that will be of interest to the audience of the business mass media;
- organize and write the body of a news story and feature article;
- understand the ethical standards and social responsibilities of journalists;
- acquire the techniques in writing, reporting and editing;
- analyze and write about a company's financial performance;
- write basic business news stories such as earnings and executive compensation.

BENEFITS OF ATTENDİNG:

- Obtaining basic skills in Business Journalism
- Obtaining skills of Business Journalism, Mass Media, and Writing, Reporting, Editing, Public Relations and Business Communications.
- Practicing gained skills in reporting, writing and editing.

PROGRAMME DESCRIPTION

- The following minor in Business Journalism is available for the current and all perspective participants both in terms of their academic programme and on commercial basis as well.
- In order to earn an undergraduate degree the participants must complete 240 ECTS/129 credits.
- The certificate is awarded upon completion of five courses. Students must earn 15 credits or 25 ECTS. Each course will carry 3 credits (5 ECTS). Minimum level of GPA required to graduate from the programme is 2.67. In case if students gain less than GPA 2.67 the certificate will not be awarded towards the degree. Upon the completion of the programme students will be awarded a CERTIFICATE IN BUSINESS JOURNALISM.

ELIGIBILITY:

- The programme is open for all perspective and current students;
- The introductory course will be offered for the 1st year students;
- Students will be obligatory to select two courses from the required courses list;
- Students will be required to select at least three courses from the elective courses list;
- Graduate students are also eligible for the programme; however none of the courses will be counted towards their degree requirements.

Minor in Business Journalism requires the level of English which is equivalent to IELTS 5 or Upper-Intermediate level

COURSE WAIVERS

- Each of the courses could be treated as KAZGUU free electives for the 3rd - 4th year students of KAZGUU University.
- The number of credits to graduate from the bachelor will remain 129 (240 ECTS).

EXIT REQUIREMENTS

- Programme exit requirements will remain consistent with the current policy of KAZGUU University and a GPA of 2.67.
- Upon the completion of the programme students will be awarded a CERTIFICATE IN BUSINESS JOURNALISM.

PROGRAMME CONTENT

The programme in Business Journalism teaches students the concepts, skills, and techniques needed to report about the issues for media and business journalism. It will also introduce key approaches to the study of BJ. It examines the structure of BJ through different approaches and analysis of national and international materials. Students shall take the Fundamentals of Business Journalism and Introduction to Mass Media courses as required and pass it with the grade not less than B-. In order to be certified the participants of BJ must take two required courses and three electives from the provided list.

Course Code	Name	Number of credits	ECTS	Language	Required
Required Courses					
BSJ 2201	Introduction to Business Journalism[6]	3	5	ENG	B-, 75%, 2.67
BSJ 2202	Introduction to Mass Media	3	5		
Electives Courses					
BSJ 3304	Op-Ed	3	5	ENG	B-, 75%, 2.67
BSJ 3303	Writing, Reporting, Editing	3	5		
BSJ 3302	Media Literacy and Ethics	3	5		
PRC 3301	Public Relations	3	5		
BUS 3201	Business Communications	3	5		

Certification Program Education is not more than 5 years.

Credits on the studied discipline in the framework of the certification program can be graded to specialties in accordance with the KAZGUU University academic program within 5 years from the date of registration to the discipline. If this period has expired, the final mark in the discipline is not valid and the student has study it again to obtain credits in the discipline.

[6] In accordance with the State Compulsory Standards of Higher and Postgraduate Education of the Ministry of Education and Science the unified system of coding is used. It consists of four figures. The first figure of the code indicates the year of study, the second figure indicates the course level (General Education/Business Core/Major).

MINOR IN ISLAMIC FINANCE

Islamic Finance is already existing and dynamically developing Sharia compliant approach to runa financial business. With the rise of Islamic financial institutions, there will be higher demand for good specialists in different fields of Islamic Finance. The program should inspire the interest among young promising students to study and understand Sharia based principles that govern Islamic financial models, to acquire conceptual comprehension of functioning ofIslamic financial business models and their issues.

LEARNING OUTCOMES:

The students should be able to:

- understand the essence of Islamic Finance, the methodologies used to solve modern problems in Islamic Finance Sharia compliance and the importance of the Sharia standards;
- explain the legal and regulatory structure of Islamic Finance;
- distinguish the differences between Conventional and Islamic financial systems;
- demonstrate conceptual knowledge about the principles and practices of Takaful (Islamic Insurance);
- understand conceptually Islamic Banking products and services and their implementation;
- understand the main source of funds available to financial institutions and how these sources are rewarded, the various products developed by Islamic financial institutions for their customers;
- explain essential components of Islamic capital markets, understand investing through Islamic equity and Sukuk, understand regulatory and Sharia framework for Islamic capital markets;
- understandthe accounting issues in Islamic Finance in the framework of Islamic accounting concepts and the tension between Islamic accounting theory and international financial reporting practices.

PROGRAMME DESCRIPTION

The courses in Islamic Finance are available for the current 2nd–4thyear students and all perspective participants both in terms of their academic programme and on commercial basis as well. In order to earn an undergraduate degree the participants must complete 240 ECTS/129 credits. Upon the completion of the programme students will be awarded a CERTIFICATE IN ISLAMIC FINANCE. The certificate is awarded upon completion of five courses. Students must earn 15 credits or 25 ECTS. Each course will carry 3 credits (5 ECTS). Minimum level of GPA required to graduate from the programme is 2.67. In case if students gain less than GPA 2.67 the certificate will not be awarded towards the degree.

ELIGIBILITY:

- The programme is open for all 2nd, 3rdand 4thlevel students of KAZGUU University;
- The HSE & HSL students will be obligatory to select five courses from the required courses list;
- Graduate students are also eligible for the programme; however none of the courses will be counted towards their degree requirements.

Islamic finance Module will require prerequisites:

- FIN 2301 Principles of Finance, ACC 2201 Principles of Accounting;
- the required level of English will be equivalent to IELTS 5 or Upper-Intermediate level.

COURSE WAIVERS:

- Each of the courses can be treated as KAZGUU free electives for the 2nd–4th year students of KAZGUU University;
- The number of credits to graduate from the bachelor will remain 129 (240 ECTS).

EXIT REQUIREMENTS:

- Programme exit requirements will remain consistent with the current policy of KAZGUU University and a GPA of 2.67;
- Upon the completion of the programme, students will be awarded a CERTIFICATE IN ISLAMIC FINANCE.

PROGRAMME CONTENT

This programme providesconceptual knowledge of Islamic Finance, financial business models, and financial instruments. It covers the key features of Islamic commercial law as it relates to Islamic Finance; principles and practices of Takaful; Islamic Banking products and services; essential components of Islamic capital markets; accounting issues in Islamic Finance.

Students should take the Islamic Finance courses as required and pass them with the grade not less than 'B-'. In order to be certified the participants must complete a required courses (15 credits): Islamic Commercial Law (3 credits), Islamic Capital Markets and Instruments (3 credits), Accounting for Islamic Financial Transactions (3 credits), Takaful – Islamic Insurance (3 credits) and Islamic Banking – products and services (3 credits). All participants of this course are obliged to take Capstone Project course as a final. The research should culminate in a presentation.

Code	Course	Credit/ ECTS	Language	Core/Elective	Prerequisitecourse
Certificate in Islamic Finance					
FIN3317	Islamic Commercial Law	3/ 5	ENG	CORE	FIN 2301 Principles of Finance, ACC 2201Principles of Accounting
FIN3316	Islamic Capital Markets and Instruments	3/ 5	ENG	CORE	
FIN4322	Accounting for Islamic Financial Transactions	3/ 5	ENG	CORE	
FIN4321	Takaful – Islamic Insurance	3/ 5	ENG	CORE	
FIN3318	Islamic Banking	3/ 5	ENG	CORE	

Certification Program Education is not more than 5 years. Credits on the studied discipline in the framework of the certification program can be graded to specialties in accordance with the KAZGUU University academic program within 5 years from the date of registration to the discipline. If this period has expired, the final mark in the discipline is not valid and the student has to study it again to obtain credits in the discipline.

DUAL-DEGREE (2+2) PROGRAMME

HSE undergraduate students have the opportunity to receive a partner university diploma along with a Kazakhstani one.

Participation Requirements:

• Successful acquisition of a certain number of credits in KAZGUU University

• GPA not less than 3.0

• English at least B2

Program Terms:

1. HSE students are obliged to pursue both local and partner university designed curriculum, which considers 3 different types of programs
   (3 + 1; 2 + 2; 1 + 3)
2. Students take entrance examinations in accordance with KAZGUU University admission rules
3. Mode of studying - full-time in KAZGUU University and in partner university
4. Program Graduates receive both diplomas: a diploma of KAZGUU University and a partner university diploma.

Partner Universities:

Groupe Sup de Co La Rochelle Business School

SOLBRIDGE INTERNATIONAL SCHOOL OF BUSINESS

JYVÄSKYLÄN AMMATTIKORKEAKOULU
JAMK UNIVERSITY OF APPLIED SCIENCES

RTU

PART V ACCREDITATION

HSE undergraduate programmes have been successfully accredited by FIBAA (Foundation for International Business Administration Accreditation):

- Accounting and Audit (Bachelor);
- Economics (Bachelor);
- Finance (Bachelor, Master);
- Management (Bachelor);
- Psychology (Bachelor);
- Tourism (Bachelor).

Unconditional accreditation from September, 30,201Б till September, 3D, 2D2I has been announced at FIBAA web-sitE. FIBAA is a European, internationally oriented agency for quality assurance and quality development in higher education with twenty years of expertise. The Agency has a close relation to the business world - through its founder organisations, committees and experts.

AGCA (Association of Chartered Certified Accountants) has accredited the following HSE programmes:

- Finance (Bachelor);
- Accounting and Audit (Bachelor).

On receipt of the accreditation data undergraduate programmes are recognized by the nine courses of ACCA exams, which are taught in HSE.

ACCA stands for the Association of Chartered Certified Accountants a leading international accountancy body. The ACCA qualification is recognised and is treated in other countries as being equivalent to their local qualification. It is the largest and fastest growing qualification in the world, with over 500,000 members and students in 170 countries.

PART VI 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.

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.

