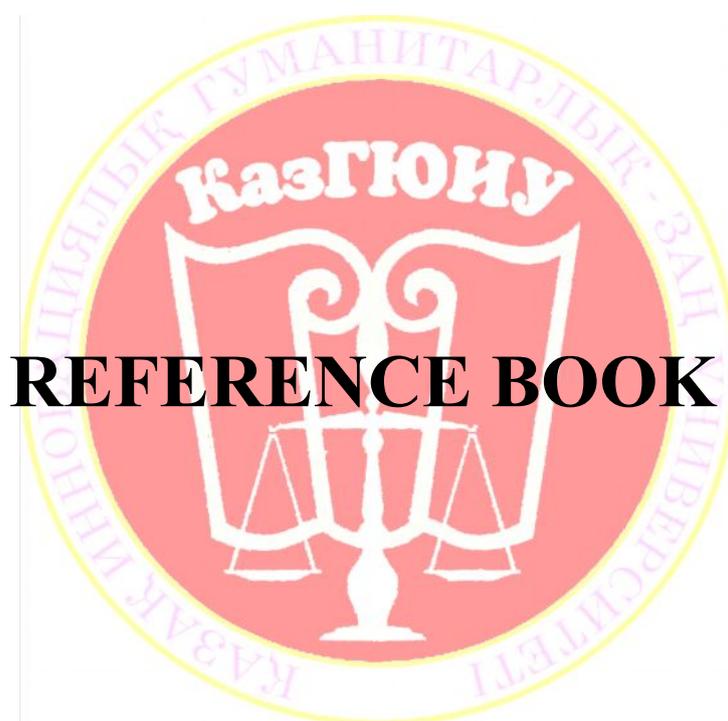


**MINISTRY OF EDUCATION AND SCIENCE
OF THE REPUBLIC OF KAZAKHSTAN**

**KAZAKH HUMANITARIAN JURIDICAL
INNOVATIVE UNIVERSITY**



REFERENCE BOOK

Semey 2016

1. General information about the university

The history of the university has its origin since 1998. The University started its functioning as a branch of the Kazakh State Academy of Law. Due to the process of optimization and consolidation of institutions of higher education, two universities – Semipalatinsk Law Institute of Kazakh State Law University and Semipalatinsk University named after M.O. Auezov merged in 2007. On 6 February, 2009, the educational institution was renamed as «Kazakh Humanitarian Law Innovative University».

Kazakh Humanitarian Law Innovative University (KazHLIU) MISSION: Preparation of competitive specialists with higher and postgraduate education on a wide range of directions, focused on industrial and innovative development of the region.

Vision. Regional University, aimed at meeting the changing needs and expectations of the society.

The main objective of the strategic development of the University is a comprehensive training of competitive specialists able to work in conditions of Kazakhstan integration into the world community.

- To achieve the targets for the period up to 2018, the university defines the following priorities:
- management based on modern management techniques;
- creating conditions for life long learning by means of development of continuing education;
- development of forms and improving the quality of educational services based on innovative technologies;
- forecasting the demand for educational services and the management of students enrollment;
- strengthening relationships with regional business and industry for the development of scientific approaches that are in demand by the market;
- the development of international cooperation in the field of science and culture, the creation of new forms of cooperation;
- providing a wide academic mobility of teachers, students, and undergraduates at the national and international levels;
- support of leading scientists, research groups, scientific and pedagogical schools;
- providing foreign language communicative competence of the teaching staff;
- improvement of material and technical base of scientific and educational environment;
- formation of active civil and social responsibility, a sense of patriotism and high moral and leadership qualities of youth;
- focus on the end result.

KazHLIU is guided by the Act of the Republic of Kazakhstan “On Education in the Republic of Kazakhstan “, regulations of Ministry of Education and Science,

the of the educational establishment charter of Kazakh Humanitarian Law Innovative University.

The highest collegiate body is the Academic Council.

Since 2009, the Board of Trustees has been created as a public body interacting with the executive organizations to assist the University in the realization of its statutory functions and the strengthening and providing financial support to ensure the material and technical resources.

Today – KazHLIU is a multi-disciplines university, having a highly qualified teaching staff . KazHLIU is a signatory to the Magna Carta of Universities (15-17 September 2010 Bologna , Italy).

The University is a member of the International Educational Associations: The Association of Universities of Asia (Russian Federation) (Memorandum on the establishment of the Association of Universities of Asia dated 30.06.2012); Kazakh- Belarus Research and Education Consortium (Protocol of Accession dated 9 November 2012);

The principles of the Bologna process are implemented.

The university has more than 3 thousand students of 28 undergraduate and 5 master majors.

The university has four faculties (Law , Humanities, Information Technologies, Finance and Economics) and 12 departments.

KazHLIU accredited as a subject to participate in the scientific and technical activities at the expense of the state budget of the Republic of Kazakhstan . (Accreditation certificate of Ministry of Education and Science of the Republic of Kazakhstan dated 22.08.2011 Series MK number 001789).

KazHLIU concluded an agreement on cooperation with universities of Russia, Kyrgyzstan, Turkey, Italy, UK promoting integration into the overall educational environment through the implementation of the Bologna process. These agreements preview joint activities in academic and scientific exchanges, participation in seminars and joint conferences, symposia, exchange of experience in project development and implementation of joint educational programs, attracting various funds to support education and research.

Much attention is paid to the patriotic upbringing of students of KazHLIU. KazHLIU students are members of the NGO of Community of Young Lawyers (CYL). For the last 6 years, they won grants of Internal Policy Department of East Kazakhstan Region.

