

**JSC «M.NARIKBAYEV KAZGUU UNIVERSITY»  
KAZGUU SCHOOL OF LIBERAL ARTS**



**KAZGUU**  
SCHOOL OF LIBERAL ARTS

**ACADEMIC CATALOG  
FOR 2019-2020  
ACADEMIC YEAR**

**Nur-Sultan, 2019**

The main aim of the Academic Catalog of KAZGUU School of Liberal Arts for the 2019-2020 academic year is to inform students, faculty, administration, as well as all interested parties about academic and student life of the School. This catalog includes information on the curricula and organizational structures prior to the 2019-2020 academic year. Each student, faculty and university staff member has to carefully study the catalog and follow the rules and procedures prescribed in it.

Note: The content of the SLA catalog may undergo changes and amendments during the academic year in accordance with changes in the procedures and regulatory acts of M.Narikbayev KAZGUU University and the Ministry of Education and Science of the Republic of Kazakhstan.

**Dear future  
linguistic elite community of our country,**



I am happy to welcome you at our university! Right now you are standing on the verge of your career. You have made the right choice when you decided to study Applied Linguistics at M.Narikbayev KAZGUU University. KAZGUU University diplomas are widely recognized both in Kazakhstan and abroad. Graduates of our university are highly-qualified professionals in their fields. I believe that you will also fulfill high expectations of our School and become an expert in the field of linguistics!

This year has marked the 25th anniversary of our University. During this period KAZGUU has received a number of international accreditations, gained reputation as one of the most successful and recognized universities in the country. KAZGUU educational programmes along with “Applied Linguistics” are among the top leading programmes in the world. The faculty of “Applied Linguistics” programme includes representatives of linguistic companies, graduates of leading international universities, and representatives of scientific communities.

Our partners Education First, British Council, Study Inn and others assist us in developing high-quality content of the programme, organizing internships and promoting graduate employment. Being second and third year students, you will have the opportunity to participate in academic mobility programme and study at one of the KAZGUU partner universities.

You can learn more about your academic and student life, and future career prospects on the website of the University and School of Liberal Arts.

**Dean of KAZGUU School of Liberal Arts,**

**Anar Ibrayeva, PhD  
MA in Applied Linguistics and TESOL**

## CONTENT

<b>CHAPTER 1 GENERAL INFORMATION ABOUT KAZGUU SCHOOL OF LIBERAL ARTS</b>	<b>6</b>
Mission	
Aim	
Vision	
Strategic goals	
History	
Structure	
Administration	
<b>CHAPTER 2 ACADEMIC INTEGRITY PRINCIPLES</b>	<b>10</b>
<b>CHAPTER 3 ADMISSION POLICY AND PROCEDURES</b>	<b>11</b>
3.1 General Admission Procedures for Undergraduate Programmes	11
3.2 General Admission Procedures for 6B02302 – “Applied Linguistics” programme	
3.3 English language requirements for applicants to 6B02302 – “Applied Linguistics” programme	11
3.4 Admission requirements for graduates of Nazarbayev Intellectual Schools (NIS) and International Baccalaureate (IB) Schools	12
3.5 KAZGUU Placement Test Requirements for English, Kazakh and Russian languages	12
3.6 Schedule of KAZGUU Placement Tests in English, Kazakh/Russian languages in 2019	13
<b>CHAPTER 4 ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS</b>	<b>15</b>
<b>CHAPTER 5 COURSE TRANSFER PROCEDURES FOR «6B02302 – APPLIED LINGUISTICS» STUDENTS</b>	<b>16</b>
<b>CHAPTER 6 GENERAL PROCEDURES FOR EDUCATION PROGRAMMES (MAJOR) TRANSFER</b>	<b>18</b>
<b>CHAPTER 7 ACADEMIC LOAD OF STUDENTS</b>	<b>19</b>
<b>CHAPTER 8 CERTIFICATION PROGRAMS</b>	<b>20</b>
<b>CHAPTER 9 BACHELOR OF ARTS IN "6B02302 - APPLIED LINGUISTICS"</b>	<b>21</b>
<b>CHAPTER 10 COURSE DESCRIPTION</b>	<b>25</b>
10.1 List of disciplines of School of Liberal Arts	28
10.2 Description of disciplines for HSE and KLS programs	28
10.3 Description of disciplines of “Applied Linguistics” programme	31

<b>CHAPTER 11 INTERNSHIP POLICY</b>	<b>40</b>
<b>CHAPTER 12 KAZGUU LANGUAGE LEARNING ND CERTIFICATION CENTRE</b>	<b>48</b>
<b>CHAPTER 13 STUDENT CLUBS</b>	<b>52</b>
<b>CHAPTER 14 UNIVERSITY INFRASTRUCTURE AND SERVICE DEPARTMENTS</b>	<b>54</b>

## **1. GENERAL INFORMATION ABOUT KAZGUU SCHOOL OF LIBERAL ARTS**

### **MISSION**

**Creation and promotion of high quality educational environment that meets the requirements of the current time, as well as the development of value-based learning, respect and social responsibility, and the formation of spiritual and moral principles through immersion in the native language and culture.**

### **AIM**

**Training highly qualified specialists in the field of linguistics and social sciences. Formation of students' language and academic literacy skills.**

### **VISION**

**TO become the leading humanitarian and language certification centre in Central Asia by 2025 providing language training and producing humanitarian specialists in accordance with international standards.**

### **Priorities of the School:**

- training students in the field of general education and languages;
- training specialists majoring in “Applied Linguistics”;
- educational work among students - the formation and development of moral and ethical qualities of students.

### **Strategic goals of the School:**

- Preparation for international accreditation of “Applied Linguistics”;
- Launching new education programmes (Liberal Arts, Kazakh and English Languages);
- Development of research;
- Strengthening academic reputation of the School;
- Promotion of School certification programmes.

### **Objectives of the School:**

- Passing international accreditation of education programmes of the School;
- Development of the Advisory Council;
- Development of a selection system according to language criteria for admission to education programmes of schools;
- Ensuring international standards of quality education;
- Establishing connections with potential employers and experts in the field of education and certification programs;
- Improving the use of a practice-oriented approach aimed at students gaining practical competencies;
- Development of internal and external academic mobility of students and faculty;
- Participation in international grant programs;
- Aligning training programs with the requirements of international standards;
- Analysis of the achieved learning outcomes in accordance with the syllabi and a

- graduate profile;
- Gradual transition to the principles of academic freedom;
  - Strengthening the practical orientation of academic programs;
  - Expansion of international relations: enrolment of international students, faculty, development of double diploma programs, expansion of the library fund;
  - Development of students' applied and research competencies;
  - Organization of research conferences and seminars;
  - Attracting graduates from leading foreign universities, as well as certified specialists (CELTA, DELTA, TESOL, TOLES and others) to the educational process;
  - Organization of certification courses and programs on a commercial basis.

### **History**

General Education School was formed on August 1, 2014 with the aim of introducing a training program for first-year students in the framework of general disciplines; in 2019 it was renamed as KAZGUU School of Liberal Arts.

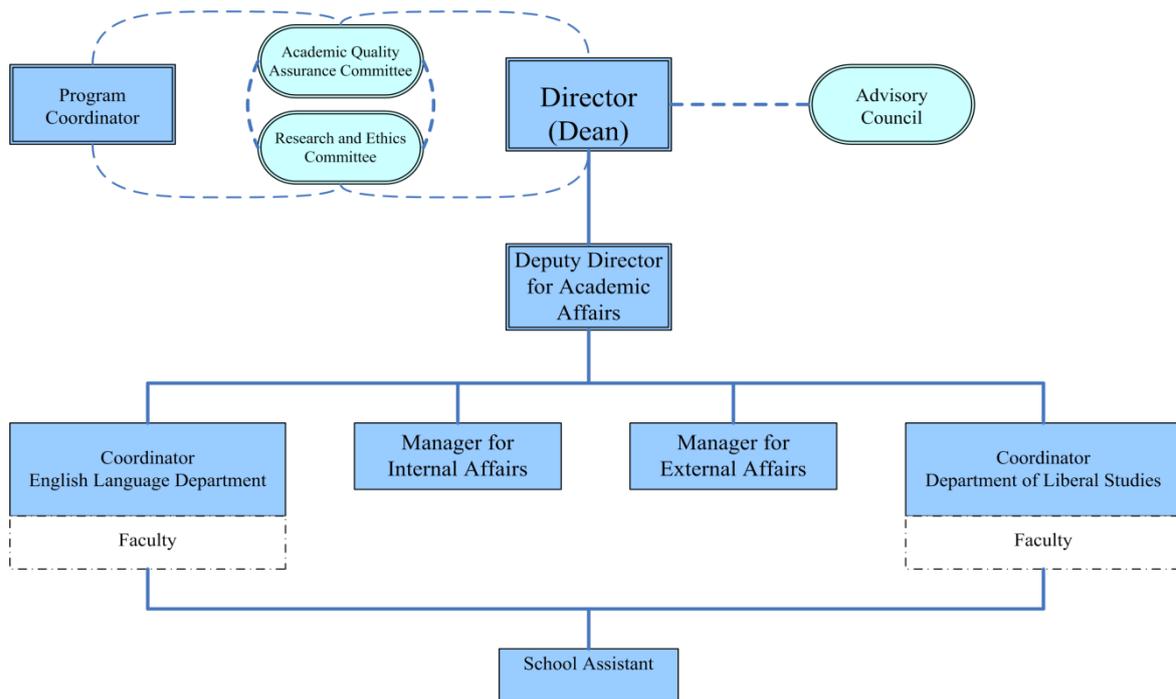
First-year students study the basics of general education, receive foundation knowledge in the chosen major, and also acquire:

- critical thinking skills;
- teamwork skills;
- communication skills in Kazakh / Russian and English;
- basic skills in conducting research and creating academic texts (essays, abstracts, articles, final projects) in Kazakh / Russian and English.

In order to develop moral and spiritual values and principles of students and to promote their understanding of native culture, traditions and customs in an international context, KAZGUU School of Liberal Arts annually organizes a 10-day tour to the historical places of Kazakhstan.

In the 2019-2020 academic year, the School launched a new education programme Applied Linguistics, which successfully passed the examination and registration in the Register of Educational Programs of the Ministry of Education and Science of the Republic of Kazakhstan.

## Organizational structure of the School (faculty)



### Organizational structure of the School includes:

- Department of Liberal Arts
- English language department

**Academic Quality Assurance Committee** of KAZGUU School of Liberal Arts is the executive and collegial body for the academic activities of the School.

**Research and Ethics Committee** is the executive and decision-making body for research activities, as well as corporate and business ethics of the School.

**Advisory Council** includes representatives of employers, academic, strategic and business partners. This body was created with the aim of developing recommendations to improve the quality of education programmes of the School.

## Administration

Position	Full name	Degree	Room	Contacts
Director (dean)	Ibrayeva Anar Bauyrzhanovna	Candidate of Sciences, docent	503	+7 (7172) 70-30-49 <a href="mailto:a_ibrayeva@kazguu.kz">a_ibrayeva@kazguu.kz</a>
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External Relations Manager	Barzhaksina Gulmira	MA	503	+7 (7172) 70-30-49 <a href="mailto:g_barzhaksina@kazguu.kz">g_barzhaksina@kazguu.kz</a>
Assistant of the School	Utegenova Sholpan Maratovna		515	<a href="mailto:sh_utegenova@kazguu.kz">sh_utegenova@kazguu.kz</a>

## **2. COMPLIANCE WITH ACADEMIC INTEGRITY PRINCIPLES**

**M.Narikbayev KAZGUU University demands all faculty, students and staff to follow the rules of good academic practice and do not allow any manifestations of academic dishonesty. All departments of the University are obliged to introduce students and staff with the rules of good academic practice and warn about the consequences of their violation, which are prescribed in the Handbook on Ensuring Academic Integrity:**

<http://tson.kazguu.kz/file/rukovod.pdf>

### **3. ADMISSION POLICY AND PROCEDURES**

School of Liberal Arts (hereinafter referred to as SLA) is interested in enrolling applicants with high academic performance who in the future will be able to achieve high results in their professional field. In this regard, the School developed the rules for admission of applicants on the basis of the “Standard rules for admission to study in educational institutions that implement academic programmes of higher and postgraduate education” (order of the MES RK dated 10/31/2018 No. 600). The applicant must follow the SLA rules and requirements within the chosen program.

#### **3.1 General admission procedures for undergraduate programmes:**

Students are admitted to the University by the admission commission.