Year 1

Required Courses:

GED1101/Philosophy (5/3)[7]
GED1102/Kazakh-1/Russian-1 (5/3)
GED1103/English (A2B1) (10/6)
GED1104/Information and Communication Technologies (5/3)
GED1105/Contemporary History of Kazakhstan (5/3)
GED1106/Kazakh-2/Russian-2 (5/3)
GED1107/Academic English (B1+) (10/6)
GED1108/Critical Thinking (5/3)
ECN1201/Principles of Economics (5/3)
ECN1202/Calculus/Mathematics for Business and Economics (5/3)

Total: 60 ECTS / 36 credits

[7]Course Code/Course Name (ECTS number/KZ Credits number)

Year 2-4

Required Courses (110 ECTS/66 credits)[8]:

Fall Semester	Spring Semester
Business Core Courses:	
LNG2201/Professional English (5/3)	LNG2201/Professional English (5/3)
LNG2202/Professional Kazakh (Russian) (5/3)	LNG2202/Professional Kazakh (Russian) (5/3)
BUS2201/Business Communications (5/3)	BUS2201/Business Communications (5/3)
BUS2202/Business Ethics (5/3)	BUS2202/Business Ethics (5/3)
MGT2201/Organizational Behaviour (5/3)	MGT2201/Organizational Behaviour (5/3)
FIN2201/Principles of Finance (5/3)	FIN2201/Principles of Finance (5/3)
MGT2202/Principles of Management (5/3)	MGT2202/Principles of Management (5/3)
ECN2203/Mathematics for Economics – II (5/3)	ECN2203/Mathematics for Economics – II (5/3)
ECN2204/Microeconomics – I (5/3)	ECN2204/Microeconomics – I (5/3)
ECN2205/Macroeconomics – I (5/3)	ECN2205/Macroeconomics – I (5/3)
ECN2208/Principles of Statistics (5/3)	ECN2208/Principles of Statistics (5/3)
MKT2201/Principles of Marketing (5/3)	MKT2201/Principles of Marketing (5/3)
ACC2201/Principles of Accounting (5/3)	ACC2201/Principles of Accounting (5/3)
ECN3201/International Economics (5/3)	ECN3201/International Economics (5/3)
MGT4210/Strategic Management (5/3)	MGT4210/Strategic Management (5/3)
FIN3206/Corporate Finance (5/3)	FIN3206/Corporate Finance (5/3)
Major Courses:	
ECN2309/Econometrics – I (5/3)	ECN3310/Econometrics – II (5/3)
ECN3306/Microeconomics – II (5/3)	FIN2302/Financial Ratio Analysis (5/3)
ECN3307/Macroeconomics – II (5/3)	BUS3303/Entrepreneurship (5/3)

Electives (45 ECTS/27 credits) from the list below:

Fall Semester	Spring Semester
Business Core Courses (20 ECTS/ 12 credits):	
MGT3203/Principles of Leadership (5/3)	MGT3203/Principles of Leadership (5/3)
LNG3203/Business English (5/3)	LNG3203/Business English (5/3)
BUS3204/International Business (5/3)	BUS3204/International Business (5/3)
FIN3203/Money and Banking (5/3)	ACC3203/Financial Accounting I (5/3)
MGT3204/Operations Management (5/3)	MGT3207/Project Management (5/3)
FIN4208/Financial Management (5/3)	MGT4214/Supply Chain Management (5/3)
CBL4201/Corporate and Business Law (5/3)	FIN3204/Securities and Derivatives (5/3)
MGT4205/Human Resource Management (5/3)	TUR3208/Event Management (5/3)
FIN4210/Investment Management (5/3)	MGT3209/Managing Change (5/3)
FIN4212/Financial Risk Management (5/3)	
MKT3202/Marketing Research (5/3)	
MKT3203/PR and Marketing Communications (5/3)	
MKT4204/Brand Management (5/3)	
ECN4217, FIN4215, ACC4213, MGT4216, TUR4219/Selected Topics in Economics, Finance, Accounting, Management, Tourism Management (5/3)	
Major Courses (25 ECTS/15 credits):	
ECN3311/International Trade (5/3)	FIN3307/International Finance (5/3)
FIN4314/Financial Modelling (5/3)	ECN3312/WTO: Policy and Current Trends (5/3)
ECN4313/Game Theory (5/3)	
ECN4314/Industrial Organization (5/3)	
ECN4315/Cases in Economics (5/3)	
ECN4317, FIN4315, ACC4313, MGT4316, TUR4319/Selected Topics in Economics, Finance, Accounting, Management, Tourism Management (5/3)	

[8]Listed courses can be selected in any semester if prerequisites are covered

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.

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.

Year 1

Required Courses:

GED1101/Philosophy (5/3)[9]
GED1102/Kazakh-1/Russian-1 (5/3)
GED1103/English (A2B1) (10/6)
GED1104/Information and Communication Technologies (5/3)
GED1105/Contemporary History of Kazakhstan (5/3)
GED1106/Kazakh-2/Russian-2 (5/3)
GED1107/Academic English (B1+) (10/6)
GED1108/Critical Thinking (5/3)
ECN1201/Principles of Economics (5/3)
ECN1202/Calculus/Mathematics for Business and Economics (5/3)

Total: 60 ECTS / 36 credits

[9]Course Code/Course Name (ECTS number/KZ Credits number)

Year 2-4

Required Courses (90 ECTS/54 credits)[10]:

Fall Semester	Spring Semester
Business Core Courses:	
LNG2201/Professional English (5/3)	LNG2201/Professional English (5/3)
LNG2202/Professional Kazakh (Russian) (5/3)	LNG2202/Professional Kazakh (Russian) (5/3)
BUS2201/Business Communications (5/3)	BUS2201/Business Communications (5/3)
BUS3202/Business Ethics (5/3)	BUS3202/Business Ethics (5/3)
MGT2201/Organizational Behaviour (5/3)	MGT2201/Organizational Behaviour (5/3)
MGT2202/Principles of Management (5/3)	MGT2202/Principles of Management (5/3)
ECN2203/Mathematics for Economics – II (5/3)	ECN2203/Mathematics for Economics – II (5/3)
ECN2204/Microeconomics (5/3)	ECN2204/Microeconomics (5/3)
ECN2205/Macroeconomics (5/3)	ECN2205/Macroeconomics (5/3)
ECN2208/Principles of Statistics (5/3)	ECN2208/Principles of Statistics (5/3)
MKT2201/Principles of Marketing (5/3)	MKT2201/Principles of Marketing (5/3)
ACC2201/Principles of Accounting (5/3)	ACC2201/Principles of Accounting (5/3)
FIN2202/Financial Ratio Analysis (5/3)	FIN2202/Financial Ratio Analysis (5/3)
Major Courses:	
FIN2301/Principles of Finance (5/3)	FIN2301/Principles of Finance (5/3)
FIN3306/Corporate Finance (5/3)	FIN3306/Corporate Finance (5/3)
FIN3308/Financial Management (5/3)	FIN3308/Financial Management (5/3)
FIN4313/Financial Analysis (5/3)	FIN4313/Financial Analysis (5/3)
MGT4311/Strategic Management (5/3)	MGT4311/Strategic Management (5/3)

Electives (65 ECTS/39 credits) from the list below:

Fall Semester	Spring Semester
Business Core Courses (40ECTS/ 24credits):	
ECN2209/Econometrics – I (5/3)	ECN3210/Econometrics – II (5/3)
MGT3203/Principles of Leadership (5/3)	MGT3203/Principles of Leadership (5/3)
LNG3203/Business English (5/3)	LNG3203/Business English (5/3)
ACC3203/Financial Accounting I (5/3)	ACC3203/Financial Accounting I (5/3)
ACC3204/Financial Accounting II (5/3)	ACC3204/Financial Accounting II (5/3)
BUS3204/International Business (5/3)	BUS3204/International Business (5/3)
MGT3212/Operations Management (5/3)	MGT3211/Project Management (5/3)
FIN3205/Taxation (5/3)	FIN3205/Taxation (5/3)
CBL3201/Corporate and Business Law (5/3)	FIN3204/Securities and Derivatives (5/3)
	BUS3203/Entrepreneurship (5/3)
ACC3208/Audit (5/3)	ACC3208/Audit (5/3)
ACC4212/Financial and Tax Reporting(5/3)	FIN3207/International Finance (5/3)

ECN4217, FIN4215, ACC4213, MGT4216, TUR4220/Selected Topics in Economics, Finance, Accounting, Management, Tourism Management (5/3)

Major Courses (25 ECTS/15 credits):	
ACC3307/Managerial Accounting I (5/3)	ACC3307/Managerial Accounting I (5/3)
FIN4314/Financial Modelling (5/3)	FIN3303/Money and Banking (5/3)
FIN4311/Cases in Finance (5/3)	FIN3309/Insurance (5/3)
FIN4310/Investment Management (5/3)	ACC4311/Managerial Analysis (5/3)
FIN4312/Financial Risk Management (5/3)	
ACC4311/Managerial Analysis (5/3) MGT4304/Human Resource Management (5/3)	

ECN4317, FIN4315, ACC4313, MGT4316, TUR4320/Selected Topics in Economics, Finance, Accounting, Management, Tourism Management (5/3)

[10]Listed courses can be selected in any semester if prerequisites are covered

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.

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.

Year 1

Required Courses:

GED1101/Philosophy (5/3))[11]
GED1102/Kazakh-1/Russian-1 (5/3)
GED1103/English (A2B1) (10/6)
GED1104/Information and Communication Technologies (5/3)
GED1105/Contemporary History of Kazakhstan (5/3)
GED1106/Kazakh-2/Russian-2 (5/3)
GED1107/Academic English (B1+) (10/6)
GED1108/Critical Thinking (5/3)
ECN1201/Principles of Economics (5/3)
ECN1202/Calculus/Mathematics for Business and Economics (5/3)

Total: 60 ECTS / 36 credits

[11]Course Code/Course Name (ECTS number/KZ Credits number)

Year 2-4

Required Courses (110 ECTS/66 credits)[12]:

Fall Semester	Spring Semester
Business Core Courses:	
LNG2201/Professional English (5/3)	LNG2201/Professional English (5/3)
LNG2202/Professional Kazakh (Russian) (5/3)	LNG2202/Professional Kazakh (Russian) (5/3)
BUS2201/Business Communications (5/3)	BUS2201/Business Communications (5/3)
BUS3202/Business Ethics (5/3)	BUS3202/Business Ethics (5/3)
MGT2201/Organizational Behaviour (5/3)	MGT2201/Organizational Behaviour (5/3)
MGT2202/Principles of Management (5/3)	MGT2202/Principles of Management (5/3)
ECN2203/Mathematics for Economics – II (5/3)	ECN2203/Mathematics for Economics – II (5/3)
ECN2204/Microeconomics (5/3)	ECN2204/Microeconomics (5/3)
ECN2205/Macroeconomics (5/3)	ECN2205/Macroeconomics (5/3)
ECN2208/Principles of Statistics (5/3)	ECN2208/Principles of Statistics (5/3)
MKT2201/Principles of Marketing (5/3)	MKT2201/Principles of Marketing (5/3)
FIN2201/Principles of Finance (5/3)	FIN2201/Principles of Finance (5/3)
ACC2201/Principles of Accounting (5/3)	ACC2201/Principles of Accounting (5/3)
ACC2202/Introduction to Accounting(5/3)	
Major Courses:	
ACC2303/Financial Accounting I (5/3)	ACC2303/Financial Accounting I (5/3)
ACC3304/Financial Accounting II (5/3)	ACC3304/Financial Accounting II (5/3)
ACC3307/Managerial Accounting I (5/3)	ACC3307/Managerial Accounting I (5/3)
ACC3308/Audit (5/3)	ACC3308/Audit (5/3)
FIN3306/Corporate Finance (5/3)	FIN3306/Corporate Finance (5/3)
MGT4311/Strategic Management (5/3)	MGT4311/Strategic Management (5/3)
FIN4313/Financial Analysis (5/3)	FIN4313/Financial Analysis (5/3)
ACC4312/Financial and Tax Reporting(5/3)	