Community of Young Lawyers signed a Memorandum on collaboration with the Association of young civil servants of East Kazakhstan Region , East Kazakhstan branch of the youth wing “Zhas Otan” under People’s Democratic Party “Nur Otan”, the East Kazakhstan branch of the Association of “Bolashak” international scholarship of the President of the Republic of Kazakhstan. Student government is an integral part of the entire university management system and implements the most important functions of the organization of student life. The main purpose of students government is to form leadership qualities of future specialists.

A unified information network is created, library resources for education process ensuring meets modern requirements. The University provides access to the databases via e- mail, and a global network of INTERNET.

Particular attention is paid to the introduction of information technology teaching, including the use of multimedia teaching programs and information resources, the creation of e-books, the development of corporate and regional networks. The University publishes the Bulletin of the University scientific journal. Military department opened at KazHLIU by Government Resolution dated 27.08.2011 Number 997.

2. Features credit system

Kazakhstan is developing and implementing a new paradigm of education and training, passing on credit technology to radically improve the quality and competitiveness of higher education in a globalized world.

For international recognition of the national educational curriculum development, mobility of students and teachers of educational institutions, as well as improving the quality of education and ensuring the continuity of all levels of education in educational institutions is implemented unified credit technology of training.

When the loan program accounting complexity of academic work done in terms of taught material, measured in credits Credit technology learning is cumulative, which means increasing account of previously disbursed loans at all levels of education.

Credit system of education - is a way of organizing the educational process, which involves increasing the level of self-education and assimilation of knowledge on the basis of self-selection by students of their educational trajectory.

The introduction of the loan program in the university evaluation complexity of the training load for students in the credits will provide academic mobility of students, recognition of his academic achievements in the exchange of students between the institutions of the Republic of Kazakhstan, as well as the universities of the CIS and non-CIS countries.

In this case, loans are awarded only to students who have successfully completed the course over, in accordance with the requirements for the assessment of knowledge on all types of control established by the university.

The duration of the Bachelor established by the educational standards of state specialty.

Professional education includes a four-year undergraduate program, usually not less than 40 academic disciplines.

Obligatory condition of completion of training in a range of undergraduate student of at least 129 credits or 5805 hours of theoretical training and a minimum of 6 credits or 270 hours of professional practice.

Writing and defense of the thesis (the project) is given at least 2 credits.

Control measures include periods of boundary control, an intermediate certification (exam session), the intermediate state control after the second year, and the final state certification.

Graduates who have successfully mastered undergraduate education programs are prepared to work in accordance with the qualification handbook for managers, professionals and other employees, as well as the continuation of master degree.

According to the Rules of the educational process for credit technology (MES RK order number 152 of 20.04.2011), paragraph 5.3.16 of the internal document of the Rules of the educational process by KTO (Pr.01.01/2006) for transfer from one year to the University installed the value of minimum GPA (GPA), allowing transfer student to the next course

Bachelor

the internal

From 1 year to 2 year - 1.67

From 2 year to 3 year - 2.00

From 3 year to 4 year - 2.33

distance learning, evening form

From 1 year to 2 year - 2.33

From 2 year to 3 year - 2.67

Master:

From 1 year to 2 year - 2.00

3. Glossary of credit technology

Academic Calendar - a calendar of training and supervision activities, professional practices during the academic year and giving the rest days (vacation and holidays);

Academic term (Term) - the period of theoretical training as determined by the independent organization of education in one of three forms: a semester, trimester, quarter;

Academic Ranking of the student (Rating) - quantitative measure of the level of mastery of studying the curriculum disciplines, compiled the results of interim certification;

Academic degree (Degree) - degree awarded educational organizations students who have mastered the appropriate educational curriculum, based on the results of final testing;

Academic Mobility - is moving the students or teacher-researchers to study or conduct research on a specific academic period: semester or academic year at another higher education institution (within the country or abroad) with a mandatory offsetting development of educational programs in the form of loans to their university or to continue their studies at another university;

Academic freedom - a set of office subjects of the educational process provided to them for self-determination of the content of education in the disciplines component of choice, additional types of training and the organization of educational

activities designed to create the conditions for the creative development of students, teachers and the use of innovative technologies and teaching methods;

Academic hours - the time of contact of the student with the teacher on a schedule for all types of training sessions (classroom work) or separately approved schedule.

One academic hour is:

- 50 minutes of classroom instruction;
- 75 minutes of studio sessions;
- 100 minutes of laboratory studies and physical education classes;
- 50 minutes all types of practices;
- 50 minutes of research students;
- 50 minutes of the final state certification;

Active handout (Hand-outs) - visual material , handouts in the classroom to motivate the student to creative successful assimilation of topics (lecture abstracts , references , slides , examples , a glossary , exercises for self-study);

Point-rating system character assessment of educational achievements - a system of assessing the level of educational achievements in points, consistent with international practice letter system with a digital equivalent, and allows students to set rating;

Two diploma education - the possibility of cross-trained in two curriculum (educational programs) in order to obtain two diplomas equivalent (Double Major) or one of the main and second additional qualifications (Major - Minor);

European Transfer System (translation) and the accumulation of credits (ECTS) - method of assigning credits (credits) components of educational programs (disciplines , courses , modules) , with the aid of which the comparison and offsetting studying the development of academic disciplines (with credits and grades) when changing educational trajectory of the institution and the country of study ;

Record on school discipline (Enrollment) - appointment procedure of students for academic discipline;

Individual curriculum - curriculum generated for each academic year studying yourself with advisors on the basis of a model curriculum and a catalog of elective subjects ;

