

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

**NON-PROFIT JOINT-STOCK COMPANY D.SERIKBAYEV EAST
KAZAKHSTAN TECHNICAL UNIVERSITY**

**DEPARTMENT OF ACADEMIC AFFAIRS
DEPARTMENT OF ORGANIZATION AND MONITORING OF THE
EDUCATIONAL PROCESS**

INTEGRATED MANAGEMENT SYSTEM

APPROVED

Member of the Board - Vice-rector for
Academic Affairs

NJC D.SERIKBAYEV EKTU

Zh. Konurbayeva

12.11.2022

**THE REGULATION ON THE PROCEDURE
FOR RECOGNITION OF THE RESULTS OF NON-FORMAL EDUCATION
IN D. SERIKBAYEV EAST KAZAKHSTAN TECHNICAL UNIVERSITY**

R NJC «EKTU» 129-I-2022

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The regulation on the procedure for recognition of the results of non-formal education in D. Serikbayev East Kazakhstan Technical University is developed by the Department of Academic Affairs on the basis of international standards IMS 9001:2015, 37001:2016.

It was discussed at the meeting of the Academic Council Minutes No. 1 of 22.10.2022 and at the meeting of the Coordinating Council for the Integrated Management System, Minutes No. 1 of 31.10.2022.

It is put into effect from the date of approval.

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1. General Regulations

1. The regulation on the procedure for recognition of the results of non-formal education in the NJC D. Serikbayev EKTU (hereinafter referred to as the University) has been developed in accordance with the requirements defined in the regulatory legal documents in the field of education of the Republic of Kazakhstan.

2. The regulation regulates the procedure for recognition of the results of non-formal education by applicants of all levels of higher education at the University.

3. The regulation is used for the internal activities of the University.

2. Normative documents

4. The regulation uses references to the following regulatory documents:

1) Law of the Republic of Kazakhstan "About Education" dated July 27, 2007 No. 319-III (with amendments and additions).

2) State obligatory standard of higher and postgraduate education approved by the Order of the Ministry of Science and Higher Education of the Republic of Kazakhstan dated 20.07.2022 No. 2.

3) Rules of the organization of the educational process on credit technology of education approved by the Order of the Ministry of Education and Science of the Republic of Kazakhstan dated 20.04.2011 No. 152 (with amendments and additions).

4) Model regulations of the activities of organizations of higher and (or) postgraduate education approved by the Order of the Ministry of Education and Science of the Republic of Kazakhstan dated 30.10.2018 No. 595 (with amendments and additions).

5) Rules for the recognition of organizations providing non-formal education and the formation of a list of recognized organizations providing non-formal education approved by Order of the Ministry of Education and Science of the Republic of Kazakhstan dated 04.10.2018 No. 537 (with amendments and additions).

6) Rules for the recognition of learning outcomes obtained by adults through non-formal education provided by organizations included in the list of recognized organizations providing non-formal education approved by Order of the Ministry of Education and Science of the Republic of Kazakhstan dated 28.09.2018 No. 508.

7) Concept of lifelong learning (ongoing education) approved by the Decree of the Government of the Republic of Kazakhstan dated 08.07.2021 No. 471.

8) NJC «EKTU» 125 Regulation on open online courses in NJC «D. Serikbayev EKTU».

9) ISO 9000:2015 Quality management systems. Basic regulations and vocabulary.

10) ISO 9001:2015 Quality management systems. Requirements.

11) ISO 37001:2016 Anti-corruption management systems. Requirements and application guidelines.

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12) Standards and recommendations for quality assurance in the European Higher Education area (ESG-2015).

3. Terms and definitions

5. The following terms and definitions are used in the regulation:

1) **Formal education** is a process of acquiring knowledge that takes place in a well-organized and hierarchically ordered context culminating in the issuance of a form of its own sample - a diploma of higher / postgraduate education. This process has a duration established by various educational programs based on the state mandatory standard of education which is organized mainly by formal registered organizations.

2) **Non-formal education** is a process of acquiring new knowledge that frequently takes place outside of a specialized educational area while there are specific goals, methods and techniques, and most importantly, the result of learning. It can be conducted by the instructors of educational organizations and represents a variety of training, courses, seminars, round tables which are accompanied by the issuance of a document confirming additional professional development – a certificate of participation or a diploma of advanced training.