Electives (45 ECTS/27 credits) from the list below:

Fall Semester	Spring Semester
Business Core Courses (30 ECTS/ 18 credits):	
MGT3203/Principles of Leadership (5/3)	MGT3203/Principles of Leadership (5/3)
LNG3203/Business English (5/3)	LNG3203/Business English (5/3)
FIN2202/Financial Ratio Analysis (5/3)	FIN2202/Financial Ratio Analysis (5/3)
MGT3212/Operations Management (5/3)	MGT3211/Project Management (5/3)
BUS3204/International Business (5/3)	FIN3204/Securities and Derivatives (5/3)
FIN3205/Taxation (5/3)	FIN3205/Taxation (5/3)
CBL3201/Corporate and Business Law (5/3)	BUS3204/International Business (5/3)
	BUS3203/Entrepreneurship (5/3)
FIN3208/Financial Management (5/3)	FIN3208/Financial Management (5/3)
FIN4210/Investment Management (5/3)	FIN3207/International Finance (5/3)
FIN4212/Financial Risk Management (5/3)	FIN3209/Insurance (5/3)
	FIN3203/Money and Banking (5/3)

ECN4217, FIN4215, ACC4213, MGT4216, TUR4220/Selected Topics in Economics, Finance, Accounting, Management, Tourism Management (5/3)

Major Courses (15 ECTS/9 credits):

ACC4309/Cases in Accounting (5/3)	ACC3306/Accounting Information Systems (5/3)
ACC4310/Cases in Audit (5/3)	ACC3305/Tax Accounting (5/3)
ACC4311/Managerial Analysis (5/3)	ACC4311/Managerial Analysis (5/3)
MGT4304/Human Resource Management (5/3)	

ECN4317, FIN4315, ACC4313, MGT4316, TUR4320/Selected Topics in Economics, Finance, Accounting, Management, Tourism Management (5/3)

[12]Listed courses can be selected in any semester if prerequisites are covered

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.

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.

Year 1

Required Courses:

GED1101/Philosophy (5/3) [13]
GED1102/Kazakh-1/Russian-1 (5/3)
GED1103/English (A2B1) (10/6)
GED1104/Information and Communication Technologies (5/3)
GED1105/Contemporary History of Kazakhstan (5/3)
GED1106/Kazakh-2/Russian-2 (5/3)
GED1107/Academic English (B1+) (10/6)
GED1108/Critical Thinking (5/3)
ECN1201/Principles of Economics (5/3)
ECN1202/Calculus/Mathematics for Business and Economics (5/3)

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Total: 60 ECTS / 36 credits

[13] Course Code/Course Name (ECTS number/KZ Credits number)

Year 2-4

Required Courses (85 ECTS/51 credits)[14]:

Fall Semester	Spring Semester
Business Core Courses:	
LNG2201/Professional English (5/3)	LNG2201/Professional English (5/3)
LNG2202/Professional Kazakh (Russian) (5/3)	LNG2202/Professional Kazakh (Russian) (5/3)
BUS2201/Business Communications (5/3)	BUS2201/Business Communications (5/3)
BUS2202/Business Ethics (5/3)	BUS2202/Business Ethics (5/3)
MGT2201/Organizational Behaviour (5/3)	MGT2201/Organizational Behaviour (5/3)
MGT2203/Principles of Leadership (5/3)	MGT2203/Principles of Leadership (5/3)
MKT2201/Principles of Marketing (5/3)	MKT2201/Principles of Marketing (5/3)
FIN2201/Principles of Finance (5/3)	FIN2201/Principles of Finance (5/3)
ECN2204/Microeconomics – I (5/3)	ECN2204/Microeconomics – I (5/3)
ECN2205/Macroeconomics – I (5/3)	ECN2205/Macroeconomics – I (5/3)
ECN2208/Principles of Statistics (5/3)	ECN2208/Principles of Statistics (5/3)
ACC2201/Principles of Accounting (5/3)	ACC2201/Principles of Accounting (5/3)
	BUS3203/Entrepreneurship (5/3)
Major Courses:	
MGT2302/Principles of Management (5/3)	MGT2302/Principles of Management (5/3)
MGT3204/Operations Management (5/3)	
MGT3305/Human Resource Management (5/3)	
MGT4310/Strategic Management (5/3)	MGT4310/Strategic Management (5/3)

Electives (70 ECTS/42 credits) from the list below:

Fall Semester	Spring Semester
Business Core Courses (42 ECTS/24 credits):	
FIN3206/Corporate Finance (5/3)	FIN3206/Corporate Finance (5/3)
LNG3203/Business English (5/3)	LNG3203/Business English (5/3)
BUS3204/International Business (5/3)	BUS3204/International Business (5/3)
CBL4201/Corporate and Business Law (5/3)	MGT3209/Managing Change (5/3)
MKT3202/Marketing Research (5/3)	TUR3208/Event Management (5/3)
MKT3203/PR and Marketing Communications (5/3)	
MKT3207/Services Marketing (5/3)	MKT4206/Advertising Strategy and Promotion (5/3)
MKT4205/Consumer Behavior (5/3)	MKT3208/Destination Marketing (5/3)
ECN4216/Global Economy (5/3)	MGT4215/Corporate Governance (5/3)
MKT4209/Digital Marketing	MKT4210/International Marketing
TUR3209/Hotel Management (5/3)	
ECN4217, FIN4215, ACC4213, MGT4216, TUR4219/Selected Topics in Economics, Finance, Accounting, Management, Tourism Management (5/3)	
Major Courses (30 ECTS/18 credits):	
MKT4304/Brand Management (5/3)	MGT3306/Innovations Management (5/3)
MGT4311/Cases in Management (5/3)	MGT3307/Project Management (5/3)
MGT4312/Performance Management (5/3)	MGT3308/Compensation Management (5/3)
MGT4313/International Management (5/3)	
MGT4314/Supply Chain Management (5/3)	
ECN4317, FIN4315, ACC4313, MGT4316, TUR4319/Selected Topics in Economics, Finance, Accounting, Management, Tourism Management (5/3)	

[14] Listed courses can be selected in any semester if prerequisites are covered

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)

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.

Year 1

Required Courses:

GED1101/Philosophy (5/3) [15]
GED1102/Kazakh-1/Russian-1 (5/3)
GED1103/English (A2B1) (10/6)
GED1104/Information and Communication Technologies (5/3)
GED1105/Contemporary History of Kazakhstan (5/3)
GED1106/Kazakh-2/Russian-2 (5/3)
GED1107/Academic English (B1+) (10/6)
GED1108/Critical Thinking (5/3)
ECN1201/Principles of Economics (5/3)
ECN1202/Calculus/Mathematics for Business and Economics (5/3)

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Total: 60 ECTS / 36 credits

[15] Course Code/Course Name (ECTS number/KZ Credits number)

Year 2-4

Required Courses (80 ECTS/48 credits)[16]:

Fall Semester	Spring Semester
Business Core Courses:	
LNG2201/Professional English (5/3)	LNG2201/Professional English (5/3)
LNG2202/Professional Kazakh (Russian) (5/3)	LNG2202/Professional Kazakh (Russian) (5/3)
BUS2201/Business Communications (5/3)	BUS2201/Business Communications (5/3)
BUS2202/Business Ethics (5/3)	BUS2202/Business Ethics (5/3)
MGT2201/Organizational Behaviour (5/3)	MGT2201/Organizational Behaviour (5/3)
FIN2201/Principles of Finance (5/3)	FIN2201/Principles of Finance (5/3)
ECN2204/Microeconomics – I (5/3)	ECN2204/Microeconomics – I (5/3)
ECN2205/Macroeconomics – I (5/3)	ECN2205/Macroeconomics – I (5/3)
ECN2208/Principles of Statistics (5/3)	ECN2208/Principles of Statistics (5/3)
TUR2201/Basics of Tourism Studies (5/3)	TUR2203/International Tourism Geography (5/3)
TUR2202/Introduction to Hospitality and Tourism History (5/3)	TUR2204/Tourism Management (5/3)
TUR3205/Tourism Marketing (7/4)	
Major Courses:	
TUR2306/Active Tourism Techniques (5/3)	TUR3307/Tour Guiding (3/2)

Electives (75 ECTS/45 credits) from the list below:

Fall Semester	Spring Semester
Business Core Courses (45 ECTS/27 credits):	
LNG3203/Business English (5/3)	LNG3203/Business English (5/3)
BUS3204/International Business (5/3)	BUS3204/International Business (5/3)
MGT3203/Principles of Leadership (5/3)	BUS3203/Entrepreneurship (5/3)
MGT3204/Human Resource Management (5/3)	MGT3211/Project Management (5/3)
MKT3202/Marketing Research (5/3)	TUR3208/Event Management (5/3)
MKT3203/PR and Marketing Communications (5/3)	
TUR3209/Hotel Management (5/3)	
MKT3207/Services Marketing (5/3)	MKT3209/Destination Marketing (5/3)
MKT4205/Consumer Behavior (5/3)	MKT4206/Advertising Strategy and Promotion (5/3)
MGT4213/Strategic Management (5/3)	MGT4213/Strategic Management (5/3)
MKT4204/Brand Management (5/3)	
ECN4217, FIN4215, ACC4213, MGT4216, TUR4220/Selected Topics in Economics, Finance, Accounting, Management, Tourism Management (5/3)	
Major Courses (30 ECTS/18 credits):	
TUR3310/IT in Tourism: GDS Abacus (5/3)	TUR3311/Hotel Lodging Operations (5/3)
TUR3312/Tourism Economics (5/3)	TUR3313/Tourism Industry Analysis (5/3)
TUR4314/E-tourism (5/3)	TUR3315/Tourism Law (5/3)
TUR4316/Sustainable Tourism (5/3)	
TUR4317/Research Methods in Hospitality and Tourism (5/3)	
TUR4318/Food, Beverage, & Catering Operations (5/3)	
ECN4317, FIN4315, ACC4313, MGT4316, TUR4319/Selected Topics in Economics, Finance, Accounting, Management, Tourism Management (5/3)	

[16]Listed courses can be selected in any semester if prerequisites are covered

BACHELOR OF SOCIAL SCIENCE WITH MAJOR IN PSYCHOLOGY
(KAZGUU University, Higher School of Economics)

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).