Final certification of trainees (Qualification Examination) - a procedure performed to determine the degree of development of their disciplines provided by the state educational standards ;

The final control - control of educational achievements of students in order to assess the quality of their exposure to the discipline of the program , conducted in the period in the form of interim certification exam , if discipline is studied for a number of academic periods , the final test can be performed on the part of subjects studied in this academic period;

Credit technology training - training based on the selection and planning of training sequences independent study subjects using credit as a unified unit of schoolwork student and teacher ;

Credit (Credit, Credit-hour) - a unified unit of schoolwork student / teacher ;

Control of educational achievements of students - check the level of knowledge of students by various forms of control (current , mid-term and final) and certification determined independently institution of higher education ;

Office (department , sector) of the Registrar - Academic Service , registers the history of educational achievements of students and providing the organization of all kinds of knowledge and the calculation of its academic rating ;

Course description (Course Description) - a brief description of the subjects (consisting of 5-8 sentences) that includes goals, objectives and content of the discipline;

Working curriculum - a document developed by the formation of their own based on the model curriculum of the specialty and individual educational plans of students;

Interim certification of students - a procedure performed during the examination session for the purpose of assessing the quality of learning content development part or all of an academic discipline after completing her studies;

Prerequisite - discipline, having the knowledge and skills necessary for the development of the study subjects;

Post requisite - discipline whose study requires knowledge and skills acquired at the end of the study of this discipline;

Discipline Program (Syllabus) - curriculum , which includes a description of the study subjects , the goals and objectives of discipline , a summary of its contents , topics and duration of their study, the job of independent work , the consultation , schedule inspections of students 'knowledge , teacher requirements , evaluation criteria of students' knowledge and references ;

Landmark control - control of educational achievements of students at the end of section (module) of one subject;

Grade Point Average (GPA) - The average assessment of the level of educational achievements of students for one academic year at a selected program (the ratio of the sum of products for the digital equivalent of credit score assessment interim assessment of the disciplines to total loans in the current period of study) ;

Self-study student - Work on a defined list of those designated for self-study, provided instructional literature and recommendations, which is controlled by means of tests, examinations , workshops , papers , essays and reports , depending on the category of students is divided into independent work of the student, the independent work of a student and the self- doctoral work the entire volume of CPO is confirmed by the tasks required of the student daily independent work ;

Self-study student under the guidance of a teacher - Field work trainee teacher-led, conducted as scheduled, depending on the category of students, it is divided into: the independent work of the student under the guidance of a teacher (SRSP, the independent work of a student under the guidance of a teacher (SRMP) and independent work of a doctoral student under the guidance of a teacher (SRDP);

Transcript (Transcript) - A document listing the mastered disciplines during the same period of study, indicating credits and assessments in alphabetical and numerical terms;

Tutor - teacher, serving as academic advisor to develop the student's particular discipline;

Standard curriculum - a document governing the list of subjects and the amount of professional education curriculum, the order of the study and a form of control.

Monitoring the student's progress - the systematic examination of knowledge of students in accordance with the training program conducted by a teacher at the classroom and extracurricular activities during the academic period;

Academic achievement of students - the knowledge, skills and competencies of students, they acquire in the process of learning and reflecting the current level of development of the individual;

Elective subjects - academic subjects included in the component of choice within the established credit and imposed educational organizations that reflect the individual student's training, tailored to the socio-economic development and the needs of a particular region, established scientific schools of higher education;

Adviser (Advisor) - teacher, serves as the student's academic mentor in the relevant specialty, providing assistance in choosing the path of training (formation of individual educational plan) and the development of educational programs in the period of study.

4. The organization of the educational process

4.1. General Provisions

1. The organization of educational process in KazHJIU carried out on the basis of the approved individual training plans, job training plans (RUP), the academic calendar, schedule training sessions and schedule consultations students SRSP.
2. Student's academic load is measured in credits or academic hours mastered by the student during the school year for each discipline.
3. The school year begins on the first of September.
4. The academic year consists of academic periods, periods of interim certification, holidays and practices. At the graduation course in the academic year include the period of final testing.
5. In KazHJIU approved form, the academic period is the term.
6. Academic period according to its form has duration of 15 weeks to term, for 10 weeks and 8 weeks trimester for a block.
7. For students of distance learning exam sessions in all specialties are planned and conducted in 2 threads (at least 4 weeks each).
8. Vacations are provided to students after each academic period. Duration of vacation time during the school year must be at least 7 weeks.
9. With the exception of graduate students, by students on the basis of charge at the university organized a summer term of up to six weeks to meet the needs for additional training, the elimination of academic debt or differences in curricula, study in consultation with other universities and academic disciplines studying the development of credit with mandatory offsetting them in their university
10. Tuition fees are determined according to a paid education services.
11. Summer semester is organized to meet the needs of the accelerated and additional training, the elimination of differences in training programs, the elimination of academic debt

12. The final control is in the form exam is held during the interim certification after completing an academic discipline.

13. Students of distance learning allowed participating in the examination session if they do not have academic arrears for the previous course. At the same examinations should be performed and set off, and term papers - reserved to the exams.

14. Entry to the examinations carried out by order of the dean. List of students admitted to the session brought to the chairs on the second day after registration. Students who are late without a good reason to top the examination session without the permission of the Dean prior to participation in it is not allowed.

15. Students enrolled on a full recovery basis and do not pay the cost of training for the exams are not allowed.

16. Students enrolled in distance learning, did not participate in the examination session of the 1st stream and expelled for this reason that the University may not be restored for the session in the second stream of the current school year.

17. The content of the educational programs of higher education established in accordance with State Educational Standards of Higher Education and is implemented through the curriculum.