3) **Informal education** is an individual activity of a person aimed at the cognitive process that accompanies his daily life, in which there is not always a specific result. It is spontaneous, implemented by involving people in a cultural and educational environment, namely, communicating with each other, reading, visiting theaters, museums and various cultural institutions, traveling, watching the media, etc., where an adult turns all the means of educational potentials of society into tools of self-improvement, the result of daily work, family and leisure a life that has no clear structure.

4) **Distance learning** is a purposefully organized and coordinated time and space process of interaction between teaching staff and students and with learning tools using pedagogical, as well as information and telecommunication technologies.

5) **Blended learning** is the organization of the educational process based on a combination of traditional face-to-face learning with online learning which uses special electronic learning materials posted on the educational portal of higher and postgraduate education organizations.

6) **Distance learning technologies (DLT)** - education carried out with the use of information and communication technologies and telecommunication means with mediated (at a distance) or not fully mediated interaction of the student and the teacher.

7) **Massive Open Online Course (hereinafter – MOOC)** is a training course with massive interactive participation using e-learning technologies and open access via the Internet.

8) **Knowledge** is the result of the assimilation of information through training which is determined by a set of facts, principles, theories and practices in a relevant field of work

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or educational activity.

9) **Skills** are proven abilities to apply knowledge to solve problems. Skills are divided into practical (the use of techniques, materials, mechanisms, tools) and cognitive (the use of logical, intuitive, creative thinking).

10) **Abilities (experience)** are stable skills to successfully solve problems in the field of professional or other types of activity.

11) **Competencies** are a dynamic combination of knowledge, understanding, skills and abilities. Their development is the goal of educational programs. They are formed in different course units and evaluated at different stages. Acquired by students.

12) **Learning outcomes** are expected and measurable concrete achievements of students and graduates, expressed in the language of knowledge, skills, abilities, competencies, and which describe what the student/graduate will be able to do after completing all or part of the educational program.

The learning outcomes and competencies required for the award of educational and/or the recognition of professional qualifications can be achieved and acquired in the system of formal, non-formal or informal education.

The learning outcomes obtained through non-formal and/or informal education are recognized at the University through validation.

13) **Validation of learning outcomes (recognition of learning outcomes)** – is a formalized process of determining the level of mastery of the planned learning outcomes by students. Means of validation of the results of non-formal and informal education - examination tickets, control and test tasks and other means in accordance with the level of qualification and technological requirements of the course.

14) **Mentor** is a instructor responsible for the support of MOOCs. The duties of the mentor include: setting up examination tickets, control and test tasks to determine the level of mastery of the planned learning outcomes by students; setting midterm and final grades in LMS Moodle (<https://moodle.ektu.kz/login/index.php>); monitoring the progress of students' training during the semester; assisting students in organizational matters during training on the MOOC platform; informing the head of a department and a person responsible for organizing training in distance learning systems at the university about the status of the students' course; interaction with advisors of groups of students.

15) **A participant** is a person enrolled in training and mastering additional professional or non-professional training programs.

16) **DAA** – The department of academic affairs.

17) **NJC «EKTU»** - Non-profit joint-stock company D.Serikbayev east Kazakhstan technical university.

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4. Provision of services and organization of training on non-formal education

6. The purpose of non-formal education at the university is to create a learning environment for the implementation of educational services according to the needs of a participant for professional development and the development of new knowledge and technologies, providing opportunities for young, adults and elderly people to master personal and professional competencies.

7. The organization of non-formal education is carried out through advanced training courses, online courses, MOOCs, corporate training, trainings, seminars, master classes, conferences.

8. Non-formal training can take place on a paid, free and mixed basis (training is free, certificate is paid).

9. MOOCs are taught on an open platform that requires registration. The courses are divided into certified and non-certified. Certified courses meet the academic standards of formal educational courses. There are no standards for non-certified courses but they must be developed in accordance with generally recognized educational principles.

10. A participant receives a free certificate of completion after completing a MOOC. This is not an official document. A participant must make a request form to the organization and pay for a certificate if he wants to receive an official certificate indicating credits, signatures and the seal of the organization.