LEARNING OUTCOMES

Graduates of the programme will be able to:

- Describe major concepts, theoretical perspectives and empirical findings in psychology.
- Interpret, design and conduct basic psychological research
- Understand and apply psychological principles to personal, social, and organizational issues.
- Apply psychological theories and research to increase satisfaction and productivity in the workplace
- Demonstrate the knowledge and skills needed to effectively manage human resources
- Think critically and creatively when solving problems and making decisions
- Communicate effectively in a variety of organizational settings.
- Apply ethical standards to evaluate professional practice

Year 1

Required Courses:

GED1101/Philosophy (5/3)[17]
GED1102/Kazakh-1/Russian-1 (5/3)
GED1103/English (A2B1) (10/6)
GED1104/Information and Communication Technologies (5/3)
GED1105/Contemporary History of Kazakhstan (5/3)
GED1106/Kazakh-2/Russian-2 (5/3)
GED1107/Academic English (B1+) (10/6)
GED1108/Critical Thinking (5/3)
PSH1201/ Introduction to Major (5/3)
PSH1202/ General Psychology (5/3)
PSH1203/ Developmental Psychology (3/2)

Total: 63 ECTS / 38 credits

[17] Course Code/Course Name (ECTS number/KZ Credits number)

Year 2-4

Required Courses (74 ECTS/ 45 credits)[18]:

Fall Semester	Spring Semester
Core Courses:	
PSH 2204/Introduction to Social Psychology (5/3)	PSH 2208/ Differential Psychology (5/3)
PSH 2205/ Professional English (3/2)	PSH 2209/ Professional Kazakh (Russian) language (3/2)
BUS2201/ Business Communications (5/3)	BUS2201/ Business Communications (5/3)
MGT2201/ Organizational Behaviour (5/3)	MGT2201/ Organizational Behaviour (5/3)
BUS3202/ Business Ethics (5/3)	BUS3202/ Business Ethics (5/3)
PSH 3220/ Quantitative and Qualitative Methods of Research in Psychology - 1 (5/3)	PSH 2210/ Psychodiagnostics (3/2)
	PSH 2211/Introduction to Psychology of Personality
	PSH 3221/ Quantitative and Qualitative Methods of Research in Psychology – 2 (5/3)
Major Courses:	
MGT2302/Principles of Management (5/3)	MGT2302/Principles of Management (5/3)
PSH3328/ Medical Psychology (5/3)	PSH3326/ Psychological Counselling (5/3)
PSH3330/ Psychological Training in Organisations (5/3)	
MGT3305/ Human Resource Management (5/3)	

Electives (78 ECTS/46 credits) from the list below:

Fall Semester	Spring Semester
Core Courses (23 ECTS/ 13 credits):	
PSH 2206/ Test and Questionnaire Construction Training (4/2)	PSH 2215/Cognitive Psychology (3/2)
PSH 2207/ Decision Making Skills (4/2)	MGT2203/Leadership (5/3)
PSH 3331/ Family Relations Psychology (5/3)	PSH 2213/ Cognitive Psychology (4/2)
BUS3203/ Entrepreneurship (5/3)	BUS3203/ Entrepreneurship (5/3)
MKT2201/ Principles of Marketing (5/3)	MKT2201/ Principles of Marketing (5/3)
MKT4205/Consumer Behavior (5/3)	MGT3209/Managing Change (5/3)
PSH 2216, PSH 2217, PSH 2218, PSH 3222, PSH 3223, PSH 3224, PSH 3225/Selected Topics in Psychology (5) and PSH 2219 Selected Topics in Psychology(4)	
Major Courses (55 ECTS/ 33 credits):	
MGT4312/Performance Management (5/3)	MGT3308/Compensation Management (5/3)
PSH 2214/ Psychology of Work (5/3)	PSH 3327/ Coaching (5/3)
PSH 2215/ Stress Management (5/3)	MGT3307/Project Management (5/3)
TP 2206 / Labour Law (5/3)	PSH 3329/ Recruitment, Selection and Adaptation (5/3)
PSH 4332/ Cognitive-Behavioural Therapy (5/3)	PSH 2212/ Psychology of Deviant Behaviour (5/3)
PSH 4333/ Organizational Consulting (5/3)	
PSH 4334/ Psychology of Workforce Training and Development (5/3)	
PSH 4335/ Conflict Management (5/3)	
PRC 3302/ Crisis Communications (5/3)	
MKT3203/PR and Marketing Communications (5/3)	
PSH4336, PSH 4337, PSH 4338, PSH 4339/Selected Topics in Psychology (5)	

[18] Listed courses can be selected in any semester if prerequisites are covered

BACHELOR OF TRANSLATION STUDIES
(KAZGUU University, Higher School of Economics)

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.

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.

Year 1

Required Courses:

GED1101/Philosophy (5/3)[19]
GED1102/Kazakh-1/Russian-1 (5/3)
GED1104/Information and Communication Technologies (5/3)
GED1105/Contemporary History of Kazakhstan (5/3)
GED1106/Kazakh-2/Russian-2 (5/3)
GED1108/Critical Thinking (5/3)
ENG1108/English and Intercultural Communication B1 (10/6)
ENG1209/English and Intercultural Communication B2 (10/6)
ENG1210/ English for Communication (5/3)
ENG1111/ Listening and speaking (5/3)

Total: 60 ECTS / 36 credits

[19] Course Code/Course Name (ECTS number/KZ Credits number)

Year 2-4

Required Courses (80 ECTS/48 Credits)[20]

Fall Semester	Spring Semester
Business Core Courses	
TLNG 3211 /English for Professional Purposes (5/3)	TLNG 3211 /English for Professional Purposes (5/3)
LNG2202 / Kazakh (Russian) for Professional Purposes (5/3)	LNG2202 / Kazakh (Russian) for Professional Purposes (5/3)
BUS2201 /Business Communications (5/3)	BUS2201 /Business Communications (5/3)
BUS3202 /Business Ethics (5/3)	BUS3202 /Business Ethics (5/3)
MGT2201 /Organizational Behaviour (5/3)	MGT2201 /Organizational Behaviour (5/3)
CBL 3301 /Corporate and Business Law (5/3)	CBL 3301 /Corporate and Business Law (5/3)
TLRN 2203 /Second Foreign Language (German, French, Spanish, Chinese, Italian) A1A2 (5/3)	TLRN 2203 /Second Foreign Language (German, French, Spanish, Chinese, Italian) A1A2 (5/3
LNG 3203 /Business English (5/3)	LNG 3203 /Business English (5/3)
TLNG 2207 /English Society and Culture (5/3)	TLNG 2207 /English Society and Culture (5/3)
TLNG 3214 /English and American Studies (5/3)	TLNG 3214 /English and American Studies (5/3)
TRN 3310 /Subtitling: Documentaries and Non-fiction genres (5/3)	TRN 3310 /Subtitling: Documentaries and Non-fiction genres (5/3)
Major Courses:	
TLRN 2201 /English and Cross-cultural Communication B1B2 (3/5)	TLRN 2201 /English and Cross-cultural Communication B1B2 (3/5)
TLRN 2202 /Fundamentals of Language Theory (5/3)	TLRN 2202 /Fundamentals of Language Theory (5/3)
TRN 2201 /Fundamentals of Translator's and Interpreter's skills (5/3)	TRN 2201 /Introduction to Translation Studies (5/3)
TRN 3308 / Technical Texts Translation (5/3)	TRN 3308 / Technical Texts Translation (5/3)
TRN 3305/Translation (5/3)	TRN 3305/Translation (5/3)
TRN 3215 / TRN 2210 / Selected Topics in Translation Studies (5/3)	

Electives (75 ECTS/45 Credits) select from the list below:

Fall Semester	Spring Semester
Business Core Courses (50 ECTS/30 credits):	
BUS3204/International Business (5/3)	BUS3204/International Business (5/3)
MGT3203/Principles of Leadership (5/3)	MGT3203/Principles of Leadership (5/3)
ECN4216/Global Economy (5/3)	ECN4216/Global Economy (5/3)
ECN 4314 /WTO: Policy and Current Trends	ECN 4314 /WTO: Policy and Current Trends
TLNG 3213 /Academic Writing (5/3)	TLNG 3213 /Academic Writing (5/3)
IRF 2201 /Fundamentals of International Relations (5/3)	IRF 2201 /Fundamentals of International Relations (5/3)
TLNG 4219 / English and American Literature (5/3)	TLNG 4219 / English and American Literature (5/3)
TLNG 3213 /Second Foreign Language B1B2 (5/3)	TLNG 3213 /Second Foreign Language B1B2 (5/3)
TRN 3307 /Applied Literary Translation (5/3)	TRN 3307 /Applied Literary Translation (5/3)
IRF 3310 /Diplomatic Club (Workshop) (5/3)	IRF 3310 /Diplomatic Club (Workshop) (5/3)
TLNG 3214 /Public Speaking (5/3)	TLNG 3214 /Public Speaking (5/3)
IRF 3302 /Diplomatic Protocols and Documents (5/3)	IRF 3302 /Diplomatic Protocols and Documents (5/3)
IR 4208 /Capstone Project in International Relations (5/3)	IR 4208 /Capstone Project in International Relations (5/3)
IR 3303 /Globalization and International Organizations (5/3)	IR 3303 /Globalization and International Organizations (5/3)
IR 3204 /Negotiations and Public Diplomacy (5/3)	IR 3204 /Negotiations and Public Diplomacy (5/3)
INT 3302 /Introduction to Consecutive (5/3)	INT 3302 /Introduction to Consecutive (5/3)
INT 3303 /Introduction to Simultaneous (5/3)	INT 3303 /Introduction to Simultaneous (5/3)
Major Courses (25 ECTS/15 credits):	
INT 4307 /Simultaneous- Advanced (5/3)	INT 4307 /Simultaneous - Advanced(5/3)
TRN 4306 / Consecutive-Advanced (5/3)	TRN 4306 / Consecutive-Advanced (5/3)
INT 4305 /Interpretation (5/3)	INT 4305 /Interpretation (5/3)
TLNG 4217 /Advanced English for Industry Professions(5/3)	TLNG 4217 /Advanced English for Industry Professions(5/3)
TLNG 4213 /Professional English and Cross-Cultural Communication (5)	TLNG 4213 /Professional English and Cross-Cultural Communication (5)
TRN 4309 /TRN 3314 /Selected Topics in Translation Studies (5/3)	

[20] Listed courses can be selected in any semester if prerequisites are covered

COURSE DESCRIPTIONS

ACCOUNTING

Course Code: ACC2201 **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: ACC2202 **ECTS:** 5
Course Name: Introduction to 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, ACC3203 **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 IAS. This course considers the key provisions for the exam F3: Financial Accounting ACCA, and exam F7: Financial Reporting ACCA.
Prerequisites: Principles of Accounting

***

Course Code: ACC3304, ACC3204 **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 F7: Financial Reporting ACCA.
Prerequisites: Financial Accounting I