The applicant must provide the following package of necessary documents to the admission commission of M. Narikbayev KAZGUU University\*:

- a completed standard application form;
- the original of a school-leaving certificate, a certificate on completion of technical and vocational (primary vocational or secondary vocational) education, diploma of post-secondary or higher education with appendix;
- 6 photos in size 3x4;
- 086-U medical certificate form (an attached x-ray photograph);
- ENT or KT certificate (not less than 50 points);
- certificate of educational grant award (if any);
- KEPT certificate;
- protocol on the admission to Higher School of Economics, KAZGUU Law School and School of Liberal Arts by the admission commission (if any);
- the original and a copy of the identity card, the original and a copy of the birth certificate (if the applicant is under 18);
- a copy of the registration certificate or military ID (for males enrolling to full-time education).
- a copy of IELTS / TOEFL / FCE / CAE certificates (see table 1), if any.

\* Those applicants who have not collected a full package of documents on time cannot be enrolled until official documents are submitted.

#### **3.2 General admission procedures for 6B02302 – “Applied Linguistics” programme:**

3.2.1 Upon admission to SLA programs, it is necessary to fulfill the general admission requirements (specified in clause 2.1, as well as in the Admission Rules at JSC “M. Narikbayev KAZGUU University”).

3.2.2 The applicant must meet the "6B02302 - Applied Linguistics" academic programme (within the 6B023 - Languages and Literature) and SLA requirements:

- pass the English Language Placement Test - KEPT (score 60% out of 100%);
- pass the Kazakh / Russian Language Placement Test;
- submit the ENT or KT certificate (not less than 50 points) with passing specialized subjects “World History” and “Foreign Language” (at least 5 points for each of the subjects).

#### **3.3 English language requirements for applicants to 6B02302 – “Applied Linguistics” programme**

An applicant, who has Academic IELTS certificate with 5.0 band and higher (at least 5.5 band for Writing section) or TOEFL IBT / PBT, FCE / CAE equivalent, can be enrolled in “Applied Linguistics” major without taking KAZGUU English Language Placement Test.

If an applicant has an Academic IELTS certificate with 7.0 band or higher (at least 5.5 band for Writing section), or TOEFL IBT / PBT, FCE / CAE<sup>1</sup> equivalent, then “**Basic Foreign Language B1**” course is transferred with a grade of 100% (excellent, 4.0).

### 3.4 Admission Requirements for graduates of Nazarbayev Intellectual Schools (NIS) and International Baccalaureate (IB) Schools

The first year courses are transferred for International Baccalaureate and Nazarbayev Intellectual Schools graduates. The transfer is carried out on the basis of a school-leaving certificate.

Applicants entering SLA must provide a package of documents to the M.Narikbayev KAZGUU University admission commission (according to paragraph 2.1).

Table 1 The Transfer of SLA courses

Nazarbayev Intellectual Schools’ courses	Courses within “Applied Linguistics” major	Number of credits
Kazakh/Russian Language 1	Upon consideration of Academic Quality Assurance Committee	3
Contemporary History of Kazakhstan	Upon consideration of Academic Quality Assurance Committee	3
Physical Education	Upon consideration of Academic Quality Assurance Committee	8
<b>Total number of credits</b>		Up to 14

Table 2 The transfer of NIS grades into point-rating letter system for evaluating students’ educational achievements

NIS grade	Letter Grade	Digital grade	%	Definition
A	A	4,0	95	excellent
B	B	3,0	80	good
C	C+	2,33	70	satisfactory
D	D+	1,33	55	satisfactory
7 or 6	A	4,0	95	excellent
5	B	3,0	80	good
4	C+	2,33	70	good
3	D+	1,33	55	satisfactory

### 3.5 KAZGUU Placement Test Requirements for English, Kazakh, Russian languages

For admission to M. Narikbayev KAZGUU University academic programmes (except for Law and Law Enforcement programmes), a minimal foreign language level is A2 (Pre-Intermediate) and higher in accordance with **Common European Framework Language System**.

For admission to M. Narikbayev KAZGUU University academic programmes, one of the prerequisites is KAZGUU English Placement Test and Kazakh / Russian Language Placement Test.

**Applicants enrolling in Kazakh language taught programmes take Russian language placement test; applicants enrolling in Russian language taught programmes take Kazakh language placement test.**

**Applicants enrolling in English language taught programmes take either Kazakh or Russian language placement test upon their wish.**

Table 3 English Language requirements for enrollment.

<b>Academic program</b>	<b>English Language Level according to KEPT (CEFR)</b>	<b>Academic IELTS</b>	<b>TOEFL IBT/PBT, FCE/CAE/KET/PET* (IELTS equivalents)</b>
6B03101 Psychology 6B03088(1) Business Psychology 6B04105 HR Management 6B04103 Entrepreneurship 6B04106 Management 6B04107 Marketing 6B04088(1) IT in business 6B04101 Accounting and audit 6B04102 Economics 6B04104 Finance 6B10201 Social work 6B11101 Hospitality 6B11102 Tourism	Pre-Intermediate (A2)  (40% out of 100%)	not less 3,0*	30-40 IBT 397-433 PBT <b>FCE not less 140</b> <b>KET not less 120</b> <b>PET not less 120</b>
6B04202 International Law	Pre-Intermediate (A2)  (40% out of 100%)	not less 3,0*	30-40 IBT 397-433 PBT <b>FCE not less 140</b> <b>KET not less 120</b> <b>PET not less 120</b>
6B02301 Translation studies	Intermediate B1 (60% out of 100%)	not less 5,0**	64 IBT 510 PB <b>FCE not less 140</b> <b>KET not less 140</b> <b>PET not less 140</b>
6B02302 Applied Linguistics	<b>Intermediate B1 (60% out of 100%)</b>	not less 5,0**	<b>64 IBT 510 PB</b> <b>FCE not less 140</b> <b>KET not less 140</b> <b>PET not less 140</b>
6B04201 Law 6B04088(2) Law and Law Enforcement	Not required	Not required	Not required

**The following applicants are exempted from taking KAZGUU English Placement Test:**

- applicants who have submitted a proof of English language proficiency in accordance

with the requirements of higher schools (Academic IELTS with 3.0 band or higher or TOEFL IBT / PBT, **FCE / CAE / KET / PET** equivalents). At the same time, the admission commission considers only those FCE / CAE / KET / PET certificates which are received by candidates no later than 3 years before entering KAZGUU University.

- graduates of schools who scored 40 points and higher at the olympiads held by the HSE Center for Cooperation and Recruiting or SLA English Language Department or KAZGUU University Marketing Department (according to the HSE protocol and SLA protocol);

Nazarbayev Intellectual Schools graduates who finished schools in 2019 take KEPT and **Kazakh / Russian languages placement tests** free of charge.

The applicant must provide a copy and the original (for verification) of the IELTS / TOEFL IBT / PBT / **FCE / CAE / KET / PET** certificate to the admission commission before issuing the order for enrollment. The authenticity of the certificate is verified by English Language Department on the official websites <https://ielts.ucles.org.uk/> and [cambridgeenglish.org/verifiers](http://cambridgeenglish.org/verifiers).

The applicant has the right to retake KEPT an unlimited number of times on a paid basis according to the price register.

In case of insufficient level of English language proficiency, it is recommended to take paid preparatory courses, which are held on the basis of SLA Language Center (for more information, see part 11).

If the applicant scores the number of points which are below the required level according to KEPT, the decision on admission is made on the basis of a joint decision made by AQAC of the corresponding higher school and School of Liberal Arts. In that case, the University concludes an additional agreement with an applicant.

### 3.6 Schedule of KAZGUU Placement Tests in English, Kazakh/Russian Languages in 2019:

In June, KEPT will be held 4 times every Monday (3.06, 10.06, 17.06, 24.06). In July and August - every day, 5 days a week except weekends.

Schedule of KEPT (Entrance Exam on the Kazakh / Russian and English languages):

9.30-10.00	Registration
10.00-11.00	English: Reading and Listening
11.00-12.00	English: Writing
12.00-13.00	Break
13.00-14.00	Speaking: -English (for all applicants) -Kazakh (only for applicants of the Russian language-taught programmes)
13.00-14.00	Russian test (for applicants of the Kazakh language-taught programmes)
14.00-15.00	Kazakh test (for applicants of the Russian language-taught programmes)

At 9.30 the registration starts. Applicants must provide a copy of an identity card and a payment receipt (6000 KZT).

From 10.00-11.00 – the **reading and listening part** of the exam in English

From 11.00-12.00 - the **written part** of the exam in English.

From 12.00-13.00 - lunch break.

From 13.00-14.00 the **speaking part** of the exam in **English and Kazakh languages**. Applicants entering the Kazakh language-taught programmes do not take the speaking part in Kazakh language, but take the lexical and grammar test in Russian language.

From 14.00-15.00, applicants entering the Russian language-taught programmes take **the lexical and grammar test in Kazakh language**

Registration for 1st year academic disciplines and the formation of an individual schedule is impossible without taking KEPT and entrance exam in Kazakh / Russian, except the applicants who meet the conditions of clause 3.4.

## 4. ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

Upon admission to M. Narikbayev KAZGUU University, international students should carefully examine the rules of study and living conditions at the university.

Enrollment of international citizens to education programmes is carried out on the basis of the applicant's application form and the results of entrance examinations conducted by the University Admission Commission.

### 4.1 Application deadlines

International students who seek to enroll in undergraduate programmes should complete the Application form (<http://kazguu.kz/ru/onlayn-zayavka-na-postuplenie/?preview=true>) within the following period:

For citizens of countries:

- with a visa regime until July 30, 2019;
- with a visa-free regime until August 15, 2019.

Students' applications are screened, where the main criteria are GPA level and language proficiency. Students must contact the program coordinator before the application deadline to receive information on the upcoming interview and the number of courses and credits.

### 4.2 English Language Requirements

The level of English should correspond to the level of language proficiency in accordance with the Common European Framework Language System.

Language of instruction is English.

Table 6 Entrance Requirements for English Proficiency

Major	Level of English according to KEPT result (CEFR)	Academic IELTS	TOEFL IBT/PBT, FCE/CAE/KET/PET* (equal to IELTS)
6B02 302 Applied Linguistics	Intermediate B1 (60% out 100%)	Not less than 5,0**	64 IBT 510 PB FCE not less than 140 CAE not less than 160 KET not less than 140 PET not less than 140

\* To find out more about KEPT (KAZGUU English Language Placement Test), the student needs to contact the programme coordinator.

### 4.3 List of documents

Prior to interview, it is necessary to provide transcripts (a copy of the original transcripts and their translation), a motivation letter (no more than 500 words).

After the interview, the following documents must be provided:

- a copy of the passport;
- the original of a school-leaving certificate, a certificate on completion of technical and vocational (primary vocational or secondary vocational) education, diploma of post-secondary or higher education with appendix;
  - documents submitted in a foreign language must have a notarized translation into Kazakh or Russian, a copy of the birth certificate and the mandatory presence of one of the parents (if the applicant is under 18 years old and is in Kazakhstan);
  - certificate of no criminal record.
  - 6 photos in size 3x4;
  - 086-U medical certificate form;
  - protocol of the decision of the commission.

The applicant can provide copies of documents online by sending them to the Admission Commission email: [admission@kazguu.kz](mailto:admission@kazguu.kz) , while the applicant agrees to provide the original documents upon enrollment to the Admission Commission.

Documents on education issued by foreign educational organizations go through the nostrification procedure in the manner prescribed by law after the enrollment during the first semester.

The applicant receives a confirmation of the decision of the commission, instructions for obtaining a visa, the AIS Platonus login and information on obtaining medical insurance.

#### **4.4 Visa information**

For the timely receipt of a student visa, the applicant is recommended to contact the coordinator of the education programme.

The manager of the Admission Commission sends the student an official letter of invitation from M. Narikbayev KAZGUU University and visa support number for applying for a visa at the Embassy of Kazakhstan in his/her country.

When an applicant is located outside the territory of the Republic of Kazakhstan, it is possible to sign an agreement in his/her country and send the signed agreement by mail to the Admission Commission for further procedures (expenses for mail services are covered by applicants). It is also possible to sign the contract online in electronic form.

After obtaining a visa, an applicant must arrive in the country no later than August 24, 2019 and pay the tuition fee for 1 semester. Moreover, before arrival, the applicant must send the scanned version of the ticket and visa in the passport to the manager of the Admission Commission.

During the day (or the next day) of arrival in the country, the applicant must register in the journal of the lawyer of the PSC and the migration service.

#### **4.5 Proof of Finance**

Access to registration for disciplines is opened to a student only after payment of tuition.

#### **4.6 Medical care and health insurance**

All students enrolled and studying at M.Narikbayev KAZGUU University must provide a completed medical history form. All international students need to purchase an insurance policy.

#### **4.7 Residence**

If students plan to stay in a student dormitory, then they need to book a room and check the conditions of accommodation in advance. For more information about booking a room, please contact the SSC.