Educational planning is based on

- model curriculum ;
- individual educational plan ;
- working curriculum;
- Academic calendar.

18. Model curriculum approved by the authorized body in the field of education, includes a mandatory component and regulates the number of credits allocated to study the compulsory subjects and disciplines for students' choice. Sets forth the terms and types of practices.

19. In operating the curriculum is determined by the list and the complexity of each academic discipline essential component and the component of choice in credits order of their study, the types of studies and forms of control. Developed for the academic year and approved by the Rector of the University based on the decision of the Academic Council.

20. In addition to the model curriculum developed catalog of elective subjects (hereinafter - QED) , which is a systematic annotated list of all the disciplines of the component of choice, containing a brief description indicating the purpose of the study, executive summary (main sections) and the expected results of the study (acquired by learners knowledge , skills and competence) .

In QED stated prerequisites and post requisite each academic discipline. QED provides students the opportunity alternative choice of elective disciplines.

21. Individual study plan (IEP) determines the individual educational trajectory of each student during the school year.

Develop a study plan is carried out independently under the guidance of the student advisors in the prescribed form based on the model curriculum catalog of elective courses provided by the department and teaching methods courses

Individual plan approved by the dean of the faculty in triplicate - one stored in the dean's office and serves as the basis for monitoring the implementation and development of learner curriculum , the second - is transferred to the office of Registrar to arrange interim certification , the third - the student receives

22. Each student before registration should be familiar with the curriculum and with the adviser of the appropriate dean's office or at the reception desk to choose their path of learning.

23. First-year student, full-time or evening form of training before the start of classes (August 26-28) at the reception desk receives a preset individual curriculum for freshmen, where they can make their own adjustments to August 31 of this year. Further changes in the individual study plan for the year are not allowed.

24. A second-year and older, full-time or evening form of education is its own individual training plan for the next school year (in the prescribed form), after consultation with the adviser of, signs and submits registration department from February 1 to March 1.

25. For students of correspondence courses design individual educational plan is carried out at the end of the winter examination session (for students of 2-5 courses) and the installation session (for 1st year students).

26. Changes in individual curriculum for the new school year (in no more than 10% of total loans) may be made in time student until August 26 of the current school year. In this case, the registration shall be submitted to the department a written application indicating the changes.

27. Changing individual curriculum during the school year is not allowed.

28. According to the analysis of individual educational plans deans until March 10 of this year are working curriculum for the new school year.

4.2. Registration of students

1. Join students of full -time, evening , distance and correspondence courses in the first year of the fall semester begins with the filing of the application applicant for admission to the University and completed before August 31 of this year.

2. Join the students of the second and senior full-time courses and evening classes for the fall and spring semesters of the next academic year ends on March 1. (Appendix E).

3. For students of correspondence courses registration is done at the end of the winter examination session (for students of 2-5 courses) and the installation session (for 1st year students).

4. Registration of students for the summer semester begins March 1 and continues until the completion of the examination session.
5. For each elective course in consultation with the UMC, in accordance with the norms of the time on the credit system of education, set the minimum number of students (group profitability) required for the opening of discipline, and for each teacher the maximum number of students in the academic stream.
6. If, at this discipline before March 1, the number of students enrolled less than the minimum established, the discipline does not open (is not included in the working curriculum). Adviser makes this announcement at the information booth or at the training site of the university. Students are full-time and evening classes, signed up for this discipline, have until April 10 in conjunction with the adviser of the change to apply for FTL.
7. for students of correspondence courses timeframe re-registration procedures regulated under the discipline of academic calendar specialty.
8. If a student fails to use the law and do not reapply, indicating another elective course, reflected in the working curriculum, the decision to replace unprofitable course takes the Front Desk.

4.3. The monitoring and assessment of students' knowledge

1. Monitoring and evaluation of students' knowledge is carried out by the point - rating system (CRS). CRS implies a current control, boundary control and final testing.
2. Monitoring is designed to systematically test the knowledge of students in the learning process, taking into account its activities in class and timeliness of independent work, evaluation of the work of the student during all semester, including participation in a practical training (seminars), performance of the SRSP tasks, passing current rubezhny the kontroly. The current control is carried out by the teacher (lecturer). Order of an assessment of the current control are specified in силлабусах disciplines.
3. Midterm is designed to periodically check the students' knowledge, in accordance with the calendar of the educational process in the discipline. Midterm (rating) monitoring students' knowledge of full-time and evening classes held on the 8th and 15th weeks during the academic period. Midterm of students' knowledge of correspondence courses conducted during the examination session in the week preceding the exams.
4. The final control is designed to test knowledge of educational achievement of the students after the completion of the discipline. Typically, the final inspection is carried out in the form of the exam (reading, writing, and testing).
5. Repeated passage of current and midterm student assessment in the case of unsatisfactory evaluations are not allowed. With the exception of students who are

not vetted but valid reasons (illness, etc.) and to timely provide documents to the dean informed of the reasons for non-compliance of the curriculum.

6. The final grade for the discipline includes assessment of current progress and final control (exam grade). Share valuation of current progress is at least 60 % in the final assessment of the degree of development of the student program of discipline. Evaluation of final control is at least 30 % of the grade of knowledge on this subject matter.

7. Positive overall assessment, the additions set number of loans disbursed loans of the relevant discipline and recorded in the student's transcript

8. In the preparation of students for the final control (examination) evaluation of "unsatisfactory", the final assessment of the discipline is not counted

9. Retaking a positive assessment by the final control with the aim of improving in the same period of interim certification is not permitted

10. For a positive assessment of the student in the next academic term or semester in the summer for a fee re- visits all kinds of studies, provided a working curriculum in the discipline, is admitted and deliver final control

11. The final result which shows student's level of mastering discipline is record in exam list according to grade evaluation in letter symbol, grade and percent.