***

Course Code: ACC3305 **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: ACC3306 **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 accounting techniques, cost planning and analysis; the adoption of short-term management

decisions and long-term investment decisions; pricing; budgeting and control. This course considers the key provisions for the exam F2: Management Accounting ACCA, and exam F5: Performance Management ACCA.
Prerequisites: Principles of Accounting

***

Course Code: ACC3308, ACC3208 **ECTS:** 5
Course Name: Audit
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. This course considers the key provisions for the exam ACCA F8 Audit.
Prerequisites: Financial Accounting I, Financial Accounting II

***

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

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Course Code: ACC4310 **ECTS:** 5
Course Name: Cases in Audit
Course Description: The course is aimed to provide students with practical examples in the form of case studies on topics of audit. 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. Completion of this course will allow to: read and review the case; prepare case analysis; prepare case presentation.
Prerequisites: Audit

***

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 for performance management. 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 of the costs, revenues and financial results to substantiate management decisions; monitoring, performance measurement and control of the company activities to identify untapped opportunities to increase company's competitiveness.
Prerequisites: Managerial Accounting

***

Course Code: ACC4312, ACC4212 **ECTS:** 5
Course Name: Financial and Tax Reporting
Course Description: The course interprets the main provisions of the international financial reporting standards (IFRS) and International Accounting Standards (IAS). 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. This course considers the key provisions for the exam F7: Financial Reporting ACCA.
Prerequisites: Financial Accounting I, Financial Accounting II, Taxation

***

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

BUSINESS

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

***

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 with consumer decision making, preparing 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

***

Course Code: BUS3205, BUS3305 **ECTS:** 5
Course Name: Entrepreneurship
Course Description: The 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

BUSINESS JOURNALISM

Course Code: BSJ 2201 **ECTS:** 5
Course Name: Introduction to Business Journalism
Course Description: The course teaches students the basic methods and tactics of a business journalist, regardless of what format the final story will be produced. Students will learn how and where to find financial information and information about companies and how to transform this information into an interesting story. This course instructs students how to understand what is going on at big and small companies and to report and write articles about these businesses in a compelling way. As business becomes more and more influential in the lives of everyday citizens, it is important for the media to become more aggressive in acting as a watchdog. More than any other beat, covering business

requires not only an understanding of complex numbers, but also the ability to use data and a compelling narrative to tell the reader something they need to know that will impact their wealth.
Prerequisites: none

***

Course Code: BSJ 2202 **ECTS:** 5

Course Name: Introduction to Mass Media
Course Description: The purpose of this course is to fulfill the academic requirements necessary to earn minor or an associate degree, or to provide personal enrichment opportunities for students seeking an interdisciplinary course emphasizing the structure and influence of mass communication. This course will give students the tools for critically analyzing all media types so they can become more knowledgeable media consumers. They will be provided with information about how various types of media were developed, the roles they play in the mass communication and media landscape, and what it means for them in a digital media world. Students will examine journalism, entertainment, advertising and public relations, and will study general mass communication theories and laws affecting the media.
Prerequisites: none

***

Course Code: BSJ 3304 **ECTS:** 5

Course Name: Op-Ed
Course Description: This workshop aims to help students acquire skills necessary to research, design and write op-ed texts. Op-ed texts are among main instruments of engagement with wider publics today. They also help professionals to improve their argumentation skills. Op-ed contributors engage in societal debates with an aim of public impact. Participants of the workshop will to learn how to bring their best ideas and fresh perspectives on actual societal topics to the attention of public. Workshop will start with analyzing ingredients of best op-ed pieces and studying published op-eds in major international newspapers. In the second part of the workshop, students will be invited to draft their op-eds and submit it to discussion in the class. Through interactive class discussions and exercises, trainer and participants will together improve submitted op-ed drafts. At the conclusion of the workshop, participants are expected to have in hand op-ed pieces of publishable quality.
Prerequisites: Introduction to Business Journalism

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Course Code: BSJ 3301 **ECTS:** 5
Course Name: Writing, Reporting, Editing
Course Description: The goal of this course is to help students to start their journalist writing and acquire the fundamental skills that make one a good journalist: thorough and accurate reporting, clear writing, and understanding of one's responsibilities to an audience and to colleagues. We will cover the foundational techniques such as interviewing, storytelling, fact-checking and short clear writing. Students will study different forms of articles (reports, news article, feature articles). The course explains the basic principles of reporting. It also discusses the techniques of news writing. While reporting, the reporter may encounter many pitfalls and problems, which are also discussed in this course. The course will consider in detail the requirement and need of editing in journalism. It will also tell the students about the editing procedures and different people associated with editing in newspaper organization like the sub-editor and the chief sub-editor. The course pays much attention to interviewing which is one of the most important forms of journalism. While following the current trends in the development of the media the course will discuss how the media are rapidly and constantly changing. To follow these developments, we will study creolization and convergent forms in contemporary publications.
Prerequisites: none

***

Course Code: BSJ 3302 **ECTS:** 5
Course Name: Media Literacy and Ethics
Course Description: This course introduces students to important principles of media literacy and helps them develop the skills necessary to access, analyze, evaluate, and create media messages across multiple media domains. As a result of this course students will demonstrate knowledge of the basic tenets of media literacy and how media literacy relates to their personal media habits and professional development. Students will also develop critical thinking skills including fact checking to analyze and interpret

media messages through an understanding of media practices and institutions. The course explores ethical principles and professional norms that students can employ in the practice of reporting. Students will develop their knowledge of theories and frameworks, gain knowledge of important journalistic failures and mistakes, as well as emerging areas of professional challenge, and learn how to apply this knowledge during reporting, publication and audience engagement processes.
Prerequisites: none

CORPORATE 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

***

Course Code: TP 2206 **ECTS:** 5
Course Name: Labour Law
Course Description: The course Labour Law aims to acquaint the student with the basic provisions of the science of labour law, the terminology used in this branch of law. Legal regulation of labour caused by the objective conditions of life of society. It is that part of the legal regulation of economic aspects of social life, in which hired labour finds its use. The course is intended to prepare legal professionals that require a deep theoretical knowledge and practical skills.
Prerequisites: HRM

ECONOMICS

Course Code: ECN1201 **ECTS:** 5
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 on a basic level 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

***

Course Code: ECN1202 **ECTS:** 5
Course Name: Calculus/Mathematics for Business and Economics - I
Course Description: This course is aimed at developing mathematical apparatus for modelling, analysing and solving economic and business problems on a basic level. Course outline includes: linear and simultaneous equations; quadratic and polynomial equations; limits and inequalities; differtiation; partial derivatives; integration; matrix algebra; exponents and logarithms.
Prerequisites: none

***

Course Code: ECN2203 **ECTS:** 5
Course Name: Mathematics for Economics – II
Course Description: This course is aimed at developing the mathematical apparatus for modelling, analysing and solving problems in Economics. Course outline includes: univariate optimization; multivariate optimization; constrained optimization; probability theory; game theory.
Prerequisites: Calculus/Mathematics for Business and Economics – I

***

Course Code: ECN2204 **ECTS:** 5
Course Name: Microeconomics - I
Course Description: Microeconomics-I 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, rationality and full information. Students will comprehend and learn to analyse microeconomic concepts to

address theoretical issues and acquire basic economic thinking skills.
Prerequisites: Principles of Economics (Foundation)

***

Course Code: ECN2205 **ECTS:** 5
Course Name: Macroeconomics - I
Course Description: Macroeconomics-I is an introductory course that teaches the fundamentals of macroeconomic theory: measuring GDP and cost of living; basics of economic growth theory; saving, investment, and the financial system; basic tools of finance; unemployment; monetary system and inflation; the Phillips Curve; AD-AS model; fiscal and monetary policy; basics of open-economy macroeconomics; international trade and comparative advantage theory. Students will learn to analyse and apply economic concepts and evaluate economic processes at the national level.
Prerequisites: Principles of Economics (Foundation)

***

Course Code: ECN3306 **ECTS:** 5
Course Name: Microeconomics - II
Course Description: An intermediate level Microeconomics-II is an extension of Microeconomics-I, but at greater depth and with a greater reliance on graphical and mathematical analysis. The course will include the following topics: technology; profit maximization; cost minimization; duality; utility maximization and choice under uncertainty; competitive markets and game theory; time; assets markets; public goods; information; Microeconometrics and optimization models.
Prerequisites: Microeconomics - I

***

Course Code: ECN3307 **ECTS:** 5
Course Name: Macroeconomics - II
Course Description: This course is developed for students with major in Economics to provide them with the opportunity to deeper understand the core macroeconomic models, and be able to use them in application to the real-world macroeconomic practices' analysis. It will cover the following topics: Classical theory and economy in the long-run; monetary theories and inflation; labour market and unemployment; Keynesian theory and economy in the short-run; IS-LM model; the open economy and Mundell-Fleming model; AD-AS dynamic model; economic growth and Solow model.
Prerequisites: Macroeconomics - I

***

Course Code: ECN2208 **ECTS:** 5
Course Name: Principles of Statistics
Course Description: The program 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)

***

Course Code: ECN2309 **ECTS:** 5
Course Name: Econometrics -I
Course Description: The course covers the basic concepts and tools needed for the econometric analysis and economic forecast. Students are supposed to get a general notion of the nature and scope of econometrics. The material contains the description of basic approaches to regression analysis with a focus on its application to economic issues. The topics covered include: simple regression analysis; residual statistics; hypothesis testing; multiple regression; alternate functional forms; dichotomous variables; properties of ordinary least-squares estimators; multicollinearity; heteroskedasticity; serial correlation.
Prerequisites: Principles of Statistics

***

Course Code: ECN3201 **ECTS:** 5
Course Name: International Economics
Course Description: This course offers an overview of various aspects of global economy. It investigates the phenomenon of globalization and seeks to provide understanding of today's increasingly interdependent world. Since no longer is any nation's economy insulated from developments that take place in other economies, understanding the on-going developments abroad and their impact on the domestic economy is therefore an important aspect of modern economics.
Prerequisites: Microeconomics - II, Macroeconomics - II

***

Course Code: ECN3310 **ECTS:** 5
Course Name: Econometrics -II
Course Description: This course is a continuation of the Econometrics-I especially designed for students majoring in Economics. It consists of the following topics: time-series models; forecasting with regression models; forecasting with ARIMA models. In addition, students will learn to use econometric software packages as tools of quantitative and statistical analysis to compute empirical results.
Prerequisites: Econometrics -I

***

Course Code: ECN3311 **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: Microeconomics - II, Macroeconomics - II

***

Course Code: ECN3312 **ECTS:** 5
Course Name: WTO: Policy and Current Trend
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 properly understand and evaluate its principles, policies and trends. 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: ECN4313 **ECTS:** 5
Course Name: Game Theory
Course Description: This course seeks to introduce the basic tools of game theory and strategic decision making and evolve students' analytical skills. The content will cover: simultaneously played games; sequentially played games; Nash Equilibrium: pure and mixed strategies; repeated games; Bayesian games and simple applications. Game Theory is widely used in several fields, thus, the course will outline some of its numerous applications, mostly in Economics.
Prerequisites: Mathematics for Economics – II

