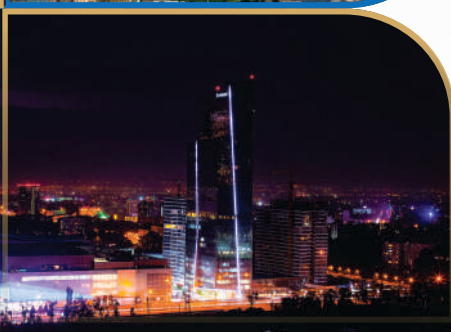




# PARENTS' BROCHURE



# WELCOME TO ALMATY!



## CREDIT SYSTEM OF EDUCATION

KIMEP became the first educational institution in which the Credit System of Education was introduced in 2000. Within the framework of this system an academic credit is a unified unit of measuring the volume of student's academic load. Thus, each discipline is assigned a certain number of credits (on average, from one to three). The number of credits for each discipline depends on the number of academic hours allocated for classroom studies and independent study.

A certain number of credits must be acquired in order to complete any KIMEP academic program and receive a diploma. Despite the flexibility and individual approach offered by the credit system, all students are required to complete certain disciplines in order to fulfill the requirements of their chosen major.

Credit system gives students more academic freedom. Thanks to such a system students can choose disciplines and instructors, draw up a schedule based on their personal study preferences, time availability and financial situation.



## PHILOSOPHY OF TEACHING



In its philosophy of teaching KIMEP values critical thinking, active communication and teamwork, as well as community-relevant knowledge. This means that classes at KIMEP are aimed at developing students' analytical and professional skills. Outstanding KIMEP faculty not only have excellent knowledge and extensive experience in this area, but also use world experience to assess and analyze Kazakhstani realities. Classes at KIMEP are held in the form of free discussion and respect, where students and instructors communicate, discuss various issues and share knowledge. A culture of attention and mutual respect is based on the curiosity and passion of our professors.

## FACULTY OFFICE HOURS

All KIMEP faculty see their students for at least five hours a week. This means that every week at a specific time all faculty are ready to meet with their students to discuss specific issues and help with their studies. Through this unique system a relationship of mutual respect and knowledge sharing is established between students and faculty.

### What is the Required Foundation Program?

Almost all disciplines at KIMEP are taught in English. This means that before starting the main disciplines, students must have a sufficiently high proficiency in the language of instruction.

The KIMEP Foundation Program aims to develop students' language skills and competencies necessary to achieve academic success.

The program consists of three levels of Preparatory English. Each level requires 225 hours of class work, as well as self-study outside of class. Students not only work to improve their English



proficiency, but they also acquire the skills necessary for successful learning, better time management, and self-study.

Foundation courses are required and involve intensive practice of English in four different aspects (speaking, listening, reading, writing), as well as the development of academic skills, problem solving and critical thinking.

### How is the number of English levels required to master the foundation program determined?

KEPT Results	Required Levels
51-79 points	Foundation A level
30-50 points	Foundation B level
30 points	Foundation C level

There are three levels of English in the Foundation program. An applicant will study at the level that corresponds to the results of the KIMEP English Placement Test (KEPT). Each applicant can re-take the KEPT for a better result. Only two takes are allowed. If an instructor believes that applicant's English proficiency is higher than his/her KEPT result, then a recommendation is given to move up to the level corresponding to applicant's proficiency.

### Is it possible to skip required Foundation program? What happens if a student gets an unsatisfactory result after completion of the program?

It is not possible to skip the program since it is a required component of an academic program. Foundation program will have to be retaken in the case of unsatisfactory completion.

## ***What can the University do if an applicant was short several points to receive an exemption from the Foundation A level program?***

In this case an applicant can go through the verification procedure, the results of which may affect applicant's situation and he/she may receive an exemption from the Foundation program. For all questions, please contact the Program Coordinator, Mariya Nurdinova.

### **College of Humanities and Education**

Contact person: Marina Kim, Manager  
Phone: +7 701 717 38 06  
E-mail: [marina.kim@kimep.kz](mailto:marina.kim@kimep.kz)

Contact person: Mariya Nurdinova, Coordinator  
Phone: +7 727 237 47 64 (ext. 2654)  
WhatsApp: +7 777 282 42 97  
E-mail: [vmariya@kimep.kz](mailto:vmariya@kimep.kz)

## **OLIVIER GISCARD D'ESTAING LIBRARY**

KIMEP University Library has very good material and technical facilities (new three-story library building has spacious reading rooms, a computer lab, an electronic resources laboratory, a conference room, copy center equipped with the latest computers, scanners, printers, TVs, LSD projectors and other necessary equipment), as well as information facilities providing open access to all local and global information resources and high-speed Internet.



Library's book fund includes over 116,000 academic, educational and methodological, research and fiction literature in English (over 78,000 copies), Kazakh and Russian languages. Library provides annual subscription to foreign electronic databases and periodicals, also in three languages.

Library provides free access to the above resources and a convenient working schedule – open 7 days a week to everyone (school students, university students, researchers).

### **Contact person:**

Olga Petrovna Zaitseva, Director  
Library building, office #101  
Phone: +7 727 237 47 54 (ext. 2502)  
E-mail: [zaitseva@kimep.kz](mailto:zaitseva@kimep.kz)

## **STUDY ABROAD**

KIMEP provides support to students wishing to spend 1-2 semesters abroad while studying at undergraduate, graduate and doctoral programs. That is why KIMEP has concluded Exchange and Dual-degree agreements with more than 90 leading international universities around the world, as well as agreements on cooperation in various areas with 170 universities. Every year more than 100 KIMEP students participate in exchange programs in foreign universities, and around 50 students from different countries come to KIMEP.