Formula for calculating the final grade is following:

$$H = H_p \times 0,6 + E \times 0,4$$

Where H - evaluation of the final control in percent;

E - The digital equivalent of estimating the exam.

The final letter grade and its digital equivalent in points are determined by the percentage of the table 1.

Table 1. The final letter grade and its digital equivalent in points

| Grade | Value | Mark | Percent, % |
|--------------|----------------|-------------|-------------------|
| A | Excellent | 4,00 | 95-100 |
| A- | | 3,67 | 90-94 |
| B+ | Good | 3,33 | 85-89 |
| B | | 3,00 | 80-84 |
| B- | | 2,67 | 75-79 |
| C+ | Satisfactory | 2,33 | 70-74 |
| C | | 2,00 | 65-69 |
| C- | | 1,67 | 60-64 |
| D+ | | 1,33 | 55-59 |
| D | | 1,00 | 50-54 |
| F | Unsatisfactory | 0,00 | 0-49 |

12. According to results of all forms of control front desk calculates GPA (Sa) of student per academic training period and determines the ranking of students.

The final grade point average GPA is calculated as a weighted average grade level of student achievement on the selected program, as follows:

$$GPA = \frac{\sum (I_1 \times K_1 + I_2 \times K_2 + \dots + I_n \times K_n)}{\sum (K_1 + K_2 + \dots + K_n)}$$

where I_1, I_2, \dots and I_n - the digital equivalent of the final scores in the disciplines;

K_1, K_2, \dots, K_n - the volume of the studied subjects in the credits;

n - the number of subjects studied for the (semester) year.

4.4. The order of the examination session

1. The frequency and duration of examinations is determined in accordance with the working curriculum and academic calendar approved by the Academic Council of the University. The university provides two exam sessions at the end of semesters, each lasting four weeks - winter and summer. In this summer exam session is a translation, the results of which is published by order of the rector of the transfer of students from one year to another.

2. Students must pass all the exams in strict accordance with the work training and individual training plans, as well as the approved program, the same for all forms of learning.

3. Admission to the examinations carried out registration department and the dean's office based on the final ranking of students and not in arrears in the payment of tuition, academic arrears prerequisites that are not on leave or long-term treatment. Student full-time and evening classes are allowed to take the exam on the subject, if overall rating of over 50 %.

4. Distance learning students are allowed to participate in the examination session if it does not have academic arrears for the previous course. At the same examinations should be performed and set off and term papers - reserved to the exams.

5. The presence of unauthorized persons in the exams without the express written permission of the Registrar's Office is not allowed.

6. Examination results are exhibited in the statement and shall be announced to students on the day of the final control. Academic records sent to the dean and the department no later than three days after the end of the examination session. Summary statement passed to the dean's office within three days after the end of the examination session.

7. A student who does not agree with the assessment on the final form of control, has the right to appeal.

8. Students who have fully complied with the requirements of the curriculum of this course and successfully passed all the exams, and scored the established level of the average passing score transferred to the next course by the Rector of the University.
9. The average pass rate for the transfer from one year to the University independently established and approved annually by the educational-methodical council.
10. Students who failed to pass the exams on time due to illness or other valid reasons, confirmed certificate , dean of his instruction sets individual timing of their delivery, schedule and transmits to the Front Desk.
11. To eliminate the academic debt , the student must submit an application to the Office of the Registrar - (Appendix B) , to make IPM and re- listen to lectures, attend other activities provided for in the discipline for a fee and get access to the final form of control .
12. Debt elimination is carried out in the summer term, in the terms established by the curricula and the academic calendar.
13. The results of each examination session recorded in the transcript of the semester, one of which is kept in the dean's office, the other is handed student.

4.5. Appeals

1. Appeal - a procedure performed to identify and address the factors that contributed to putting up a biased assessment of student knowledge.
2. The appeal shall be appointed only if it can affect the overall rating and, as a consequence, increase the final evaluation of the student's knowledge.
3. An appeal is initiated by the student in the following cases:
 - test items are incorrect statement;
 - test items do not contain the correct answer;
 - test items contain multiple correct answers;
 - test items go beyond the curriculum described in the educational-methodical complex of disciplines (UMKD)
1. Training does not agree with the result of the final control lodges an appeal no later than the next business day following the examination. (Appendix D) in the prescribed form.

4.6. Expulsion of students

1. Dismissal of the student is made by the Rector of the University.
Reason for expulsion of the student may include the following :
 - student's own desire , designed in the form of a declaration addressed to the Rector of the University ;
 - failure to comply with the conditions of the credit and the tuition of the student;

- transfer student from one institution to another;
- unsatisfactory final state certification of the student;
- availability of academic debts at the end of a 3-year period of re- training ;
- violation of the Charter of the institution (including violation of discipline and moral code of the student) ;
- failure to attend full-time student , evening classes for the session .

Students expelled from the university academic transcript issued a standard form .

A person expelled from the university, issued certificate issued to the citizens who have not completed education.

2 . With the dismissal of the student , his relationship with the university ends . To get your certificate of education student has to pay the prescribed manner with the university to make the bypass list and submit it to the statistical department of the university.

4.7. Recovery and transfer of students

1. Translation of students is from course to course, one of the organization of education to another, from one form of training to another, from one department to another language, from one specialty to another.