***

Course Code: ECN4314 **ECTS:** 5
Course Name: Industrial Organization
Course Description: The course aims to familiarize students with the study of industrial organization which is principally the economic analysis of imperfectly competitive markets and their relationship to the firms' structure. Unlike related Microeconomics and Game Theory

courses, the Industrial Organization concentrates on the real-world competition regulation. Upon completion of the course students will understand how competition impacts economic welfare and be able to analyse market models and interrelation between firms' structure and conduct and economic welfare.
Prerequisites: Microeconomics – II, Game Theory

***

Course Code: ECN4315 **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: Microeconomics-II, Macroeconomics-II, Econometrics-II

***

Course Code: ECN4216 **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)

***

Course Code: ECN4317 **ECTS:** 5
Course Name: Selected Topics in Economics
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: TBC

FINANCE

Course Code: FIN2301, FIN2201 **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: FIN 2202, FIN 2302 **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 Accounting, Principles of Finance

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Course Code: FIN3303, FIN3203 **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: FIN3204 **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

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Course Code: FIN 3205 **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 Accounting, Principles of Finance

***

Course Code: FIN 3306, FIN 3206 **ECTS:** 5
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 Finance, Principles of Accounting

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Course Code: FIN3207 **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: FIN3308, FIN3208, FIN4208 **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: FIN3309, FIN3209 **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: FIN3316 **ECTS:** 5
Course Name: Islamic Capital Markets and Instruments
Course Description: This course is examining the development issues and challenges, Shari'ah and regulatory framework as well as various components of Islamic Capital Markets. Course specific topics aim to delivery students latest knowledge including Risk management, Accounting and Taxation, Sukuk markets, Islamic

stocks, Islamic fund management, Islamic private equity and venture capital, Islamic derivatives, hedging and Islamic structured investment products. Students among other takeaways will learn to comprehend essential components of Islamic capital markets, understand investing through Islamic equity and Sukuk, understand regulatory and Shari'ah framework for Islamic capital markets.
Prerequisites: Principles of Finance, Principles of Accounting

***

Course Code: FIN3317 **ECTS:** 5
Course Name: Islamic Commercial Law
Course Description: "Islamic commercial law" is an introductory course to Financial Transactions in Islamic Jurisprudence as it relates to Islamic finance, the sources of the Islamic commercial law including the methodologies used to solve modern problems in Islamic finance related to Shari'ah compliance and the importance of the Shari'ah standards. The course is designed to develop students' understanding of the definition of the Islamic Finance, whether in the form of Banking, Insurance or Capital market segments, obtaining the knowledge and skills of the describing the salient features of Islamic Finance; illustrating how these features require the provision of different financial products to those supplied through conventional finance; explaining how Islamic Finance can satisfy financial needs without violating religious prohibitions.
Prerequisites: Principles of Finance, 2201 Principles of Accounting

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Course Code: FIN3318 **ECTS:** 5
Course Name: Islamic Banking
Course Description: This course provides a comprehensive introduction to Islamic Banking and Finance, augmented with an analysis of the situation in Kazakhstan and the business potential for Kazakhstan companies. Students will learn about the Conventional Banking and Islamic Banking; Six Key Islamic Banking Principles; Islamic Banking products and services and their implementation: Murabaha, Musharaka, Ijara, Istisna'a, Salam etc.
Prerequisites: Principles of Finance, Principles of Accounting

***

Course Code: FIN4310, FIN4210 **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, Corporate Finance, Securities and Derivatives

***

Course Code: FIN4311 **ECTS:** 5
Course Name: Cases in Finance
Course Description: The course is aimed to provide students with practical examples in the form of case studies on topics of corporate finance. Completion of this course will allow to: read and review the case; prepare case analysis; prepare case presentation.
Prerequisites: Financial Management

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Course Code: FIN4312, FIN4212 **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

***

Course Code: FIN4313**ECTS:** 5
Course Name: Financial Analysis
Course Description: This course is aimed to develop necessary skills in obtaining and interpreting information from the financial statements of a company. The course allows application of specific analytical tools and methods in the analysis of company's financial

performance with the aim of making rational managerial decisions.
Prerequisites: Corporate Finance/Financial Management

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Course Code: FIN4314 **ECTS:** 5
Course Name: Financial Modelling
Course Description: This course is aimed to learn the fundamentals and practice building financial models using Microsoft Excel. Students will be introduced to both simulation and optimization models as well as various forecasting techniques. Intermediate level of competency in Excel required.
Prerequisites: ICT, Financial Management

***

Course Code: FIN4321 **ECTS:** 5
Course Name: Takaful – Islamic Insurance
Course Description: "Takaful – Islamic Insurance" is an introductory course to Islamic insurance as an important part of Islamic Finance industry which aims to introduce and deepen the knowledge of the principles and practices of Takaful. The course will address such topics as concepts of Risk and Takaful, comparison between Takaful and Conventional Insurance, Business Models of Takaful, Retakaful, Medical and Health Takaful, General Takaful, Family Takaful, types of Investment Linked Fund Takaful.
Prerequisites: Principles of Finance, Principles of Accounting

***

Course Code: FIN4322 **ECTS:** 5
Course Name: Accounting for Islamic Financial Transactions
Course Description: This course develops an understanding of the accounting issues in Islamic Finance in the framework of Islamic accounting concepts and the tension between Islamic accounting theory and international financial reporting practices. The main aim is to use theoretical knowledge in order to read, understand and interpret Financial statements of Islamic financial institutions; to evaluate the effect of newly proposed and existing products on the income statement and balance sheet; and to conduct financial and nonfinancial performance analysis of Islamic financial institutions.
Prerequisites: Principles of Finance, Principles of Accounting

***

Course Code: FIN2215 – FIN4321 **ECTS:** 5
Course Name: Selected Topics in Finance
Course Description: This course 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 Finance

GENERAL EDUCATION

Course Code: GED 1101 **ECTS:** 5
Course Name: Philosophy
Course Description: The role of Philosophy in the training of modern specialists is determined by the object of its study, which is a human and his relationships with nature and society. Philosophy facilitates formation of philosophical culture and ethical guidelines of a future specialist; is the basis of theoretical and general training of a student.
Philosophy is aimed to involve students into the historical experience of world philosophy, including the Kazakh philosophy, to give an idea about the nature of modern philosophical culture, to contribute to the establishment and improvement of the skills of self-analytical thinking in the field of the humanities.
Prerequisites: no

***

Course Code: GED 1102, GED 1106 **ECTS:** 10
Course Name: Kazakh I-II (A2; B1; B2; C1)
Course Description: This course is aimed at expanding vocabulary, mastery of complex grammatical and syntactical constructions, improving the communication skills in Kazakh in learning process, research and professional activity. Particular attention is paid to the development of skills essential to deal with academic texts, such as essay, thesis, etc. Completion of this course will enable students to perceive, understand and interpret speech in Kazakh as well as to speak and write in the target language.

Prerequisites: Philosophy

***

Course Code: GED 1102, GED 1106 **ECTS:** 10
Course Name: Title: Russian I-II (B1; B2; C1)
Course Description: The course contributes to the formation of future specialists' communicative competence which is the ability to solve real communication problems with the help of language means.
The course allows students to learn the foundation principles of scientific style, as well as to develop the ability to produce structural and semantic analysis of text forming the basic skills of academic writing: annotations, abstracts, reviews, reports, summaries.
Prerequisites: Title: Russian I

***

Course Code: GED 1104 **ECTS:** 5
Course Name: Information and Communication Technologies
Course Description: The course 'Information and Communication Technologies' contributes to the development and consolidation of practical skills important to work with information and communication technologies at workplace. Moreover, it enhances earlier acquired knowledge and skills enabling to work with modern computer equipment, software, and information networks.
Prerequisites: no

***

Course Code: GED 1105 **ECTS:** 5
Course Name: Contemporary History of Kazakhstan
Course Description: Contemporary History of Kazakhstan is a course on the main stages of the history of Kazakhstan that focuses students' attention on the issues of formation and development of independent statehood in Kazakhstan, its national heritage and continuity of ethnogenesis. The main issue of the course is to teach students key historical stages of the country, basic scientific methodology of historical knowledge as well as form their civic position.
Prerequisites: no

Course Code: GED 1103 **ECTS:** 10
Course Name: Foreign Language (English A2)
Course Description: The course focuses on developing communicative skills of speaking, listening, reading and writing. It also covers essential grammar, vocabulary, idioms and functional language.
Prerequisites: no

***

Course Code: GED 1103 **ECTS:** 10
Course Name: Foreign Language (English B1)
Course Description: The "Foreign language B1" course gives students the confidence to communicate effectively in real-world and academic situations. The course consists of 2 essential sections: General English Section and Academic English Section, which are delivered within 2 semesters.
The aim of the course is to develop communicative skills of speaking, listening, reading and writing and extend lexical resource and grammar range/accuracy.
Prerequisites: no

***

Course Code: GED 1107 **ECTS:** 10
Course Name: Academic English (B1+)
Course Description: The aim of this course is to develop essential skills and academic language for learners who are preparing to study in English at university level. The course is based on authentic content from university textbooks and videos of lecture extracts. Students entering the course should have at least level B1 in English according to CEFR. After completing the course students should reach level B1+ according to CEFR.
Prerequisites: GED 1103

***

Course Code: GED 1108 **ECTS:** 5
Course Name: Critical thinking
Course Description: This course examines the system of sound arguments and opinions on the basis of analysis of issues and problems with the formulation of conclusions of correct decisions as well as the application of the obtained results in real life and workplace. Critical thinking involves a balanced, open-minded approach to any

statements, the ability not to take anything for granted without proof, to be open to new ideas and opinions. Critical thinking is a rational argument about what to believe in and what to do. Critical thinking promotes the development of students' self-management skills as well as the abilities necessary for lifelong learning and career success.

Prerequisites: no

INFORMATION TECHNOLOGY

Course code: IT 3201 **ECTS:** 5
Course Name: Introduction to Web Development
Course Description: Introductory course to both web-design and development. It follows a problem-based approach which requires students to design and create websites of ever-increasing sophistication as the course progresses. The output of students' work will be presented as publicly accessible portfolio that maps to the projects she has accomplished during the course.

***

Course code: IT 3202 **ECTS:** 5
Course Name: The Art of Programming
Course Description: Introductory course to information technology and computer science, with or without prior programming experience. An entry-level course teaches students how to think algorithmically and solve problems efficiently. Topics include algorithms, data structures, resource management, security, and web development.