## **5. COURSE TRANSFER PROCEDURES FOR “6B02302-APPLIED LINGUISTICS” STUDENTS**

To complete the training within the standard study period, the student is recommended to comply with the requirements for course transfer.

In order to transfer to the next course, the student must fulfill the conditions for completing the previous course, which are presented in table 4:

Table 4 Course Completion Requirements

<b>Major</b>	<b>Year</b>	<b>Minimum number of academic credits</b>	<b>Min GPA</b>
<b>6B02302 - Applied Linguistics</b>	<b>1</b>	<b>60</b>	<b>2.0</b>
<b>6B02302 - Applied Linguistics</b>	<b>2</b>	<b>120</b>	<b>2.0</b>
<b>6B02302 - Applied Linguistics</b>	<b>3</b>	<b>180</b>	<b>2.0</b>
<b>6B02302 - Applied Linguistics</b>	<b>4</b>	<b>240</b>	<b>2.0</b>
<b>Physical Education</b>	<b>1-2</b>	<b>8</b>	

A student with a GPA level below 2.0 at the end of the academic year is assigned the status of Academic Probation, the student is not transferred from course to course and is on an academic probationary period.

A student in an Academic Probation can register for:

- no more than 20 academic credits per semester if the GPA for the entire study period is from 1.67 to 2.0;
- no more than 15 academic credits per semester if the GPA for the entire study period is from 0 to 1.66.

The order for retaking the course is issued before August 25 of the current year.

To obtain the “Bachelor Degree” the student must meet the following requirements:

- to complete 240 ECTS;
- to complete the Internship;
- to complete Physical Education (8 credits);
- to gain at least 2.0 GPA during the entire study period;
- to pass the final attestation.

## **6. GENERAL PROCEDURES FOR EDUCATION PROGRAMMES (MAJOR) TRANSFER**

Transfer from one education program (major) to another is carried out during winter or summer breaks. The student can be transferred if he or she has fully completed the first academic period of the program according to the individual plan.

To change the education programme, the student must submit a written application addressed to the director of KAZGUU School of Liberal Arts at the SSC of JSC “M.Narikbayev KAZGUU University” during winter or summer breaks at least 5 working days prior to the start of the next academic period.

Before applying, the student submits a transcript to the adviser / coordinator of the education programme and submits an application to determine the academic difference in the disciplines according to the curriculum.

The order to transfer a student from one education programme (major) to another is issued within 5 working days. The student is required to conclude an additional agreement to the contract for the provision of educational services. A person studying at the expense of the state educational grant, when changing the major, is deprived of the grant, and continues to study on a paid basis.

When transferring to the Applied Linguistics program, a student must have a certificate of KEPT to determine the level of the English language (from 70 points and higher) and / or an IELTS certificate (or its equivalent) from 5.5 and higher (See Table 5).

Table 5. English language proficiency requirements when transferring students to the education program 6B02302-Applied Linguistics

<b>№</b>	<b>Year</b>	<b>English level according to KEPT (CEFR)</b>	<b>Academic IELTS</b>	<b>TOEFL IBT/PBT, FCE/CAE (IELTS equivalent)</b>
1	First year	Intermediate B1(60 points and higher)	5,0	64 IBT 510 PBT FCE 140
2	Second year	Upper-Intermediate B2 (70 points and higher)	Not less than 5,5	65-78 IBT 569 PBT FCE 168
3	Third year	Advanced	No less than 7.0	101 IBT 635 PBT CAE

## 7. ACADEMIC LOAD OF STUDENTS

The standard academic load of a full-time student during the academic year is 60 academic credits.

The maximum number of credits per semester is 30; the minimum number of credits per semester is 20. Credits are assigned to the student only if he or she has mastered the planned learning outcomes. During the summer school, a student can study up to 20 academic credits, during the winter school - up to 10.

In exceptional cases, a student may be allowed to take more credits by the decision of the Academic Quality Assurance Committee. The decision to register for a minimum number of credits is also made by the Academic Quality Assurance Committee.

A student on an academic probation can register for:

- no more than 20 academic credits per semester if the GPA for the entire study period is from 1.67 to 2.0;
- no more than 15 academic credits per semester if the GPA for the entire study period is from 0 to 1.66.

Table 7 provides information on the number of credits for studying by a student in one (autumn / spring) semester.

Table 7 The number of credits to study per semester

<b>№</b>	<b>Semester</b>	<b>Minimum number of academic credits</b>	<b>Maximum number of academic credits</b>
<b>1</b>	<b>1-7</b>	<b>20</b>	<b>30-36</b>
<b>2</b>	<b>8</b>	<b>0</b>	<b>15</b>
<b>3</b>	<b>Winter school</b>	<b>0</b>	<b>10</b>
<b>4</b>	<b>Summer school</b>	<b>0</b>	<b>20</b>

If a student does not register for a minimum number of credits per semester and does not take an academic leave, he or she can be expelled from the University due to refusal to continue studying.

## 8. CERTIFICATION PROGRAMMES (MINORS)

As part of the main education programme, the School of Liberal Arts offers the following additional specializations (minors) to study:

1. **Minor in Media Linguistics**
2. **Minor in TESOL**
3. **Minor in Languages for Translation**

Minor:

- has entry requirements: GPA, prerequisites;
- consists of several disciplines studied sequentially;
- may be offered as a separate certification programme (for different categories of students);
- disciplines can be studied gradually in different academic periods ("cumulative system"), but sequentially to obtain a certificate;
- selected independently by a student from the academic catalog of the school;
- can be studied in the framework of the education programme (credits for minor disciplines are included in the 240 ECTS of the main programme) and / or in addition to the main education programme.

Within the framework of the main education programme, the study of disciplines of no more than two minors is allowed. If the student wants to master more than two minors, he or she appeals to the Academic Quality Assurance Committee.

### 8.1 CERTIFICATION PROGRAMME "Media Linguistics" (MINOR IN Media Linguistics)

This certification programme aims to study the functioning of the language in media. Students will learn to determine the status of the media language in terms of functional stylistics. This course covers methods for describing media texts of various types, the influence of sociocultural factors and language techniques on people's minds. Students will become acquainted with a system of parameters that help describe and classify all types of media texts in terms of their production, distribution, verbal and media characteristics. In addition, students will be able to develop the basic skills necessary for working in the field of media: editing, analysis, writing articles and reviewing events.

**At the end of the course, students will be able to:**

- analyze existing trends in modern media;
- edit media texts;
- write news articles;
- review events;
- analyze media texts;
- describe and classify all types of media texts.

**Admission requirements:**

English level: Upper-Intermediate (IELTS 5.5 and higher);

3<sup>rd</sup> and 4<sup>th</sup> year students

4 core courses;

1 elective course.

**Requirements for completion of the certification programme:**

23 academic credits

Minimum GPA of 2.0

**Programme Content:**

Prerequisites	Media Linguistics <b>CERTIFICATION PROGRAMME</b>	Academic credits
	<b>Core courses</b>	<b>17</b>
-	Mass media and society	6
-	Stylistics	5
Stylistics	Functional types and genres of media texts	6
	<b>Elective courses</b>	<b>6</b>
-	Communication ethics	6
-	News writing and reporting	6
	<b>TOTAL</b>	<b>23</b>

**Career opportunities:**

This certification programme will give students employment opportunities in areas such as editing, news journalism and speechwriting.

**8.2 MINOR IN TESOL - Teaching English to Speakers of Other Languages**

Students receiving this additional specialization have the right to teach English to foreign students. This specialization is available for students of all specialties of M.Narikbayev KAZGUU University:

At the end of the course, students will be able to:

- demonstrate theoretical and practical knowledge of modern methods and approaches in teaching a foreign language;
- apply technology in teaching a foreign language;
- develop training materials.

**Requirements for admission:**

English level: Upper-Intermediate (IELTS 5.5 and higher);

3<sup>rd</sup> and 4<sup>th</sup> year students

4 core courses;

1 elective course.

Note: For students of language education programmes, it is possible to recount individual disciplines based on syllabus and transcripts. The decision is made by AQAC SLA.

**Requirements for completion of the certification programme:**

24 academic credits

Minimum GPA 2.0

**Programme Content:**

Prerequisites	Minor in TESOL <b>CERTIFICATION PROGRAMME</b>	Academic credits
-	<b>Core courses</b>	<b>18</b>
-	Language testing and assessment	5

-	Course development and material design	5
-	Teaching training internship	2
-	Grammar awareness	6
	<b>Elective courses</b>	<b>6</b>
-	Technologies in L2 teaching and learning	6
-	Content and language integrated learning	6
	<b>TOTAL</b>	<b>24</b>

**Career opportunities:**

This certification programme will give students the opportunity to teach English as a foreign language abroad as well as in the CIS countries. In addition, if one plans to continue Master’s programme, this certification programme covers some of the prerequisites of MA in TESOL.

**8.3 CERTIFICATION PROGRAMME "Languages for Translation"  
(MINOR in Languages for Translation)**

This certification programme is designed for students who wish to master the basic skills of translation / interpretation in the Russian / Kazakh - English languages. The certification programme “Languages for Translation” will prepare students for successful employment as a translator / interpreter and specialist in the field of intercultural communication.

**At the end of the course, students will be able to:**

- carry out professional translation of texts of various subjects and genres;
- apply modern technologies for processing of translation;
- carry out consecutive interpretation / interpretation from the sheet;
- demonstrate skills of simultaneous interpretation;
- clearly and logically build oral and written speech in Kazakh / Russian and English during translation/interpretation.

**Requirements for admission:**

English level: Upper-Intermediate (IELTS 5.5 and higher)  
 3<sup>rd</sup> and 4<sup>th</sup> year students  
 4 core courses  
 1 elective course

**Requirements for the completion of the certification programme:**

24 academic credits  
 Minimum GPA 2.0

**Programme Content:**

Prerequisites	<b>CERTIFICATION PROGRAMME Languages for Translation</b>	Academic credits
	<b>Core courses</b>	
-	English language and translation	6
English language and translation	Introduction to Consecutive Interpretation	6
English for translators	Introduction to Simultaneous Interpretation	6

	<b>Elective courses</b>	
-	Business translation/interpretation	6
-	Legal translation/interpretation	6
	<b>TOTAL</b>	<b>24</b>

**Career opportunities:**

This certification programme will give students the opportunity to work in such areas as intercultural communication, intercultural and multilingual mediation, translation and interpretation in state organizations and international companies, tourism and event organizations. This certification programme will serve as a springboard for continuing studies in such master's programs as oral and consecutive interpretation, intercultural communication, economics and international management and other related programs.

## 9. BACHELOR OF ARTS IN THE EDUCATION PROGRAMME "6B02302 - APPLIED LINGUISTICS"

**The AIM of the Applied Linguistics programme** is to train a versatile, multi-skilled specialist in applied linguistics with language proficiency in two foreign languages, sound knowledge of research methodology, able to apply contemporary approaches to teaching foreign languages, render high quality translation and interpretation, possess skills of editing and media writing.

The education programme is formed on the basis of the requirements of State Compulsory Education Standard, as well as the requirements of the modern market and employers.

### **Learning outcomes:**

#### **At the end of this programme, graduates will be able to:**

- apply knowledge of the lexical, grammatical and phonetic systems of the English language when conducting linguistic analysis;
- conduct research and engage in project activities in the field of linguistics and other industries;
- apply modern teaching and assessment methods;
- carry out effective communication in a multicultural and multilingual environment both in English and in a second foreign language;
- possess analytical skills, decision-making skills and integrated problem solving;
- express thoughts, ideas and beliefs, focusing on the specifics of the audience, context, purpose and style;
- work with various databases for searching, determining and evaluating reliable sources of information;
- follow professional ethics;
- manage emotional intelligence in personal and professional relationships.