2. Statements enrolled full-time and evening classes of the transfer and restoration are considered the head of the organization of education in the summer and winter vacations, within five working days before the start of the next academic period.

3. Statements by students of correspondence courses for transfer and restoration are considered the head of the organization of education no later than one month before the next examination session, the host organization of education.

4. In translating and studying the restoration determined the difference in academic disciplines working curricula; they studied the previous academic periods.

5. Difference in academic disciplines working curricula determined by the head of the organization of education on the basis of the list of subjects studied , and the volume of their programs in academic hours or credits , as reflected in the copy of a card or transcript , or a certificate issued by the parties have not completed their education.

6. Translation and restoration is carried out on the same course, if the difference in the curriculum for the Bachelor of not more than five disciplines essential component.

7. Obligatory condition of transfer learning from one year to a range of students GPA (GPA) is not below an institution of higher education (hereinafter - high school) transferable credits .

8. Obligatory condition of transfer or restore the student in higher education is the full completion of their first academic period in accordance with an individual educational plan of at least 15 credits.

In this case, the student may be transferred or restored to any form of training for any profession and in any university regardless of the timing of deductions for recovery.

9. In translating and studying the restoration of course determined by taking into account the prerequisites. Offsetting loans are disbursed according to the educational path required for the development of appropriate educational programs.

10. In determining the difference in the disciplines of difference in the forms of final control is not taken into account.

Offset equal to the alphabetic system of evaluation of the learning achievements of students in the range of the minimum D (1.0; 50-54%) up to a maximum of A (4.0, 95-100 %)

11. Translation of students from one year to another is carried out on the basis of summer examinations (interim certification) in the light of the summer term and dialed transferable credits.

12. Translation student from course to course issued by the head of the institution.

13. The student on an educational grant to dial the set conversion rate and translated to the next course in the presence of academic debt, eliminate academic debts for a fee, while maintaining an educational grant.

14. The student on an educational grant can be transferred to the conservation of the educational grant to another university.

Translation of students admitted at the target site by the state educational order, approved for the individual institutions. And also on the teaching profession within the allocated quota to another university while maintaining an educational grant is not allowed

15. The student is not collected by the end of the school year based on the results of the summer term conversion rate remains at a second course of study.

The student left in the second course, the student, previously adopted by an individual educational plan or creates a new individual training plan.

16. The student on an educational grant from left to retraining is deprived of this grant to continue studying for a fee.

17. The student, expelled from the university, could recover in the number of students to any form of training, any profession and in any university regardless of the timing of payments. Recovery is a prerequisite completion of them at least one academic period.

18. The student on a fee basis, expelled for non-payment of tuition fees, in the case of repayment of this debt may recover within four weeks from the date of expulsion.

19. Recovery in the number of students and the elimination of differences in the curricula of disciplines carried out only on a fee basis.

20. Translation student from one specialty to another, from one form to another by learning just for learning a fee.

21. When transferring a student from another institution of higher education , from one specialty to another, as well as the restoration of student needs in the Service Office in conjunction with the adviser of the Registrar to submit an application for the summer semester (Appendix B) for the elimination of differences in the disciplines , to review and approve individual training plan for the summer semester (Appendix F) and re- listen to lectures , attend other activities provided for in the discipline for a fee and get access to the final form of control .
22. Students enrolled on a fee basis by the decision of the Academic Council of the University have the right to transfer to study on the state educational grant. Transfer is carried out during the summer and winter holidays, to existing vacant positions in the relevant specialty, on a competitive basis. Thus for the whole period of training he should have ratings from "A" to "B-".
23. In order to eliminate differences in the academic disciplines of the working of the curriculum, the student during the academic period attends all kinds of studies, gives all kinds of monitoring, and is admitted to the final control.
24. Difference in academic disciplines working of the curriculum, not liquidated within the prescribed period is taken into account in the future as an academic debt.
25. Distance learning students who did not participate in the examination session of the 1st stream and expelled for this reason that the University may not be restored for the session in the second stream of the current school year.

4.8. The organization of the summer term

1. Summer semester is organized in terms defined by the working curriculum and academic calendar, and is conducted with the purpose of further study or elimination of academic debts are paid.
2. Fees for the summer semester paid in cash for each university discipline, and depend on the number of credits allocated to it.
3. Duration 6 weeks of the summer term, with the discipline of study in its entirety. For the summer semester is allowed to declare a maximum of three courses with a total of 7.8 credits.
4. The right to pass the summer semester students receives:
 - grades of "good" and "excellent" (the passage of additional accelerated learning);
 - not admitted to the exams on the results of the rating control;
 - received a failing grade on the exam;
 - do not dial the set point of the transfer;
 - Having academic difference in the recovery, transfer from another institution and return from sabbatical.
5. Additional courses can be claimed with the following requirements:
 - student should be transferred to the next course without academic debts;

- group should be cost-effective;
 - the number of additional courses determined by the level of the annual GPA student, the higher the GPA, the more additional courses may declare the student
6. The procedure for organizing the summer semester:
- student after completion of the spring session, submit to the Front Desk reasoned statement of intent to participate in a summer semester (Appendix B)
 - Front Desk considers the applications of students in accordance with paragraph 4;
 - If a positive decision is Front Desk schedule in the summer semester, and upon payment of the declared student discipline, claims in his pro-rector on educational work.

2. General rules for use of the library

The library serves the students, faculty and staff of the university, as well as practitioners of law enforcement agencies in need in the literature for scientific and practical activities, training and ideological and theoretical level.

Today in the library there are more than 30,000 copies of the literature, including about 5,365 in the state language. The library has a binder of periodicals, magazines and newspapers.