11. Professional development training is carried out on the basis of a contract for the provision of paid educational services concluded with enterprises, organizations, as well as other legal entities and individuals on the basis of the proposed course cost calculation.

12. Non-formal training is organized and conducted by the faculty and specialists of the university, as well as invited specialists.

5. Procedures for the Recognition of Learning Outcomes Obtained Through Non-formal Education

13. Recognition of learning outcomes acquired through non-formal education is allowed for educational components included in the educational program/ curriculum of the specialty. At the same time, recognition of results is carried out in a semester in which according to the curriculum of a specific educational program the development of an educational component is provided. The educational component can be accepted as a component of the curriculum no later than the beginning of the next academic period.

14. An educational component is an academic discipline of a mandatory component, a university component, or a component of the choice of general education disciplines, basic disciplines, or major disciplines of an educational program.

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15. Recognition of learning outcomes acquired through non-formal education applies to the disciplines of the mandatory component, the university component and the educational components of choice with the exception of diploma design.

16. The educational component can only be transferred completely.

17. NJC "EKTU" can recognize the learning outcomes obtained through non-formal education in the amount of no more than 15% (36 credits) of the total hours for a specific educational program.

18. Validation of learning outcomes obtained through non-formal education should include the following mandatory steps:

19. An applicant for higher/postgraduate education request to the dean of the school /faculty of the NJC "EKTU" for recognition of the learning outcomes obtained through non-formal education (Appendix 1) before the end of the week of re-registration for elective courses (drop off period) according to the approved Academic calendar of the NJC "EKTU". The application is accompanied by documents (certificates, references etc.) that define the topic, scope and list of learning outcomes acquired during non-formal learning as well as the results of final knowledge control (exam). It is mandatory to provide a certificate of accreditation of the organization where the non-formal education took place. An application signed by the head of the relevant department / head of the educational program (EP), head of the Department of Academic Affairs with the resolution of the dean is sent to the Office of the Registrar's Office of AAD.

20. A subject commission is created by order of the dean of the school/faculty which includes:

- 1) the heads of the EP / head of the graduating department;
- 2) the school/faculty instructors whose qualifications correspond to the profile of the educational component which is offered for transfer on the basis of recognition of learning outcomes obtained through non-formal education;
- 3) if it is necessary, the instructors of other schools/faculties whose qualifications correspond to the profile of the educational component to be recognized;
- 4) a representative of the Center for Educational Technology of AAD.

21. The presence of an applicant for higher / postgraduate education at the meetings of the commission is possible at the request of the applicant.

22. The subject commission reviews the submitted documents, analyzes their compliance with the program of the educational component, conducts an interview and (or) an exam with the applicant and makes one of the decisions:

- 1) not to recognize the results obtained during non-formal education (Appendix 2);
- 2) recognize the results obtained during non-formal education and transfer them as a result of the final knowledge control (exam) according to the relevant educational component (Appendix 3);
- 3) assign the type of final knowledge control (oral exam, written exam, exam in the form of computer testing, exam in the form of written testing on paper, combined exam,

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defense of projects, presentations, cases), in accordance with the curriculum for the educational component based on the results of which a decision can be made to recognize the result of education (Appendix 4).

23. If the subject commission considers that it is necessary to arrange a final knowledge control (exam), then the applicant is introduced to the program of the educational component and the list of questions that are submitted for the exam.

24. If the curriculum provides for the completion of an individual task in this discipline (course work/project, abstract, calculation work, control work), then the applicant is introduced to the list of topics. The applicant is also introduced to the evaluation criteria and the rules for appealing the results.

25. The subject commission provides the applicant with up to 10 working days to prepare for the final knowledge control (exam) (for each discipline) and up to 20 working days to complete the chosen topic / individual task option (if available). The preparation period is discussed with the applicant. The entire recognition procedure taking into account the preparatory work should be completed before the beginning of the next semester.

26. The commission evaluates the corresponding educational component in points on a 100-point scale, in a letter system with a digital equivalent (positive grades from "A" to "D", and "unsatisfactory" - "FX" and "F") according to the results of the final knowledge control (exam). If the applicant has received less than 50 points, then the learning outcomes obtained through non-formal education are not recognized.