### **The structure of the education programme**

<b>№</b>	<b>The name of the cycles and disciplines</b>	<b>Academic credits</b>
1	General education disciplines (GED),	<b>56</b>
2	The cycle of basic disciplines (BD), including educational internship	<b>112</b>
3	The cycle of majors (MD), including teaching training internship and on-the-job training	<b>60</b>
4	Final attestation (Writing and defense of a thesis (project) or preparation and passing of a comprehensive exam)	<b>12</b>
5	"Physical Education"	<b>8</b>
6	CSI (Creativity. Service. Intelligence)	<b>0</b>

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## 1-year

Discipline code	Name of discipline	Number of credits
<b>Core – 59 credits</b>		
GED 1101	Contemporary history of Kazakhstan	5
Phil 1101	Philosophy	5
GED 1102/ GED 1103	Kazakh (Russian) language /	5/5
ALP 1101	Kazakh (Russian) language +	12
ALP 1201	Basic Foreign Language (B1)	10
IKT 1102	Basic Foreign Language (B2)	5
GED 1119	Information and communication technology	3/3
FK 1103	Global perspectives and identity	2/2
	Physical Culture	2
<b>Elective components – 5 credits</b>		
ALP 1102	Introduction to Linguistics	5
GED 1120	Learning how to learn	0
<b>Core non-credit</b>		
	CSI (Creativity. Service. Intelligence)	0/0
<b>TOTAL</b>		<b>64</b>

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## 2-4 years

### Core disciplines

Discipline code	Name of discipline	Number of credits
<b>General education – 4 credits</b>		
FK 1103	Physical Culture	2/2
<b>Basic – 76 credits</b>		
ALP 2202	Sociolinguistics	5
ALP 2203	Grammar Awareness	6
ALP 2204	Lexis, Morphology and Syntax	6
ALP 3205	Phonetics and Phonology	5
ALP 2206	Academic English (C1)	6
ALP 2207	Academic English (C2)	6
ALP 2208	Foreign Language I (A0,A1)	10
ALP 2209	Foreign Language II (A2)	10
ALP 3210	Foreign Language III (B1)	6
ALP 3211	Foreign Language IV (B2)	6
ALP 4212	Foreign Language V (C1)	5
ALP 3213	Cross-cultural communication	5

**Majors – 57 credits**

ALP 2301	Research Methods I	5
ALP 2302	Research Methods II	5
ALP 2303	Language Acquisition (Language L, Language T)	5
ALP 3304	Course development and Material design	5
ALP 3305	Creative Writing	6
ALP 3306	Literature	6
ALP 4307	Stylistics	5
ALP 4308	History of language	5
ALP 4309	Language Testing and Assessment	5
	Teaching training internship	2
	On-the-job training	8
<b>TOTAL</b>		<b>137</b>

**Elective disciplines\***

<b>Discipline code</b>	<b>Name of discipline</b>	<b>Number of credits</b>
<b>Basic – 30 credits</b>		
ALP 3214	Technology in L2 Teaching and Learning - M2	6
ALP 3215	CLIL -M2	6
ALP 3216	Mass Media and Society - M1	6
ALP 3217	Functional Type and Genre of the Media Text - M1	6
ALP 4218	Communication Ethics - M1	6
ALP 4219	News Writing and Reporting - M1	6
ALP 3220	English Language and Translation I - M3	6
ALP 3221	Introduction to Consecutive Interpretation - M3	6
ALP 4222	Introduction to Simultaneous Interpretation - M3	6
ALP 4223	Business Translation/ Interpretation - M3	6
ALP 4224	Legal Translation/Interpretation - M3	6
<b>Major – 5 кредитов</b>		
ALP 3310	Research Methods III	5
ALP 3311	Basics of Lexicography	5
<b>TOTAL</b>		<b>35</b>

\*M1 Minor in Media and Business communications

\*M2 Minor in TESOL

\*M3 Minor in Translation Studies

## 10. Course description

### List of disciplines of the School of Liberal Arts:

#### ➤ for students of ALL EDUCATION PROGRAMMES:

№	Name	Discipline code	Credits	Prerequisites
1	Contemporary history of Kazakhstan	GED 1101	5	-
2	Kazakh language A1	GED 1102	5	-
3	Kazakh language A2	GED 1102	5	-
4	Kazakh language B1	GED 1102	5	-
5	Kazakh language B2	GED 1102	5	-
7	Kazakh language C1	GED 1102	5	-
8	Kazakh language A1+	GED 1103	5	-
9	Kazakh language A2+	GED 1103	5	-
10	Kazakh language B1+	GED 1103	5	-
11	Kazakh language B2+	GED 1103	5	-
12	Kazakh language C1+	GED 1103	5	-
13	Russian language A2	GED 1102	5	-
14	Russian language B1	GED 1102	5	-
15	Russian language B2	GED 1102	5	-
16	Russian language C1	GED 1102	5	-
17	Russian language A2+	GED 1103	5	-
18	Russian language B1+	GED 1103	5	-
19	Russian language B2+	GED 1103	5	-
20	Russian language C1+	GED 1103	5	-
21	Basic academic and research skills	GED 1121	3	-
22	Learning how to learn	GED 1120	0	-

#### ➤ for HIGHER SCHOOL of ECONOMICS students:

№	Name	Discipline code	Credits	Prerequisites
1	Cambridge English: B1 Preliminary	GED 1104	10	-
2	Cambridge English: B2 First	GED 1104	10	-
3	Cambridge English: C1 Advanced	GED 1104	10	-
4	Cambridge English: B1+ Preliminary	GED 1105	10	GED 1104 Cambridge English: B1 Preliminary
5	Cambridge English: B2+ First	GED 1105	10	GED 1104 Cambridge English: B2 First
7	Cambridge English: C1+ Advanced	GED 1105	10	GED 1104 Cambridge English: C1 Advanced
8	Global Perspectives and Identity I	GED 1119	3	-
9	Global Perspectives and Identity II	GED 1119	3	Global Perspectives and Identity I

➤ **for KAZGUU LAW SCHOOL students:**

**- education programme «International law»**

№	Name	Discipline code	Credits	Prerequisites
1	Cambridge English: B1 Preliminary	GED 1106	6	-
2	Cambridge English: B2 First	GED 1106	6	-
3	Cambridge English: C1 Advanced	GED 1106	6	-
4	Cambridge English: B1+ Preliminary	GED 1107	5	GED 1106 Cambridge English: B1 Preliminary
5	Cambridge English: B2+ First	GED 1107	5	GED 1106 Cambridge English: B2 First
7	Cambridge English: C1+ Advanced	GED 1107	5	GED 1106 Cambridge English: C1 Advanced
8	International Legal English I	GED 1112	5	GED 1107 Cambridge English: B1+ and higher IELTS 5,0 and higher
9	International Legal English II	GED 1113	5	GED 1107 Cambridge English: B1+ and higher IELTS 5,0 and higher
10	TOLES Foundation	GED 1114	5	GED 1110 Introduction to Legal English or GED 1109 Cambridge English: A2+ and higher or IELTS 3,0 and higher
11	TOLES Higher	GED 1115	5	GED 1111 English for Specific Purposes or GED 1114 TOLES Foundation or TOLES Foundation certificate 60 points and higher
12	TOLES Advanced	GED 1116	5	GED 1115 TOLES Higher or TOLES Higher certificate 60 points and higher
13	Business English	GED 1117	5	Cambridge English: A2+ and higher or IELTS 5,0 and higher
14	Philosophy and Identity in modern world I	GED 1118	4	-
15	Philosophy and Identity in modern world II	GED 1118	4	Philosophy and Identity in modern world I

**- education programmes «Jurisprudence» и «Law and law enforcement»**

№	Name	Discipline code	Credits	Prerequisites
1	Cambridge English: A1 Starter	GED 1108	5	-
2	Cambridge English: A2 Key	GED 1108	5	-
3	Cambridge English: B1 Preliminary	GED 1108	5	-
4	Cambridge English: B2 First	GED 1108	5	-

5	Cambridge English: A1+ Starter	GED 1109	5	GED 1108 Cambridge English: A1 Starter
7	Cambridge English: A2+ Key	GED 1109	5	GED 1108 Cambridge English: A2 Key
8	Cambridge English: B1+ Preliminary	GED 1109	5	GED 1108 Cambridge English: B1 Preliminary
9	Cambridge English: B2+ First	GED 1109	5	GED 1108 Cambridge English: B2 First
10	Introduction to Legal English (TOLES pre-Foundation)	GED 1110	5	GED 1109 Cambridge English A1+ and higher
11	English for Specific Purposes (TOLES Foundation)	GED 1111	3	GED 1110 Introduction to Legal English or GED 1109 Cambridge English: A2+ and higher or IELTS 3,0 and higher
12	TOLES Higher	GED 1115	5	GED 1111 English for Specific Purposes or GED 1114 TOLES Foundation or TOLES Foundation certificate 60 points and higher
13	TOLES Advanced	GED 1116	5	GED 1115 TOLES Higher или TOLES Higher certificate 60 points and higher
14	Business English	GED 1117	5	Cambridge English: A2+ and higher or IELTS 5,0 and higher
15	Philosophy and Identity in modern world I	GED 1118	4	-
16	Philosophy and Identity in modern world II	GED 1118	4	Philosophy and Identity in modern world I

## For all education programmes

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**Course Title: Contemporary History of Kazakhstan**

**Code: GED 1101 ECTS: 5**

**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 objectives of the course are to teach students key historical stages of the country, basic scientific methodology of historical knowledge to develop critical judgments about key events and figures in the history of Kazakhstan. New format of the course suggests studying history through the analysis of political and social activities of leaders and outstanding individuals of those periods and their contribution to the formation of Kazakh statehood and enrichment of Kazakh culture.

**Prerequisites: -**

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**Course Title: Kazakh language (levels A1/ A1+; A2/A2+; B1/ B1+; B2/B2+; C1/C1+)**

**Code: GED 1102 / GED 1103**

**ECTS: 10 (5/5)**

**Description:** The course develops future specialists' communication competence – the ability to apply language in various every-day and professional situations by focusing on speaking, writing, listening, and reading skills.

**Prerequisites: GED 1102**

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**Course Title: Russian language (levels A2/A2+; B1/ B1+; B2/B2+; C1/C1+)**

**Code: GED 1102 / GED 1103**

**ECTS: 10 (5/5)**

**Description:** The course develops future specialists' communication competence –

the ability to apply language in various every-day and professional situations by focusing on speaking, writing, listening, and reading skills.

**Prerequisites: GED 1102**

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**Course Title: Learning how to learn**

**Code: GED 1120 ECTS: 0**

**Description:** The course is aimed at developing skills of active and efficient participation in academic process, acquiring effective strategies for learning, required for solving various tasks in academic and professional environment. During the course, students will learn note-taking strategy, listening, reading, time-management, take exams, work with vast amount of data and develop memorization skills. The course is focused on decreasing anxiety level and procrastination. It also helps allocate resources and academic priorities properly. In addition, it provides practical and effective strategies for time-management.

The course will help students reflect on his/her weaknesses and strengths, set up priorities, manage expectations and become more effective in a workplace.

**Prerequisites:-**

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**Course Title: Basic academic and research skills**

**Code: GED 1121 ECTS: 3**

**Description:** This course provides students with opportunity to learn about fundamentals of scientific research through critical study of academic integrity principles, ethics and research methodology.

This course develops academic writing and teaches to apply skills acquired through practice in group works and individual projects using qualitative and quantitative research methods. Participants will apply theoretical knowledge and practical skills to critically review the literature and conduct small-

scale research to promote research spirit among students.

**Prerequisites: -**

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**Course Title: Information and Communication Technology**

**Code: IKT 1104 ECTS: 5**

**Description:** This course is aimed at developing practical skills of ICTs in professional life, upgrading practical knowledge and skills of working with ICTs, software and information networks.

**Prerequisites: -**

## **For HSE education programmes**

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**Course Title: Global Perspectives and Identity I-II**

**Code: GED 1119 ECTS: 3/3**

**Description:** The course is aimed at studying the Human in various phenomena, both on macro and micro levels. It focuses on theoretical and practical study of individual behavior and interaction/interinfluence with global processes. Understanding of liberal, sociocultural experience will allow a student adequately react to contemporary challenges and build personal, professional, academic and ethnical identity. This course will allow students to develop soft skills such as critical thinking, verbal and written communication, efficient work in team, search for like-minded peers, which creates opportunities for intellectual and emotional development and conducting small-scale research.

**Prerequisites: -**

\*\*\*

**Course Title: Cambridge English: B1 Preliminary**

**Code: GED 1104 ECTS: 10**

**Description:** This course is designed in accordance with Cambridge English: Preliminary program (PET). The course

gives students the confidence to communicate effectively in real-life situations. The course is built for basic users (CEFR A2) with pre-intermediate level and helps students to progress further to B1 level. The course aims to develop communicative skills of speaking, listening, reading and writing, extend vocabulary and grammar range. This course shows you have mastered the basics.

**Prerequisites: -**

\*\*\*

**Course Title: Cambridge English: B2 First**

**Code: GED 1104 ECTS: 10**

**Description:** First Certificate in English is designed for students with B1 level to help them study effectively in English. The course teaches and develops reading, writing, listening, and speaking skills as well as essential grammar and vocabulary. More specifically it offers:

- authentic reading texts and listening tasks providing training in the reading and listening techniques and strategies;
- a systematic approach to speaking tasks providing models for students to follow and clear outcomes for improved performance;
- a step-by-step approach to writing tasks with models to work from and sample answers;
- comprehensive coverage of all major grammar and vocabulary areas tested in the First Certificate Exam.