***

Course code: IT 3303 **ECTS:** 5
Course Name: Introduction to Data Science
Course Description: This course will emphasize practical techniques for working with large-scale data. It will survey the foundational topics in data science, including statistical modeling and machine learning, data pipelines, "big data" tools, and real world topics and case studies. The use of statistical and data manipulation software will be required.

***

Course code: IT 3304 **ECTS:** 5
Course Name: Cross-Platform Mobile Development
Course Description: This course focuses on developing multi-platform mobile applications using the skills that you students have already acquired in the previous courses. Students will build mobile applications targeting multiple platforms (iOS, Android, Windows) with a single codebase.

Course code: IT 3305 **ECTS:** 5
Course Name: Advanced Web Development
Course Description: This course builds on the previous Web Development course so that students can develop more complex database driven web applications using a suitable framework. This also continues to round out students' computing science craftsmanship skills with more emphasis on learning appropriate practices such as version source control, testing and group collaboration.

***

Course code: IT 3306 **ECTS:** 5
Course Name: Introduction to Algorithms and Machine Learning
Course Description: This course will teach students the most important algorithms in computer science as well as the end-to-end process of investigating data through a machine learning lens. It will teach how to extract and identify useful features that best represent given data, a few of the most important machine learning algorithms, and how to implement them accordingly.

PUBLIC RELATIONS

Course Code: PRC 3301 **ECTS:** 5
Course Name: Public Relations
Course Description: This course introduces students to the basics of communication theory, mass media, reputation management, the principles of media relations, government relations, internal and external corporate communications. Students will acquire the key competences in the field of communication architecture of the organization, the implementation of operational planning and operational control over the activities of public relations, carrying out measures to improve the organization's image, promote products and services on the market, the development of effective internal communications - creating a

favourable psychological climate in the team, motivating employees, planning, preparation and carrying out communication campaigns and activities in accordance with the goals and objectives of the organization on the basis of research results.
Prerequisites: none

Course Code: PRC 3302 **ECTS: 5**
Course Name: Crisis Communications
Course Description: This course introduces students to the basics of public relations in crisis situations. The course is aimed at developing students' systematic understanding of the role of public relations in the prediction, prevention, analysis and crisis management in organizations. Students will acquire the key competences in the field of PR technologies used in the process of predicting, preventing, minimizing the effects of the crisis, analysis of the communicative mechanisms of action in a crisis, the practical application of the principles and techniques of crisis communication in organizations. Students examine and analyse examples of positive and negative effects of crisis and post-crisis communications based on real cases of local and international companies.
Prerequisites: Public Relations

TRANSLATION STUDIES
FOREIGN LANGUAGE

Course Code: TLNG2201 **ECTS:** 5
Course Name: English and Cross-Cultural Communication B1B2
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: TLNG2202 **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

***

Course Code: TLGN2203 **ECTS:** 5
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

***

Course Code: TLNG2204, LNG3203 **ECTS:** 5
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

***

Course Code: ENG1111 **ECTS:** 5
Course Name: Listening and Speaking
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

***

Course Code: TLNG4219 **ECTS:** 5
Course Name: English and American 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 and Cross-Cultural Communication B1B2

***

Course Code: ENG1210 **ECTS:** 5
Course Name: English for Communication
Course Description: This course introduces students to the practical approach of the English Communication. In addition, the course covers other communicative issues regarding everyday-life situations, feeling and opinion expressions and role-play performance.
Prerequisites: English B1

***

Course Code: TLNG2207 **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: English for Communication; English B2.

***

Course Code: TLNG3211 **ECTS:** 5
Course Name: English for Professional Purposes
Course Description: This is a core course designed for Bachelor students of Translation 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

***

Course Code: TLNG3213 **ECTS:** 5
Course Name: Second Foreign Language (German, French, Spanish, Chinese, Italian) B1B2
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) A1A2

***

Course Code: TLNG3314 **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

Course Code: TLNG4213 **ECTS:** 5

Course Name: Professional English and Cross-Cultural Communication

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.

***

Course Code: TLNG4217 **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.

Prerequisites: Professionally-oriented English C1

***

Course Code: TRN2210, TRN3215, TRN3314, TRN4309, **ECTS:** 5

Course Name: Selected Topics in Translation Studies

Course Description: These courses will cover specific topics related to Translation Studies. The students' may consider this course as a transfer from other universities.

Prerequisites: Translation Theory

***

Course Code: TLNG3213 **ECTS:** 5

Course Name: Academic Writing

Course Description: This course prepares undergraduate students for future career opportunities by developing critical thinking, writing, collaboration and research skills that are considered as a core need in employability on the international level. It gives students the opportunity to deliver thoughts, analyse and express viewpoints toward various topics.

Prerequisites: English and Cross-Cultural Communication

***

Course Code: TLNG3214 **ECTS:** 5

Course Name: English and American Studies

Course Description: Over the course students will discover the unique identities of English and American studies to enhance your understanding and appreciation of American geography, literature, history, and culture. This course offers students a unique opportunity to learn in a collaborative setting. Students benefit from having the exploration of different types of formal and creative project activities. Upon the completion of this course you will gain a variety of critical approaches.

Prerequisites: none

INTERNATIONAL RELATION

Course Code: IRF2201 **ECTS:** 5

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 the skills to analyse, forecast key problems in International Relations and its consequences and connections with the development of international economic affairs and business.

Prerequisites: none

***

Course Code: IRF3302 **ECTS:** 5
Course Name: Diplomatic Protocol and Documents
Course Description: This course covers the diplomatic protocol rules, history, definitions, aims and implementations, including the diplomatic and business correspondence and various types of diplomatic written documents. Students will acquire knowledge, skills and competences of diplomatic scope. Students will be engaged in discussions and analysis of the diplomatic protocols and documents.
Prerequisites: Fundamentals of International Relations

***

Course Code: IR4208 **ECTS**: 5
Course Name: Capstone Project in International Relations
Course Description: This course is designed to provide a project through which students practice and integrate what they have learned through the course. The purpose of this course is to design and develop an applied IR project. Topics include the research issues, literature review, collecting data, designing, implementing, and reporting a capstone project of IR. By the end of the term, each student or group of students is expected to complete a project. The project will demonstrate the student's ability to manage and develop a project in a real world situation. The final project product should also serve as a portfolio of what you have accomplished during the Minor Certificate program.
Prerequisites: Fundamentals of International Relations, Business Ethics

***

Course Code: IR3310 **ECTS**: 5
Course Name: Workshop-Diplomatic Club
Course Description: This course focuses on getting practical knowledge in international politics, economics, business, culture and developing skills and competencies in international communication including education, tolerance and diplomatic ethics. Students will be able to visit Academic Diplomatic Club and actively participate in a free dialogue platform on different debate issues concerning economics, politics, culture and education.
Prerequisites: Fundamentals of International Relations, Business Ethics

***

Course Code: IR3303 **ECTS**: 5
Course Name: Globalization and International Organizations
Course Description: This course covers the issues of the main trends and consequences of globalization in the politics, economics, social sphere, culture and education. The students will acquire the major international organizations such as World Bank and the U.N. specialized agencies. At the end of this course students will be able to forecast the future global development and effect of globalization.
Prerequisites: Leadership

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Course Code: IR3204 **ECTS: 5**
Course Name: Negotiations and Public Diplomacy
Course Description: The course provides an introduction into public diplomacy. It deals with the practice of public diplomacy and negotiations. The course provides a discussion of global issues and current world problems, such as peace and security, climate change and international trade and role of public diplomacy in its solution. It discusses the increased role of Public Diplomacy and Negotiations in International Relations.
Prerequisites: Fundamentals of International Relations

MANAGEMENT

Course Code: MGT2201 **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

***

Course Code: 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)

***

Course Code: MGT2303 **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

***

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

***

Course Code: MGT3305 **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

***

Course Code: MGT3306 **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

***

Course Code: MGT3307 **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: Operations Management

***

Course Code: MGT3308 **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

***

Course Code: MGT3209 **ECTS:** 5
Course Name: Managing Change
Course Description: This course was designed as an introduction to managing change in organizations with the emphasis on students' development of the ability to understand the necessity of change in organization. By the end of this course students will be able to: provide an introduction to conceptual and theoretical underpinnings of change in the organizational context; determine and comprehend how effective change management helps an organization gain a competitive advantage; evaluate what kind of skills and competences managers need to manage change effectively.
Prerequisites: Principles of Management

***

Course Code: MGT4310 **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

***

Course Code: MGT4311 **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

***

Course Code: MGT4312 **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

***

Course Code: MGT4313 **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: International Business, Principles of Marketing, Principles of Finance, Operations Management, Principles of Accounting

***

Course Code: MGT4314 **ECTS:** 5
Course Name: Supply Chain Management
Course Description: The course will address managing and improving the supply chain processes and performance. It is based on an integrated understanding of the process of supply chain management, including supply, production and operations, logistics, sales, after-sales service. It provides further insight into the application of the basic managerial courses. The course covers the following topics: managing demand; sales and operations planning; supply chain management; production management and operations; logistics; sales management.
Prerequisites: Operations Management

***

Course Code: MGT4215 **ECTS:** 5
Course Name: Corporate Governance
Course Description: This is an introductory course that explores the relationship between corporate governance and the economic, social, and political impact of corporations. The course outline includes: the roles of directors, boards, committee structures, regulatory and legal constraints, accountability and reporting; risk; corporate and professional ethics.
Prerequisites: Principles of Management

***

Code: MGT4216, MGT4316 **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

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

***

Course Code: MKT3202 **ECTS:** 5
Course Name: Marketing Research
Course Description: This course explains the importance of the marketing research to the company. Students will be taught marketing research from the managerial approach rather than statistical. Though, students should know all steps of the marketing research with emphasis on the problem identification, research design, presentation of the results and decision-making based on the research data.