27. The subject commission creates a minutes for the Quality Assurance Commission of schools/faculties based on the results of validation which contains a conclusion on the recognition or non-recognition of learning outcomes obtained during non-formal learning (Appendix 5). Minutes of the meeting of the commission on quality assurance of schools / faculties with a full list of documents are handed over to the Registrar's Office for the transfer of disciplines.

28. In case of transfer of the educational component the applicant's documents (transcript, etc.) are included: the name of the discipline, the total number of hours / credits, the assessment and the basis for transfer (MOOC certificate, the number of the minutes of the subject commission meeting). An applicant is excused from attendance at studying the transferred educational component next semesters.

29. Validation of learning outcomes obtained through non-formal education according to the educational components included in the approved list of disciplines approved for study in the generally recognized world distance learning systems on the basis of the contract of the NJC "EKTU" with a specific organization (for example, Coursera) should include for the following mandatory stages:

30. It is necessary to take one or more courses from the list of MOOCs recommended by the graduating department for a specific discipline in order to transfer the educational

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component completely. The curriculum of the discipline (Syllabus) specifies a list of recommended MOOCs for mastering the discipline completely.

31. Mentor gives a student grades for mid-term control 1 (MC 1) and mid-term control 2 (MC2) (from 0 to 100 points) in the LMS based on the points indicated in the certificate (s) of completion of a MOOC. Only the result of the first attempt to take an exam is taken into account. The average score of certificates is taken, in case of taking several courses.

32. A student who has the necessary academic rating based on the results of MC1 and MC2 is allowed to take the final knowledge control (exam) on the educational component.

33. According to the results of the final control the assessment of the corresponding educational component is entered into the student's transcript in points on a 100 point scale, in a letter system with a digital equivalent (positive marks from "A" to "D", and "unsatisfactory" - "FX" and "F") on the ECTS scale.

34. An applicant is excused from studying the transferred educational component next semesters in case of successful completion of the final knowledge control (exam).

35. If an applicant has received less than 50 points then the results of training obtained through non-formal education are not recognized.

6. Final Regulations

36. The Regulation comes into force from the moment of its approval. When amendments or additions are made to the state regulatory legal documents regulating the issues of this Regulation, the relevant paragraphs of the Regulation lose their force and the changes made come into effect.

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Appendix 1

To the dean of a school/faculty of

from the _____ year student/master's student,

EP _____

Full name _____

REQUEST FORM

I am requesting to recognize the learning outcomes obtained by me through non-formal education as a final exam on the discipline " _____ "

Documents (personally certified copies of documents) confirming the acquisition of relevant learning outcomes are attached:

(Date)

(Signature)

I am familiar with the rules for validating the results of non-formal education

(Signature)

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Appendix 2

Minutes of «Non-recognition of learning outcomes»

NJC «D.SERIKBAYEV EAST KAZAKHSTAN TECHNICAL UNIVERSITY»

Minutes № _____

of «_____» _____ 20__.

of the subject commission meeting on the recognition of the results of non-formal
education created by the dean of the school/faculty

Subject commission composition:

Chairman: _____

Members: _____

Considered: Recognition of learning outcomes obtained through non-formal education by student _____

The following documents have been submitted for consideration by the subject commission:

- request form of the student _____

(surname, initials)

on the recognition of learning outcomes obtained through non-formal education as the final knowledge
control (exam) of the educational component of the educational program

;

- documents confirming the acquisition of learning outcomes: _____

(Specify: the name, number and date of issue of the document, the name of the organization that issued
the document, a link to its website of the organization, the name of the course, the amount of hours or
credits of the course, the acquisition learning outcomes, etc.).

The decision of the subject commission:

1. Based on the results of consideration of documents provided by the student _____

(surname, initials)

confirming the acquisition of learning outcomes through non-formal education, to establish their
DISCREPANCY with the competencies that are formed by the educational component of the educational
program «_____»

2. **NOT TO RECOGNIZE** the results obtained during non-formal education as the final knowledge
control (exam) of the educational component of the educational program
«_____».