**Prerequisites: -**

\*\*\*

**Course Title: Cambridge English: C1 Advanced**

**Code: GED 1104 ECTS: 10**

**Description:** The course is designed for students with B2-C1 levels of English. The course teaches and develops reading, writing, listening, and speaking skills, as well as essential grammar and vocabulary. Upon the completion of the course, students will demonstrate the variety of reading skills, including

understanding specific information, text organization features, tone and text structure. Students will be able to write diverse essays, show understanding of feeling, attitude, opinion, purpose, agreement, and gist. Students will be able to interact in conversational English.

**Prerequisites:** -

\*\*\*

**Course Title: Cambridge English: B1+ Preliminary**

**Code: GED 1105 ECTS: 10**

**Description:** This course is designed for students to improve their ability to study effectively in English. The course will help them develop skills and knowledge in reading and understanding authentic academic texts, listening to lectures and presentations, writing different essay types, participating in seminar and group discussions, preparing and giving presentations. It improves such study skills as note-taking, critical thinking and working independently.

**Prerequisites: PET 1104 (GED 1104) Cambridge English: B1 Preliminary ECTS: 10**

\*\*\*

**Course Title: Cambridge English: B2+ First**

**Code: GED 1105 ECTS: 10**

**Description:** That is a stimulating and thorough preparation course for students with B2 level of English, upon completion of which those who are eager have an opportunity to take the First Certificate exam (internationally recognized exam which does not have an expiration date) from Cambridge ESOL. The course teaches and develops academic reading, writing, listening, and speaking skills as well as analytical and critical thinking skills.

**Prerequisites: GED 1104 Cambridge English: B2 First ECTS: 10**

\*\*\*

**Course Title: Cambridge English: C1+ Advanced**

**Code: GED 1105 ECTS: 10**

**Description:** The course is designed for students with C1 level of English, upon completion of which they will be able to take the Certificate in Advanced English (internationally recognized exam which does not have an expiration date) from Cambridge ESOL. The course teaches and develops reading, writing, listening, and speaking skills, as well as essential grammar and vocabulary. Upon the completion of the course, students will demonstrate the variety of reading skills, including understanding and analysing specific information, text organization features, time and text structure. Students will be able to write diverse essays in accordance with APA style, show understanding of feeling attitude, opinion, purpose, agreement, and gist. Students will be able to interact in academic English.

**Prerequisites: GED 1104 Cambridge English: C1 Advanced ECTS: 10**

## **For KLS education programmes**

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**Course Title: Philosophy and Identity I-II**

**Code: GED 1106 ECTS: 4/4**

**Description:** The course studies an Individual in the frames of contemporary questions and challenges, which are faced daily. We will consider important issues of existence and moral development of a person, values formation in the global world and how to save the identity. The following questions will be answered: do we need a philosophy, can it give any ready answers on personal and global problems, how an individual can exist in the state of inner and external conflict? How does a person treat freedom, is he/she ready to accept and use freedom? What is the meaning of justice and honesty for a modern person? Is artificial intelligence the maximum limit a humanity

can reach? We will also consider the legacy of our ancestor as a dialogue of morality, humaneness, honesty as a base for the personal realization.

Philosophy is the field of knowledge, which will teach students how to think and will create conditions for your continuous development as an Individual.

**Prerequisites: -**

**Course Title: Cambridge English: B1 Preliminary**

**Code: GED 1106 ECTS: 6**

**Description:** This course is designed in accordance with Cambridge English: Preliminary program (PET). The course gives students the confidence to communicate effectively in real-life situations. The course is built for basic users (CEFR A2) with pre-intermediate level and helps students to progress further to B1 level. The course aims to develop communicative skills of speaking, listening, reading and writing, extend vocabulary and grammar range. This course shows you have mastered the basics.

**Prerequisites: -**

\*\*\*

**Course Title: Cambridge English: B2 First**

**Code: GED 1106 ECTS: 6**

**Description:** First Certificate in English is designed for students with B1 level to help them study effectively in English. The course teaches and develops reading, writing, listening, and speaking skills as well as essential grammar and vocabulary. More specifically it offers:

- authentic reading texts and listening tasks providing training in the reading and listening techniques and strategies;
- a systematic approach to speaking tasks providing models for students to follow and clear outcomes for improved performance;
- a step-by-step approach to writing tasks with models to work from and sample answers;

-comprehensive coverage of all major grammar and vocabulary areas tested in the First Certificate Exam.

**Prerequisites: -**

\*\*\*

**Course Title: Cambridge English: C1 Advanced**

**Code: GED 1106 ECTS: 6**

**Description:** The course is designed for students with B2-C1 levels of English. The course teaches and develops reading, writing, listening, and speaking skills, as well as essential grammar and vocabulary. Upon the completion of the course, students will demonstrate the variety of reading skills, including understanding specific information, text organization features, tone and text structure. Students will be able to write diverse essays, show understanding of feeling, attitude, opinion, purpose, agreement, and gist. Students will be able to interact in conversational English.

**Prerequisites: -**

\*\*\*

**Course Title: Cambridge English: B1+ Preliminary**

**Code: GED 1107 ECTS: 5**

**Description:** This course is designed for students to improve their ability to study effectively in English. The course will help them develop skills and knowledge in reading and understanding authentic academic texts, listening to lectures and presentations, writing different essay types, participating in seminar and group discussions, preparing and giving presentations. It improves such study skills as note-taking, critical thinking and working independently.

**Prerequisites: GED 1106 Cambridge English: B1 Preliminary ECTS: 6**

\*\*\*

**Course Title: Cambridge English: B2+ First**

**Code: GED 1107 ECTS: 5**

**Description:** That is a stimulating and thorough preparation course for students with B2 level of English, upon completion

of which those who are eager have an opportunity to take the First Certificate exam (internationally recognized exam which does not have an expiration date) from Cambridge ESOL. The course teaches and develops academic reading, writing, listening, and speaking skills as well as analytical and critical thinking skills.

**Prerequisites:** GED 1106 Cambridge English: B2 First ECTS: 6

\*\*\*

**Course Title: Cambridge English: C1+ Advanced**

**Code: GED 1107 ECTS: 5**

**Description:** The course is designed for students with C1 level of English, upon completion of which they will be able to take the Certificate in Advanced English (internationally recognized exam which does not have an expiration date) from Cambridge ESOL. The course teaches and develops reading, writing, listening, and speaking skills, as well as essential grammar and vocabulary. Upon the completion of the course, students will demonstrate the variety of reading skills, including understanding and analysing specific information, text organization features, time and text structure. Students will be able to write diverse essays in accordance with APA style, show understanding of feeling attitude, opinion, purpose, agreement, and gist. Students will be able to interact in academic English.

**Prerequisites:** GED 1106 Cambridge English: C1 Advanced ECTS: 6

\*\*\*

**Course Title: Cambridge English: A1 Starter**

**Code: GED 1108 ECTS: 5**

**Description:** The course is for students with A0 level, which provides skills and language highly relevant in daily life. The main aim of the course is to help students to achieve an overall English language proficiency of beginner basic user. It will

help students to interact in a simple way and answer simple questions in daily life. The course enables to develop and practice all 4 language skills: listening, reading, writing and speaking.

The course is intended to accomplish its goal within one semester of 15 weeks.

**Prerequisites:** -

\*\*\*

**Course Title: Cambridge English: A2 Key**

**Code: GED 1108 ECTS: 5**

**Description:** This one-term course is designed to give students grounding in English pronunciation, grammar, and essential vocabulary in order to understand the basic concepts of the English language. The main aim of the course is to build and develop students' communication skills and extend grammar and vocabulary range.

**Prerequisites:** -

\*\*\*

**Course Title: Cambridge English: B1 Preliminary**

**Code: GED 1108 ECTS: 5**

**Description:** This course is designed in accordance with Cambridge English: Preliminary program (PET). The course gives students the confidence to communicate effectively in real-life situations. The course is built for basic users (CEFR A2) with pre-intermediate level and helps students to progress further to B1 level. The course aims to develop communicative skills of speaking, listening, reading and writing, extend vocabulary and grammar range. This course shows you have mastered the basics.

**Prerequisites:** -

\*\*\*

**Course Title: Cambridge English: B2 First**

**Code: GED 1108 ECTS: 5**

**Description:** First Certificate in English is designed for students with B1 level to help them study effectively in English.

The course teaches and develops reading, writing, listening, and speaking skills as well as essential grammar and vocabulary. More specifically it offers:

- authentic reading texts and listening tasks providing training in the reading and listening techniques and strategies;
- a systematic approach to speaking tasks providing models for students to follow and clear outcomes for improved performance;
- a step-by-step approach to writing tasks with models to work from and sample answers;
- comprehensive coverage of all major grammar and vocabulary areas tested in the First Certificate Exam.

**Prerequisites:** -

\*\*\*

**Course Title: Cambridge English: A1+ Starter**

**Code: GED 1109 ECTS: 5**

**Description:** The course focuses on developing communicative skills of speaking, listening, reading and writing. It also covers essential grammar, vocabulary and idioms.

The main goals of the course are: to study and develop grammar rules used in formal and informal style; to acquire relevant vocabulary; to develop effective listening and reading skills; to build confidence in speaking and pronunciation skills necessary for further study of English course.

**Prerequisites: GED 1108 Cambridge English: A1 Starter ECTS: 5**

\*\*\*

**Course Title: Cambridge English: A2+ Key**

**Code: GED 1109 ECTS: 5**

**Description:** The course focuses on developing communicative skills of speaking, listening, reading and writing. It also covers essential grammar, vocabulary and idioms.

The main goals of the course are: to study and develop grammar rules used in formal and informal style; to acquire

relevant vocabulary; to develop effective listening and reading skills; to build fluency and confidence in speaking and pronunciation skills necessary for further study of English course.

**Prerequisites: GED 1108 Cambridge English: A2 Key ECTS: 5**

\*\*\*

**Course Title: Cambridge English: B1+ Preliminary**

**Code: GED 1109 ECTS: 5**

**Description:** This course is designed for students to improve their ability to study effectively in English. The course will help them develop skills and knowledge in reading and understanding authentic academic texts, listening to lectures and presentations, writing different essay types, participating in seminar and group discussions, preparing and giving presentations. It improves such study skills as note-taking, critical thinking and working independently.

**Prerequisites: GED 1108 Cambridge English: B1 Preliminary ECTS: 5**

\*\*\*

**Course Title: Cambridge English: B2+ First**

**Code: GED 1109 ECTS: 5**

**Description:** That is a stimulating and thorough preparation course for students with B2 level of English, upon completion of which those who are eager have an opportunity to take the First Certificate exam (internationally recognized exam which does not have an expiration date) from Cambridge ESOL. The course teaches and develops academic reading, writing, listening, and speaking skills as well as analytical and critical thinking skills.

**Prerequisites: GED 1108 Cambridge English: B2 First ECTS: 5**

\*\*\*

**Course Title: Introduction to Legal English**

**Code: GED 1110 ECTS: 5**

**Description:** The course is aimed at developing lexical and grammatical range of students in the field of law by comparing English and Kazakh legislature. This course prepares students for the core course English for Specific Purposes. Upon completion of the course, students will use professional English language in written and spoken speech; take part in discussions on law-related matters, read and extract necessary information, summarize and paraphrase information from legal texts.

**Prerequisites:** GED 1109 Cambridge English: A1+ Starter and higher ECTS: 5

\*\*\*

**Course Title: English for Specific Purposes**

**Code: GED 1111 ECTS: 3**

**Description:** The course is a smart start in studying international legal English in the field of private law while improving the skills of general English and is intended for those who speak English A2 (Pre-intermediate) and above.

The main objective of this program is to study legal terms through the use of special vocabulary, mastering the modern style of legal English, the exact use of grammatical structures, words and expressions in the legal context, including in the context of written contracts.

**Prerequisites:** GED 1110 Introduction to Legal English ECTS: 5

**or GED 1109 Cambridge English: A2+ and higher ECTS: 5**

**or IELTS 3.0 and higher**

\*\*\*

**Course Title: TOLES Foundation**

**Code: GED 1114 ECTS: 5**

**Description:** This course is an excellent start for learning legal English in private international law along with improving general English skills and can be studied by those who have A2 (Pre-intermediate) and higher levels.

The main objective of this course is to present and practice legal terms through increasing vocabulary, apply precise

grammar constructions and introduce modern style of legal writing.