Prerequisites: Principles of Marketing

***

Course Code: MKT3203 **ECTS:** 5
Course Name: PR and Marketing Communications
Course Description: 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.
Prerequisites: Principles of Marketing

***

Course Code: MKT4304 **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 Marketing

***

Course Code: MKT4205 **ECTS:** 5
Course Name: Consumer Behaviour
Course Description: The purpose of the course is to examine different consumer decision models and its influence on marketing decisions of the business. Areas of the study include consumer learning, motivation, and attitude. The main aim is to use theoretical knowledge in order to predict how changes in consumer behaviour may affect marketing activities.
Prerequisites: Principles of Marketing

***

Course Code: MKT4206 **ECTS:** 5
Course Name: Advertising Strategy
Course Description: Course explains the nature and importance of advertising strategy for the company. Students will learn various aspects of communication strategy, advantages and disadvantages of different advertising vehicles. Students will examine how to reach target audience with use of consumer-targeting techniques.
Prerequisites: Principles of Marketing

***

Course Code: MKT3207 **ECTS:** 5
Course Name: Services Marketing
Course Description: Aim of the course is to provide students a solid foundation in services marketing, with emphasis on importance of service quality, and marketing techniques and resources related to services. Students will learn about developments in the marketing of services and it future implications.
Prerequisites: Principles of Marketing

***

Course Code: MKT3208 **ECTS:** 5
Course Name: Destination 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: Principles of Marketing

Course Code: MKT4209 **ECTS:**
Course Name: Digital Marketing
Course Description: This course examines fast growing and rapidly changing field of digital marketing. Students will be provided with a foundation and key concepts, understanding of online marketing strategies, various instruments of online marketing. The course will address such topics as user generated content, SEO, social networks, mobile and web analytics, geo, and mobile marketing.
Prerequisites: Principles of Marketing

***

Course Code: MKT4210 **ECTS:**
Course Name: International Marketing
Course Description: The aim of the course is to provide a critical appreciation of the challenges that appear in the global marketplace. Students should examine demographical, socio-cultural, and economic factors and how they influence marketing efforts of the company. Students should also address different marketing strategies and tactics that help companies to operate in the global environment.
Prerequisites: Principles of Marketing

PROFESSIONAL LANGUAGES

Course Code: LNG 2201 **ECTS: 5**
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

***

Course Code: LNG2202 **ECTS: 5**
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

***

Course Code: LNG 3203 **ECTS: 5**
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 B2

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: Introduction to Hospitality and Tourism History
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. It also covers the history of tourism, including pilgrimage, the Grand Tour, the growth of

railroads and airlines, and the more recent expansion of the leisure economy.
Prerequisites: Basics of Tourism Studies

***

Course Code: TUR2203 **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: Basics of Tourism Studies

***

Course Code: TUR2204 **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 and Tourism History, International Tourism Geography

***

Course Code: TUR3205 **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: Basics of Tourism Studies, Introduction to Hospitality and Tourism History

***

Course Code: TUR2306 **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: TUR3307 **ECTS:** 3
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: Introduction to Hospitality and Tourism History

***

Course Code: TUR3208 **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

***

Course Code: TUR3209 **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 and Tourism History (preferably, but not necessarily)

***

Course Code: TUR3310 **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: ICT (Foundation)

***

Course Code: TUR3311 **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: Hotel Management

***

Course Code: TUR3312 **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 and Tourism History, Microeconomics – I

***

Course Code: TUR3313 **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

Course Code: TUR4314 **ECTS:** 5
Course Name: E-tourism
Course Description: The course is aimed at students in business, tourism and hospitality programs 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: TUR3315 **ECTS:** 5
Course Name: Tourism Law
Course Description: This course examines basic principles of law applicable to tourism and hospitality; international and national tourism legislation and various law issues such as consumer protection, product and service liability, employment, and environmental issues.
Prerequisites: none

***

Course Code: TUR4316 **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: TUR4317 **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: TUR4318 **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: Hotel Management

PSYCHOLOGY

Course Code: PSH1201 **ECTS:** 5
Course Name: Introduction to Major
Course Description: The aim of this course is to introduce the field of psychology as a professional activity, and identifying opportunities for the application of psychological training in various areas of public life. The course introduces students to the theoretical and practical knowledge related to the competence of scientific psychology; improved understanding of the role of the professional activity in adult life.
Prerequisites: none

***

Course Code: PSH1202 **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: none

***

Course Code: PSH1203 **ECTS:** 3
Course Name: Developmental Psychology
Course Description: This course is a study of human growth and development. Emphasis is on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span.
Prerequisites: none

***

Course Code: PSH2204 **ECTS:** 5
Course Name: Introduction to Social Psychology
Course Description: This introduction to social psychology will provide an overview of many topics that social psychologists study, including attitudes, aggression, altruism, attraction, authority, attachment, advertising, anonymity, and attributions, conformity, persuasion, interdependence, stereotypes, gender roles, prejudice, deindividuation, cognitive biases, and peace.
Prerequisites: General Psychology

***

Course Code: PSH 2205 **ECTS:** 3
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

***

Course Code: PSH2206 **ECTS:** 4
Course Name: Test and Questionnaire Construction Training
Course Description: The aim of this course is to train students in scientifically preparing a valid and reliable questionnaire and psychological tests. Students will learn to critically assess various types of question formats, response formats, and question order. They will apply the theory on their own questionnaire and tests and learn how to improve its quality. Attention will also be paid to issues involved with using or adapting an existing instrument.
Prerequisites: General Psychology

***

Course Code: PSH2207 **ECTS:** 4
Course Name: Decision Making Skills
Course Description: In this course students will examine and practice decision making techniques. The course examines approaches to decision making, and how to apply structuring techniques to problem solving and decision making. Techniques will include Multi-Criteria Decision Analysis (MCDA), a software-based decision support technology, Systems Thinking, which provides the methods for diagnosing, designing and implementing decision support interventions.
Prerequisites: none

***

Course Code: PSH2208 **ECTS:** 5
Course Name: Differential Psychology
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: General Psychology

***

Course Code: PSH 2209 **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

***

Course Code: PSH2210 **ECTS:** 3
Course Name: 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: General Psychology

***

Course Code: PSH 2211 **ECTS:** 5
Course Name: Introduction to Psychology of Personality
Course Description: This course considers the major theoretical, application, research, and assessment issues in the study of personality. Emphasis will be placed on the theoretical aspects of personality and the different ways in which these theories are validated. The course will also explore some of the more commonly used personality assessment measures, cultural influences on personality theory.
Prerequisites: General Psychology

***

Course Code: PSH2212 **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. During the course students will develop the skills which are necessary to work out the programmes aimed to prevent deviant behaviour.
Prerequisites: Developmental Psychology

***

Course Code: PSH2213 **ECTS:** 4
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: General Psychology

***

Course Code: PSH2214 **ECTS:** 5
Course Name: Psychology of Work
Course Description: This course examines the psychological characteristics of labour and patterns of development of labour skills. The course content includes the psychological components that encourage, guide and regulate the labour activity of the subject and implement it in performing actions, as well as personality traits, through which this activity is realized.
Prerequisites: General Psychology

***

Course Code: PSH2215 **ECTS:** 5
Course Name: Stress Management
Course Description: This course provides a selective overview of the scientific study of emotion regulation. The course explains what stress is, its various causes, and its effects. Students will learn stress reducing cognitive techniques, emotion regulation and relaxation techniques.
Prerequisites: General Psychology

***

Course Code: PSH3220 **ECTS:** 5
Course Name: Quantitative and Qualitative Methods of Research in Psychology - 1
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
Prerequisites: General Psychology

***

Course Code: PSH3221 **ECTS:** 5
Course Name: Quantitative and Qualitative Methods of Research in Psychology - 2
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: General Psychology

***

Course Code: PSH3326 **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: Developmental Psychology

***

Course Code: PSH3327 **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 misbalance between personal and professional life.
Prerequisites: none

***

Course Code: PSH3328 **ECTS:** 5
Course Name: Medical Psychology
Course Description: The course will form an idea about the concepts of normal and pathological mental processes for differentiation and definition of further tactics in the process of professional psychological work. This will allow students to understand the causes of formation of mental changes, ignore their minor manifestations, and to predict their impact on the social functioning of the individual.
Prerequisites: General Psychology

***

Course Code: PSH3329 **ECTS:** 5
Course Name: Recruitment, Selection and Adaptation
Course Description: As a result of the course, students will gain knowledge about the human resources policy in the area of search, selection, hiring and adaptation of staff and will learn practical methods for the development, implementation and management of recruitment system. Also, students will form the skills of creating algorithms and methods of candidates evaluation and will learn methods and techniques of implementation the staff adaptation programs
Prerequisites: Human Resource Management

***

Course Code: PSH3330 **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: Introduction to and Social Psychology

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Course Code: PSH3331 **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.
Prerequisites: Developmental Psychology.

***

Course Code: PSH 4332 **ECTS:** 5
Course Name: Cognitive-Behavioural Therapy
Course Description: Cognitive-behavioural therapy is exploring how people perceive the situation and thinks and helps a person to develop a more realistic view of what is happening and more appropriate behaviour. The aim of the course is to form a basic knowledge of the theoretical foundations of cognitive-behavioural approach and methods of practical work of the psychologist as part of this direction.
Prerequisites: Psychological Counselling

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Course Code: PSH4333 **ECTS:** 5
Course Name: Organizational Consulting
Course Description: This course covers the main stages of organizational development, the analysis of the problems in the organizational development and the possibility of solving research problems in the process of consulting organizations. Students learn to use the tools that are used in various areas of organizational consulting. Students will understand the ways of providing professional help to managers, staff and the organization as a whole in resolving problems.
Prerequisites: Psychological Counselling, Human Resource Management

***

Course Code: PSH4334 **ECTS:** 5
Course Name: Psychology of Workforce Training and Development

Course Description: This course is an intensive study of personnel training and development in contemporary organizations. Emphasis is placed upon the identification of training needs, program design, choice of training methods, and evaluation of results.
Prerequisites: Human Resource Management

***

Course Code: PSH4335 **ECTS:** 5
Course Name: Conflict Management
Course Description: The aim of this course is to provide students with systematic introduction of concepts, theories and develop practical skills to prevent and manage everyday workplace (and personal) conflict. Students will develop conceptual understanding of the psychological and behavioral dynamics of interpersonal, intergroup, and systemic conflict in an organizational context. The course covers conflict management as a first party (one who is personally involved in a dispute) and as a third party (one who mediates conflict between others).
Prerequisites: Introduction to Social Psychology

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

***

Course Code: TRN 3310 **ECTS:** 5
Course Name: Subtitling: Documentaries and Non-fiction genres
Course Description: This course is focused on analysing subtitled clips of a wide diversity of non-fiction genres, news programmed, 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: English for Professional Purposes, English Society and Culture;

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Course Code: TRN 3305 **ECTS:** 5
Course Name: 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).
Prerequisites: Russian/Kazakh for Professional Purposes, Fundamentals of Language 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: English Society and Culture; English and American Literature.

***

Course Code: TRN 3308 **ECTS:** 5
Course Name: Technical Texts Translation
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: English and Cross-Cultural Communication B2, Fundamentals of Language Theory.

***

Course Code: INT 3302 **ECTS:** 5
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: English and Cross-Cultural Communication

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Course Code: INT 4306 **ECTS:** 5
Course Name: Consecutive-Advanced
Course Description: The course 'Consecutive Advanced' 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; developing the capacity to summarize and synthesize; 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: Introduction to Consecutive Translation

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Course Code: INT 3303 **ECTS:** 5
Course Name: Introduction to Simultaneous
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: Introduction to Consecutive Translation

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Course Code: INT 3304 **ECTS:** 5
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

***

Course Code: INT 4307 **ECTS:** 5
Course Name: Simultaneous Advanced
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: Introduction to Simultaneous

PART VII 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/newartcreativ) 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

- crate 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 crate 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.

PART VIII SUPPORT UNITS

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.

KAZGUU ADMINISTRATION STAFF

The Higher School of Economics

Contacts

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