Chairman of the Commission: _____

(Signature, Full name)

Members of the Commission: _____

(Signature, Full name)

I am familiar with the decision of the commission: _____

(Full name of the students, signature, date)

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Appendix3

Minutes of «Recognition of learning outcomes»

NJC «D.SERIKBAYEV EAST KAZAKHSTAN TECHNICAL UNIVERSITY»

Minutes № _____

of «_____» _____ 20__.

of the subject commission meeting on the recognition of the results of non-formal
education created by the dean of the school/faculty

Subject commission composition:

Chairman: _____

Members: _____

Considered: Recognition of learning outcomes obtained through non-formal education by student _____

The following documents have been submitted for consideration by the subject commission:

- request form of the student _____
(surname, initials)

on the recognition of learning outcomes obtained through non-formal education as the final knowledge
control (exam) of the educational component of the educational program

;

- documents confirming the acquisition of learning outcomes: _____

(Specify: the name, number and date of issue of the document, the name of the organization that issued
the document, a link to its website of the organization, the name of the course, the amount of hours or
credits of the course, the acquisition learning outcomes, etc.).

The decision of the subject commission:

1. Based on the results of consideration of documents provided by the student

(фамилия, инициалы)

confirming the acquisition of learning outcomes through non-formal education, to establish their **FULL
COMPLIANCE** with the competencies that are formed by the educational component of educational
programs

« _____ »

2. **TO RECOGNIZE** the results obtained during non-formal education as the final knowledge control
(exam) of the educational component of the educational program

« _____ »,

3. **EVALUATE** « _____ » and _____ points.

Chairman of the Commission: _____

(Signature, Full name)

Members of the Commission: _____

(Signature, Full name)

I am familiar with the decision of the commission: _____

(Full name of the students, signature, date)

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Appendix 4

Minutes of «Assigning Final Control in the Form of an Exam»

NJC «D.SERIKBAYEV EAST KAZAKHSTAN TECHNICAL UNIVERSITY»

Minutes № _____

of «_____» _____ 20__.

of the subject commission meeting on the recognition of the results of non-formal education created by the dean of the school/faculty

Subject commission composition:

Chairman: _____

Members: _____

Considered: Recognition of learning outcomes obtained through non-formal education by student _____

The following documents have been submitted for consideration by the subject commission:

- request form of the student _____
(surname, initials)

on the recognition of learning outcomes obtained through non-formal education as the final knowledge control (exam) of the educational component of the educational program

;

- documents confirming the acquisition of learning outcomes: _____

(Specify: the name, number and date of issue of the document, the name of the organization that issued the document, a link to its website of the organization, the name of the course, the amount of hours or credits of the course, the acquisition learning outcomes, etc.).

The decision of the subject commission:

1. Based on the results of consideration of documents provided by the student

(фамилия, инициалы)

it is not possible to establish **THEIR DEGREE of CONFORMITY** with the competencies that are formed by the educational component of the educational program/curriculum of the EP
«_____»

2. **ASSIGN THE FINAL KNOWLEDGE CONTROL (EXAM)**

on the educational component of the educational program «_____».

Chairman of the Commission: _____
(Signature, Full name)

Members of the Commission: _____

(Signature, Full name)

I am familiar with the decision of the commission: _____
(Full name of the students, signature, date)

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Appendix 5

Minutes of "Recognizing the results of the final control as the final assessment of the educational component"

NJC «D.SERIKBAYEV EAST KAZAKHSTAN TECHNICAL UNIVERSITY»

Minutes № _____

от «_____» _____ 20__ г.

of the subject commission meeting on the recognition of the results of non-formal education created by the dean of the school/faculty

Subject commission composition:

Chairman: _____

Members: _____

Considered: the results of the final knowledge control (exam) for the recognition of learning outcomes acquired through non-formal education by the student

(surname, initials)

for the transfer of the educational component of the educational program

«_____».

Ticket question and answer evaluation:

1. _____

;

2. _____;

(Specify the ticket question and the evaluation of the answers for each question)

The decision of the subject commission:

1. Based on the results of the analysis of the student's answers _____

(surname, initials)

and the submission of an individual task (if available), **EVALUATE** final knowledge control (exam) and give «_____» and _____ points.

2. **RECOGNIZE** the results of the final knowledge control (exam) as a final assessment of the educational component of the educational program

«_____».

Chairman of the Commission: _____

(Signature, Full name)

Members of the Commission: _____

(Signature, Full name)

I am familiar with the decision of the commission: _____

(Full name of the students, signature, date)