**Prerequisites:** GED 1110 Introduction to Legal English ECTS: 5

**or GED 1109 Cambridge English: A2+ and higher ECTS: 5**

**or IELTS 3.0 and higher**

\*\*\*

**Course Title: TOLES Higher**

**Code: GED 1115 ECTS: 5**

**Description:** The course is for those students who have B2 (Intermediate) and higher, and have already passed TOLES Foundation. The course involves complex authentic legal texts and documents. The main objective of this course is to increase legal vocabulary through learning set expressions, collocations, synonyms, prepositions, and etc. that allow students to be able to interpret legal terms and give their definitions. The course program also includes audio materials in the form of interview on the topics related to day-to-day lawyers practice.

**Prerequisites:** GED 1111 English for Specific Purposes ECTS: 3

**or GED 1114 TOLES Foundation ECTS: 5**

**or TOLES Foundation Certificate Score 60 and higher**

\*\*\*

**Course Title: TOLES Advanced**

**Code: GED 1116 ECTS: 5**

**Description:** The course is for those students who have B2 (Intermediate) and higher level of English and have already passed English for specific purposes and TOLES Higher.

The course develops legal skills that are considered as "golden standard" of Legal English.

The course TOLES Advanced is a final stage of Professional English and teaches to understand and solve practical problems that lawyers face in their day-to-day practice, including understanding the difference between formal and informal legal expressions in a proper way and ap-

plication of “legalese” and “plain English” while working with clients.

**Prerequisites: GED 1115 TOLES Higher ECTS: 5 or TOLES Higher Certificate Score 60 and higher**

\*\*\*

**Course Title: International Legal English I**

**Code: GED 1112 ECTS: 5**

**Description:** The course is designed for students who have the Intermediate and higher level of English and gives an excellent opportunity for further in-depth study of the professional language in the field of international law. After completing the course students will be able to apply professional terms to produce texts in oral and written form in the field of treaties; use legal language within the scope of international law subjects taught in English and practice it in future career.

**Prerequisites: GED 1107 Cambridge English: B1+ and higher ECTS: 5 or IELTS 5,0 and higher**

\*\*\*

**Course Title: International Legal English II**

**Code: LPIL-II (GED 1116) ECTS: 5**

**Description:** The course gives an excellent opportunity for further in-depth study of the professional language in the field of international law. After completing the course, students will be able to apply professional terms to produce texts in oral and written form in the field of human rights, sea law and diplomatic and consular law; to read and understand legal texts, periodicals, instruments and acts in the field of international law; and to use legal language within the scope of international law subjects taught in English and apply it in practice.

**Prerequisites: GED 1107 Cambridge English: B1+ and higher ECTS: 5 or IELTS 5,0 and higher**

\*\*\*

**Course Title: Business English**

**Code: GED 1117 ECTS: 5**

**Description:** This one-term course centers around developing students employability skills, ability to work in team, while developing a social project, understanding fundamental principles of success, raising personal effectiveness, management and leadership skills, that are vital to everyday business practices in a globalised world.

**Prerequisites: GED 1109 Cambridge English: A2+ and higher ECTS: 5 or IELTS 3.0 and higher**

## **for «Applied Linguistics» education programme**

\*\*\*

**Course Title: Philosophy**

**Code: Phil 1101 ECTS: 5**

**Description:** The role of philosophy in the system of preparation of a modern specialist is determined by the object of its study, which is a person and his/her relations with nature and society. Philosophy develops philosophical and worldview methodological culture, moral principles, sets the foundation for students’ theoretical and worldview formation.

The aim of philosophy is to introduce students to the historical experience of world philosophical thought, including Kazakh philosophy, give insight to modern philosophical culture, contribute to the development and enhancement of independent analytical skills in humanitarian field.

**Prerequisites: -**

\*\*\*

**Course Title: Global Perspectives and Identity I-II**

**Code: GED 1119 ECTS: 3/3**

**Description:** The Global Perspectives and Identity course is aimed at studying the Human in various phenomena, both on macro and micro levels. It focuses on theoretical and practical study of individual behavior and interaction/interinfluence with global processes. Understanding of

liberal, sociocultural experience will allow a student adequately react to contemporary challenges and build personal, professional, academic and ethnical identity. This course will allow students to develop soft skills such as critical thinking, verbal and written communication, efficient work in team, search for like-minded peers, which creates opportunities for intellectual and emotional development and conducting small-scale research.

**Prerequisites:** -

\*\*\*

**Course Title: Basic Foreign Language (B1)**

**Code: ALP 1101 ECTS: 12**

**Description:** The course is designed to develop essential language skills for learners who are preparing to study in English as a language of instruction up to Intermediate level. The course will help students to understand more complex pieces of reading, understand longer speeches from video and audio lectures, write clearly and describe common topics in detail, give opinions and outline advantages and disadvantages of general phenomena and situations.

**Prerequisites:** -

\*\*\*

**Course Title: Basic Foreign Language (B2)**

**Code: ALP 1201 ECTS: 10**

**Description:** The course is aimed to improve students' English language command up to Upper-Intermediate level through systematic expansion of vocabulary and grammar range, and through practicing four language skills. Students will learn topic-based vocabulary and grammar with the inclusion of pronunciation and intonation drills. Students will practice speaking and writing skills through discussions and creative pieces of writing.

**Prerequisites: Basic Foreign Language (B1)**

\*\*\*

**Course Title: Introduction to Linguistics**

**Code: ALP 1102 ECTS: 5**

**Description:** This course answers the questions what language is and what knowledge language consists of. The course studies the nature of a language and branches of linguistics (English).

**Prerequisites: Basic Foreign Language (B1)**

\*\*\*

**Course Title: Sociolinguistics**

**Code: ALP 2202 ECTS: 5**

**Description:** This course examines the ways in which relationships and structures in society influence language and vice versa. It examines variations in language that are determined by region, sex, social level, and cultural groupings. The course is intended to encourage students to think about language issues in their own society and to conduct sociolinguistic research.

**Prerequisites: Basic Foreign Language (B2)**

\*\*\*

**Course Title: Academic English C1**

**Code: ALP 2206 ECTS: 5**

**Description:** The course will provide students with the practical tools for working with academic texts and present their own ideas both orally and in writing within the academic context. Within the course students will expand their academic vocabulary, read scholarly articles and write summaries, argumentative and problem-solution essays. Besides, the course will introduce students to APA citation and formatting style.

**Prerequisites: Basic Foreign Language (B2)**

\*\*\*

**Course Title: Academic English C2**

**Code: ALP 2207 ECTS: 5**

**Description:** The course will provide students with the practical tools for

working with academic texts and presenting their own ideas both orally and in writing within the academic context. Within the course students will expand their academic vocabulary, read scholarly articles and write comparison and contrast essays, cause and effect essay, process essay. Besides, the course will teach students to use APA citation and formatting style for avoiding plagiarism.

**Prerequisites: Academic English C1**

\*\*\*

**Course Title: Foreign Language I (A0,A1)**

**Code: ALP 2208 ECTS: 10**

**Description:** This course is intended for students with a zero level of proficiency in second foreign language. The goal is to develop foreign language communicative competence. Students will learn most common words and phrases needed for everyday communication; they will study common grammatical structures, and will be able to participate in conversations.

**Prerequisites: -**

\*\*\*

**Course Title: Foreign Language II (A2)**

**Code: ALP 2209 ECTS: 10**

**Description:** This course is aimed at developing skills and abilities in skimming and scanning in reading; oral and written speech. Grammatical material covers the basic grammatical phenomena, the mastery of which is necessary in order to express one in language and to read and understand texts and stories.

**Prerequisites: Foreign Language I (A0,A1)**

\*\*\*

**Course Title: Foreign Language III (B1)**

**Code: ALP 3210 ECTS: 6**

**Description:** This course contributes to the development of socio-cultural knowledge and skills. The course covers a large share of modern vocabulary. There is further development of already existing

skills and abilities in speaking. In writing, the emphasis is on developing the ability to write letters and essays.

**Prerequisites: Foreign Language II (A2)**

\*\*\*

**Course Title: Foreign Language IV (B2)**

**Code: ALP 3211 ECTS: 6**

**Description:** The objectives of this course are developing and enhancing language knowledge as well as students' extra-linguistic knowledge, expanding the range of language understanding, enriching the active vocabulary, and improving oral and written language within lexical and grammatical topics.

**Prerequisites: Foreign Language III (B1)**

\*\*\*

**Course Title: Foreign Language V (C1)**

**Code: ALP 4212 ECTS: 5**

**Description:** The course is designed to develop essential skills and academic language. Course topics include different types of essays, paraphrasing, and academic summaries. Besides, students will practice in reading of academic texts and scholarly articles, improve their listening skills through watching authentic video materials and enhance speaking and presentation skills through preparing presentations.

**Prerequisites: Foreign Language IV (B2)**

\*\*\*

**Course Title: Research Methods I**

**Code: ALP 2301 ECTS: 5**

**Description:** This course studies qualitative methods in social science focused on investigation of concepts, meanings, and understandings via gathering and analyzing non-numerical data. The program of the course involves the study of the qualitative data collection tools, types of statistical analyses, interpretation of the results of research, and practical tasks.

**Prerequisites: -**

\*\*\*

**Course Title: Research Methods II**

**Code: ALP 2302 ECTS: 5**

**Description:** This course studies quantitative methods in social science focused on systematic empirical investigation of observable phenomena via statistical analyses. The program of the course involves the study of the main tools to collect quantitative data, types of statistical analyses as well as interpretation of the results of research, and practical tasks.

**Prerequisites: -**

\*\*\*

**Course Title: Research Methods III**

**Code: ALP 3310 ECTS: 5**

**Description:** The following course is designed to educate students about more sophisticated methods of research to investigate more complex phenomena. During the course students will be taught mixed method research and learn different kinds of mixed-method research to answer research questions.

**Prerequisites: Research Methods I, II**

\*\*\*

**Course Title: Cross-cultural communication**

**Code: ALP 3213 ECTS: 5**

**Description:** The course will introduce students to the cross-cultural communication phenomenon as an important issue in the era of globalization and internationalization. Students will know the basic concepts and categories that constitute cross-cultural communication as a science. Moreover, students will study the peculiarities and the ways of effective communication between people from different cultures.

**Prerequisites: -**

\*\*\*

**Course Title: Lexis, Morphology and Syntax**

**Code: 2204 ECTS: 6**

**Description:** The main focus of this course is put on the study of language

typology. It covers the main features of all grammar forms in morphology (study of word forms), lexis (study of vocabulary) and syntax (study of sentence structure). Students will develop their analytical and problem-solving skills through various types of linguistic analysis such as morphological, lexical and syntactic analyses

**Prerequisites: -**

\*\*\*

**Course Title: Course development and Material design**

**Code: ALP 3304 ECTS: 5**

**Description:** The course is aimed to teach students to design course and class materials taking into account students' differences and individual needs. Within the given course, students will learn how to design syllabus, develop effective learning outcomes in accordance with Bloom's taxonomy, determine and order the content of the course, select and develop the materials that meet the course goal and learning outcomes and develop the assignments.

**Prerequisites: -**

\*\*\*

**Course Title: Phonetics and Phonology**

**Code: ALP 3205 ECTS: 5**

**Description:** The course covers the subject, aims and main branches of the theoretical phonetics of the English language, theories and classification of phonemes, syllabic and accentual structure of English words, peculiarities and functions of English intonation, phonetic characteristics of speech and territorial varieties of English pronunciation. Students will develop their analytical and problem-solving skills through practicing phonetic and phonological analyses of English words.

**Prerequisites: -**

\*\*\*

**Course Title: Grammar Awareness**

**Code: ALP 2203 ECTS: 6**

**Description:** This course aims to improve the English grammar awareness and enhance students' ability to apply this knowledge and awareness to their own professional context. Topics relate to all parts of speech, phrase and clause structure, transitivity, tense, aspect, modality, and sentence structure. The course will help students to develop their analytical and problem-solving skills through conducting grammatical analysis of texts.

**Prerequisites:** -

\*\*\*

**Course Title: Language Testing and Assessment**

**Code: ALP 4309**                      **ECTS: 5**

**Description:** This course is focused on studying language testing and assessment, the impact that testing and assessment have on learners, and the role of testing and assessment in schools and society. The course answers the questions: What is the test/assessment for? What is 'good' and 'bad' test? How to establish test criteria? and other aspects of test design and development.

**Prerequisites:** -

\*\*\*

**Course Title: Language Acquisition (Language L, Language T)**

**Code: ALP 2303**                      **ECTS: 5**

**Description:** The course will introduce students with the fundamental concepts and process of language acquisition. Students will study modern methods and approaches to language learning and also the difference between the first and the second languages acquisition. Students will be setting forth and testing hypotheses to explain the process of second language acquisition.