It is a large repository of legal literature. A large collection of scientific, reference, training and periodical literature makes the library a valuable resource for teachers and students of the Institute in their teaching and research.

The library has a reference and the legal system, "Lawyer" and the base of the legislation on the state and Russian languages.

2 library reading rooms can simultaneously serve about 100 students.

In the reading rooms of the library have computers that are shared by students and teachers.

The library is located in the educational building number 2 on 44 Shmidt Street, 2nd Floor

Library rules.

1. Library rules - the document defines a common procedure for the organization of reader service and access to the funds, the rights and responsibilities of readers and libraries.
2. Library organizes the issuance of the temporary use of the readers of books and other printed works and other materials available in the library.
3. The right to use the library is students, faculty and staff of the university.
4. Free use of the library.
5. Issuance of the literature on home made on the subscription. Literature, intended for use in the reading room of the library at home is not issued.

6. Record the reading room is as follows: students - according to information, the employee - the document certifying his identity.
7. With a library card readers need to read the rules of library use.
8. At each reader fills the reader's form, a library card, which is designed for use within five years.
9. The form of the reader, a library card and a book form is a document certifying the fact and dates of issue of the reader of printed and receive their librarians.
10. Readers are responsible for the loss or damage of publications is required to replace them with equivalent publications or to pay damages to 10- fold. For the loss of printed works from the collections or causing irreparable harm to the student's responsibility: deprivation of rights to use the library SU within one year (including expulsion from the university).
11. Every year at the beginning of the school year (in September) library holds readers with mandatory re-registration of all the outstanding presentation of their literature.
12. Readers are painted in the reader or book form for each copy of the publication produced by the subscription.
13. When returning books murals readers in the reader's signature repaid librarian.

3. Rules of internal order, the rights and responsibilities of students

Students enrolled in the credit system have the right to:

1. Acquire knowledge, corresponding to the current level of science and culture in their chosen specialty.
2. To participate in the discussion and decision of the major issues of the university through community organizations and governments.
3. Take part in all kinds of research, conferences, and to provide for the publication of their work, including publications of the Institute.
4. Master not only disciplines within the chosen field of study (specialty) any other academic subjects taught in high school for an extra charge:
5. Trained on an individual plan, approved by the Academic Council of the university or faculty.
6. Free to use for the activities provided for the educational process at the basic educational program libraries, Information Facility, services, training, research departments.
7. Build its educational program under the guidance of a mentor (Adviser).
8. Conduct research.
9. Examine the individual disciplines, with the consent of the rector of the university and other higher education institutions.
10. The student has the right to re-examine the relevant courses for a fee.

11. Every student has the right to security Guidebook for the entire period of study and teaching complex for each discipline.

12. In the formation of individual training plans as students have the right to choose elective courses, and the choice of teachers.

13. Appeal against the orders and instructions of the University administration in accordance with the laws of RK.

Responsibilities of the student:

1. University students are required to read the rules of the educational process for the credit system of education.

2. Students are required to register for courses before the beginning of the semester – la according to the schedule.

3. Students learn academic subjects in strict accordance with the approved – individual educational plan – us.

4. In drawing up their individual plan the student must strictly follow the rules of the credit system of training, as well as:

a) Take into account in terms of all the disciplines of group A and B;

b) Make no less than 30 credits per academic year ;

c) Comply with the established deadlines for academic subjects and the changes in an individual training plan.

5. Strictly implement the learning plan.

6. Regularly and effectively prepare for classes.

7. Monitor their academic progress.

8. Attend all classrooms; strictly follow the schedule of delivery of independent work under the guidance of a teacher.

9. Strictly abide by the Charter of the university. Code of behavior students in high school, Library Rules.

10. To terms of the contract to prepare for the credit system of education.

11. The responsibility of students and requirements

An organizational resource requirement includes creative and performing formats.

In the creative format of the student is expected to perform tasks quality obtained in the classroom with maximum independence, consistent, fully and creatively. An important indicator of the degree of involvement of the student in search of access to recommended levels of the sources (or a student of literature is limited to the library, or he works in the collections of research libraries with a wider range of professional literature). A special place is occupied by the quality of his performances at colloquia, debates and seminars.

Performing format includes expectations about the timing of individual works, and organizational discipline in classes: unexcused absences are unacceptable and extremely not useful. Not positive missing.

Absenteeism should only be for a good reason. Good reasons for absences shall be considered:

- Illness (with a medical certificate);
- Participation in sporting events, competitions, contests, conferences (with supporting document);
- Family and other justifiable circumstances (if any request for release by the dean).

In the latter two cases, the exemption from the order of the lessons drawn by dean. Students who miss classes on the above valid reasons, have the right to hand over the material by the teacher missed the topic, as well as relevant work independently without affecting the assessment.

Corporate ethical requirements for student group focused on the development of each individual student and the group as a whole. Communication interference caused by a factor of distraction to the fact late, talking on cell phone damage the integrity of the session. Therefore, cell phones are transferred to soundless mode for incoming calls and SMS. Viewing the information - just after the end of classes.

We welcome all questions, references, suggestions and initiatives for educational purposes and personal professional growth of the student.

The work is not done in time, are not counted in the overall ranking. The student should be interested in their personal rankings and follow the terms and quality of the work submitted to the verification.

Students who miss class, during the following week at the teacher take individual task and make up for a pass.

Copying text lectures from colleagues on training is not recommended. Subject restored on the basis of independent work with the recommended literature teacher.

It is expected that the ratio of students to the course will be consistent with the code of honor of the university student. The student must not miss classes, be undisciplined, be disrespectful to the teacher and students. To school the student should come prepared to discuss and analyze the material.