**Prerequisites:** -

\*\*\*

**Course Title: History of Language**

**Code: ALP 4308**                      **ECTS: 5**

**Description:** The course is focused on the study of the aim, tasks and the

connections of the History of English language with other branches of linguistics. The course covers the main periods of the development from the Old English Period to the Formation of the National Literary English language and historical events connected with them. The course will help students to develop analytical skills through conducting comparative analyses of old and middle English texts.

**Prerequisites:**

\*\*\*

**Course Title: Literature**

**Code: ALP 3305**                      **ECTS: 6**

**Description:** This course aims to give students insight into the history of literature of the English speaking countries and to systematize students' knowledge about the most important historical and literary events, and works of the most profound English, American, Australian, Scottish writers and poets.

**Prerequisites:** -

\*\*\*

**Course Title: Creative Writing**

**Code: ALP 3306**                      **ECTS: 6**

**Description:** This course emphasizes the importance of engaging with the wider world of literature in order to develop student own writing. Students will have the opportunity to study writing from the past and learn from contemporary creative practitioners.

**Prerequisites: Literature**

\*\*\*

**Course Title: Stylistics**

**Code: ALP 4307**                      **ECTS: 5**

**Описание:** This course will acquaint students with the methods and theories of stylistics, from dialogue to discourse and from metre to metaphor. Students will know about literary and linguistic 'triggers' for the interpretation of literary and non-literary texts such as morphology, speech sounds, graphology, lexis, semantics, syntax, point of view, and pragmatics.

**Prerequisites: Phonetics and Phonology/ Lexis, Morphology and Syntax**

\*\*\*

**Course Title: News Writing and Reporting**

**Code: ALP 4219 ECTS: 6**

**Description:** This course teaches students how to report and write news stories that are accurate, fair and complete. Students will learn the basic elements of reporting—how to observe events, how to interview people, and how to use other research tools. Students will also learn how to write and structure news stories for different media platforms including print, broadcast and online.

**Prerequisites: -**

\*\*\*

**Course Title: Mass Media and Society**

**Code: ALP 3216 ECTS: 6**

**Description:** This course is an introduction to the mass media and their impact on society. This course addresses many positive and negative implications associated with society's reliance on social media platforms. Using a perspective rooted in digital literacy, the course examines how social media is used in both personal and professional contexts, and how we might use social media to communicate competently, ethically, and strategically.

**Prerequisites: -**

\*\*\*

**Course Title: Communications Law and Fact Checking**

**Code: ALP 3217 ECTS: 6**

**Description:** The course is designed to review the history, development, and interpretation of the Law of the Republic of Kazakhstan "on Mass Media" by our court system and its impact upon journalists, professional communicators, and citizens, along with the ethical principles that underpin effective communication practices. Topics include privacy, defamation, press freedom, media regulations, and the law of

emerging technologies. It will also teach students to check factual assertions in various media sources in order to determine the veracity and correctness of the factual statements in the text.

**Prerequisites: -**

\*\*\*

**Course Title: Functional types and genres of media texts**

**Code: ALP 3217 ECTS: 6**

**Description:** This course introduces students to universal typological classification encompassing a variety of media texts. Students study the peculiarities of media texts and mechanisms of text perception in different communicative contexts. Students will learn to analyze media texts from the perspective of thematic structure and linguistic-cultural factor.

**Prerequisites: Stylistics**

\*\*\*

**Course Title: Communication Ethics**

**Code: ALP 4218 ECTS: 6**

**Description:** This course provides students with an overview of ethical standards relevant to social behavior and an in-depth study of contemporary ethical issues facing communicators. Concepts of truth, confidentiality, conflict of interest, social justice, and other issues will be addressed.

**Prerequisites: -**

\*\*\*

**Course Title: Technology in L2 Teaching and Learning**

**Code: ALP 3214 ECTS: 6**

**Description:** Students will use a range of language learning software, and web-based resources for language learning and teaching. Students will evaluate computer- and web-based language learning materials, and will learn how to design and produce their own web-pages and computer- and web-based language learning materials using basic authoring tools.

**Prerequisites: -**

\*\*\*

**Course Title: Content Language Integrated Learning (CLIL)**

**Code: GED 1112 ECTS: 5**

**Description:** The course will cover the main concepts of CLIL. Students will be introduced with CLIL approaches in teaching subjects other than English using it as the language of instruction.

**Prerequisites: -**

\*\*\*

**Course Title: English Language and Translation**

**Code: ALP 3220 ECTS: 6**

**Description:** The course is aimed to improve the level of English for those who choose Translation Minor. The course will cover the issues in translation of specific grammar and vocabulary. Students will learn how to work with different types dictionaries and how to make up glossaries.

**Prerequisites: -**

\*\*\*

**Course Title: Introduction to Consecutive Interpretation**

**Code: ALP 3221 ECTS: 6**

**Description:** The course is designed to teach basic techniques for consecutive interpretation, and make students aware of preparation approaches involved. The main goal of the course is to equip students with knowledge, skills and abilities associated with an interpreter's job, and address the questions of translator ethics.

**Prerequisites: English Language and Translation**

\*\*\*

**Course Title: Introduction to Simultaneous Interpretation**

**Code: ALP 4222 ECTS: 6**

**Description:** The course is designed to teach basic techniques for simultaneous interpretation, usage of special equipment and make aware of preparation approaches involved. The main goal of the course is to equip

students with knowledge, skills and abilities associated with an interpreter's job, and address the questions of translator ethics.

**Prerequisites: -**

\*\*\*

**Course Title: Business Translation/ Interpretation**

**Code: ALP 4222 ECTS: 6**

**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/Kazakh and vice versa.

**Prerequisites: -**

\*\*\*

**Course Title: Legal Translation/Interpretation**

**Code: ALP 4224 ECTS: 6**

**Description:** The purpose of the course is to develop and enhance students' practical liaison translation and interpretation skills of the topic-specific legal texts and to give insight into means, methods and techniques of translation transformations while performing liaison translation/interpretation.

**Prerequisites: -**

\*\*\*

**Course Title: Basics of Lexicography**

**Code: ALP 3311 ECTS: 5**

**Description:** The course is focused on the historical development of English lexicography as a linguistic science, issues of lexicography and types of dictionaries. Besides, students will know about the basics of compiling dictionaries and will practice compiling explanatory dictionaries of topic-specific terms.

**Prerequisites: -**

## 11. INTERNSHIP POLICY

This Regulation defines the goals, terms, content, outcomes of internship for undergraduate education programme “Applied Linguistics”. The internship is aimed at students acquiring skills in their chosen major. The education programme is aimed at developing professional competencies through the implementation of training and research projects in respective organizations.

### 11.1 Educational internship

The main goal of educational internship is to deepen the theoretical knowledge of students as well as to develop primary practical skills and abilities that form professional competence.

#### *Organization of educational internship:*

Educational internship is carried out at the end of 2 semester of 1 year for 2 weeks (15 hours). The guidance of the educational internship is carried out by its coordinator. The coordinator develops the internship program, sets the deadlines for the work, advises students during the internship, and evaluates the results of the work.

#### *The aims and objectives of educational internship:*

The aim of educational internship is to acquire the skills of research work based on scientific and scientific-methodological literature, namely to form the ability to use scientific, educational, reference, periodical literature, comprehension of the information obtained in order to master the methodology of research work; to develop skills in the use of information in solving scientific issues, as well as to master the scientific methods of collecting and processing material.

At the end of the educational internship, it is assumed that the student will:

- gain various methods of analysis of the given material;
- be able to work independently with scientific literature;
- be able to use data from various dictionaries while analyzing linguistic material;
- gain skills of oral presentation and participation in scientific discussion;
- gain skills of presenting scientific material for the final paper in writing.

#### *The rights and obligations of students during internship:*

- If students have questions regarding educational internship, they can contact the internship coordinator and / or faculty of the English language department.
- Students have the right to use the library and all the necessary teaching aids.
- Students must adhere to the internal rules of the university.
- The student is obliged to carry out all types of work within the period specified in the internship program.
- The student receives “unsatisfactory” in case of improper performance of the tasks specified in the internship program.

### 11.2 Teaching training internship

The teaching training internship in Applied Linguistics is aimed at vocational training of students, the development of their critical thinking skills, the formation of self-learning and self-development skills. The teaching training internship provides students with the opportunity to be involved in professional activities as a foreign language teacher, translator, or journalist, depending on the Minor program being studied.

The objectives of teaching training internship are:

- to develop professional skills,
- to form main competencies in the field of teaching, translation, and journalism.

#### *Organization of teaching training internship*

Teaching training internship is carried out in the 6th semester of the 3 year for 3 weeks (30 hours). The guidance of teaching training internship is carried out by its coordinator. The coordinator develops the program of the internship, sets the deadlines for the work, advises students while doing the internship, and evaluates the results of the work.

#### *Requirements for students taking teaching training internship:*

- Attendance of all activities specified in the program of internship is compulsory.
- At the end of the internship, the student submits to the coordinator an individual plan and a report on the internship within the specified period.

#### *The rights and obligations of students during the internship:*

- If students have questions regarding the internship, they can contact the coordinator and / or faculty of the English language department.
- Students have the right to use the library and all the necessary teaching aids.
- Students must adhere to the internal rules of the university.
- The student is obliged to carry out all types of work within the period specified in the internship program.
- The student receives “unsatisfactory” in case of improper performance of the tasks specified in the internship program.

### **11.2.1 Minor in TESOL**

The aim of teaching training internship is the formation of practical skills necessary while teaching.

#### *Objectives:*

- mastering the necessary pedagogical skills for working in educational institutions;
- mastering teaching methods;
- gaining skills in developing sections of the program in the discipline of their field;
- familiarizing with modern computer technologies applied in the education process;
- gaining personal teaching experience in educational institutions while independent teaching.

Teaching training internship as a teacher of a foreign language consists of two parts.

#### *Part 1. Passive internship.*

1 week – a student familiarizes with the program of internship and studies syllabuses of disciplines; develops an extra-curricular event with students; draws up an individual plan for practical training, attends classes of different teachers (7-10 lessons) filling out the form on attended classes, draws up plans for conducting independent classes.

#### *Part 2. Active internship.*

2-3 weeks - independent teaching (5 lessons), conducting extra-curricular activities; preparation of reporting documentation (individual plan, report); report defense.

At the end of internship, students will:

- know the basics of pedagogical and educational-methodical work in educational institutions;
- be competent in teaching a foreign language applying modern methods and technologies, analyze and evaluate the quality of the educational process.

### **11.2.2 Minor in Languages for Translation**

The aim of the internship is to form practical skills necessary in translation.

Objectives of translation internship are:

- to enhance theoretical knowledge;
- to form practical skills and competencies in the field of translation;
- to apply different translation techniques, taking into account the specificity of the translated text to achieve the maximum communicative effect;
- to translate various texts for practical purposes.

During the internship, students shall translate information in the amount of 20 pages from a foreign language into Russian / Kazakh and from Russian / Kazakh into a foreign language.

At the end of translation internship, students will:

- master translation techniques;
- be able to apply the basic techniques of translation;
- be able to translate in accordance with grammatical, syntactic and stylistic norms;
- be able to perform consecutive interpretation.

### **11.2.3 Minor in Media Linguistics**

The aim of the internship is to form practical skills necessary in journalism.

Internship objectives are:

- to deepen theoretical knowledge;
- to study the planning and formation of the content of print and electronic publications;
- to follow ethical standards while writing articles;
- to prepare articles for publication.

During the internship, students should write 5 news articles, as well as blog on a specific topic.

At the end of translation internship, students will:

- understand the features of the journalistic occupation;
- know the principles of creating and editing media texts;
- apply methods of data collection and analysis.

### **11.3 On-the-job training**

Производственная практика нацелена на применение в профессиональной деятельности знаний, полученных в процессе обучения.

По результатам производственной практики студенты смогут:

1. Систематизировать теоретические знания, приобретенные во время обучения.
2. Применять профессиональные навыки, соответствующие необходимым стандартам профессии.
3. Применять компетенции для достижения профессионального успеха.

*Organization of on-the-job training:*

On-the-job training is carried out in the 8th semester of the 4 year for 3 months. The guidance of this internship is carried out by its coordinator, together with whom the student develops on-the-job training program and sets deadlines for the work.

The student fills in the "Application for on-the-job training" in a timely manner. After the student selects the organization for doing internship, agreements are prepared and signed by the School of Liberal Arts and the student, the organization's representative and the Internship Coordinator.

*The rights and obligations of students during the internship:*

The student is required to perform the following procedures on time.

1. Pass all exams;
2. Choose an organization for doing on-the-job training;
3. Sign documents approved by the School of Liberal Arts and the organization where he / she will have internship;
4. Do and complete a 12-week internship;
5. After passing the required number of hours of internship, each student must write a report and confirm it by submitting necessary information;
6. Report the results of the internship to the Academic Quality Assurance Committee of School of Liberal Arts;
7. The report should be of 20-30 pages long and written in accordance with state standards. Members of the Committee make a decision after reviewing the student's internship report and give grades.

*At the end of the on-the-job training, a student will:*

- apply theoretical and practical knowledge in the professional field;
- gain experience in the professional field and understand job responsibilities;
- understand the basic requirements for the profession;
- summarize professional goals and learning outcomes;
- develop skills to identify and search for new areas for professional growth;
- develop communication skills: how to listen, accept criticism and feedback;

## 12 KAZGUU Language Learning and Certification Centre

KAZGUU Language Learning and Certification Centre is a language center at JSC “M.Narikbayev KAZGUU University”. Our main work is centered around professional language training with the help of highly qualified teachers. We offer Kazakh / Russian / English language courses for everyone who wants to improve their level.

The Centre has the following training programs for different level of students from beginner and advanced:

### ➤ English language

**General English course** is a phased program of learning English (levels from Elementary to Advanced), aimed at developing the key skills necessary for successful language acquisition. In just 3 months, one will be able to master at least one level of English.

**Intensive English Course** is the ideal solution for those who do not have sufficient time to prepare. Studying in an intensive course with our specialists, you can achieve the maximum possible result in just three weeks (levels from A1 to C1) and master at least one level of English.

**Pre-IELTS Course** offers students with a basic level of English the opportunity to become familiar with the IELTS exam format, learn and consolidate the basic knowledge and skills required to pass this international exam starting from IELTS Band Score 4.0.

**IELTS Advanced Course** is designed for people who are fluent in English but are not familiar with the IELTS format. This course will familiarize students with the strategy for passing the exam and is aimed at practical preparation for each of the 4 sections of the exam.

**KEPT (KAZGUU English Placement Test)** – is an intensive 3-week preparatory course for KAZGUU English entrance exam. It is held during summer vacation period, at the cost 50,400 tenge for 72 hours.

**JSC “M.Narikbayev KAZGUU University”** is recognized by **GLOBAL LEGAL ENGLISH** (the UK) and is the only TOLES authorized registration test centre in Kazakhstan and Central Asia.

**TOLES - Test of Legal English Skills** - Test for knowledge of legal English, created to test language skills in the field of law and recognized by leading international companies.

**Who is the TOLES test for?** - for practicing lawyers, legal experts and law students.

#### **ADVANTAGES OF TOLES:**

- Accurate determination of the legal and linguistic competence of a lawyer
- Level assignment is carried out by GLOBAL LEGAL ENGLISH (Great Britain)
- Unlimited certificate validity
- Competitiveness in the labor market
- Recognized in 78 countries and in demand by such companies and institutions

as: **The Law Society of England and Wales, Baker and McKenzie, Sony Ericsson, Siemens, European Court of Justice and others.**

**The exam preparation is carried out in three levels:**

- 1) TOLES Foundation
- 2) TOLES Higher
- 3) TOLES Advanced

### ➤ Kazakh language / Russian language

The Center also offers programs of Russian / Kazakh languages as a foreign language.

Courses are aimed at developing the linguistic and communicative competence of foreign students in various situations.

“Kazakh language / Russian language” course program includes 2 modules: Module 1- Grammar and phonetics of the Kazakh / Russian language (150 hours); Module 2 - Development of reading and writing skills, vocabulary (150 hours). In addition, students get acquainted with the history, culture, economy, politics of Kazakhstan.

Dates: as groups are recruited (September-January, January-May).

Levels: Beginner to Advanced.

An official invitation is issued in accordance with the rules of student visa application. At the end of the course students receive their certificates.

**For more information, please, contact:**

M.Narikbayev KAZGUU University,

Project Coordinator Anar Ibrayeva,

tel: +7 (7172) 70 30 49, +7 7719991408

Office: 503 e-mail: [a\\_ibrayeva@kazguu.kz](mailto:a_ibrayeva@kazguu.kz)

<https://www.toleslegal.com/find-examination-centre/kazakhstan/>

**Contact SLA Language Center**

Tel .: +7 (7172) 70 30 49

Office: 503

e-mail: [zh\\_bopurova@kazguu.kz](mailto:zh_bopurova@kazguu.kz)

**Registration link for all courses: [http://bit.ly/ges\\_study](http://bit.ly/ges_study)**

## 13. STUDENT CLUBS

M.Narikbayev KAZGUU University provides students with opportunities for interesting and unforgettable activities outside of classrooms. Students, full of enthusiasm and ambition, independently conduct a variety of activities that evoke surprise and admiration. All this happens owing to active work of student organizations!

Each semester new ideas are implemented and new projects are launched. Student life at M.Narikbayev KAZGUU University is an excellent platform for personal growth and self-realization of any student.

For registration in student organizations, contact the Department of Student Affairs: [student\\_affairs@kazguu.kz](mailto:student_affairs@kazguu.kz)

### 1. **KAZGUU Times**

Student Press Center at M.Narikbayev KAZGUU University

### 2. **Batyr Urpak**

An ambitious group of patriots who propagate the values of their ancestors, that is, our culture, customs, rich language and one spirit. At the price of their lives, they gave us a peaceful life. Thus, our primary duty is to preserve everything that we have today.

### 3. **Business organization "Enactus KAZGUU"**

The youth student club, which helps all students to create and to develop successful new business projects.

### 4. **Supreme Student Council "Biler Kenesi"**

Student Government Authority of M.Narikbayev KAZGUU University. This student council actively contributes to the resolution of student issues and problems, and also contributes to the development of favorable conditions for a vibrant, saturated and interesting student life.

### 5. **"Zhan Shuaq"**

A charitable student organization that unites creative, kind and cheerful students who are always ready to open their hearts to all who need help.

### 6. **ProEtContra Discussion Club**

A student organization that brings together students to discuss and analyze actual issues of the social and political life of Kazakhstan and the world community.

### 7. **«KAZGUU EAGLES»**

Student sports organization, its goal is the implementation of the state program for the development of physical culture and sports, as well as the promotion of a healthy lifestyle, there are trainings in volleyball, basketball, table tennis, mini-football. All athletes are members of the KAZGUU EAGLES club.

### 8. **Debate club "Orda"**

Debate club "ORDA" is an intellectual game, a perspective for active young people of future leaders of society. Debates prepare for responsible decision making, autonomy and other skills needed in a civilized democratic society.

### 9. **VIA KAGUU**

Vocal-instrumental ensemble at M.Narikbayev KAZGUU University.

## 14. UNIVERSITY INFRASTRUCTURE AND SERVICE DEPARTMENTS

### SSC KAZGUU

Types of services provided:

- counseling students (on financial, academic and social matters);
- issuance of certificate of enrollment;
- issuance of transcript;
- applications (on transfer, enrollment, appeal, academic leave, financial matters, etc.).

You can read about types of applications here: <http://tson.kazguu.kz/ru/vse/ochnaya-forma-obucheniya/>

**Tel: 8 (7172) 70 28 54**

**E-mail: [tson@kazguu.kz](mailto:tson@kazguu.kz)**

**<http://tson.kazguu.kz/ru/>**  
Office 245

### LIBRARY

#### 1. Library card

Instead of a library card, each student is automatically assigned an identification number, which makes it possible to use all the services of the library taking into account the reader's request. You can get your identification number at the reception of M.S.Narikbayev Library.

The identification number assigned to you will allow you:

- to receive books (you must have an identity card or student card with you);
- to use the login / password for authorization and other operations on electronic catalog system MegaPro.

This also will give you the opportunity:

- to search in electronic catalogs, to make a reservation of the necessary publications from personal computers at a time convenient for you and then get it from the library;
- to work in full-text databases.

Access to the electronic catalog is carried out through our website **[library.kazguu.kz](http://library.kazguu.kz)**

#### 2. Reading rooms

The library is located on the ground and first floors of the university. On the first floor there are 9 reading rooms with free access: the reading room of prof. M.S. Narikbayev personal library, electronic resources room, foreign literature room, science room, periodical room, special room for faculty and PhD students, as part of the Erasmus + project, universal reading room, rare and valuable books' room, small reading room.

#### 3. Subscription

M.S. Narikbayev subscription library is located on the ground floor, where you can take books home. You can go there through the Winter Garden going down the stairs.

#### 4. Open Room

Open Room is a comfortable working area with 6 rooms, equipped for events of any format - from small seminars, meetings to business negotiations. To visit this hall, you must register at the reception of M.S. Narikbayev library.

Detailed information about the library and methods of independent work in it can be found on the [library.kazguu.kz](http://library.kazguu.kz) website

## **MEDICAL SERVICE**

### **1. HEALTH CENTRE**

*Each student can seek first aid treatment in the emergency room:*

*Room 149 (1st floor),  
Phone. (7172) 70-17-61 (internal 1164)*

*Working hours:  
from 09.00 a.m. to 6.30 p.m.  
from 1 p.m. to 2.30 p.m. – lunch time  
Days off: Saturday and Sunday*

### **2. THE STUDENT HEALTH CENTRE**

*KAZGUU students have the opportunity to be served in the health clinic.  
For questions about registration to the health clinic you need to contact the Health Centre.*

## **DORMITORY**

Applications for a place in a dormitory are accepted in the AIS «Platonus» - in the «Dormitory» module. Consideration of applications will be carried out if there are documents specified in the AIS «Platonus». Priority will be given to students with relevant benefits. Attachment of relevant documents is required.

**The primary right to check into the University dormitory is granted to students:**

- disabled from childhood, 1<sup>st</sup> and 2<sup>nd</sup> disabled groups, disabled children, orphans and children left without parental care, if both or one parent has a disability;

- enrolled in the first year, having the "Altyn belgi" sign, having a certificate of winner of the Presidential, International and Republican Olympiads, graduating from an educational institution with honors with a confirming document of education (certificate, diploma).

On August 23-24, 2019, a meeting of the Housing Commission on the distribution of places in the dormitory will be held. The decision of the Housing Commission will also be communicated by means of AIS «Platonus».

On August 27, 2018 - check-in at the University dormitory in relation to students for whom a positive decision is made.

When you check into the dormitory, you must have receipts for payment:

- Monthly accommodation - 10 000 tenge (prepaid amount for 3 months - 30 000 tenge);
- The security deposit is 20,000 tenge.

## **«KAZGUU ENDOWMENT» CORPORATE FUND**

The Endowment funds are raised mainly through charitable donations. The Endowment funds come from large companies, ordinary citizens, including graduates who have made successful careers and thus return investments made in education by previous

generations, while supporting future students. The mechanism of functioning of Endowment funds in practice has proved its effectiveness, especially in the USA, where it is owing to these funds American universities maintain leadership in the world in many areas of science, attract the best scientists to teach, pay for training gifted students, acquire equipment and finance infrastructure, create new modern faculties and departments. The funds raised are used to assist in the education of students, to strengthen the material and technical base, to support the scientific projects of students and employees of JSC «M.Narikbayev KAZGUU University».

Who can apply for financial assistance?

- children from single-parent families (parents are officially divorced);
- children from large families (4 or more children in the family);
- children from low-income families;
- children without guardianship of one or both parents;
- children whose one or both parents are disabled in all groups;
- children who are disabled in all groups.

Application period: during the academic year

Application review period: within 3 months

For more information:

- «KAZGUU ENDOWMENT» CORPORATE FUND (Office 613)
- Phone: + 7 (7172) 70 30 30 (internal 1199)

### **MILITARY DEPARTMENT**

Military Department of JSC “M. Narikbayev KAZGUU University” conducts training under the military training program for reserve officers. Students who have completed a full course of military training under the reserve officer’s program are assigned the military rank of “reserve lieutenant”.

The selection for training at the military department is carried out on the basis of the competition in accordance with the recruitment plan sent by the Ministry of Defense of the Republic of Kazakhstan to the military department annually **until March 1 of the year of admission.**

The following students are allowed to participate in the competition: students participating in full-time education, citizens of the Republic of Kazakhstan at the age of not older than 25 for the year of the competition, students without a criminal record.

Students who have expressed a desire to undergo military training at the military faculty submit an application addressed to the rector of the M. Narikbayev KAZGUU University through the university’s office.

The selection of students for training in the military department is carried out in three stages:

- 1) the first stage is the completion of full medical clearance;
- 2) the second stage is the professional psychological testing;
- 3) the third stage is the verification of physical preparedness.

Candidates admitted to military training on the basis of the protocol of the results of competitive selection of students are allowed to military training by order of the rector.

***Contacts of the military department: 70-30-37***

***Head of the military department: Ibrayev Amangeldy Amanzakovich;***

***Deputy Head of the military department: Bainazarov Kairat Narynbaevich.***