THE LAW DEPARTMENT

Study Building #1 (94 Abai street): cabinet 2, telephone 52-52-26

Dean of law faculty - Urankhayeva Gulmira Telmanovna, the doctor of political sciences

Vice-dean - Zhmailova Valentina Ivanovna

The department trains students on specialties:

Bachelor:

5B030100 Judiciary

5B030300 Right defending activity

Magistracy:

6M030100 Judiciary

6D030100 Judiciary

There are three working departments at the faculty:

- Department of Civil Disciplines
- Department of Criminal Law
- The Department of State and legal disciplines

Law Faculty trains specialists in two specialties:

- 5B030100-Law

Educational trajectories:

- State-legal activities
- Business Law
- Criminal and legal activities

- 5B030300-Law Enforcement

Educational trajectories:

- judicial and prosecutorial
- investigative and forensic

The Faculty of Law has the following clubs:

The Department of Criminal Law:

1. "Forensics"
2. " ҚР Қылмыстық құқығы "
3. " Criminal Law of the RK"
4. " Forensic "

Department of Civil Disciplines

1. Kruzhok "Young Tsivilist
2. Circle "Azamat.

The Department of State and legal disciplines

1. Subject circle on administrative law.
2. Subject circle on financial law.

THE DEPARTMENT OF INFORMATION TECHNOLOGIES

Study Building #2 (107 Abai street): cabinet 301, telephone 56-44-89

The dean of the faculty of Information Technologies and Economics: Kydyrmoldina
Ainur Shaimuratovna

Vice-dean Mukasheva Gulnara Zhalelovna

The faculty trains specialists:

Bachelor:

- 5B060200 Computer science
- 5B010800 Physical Education and Sports
- 5B073200 Standardization, Metrology and Certification
- 5B070100 Biotechnology
- 5B070400 Computer facilities and the software
- 5B042100 Design
- 5B070300 Information systems
- 5B071800 Electroenergetics
- 5B072900 Civil engineering
- 5B090100 Organization of transportation, motion and exploitation of a carrier
- 5B010400 Basic military training
- 5B050600 Economy
- 5B050800 Accounting and Auditing
- 5B050900 Finance
- 5B051000 State and local government

Master:

- 6M060200 Computer science
- 6M050600 Economy
- 6M050900 Finance

At the faculty are working four departments:

- Department of Computer Science and Mathematics
- Department of applied Biology
- Department of Finance and Accounting
- Department of Economy and management

DEPARTMENT OF THE HUMANITIES

Study Building #3 (94 Ilyasheva street): Office 31, telephone 77-31-12

Dean of the Faculty Seitova Shynar Botaevna

Doctor of Philological Sciences

Vice-dean Kanzhekenova Perizat Bagdatovna

The faculty trains specialists:

Bachelor:

- 5B010300 Pedagogy and Psychology
- 5B010200 Pedagogy and methodology of primary education
- 5B011400 History
- 5B020300 History
- 5B011600 Geography
- 5B090500 Social Work
- 5B011700 Kazakh language and literature
- 5B011800 Russian language and literature
- 5B011900 Foreign language: two foreign languages
- 5B021200 Philology: Russian philology
- 5B020500 Philology
- 5B020500 Philology: Foreign Philology
- 5B050200 Political science

Master:

- 6M020500 Philology (Kazakh, foreign, Russian)
- 6M011400 History
- 6M010300 Pedagogy and Psychology

The Faculty has five departments

1. Department of Pedagogy and Psychology
2. Department of Philology
3. Department of social and humanities

Attachment B.

Kazakh Humanitarian Juridical Innovative University

the Rector of university
professor Kurmanbaeva Sh.A

Faculty _____

Cours ____ Group _____

From student _____

Application

« _____ » _____ 201__ year.

I ask you to sign me up to study at summer semester in the _____ academic year following disciplines:

| | Discipline | Credits | Component/ block (ООД/Р, ООД/Е, БД/Р, БД/Е, ПД/Р, ПД/Е) |
|-----|-------------------------|---------|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |
| | | | |
| | Total number of credits | | |

Head of OP _____

Dean of the faculty _____

Cost of 1 credit _____ - _____ academic year – _____ tenge.

Total payment: _____ Chief accountant / _____ /

Student sign _____

Faculty _____
 Specialty _____

«Approve»
 Dean of the faculty _____
 «__» _____ 201__ г.

INDIVIDUAL TRAINING PLAN
for 201__ - 201__ academic year

Full name _____
 Year of admission _____
 Study language _____

FALL SEMESTRE

| Discipline code | Discipline | Credits | Specificity of credits |
|-------------------------|------------|---------|------------------------|
| 1 | 2 | 3 | 4 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total number of credits | | | |

SPRING SEMESTRE

| Discipline code | Discipline | Credits | Specificity of credits |
|-------------------------|------------|---------|------------------------|
| 1 | 2 | 3 | 4 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total number of credits | | | |

Specificity of credits: *general education ООД/Р (elective courses ООД/Е), basic БД/Р (elective БД/Е), main subjects ПД/Р (elective ПД/Е), optional subject Ф/Р, practice /Р*

Signs: Student _____
 Adviser _____
 Head of sub department _____

Attachment E.

To the pro-rector of teaching
methodology work

The application for appeal

« ____ » _____ 201__ year

From

(student's full name)

Student of _____ group

Specialty _____

(Name of discipline, № of computer)

Examiner _____

Due to the fact that,

(the reasons for applying)

I ask you to appeal the following questions:

- 1.
- 2.
- 3.
- 4.
- 5.

Student _____

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