### **International Office**

Contact person: Nailya Akhmarova, coordinator  
Dormitory building, side entrance  
Phone: +7 727 237 48 00 (ext. 1085)  
E-mail: [outgoing@kimep.kz](mailto:outgoing@kimep.kz)

## Can a student transfer to another program after admission?



Yes. Since the goals and interests of students may change after admission KIMEP students can transfer to another program at the end of the first semester, provided a student has completed at least one credit subject. Moreover, students can transfer without having to re-take disciplines.

## Can a student transfer to a foreign university while studying at KIMEP?

The University provides support to students who received international scholarships and decided to transfer to the best international universities before completing their studies at KIMEP. KIMEP University is often viewed as a stepping stone to an international career and study, and therefore the University does everything in its power to help students to achieve their goals.

## What are electives?

In addition to the fact that students of all programs can choose disciplines and instructors within their major, they can also study certain disciplines of their interest that are suggested in a big quantity. This allows students to delve deeper into those disciplines that are of particular interest to them.



## What is a minor? Can an applicant choose a specialization offered by another college?

All KIMEP undergraduate students have the option of completing minor which usually requires taking five subjects more in an area together with their major. Students can pursue minor in any field. Thus, students with a major in Finance can choose a minor in Law or International Relations, and students majoring in Economics may choose Marketing as a minor.

## Does KIMEP have gradebooks?

KIMEP does not have gradebooks. Instead, KIMEP provides students with transcripts that include complete academic information. An even more important fact is that all grades received by students are recorded in the transcript. An unofficial student transcript in Russian and English can be viewed online on the KIMEP website by following these steps: [www.kimep.kz](http://www.kimep.kz) → Student Portal/Parents Portal → Study → Grades and Assessment.

In addition, students can obtain an official transcript by contacting the Registrar Office. To order a transcript through KIMEP website follow these steps: [www.kimep.kz](http://www.kimep.kz) → Student Portal → Student Forms → KIMEP Official Transcript Order Form.

## What grading system is used at KIMEP?

Grades used at KIMEP correspond to the letters of the Latin alphabet: A, B, C, D, F. Student's GPA (Grade Point Average) is also indicated in the transcript and is calculated using the point system below:



GRADES	POINTS	
<b>A+</b>	Highest grade	<b>4.33</b>
<b>A</b>	Excellent	<b>4.00</b>
<b>A-</b>	Very good	<b>3.67</b>
<b>B+</b>	Good	<b>3.33</b>
<b>B</b>	Good	<b>3.00</b>
<b>B-</b>	Good	<b>2.67</b>
<b>C+</b>	Satisfactory	<b>2.33</b>
<b>C</b>	Satisfactory	<b>2.00</b>
<b>C-</b>	Satisfactory	<b>1.67</b>
<b>D+</b>	Pass	<b>1.33</b>
<b>D</b>	Pass	<b>1.00</b>
<b>D-</b>	Pass	<b>0.67</b>
<b>F</b>	Fail	<b>0.00</b>
ОЦЕНКИ	БАЛЛ	
<b>Pass</b>	Pass	<b>0.00</b>
<b>I</b>	Incomplete	<b>0.00</b>
<b>W</b>	Withdrawal	<b>0.00</b>
<b>AW</b>	Administrative withdrawal	<b>0.00</b>
<b>AU</b>	Audit	<b>0.00</b>

**A, B, C** and **D** are passing grades. Grades below **D-** are failing grades. Credits for a discipline that a student has failed are not counted, therefore, in order to receive these credits a student needs to retake a discipline. **I** grade means that a student has not completed a discipline. **W** and **AW** grades mean that the student has been withdrawn/withdrawn from a course after a certain period of study.

## How is student attendance monitored at KIMEP?

Faculty monitor student attendance in their classes.

## When is a student expelled from the University?

A student may be expelled from the University for poor academic performance, for exceeding the time limit for study (10 years for undergraduate students, 5 years for graduate students), due to the loss of connection with the University, or based on student's statement to leave the university submitted to the Registrar Office.





### **Can a student work while studying at KIMEP?**

Yes, many students find part-time jobs while doing their undergraduate studies. Many students work as assistants in various departments of KIMEP, and their responsibilities include completing interesting and challenging assignments.

The best students are recruited to serve as Teaching Assistants and Research Assistants.

### **Where can I eat at KIMEP?**

The main venue where students dine is the KIMEP Grill cafeteria, which offers quality food at affordable prices. Cafeteria at the KIMEP Residence Hall is open all week, and there are also two additional food locations - Tamak cafeteria and Starbucks. In addition to that kiosks, supermarkets, cafes and restaurants with various price offers are located near KIMEP in the very center of Almaty.

### **Does KIMEP have computers? If a student comes to Almaty from another city, does he/she need to bring a computer with him/her?**

KIMEP has more than ten computer labs in academic buildings, in the Library and in students' Residence Hall which are open throughout the day with free access to students. In addition, free wireless Internet is available throughout KIMEP. Students who come to KIMEP to study during the day do not need to bring their laptops with them. Many students who move to Almaty to study at KIMEP bring computers and laptops with them. This is convenient but not required.

### **KIMEP Computer Center**

Contact person: Mikhail Kalinogorskiy, Director  
Dostyk building, office #210  
Phone: +7 727 2704291 (ext. 3102)  
E-mail: [michael@kimep.kz](mailto:michael@kimep.kz)



### **Will a non-resident student be assisted in finding a flat in Almaty?**

KIMEP's Housing Department assists students in finding an apartment at affordable rates, provides housing advice and, if necessary, finds roommates.

## Can I receive timely information about my child's progress and account status?

- Yes, this information is provided to parents unconditionally upon personal request, and also in the case of poor student performance. Office of Student Affairs actively communicates with parents to help students to overcome their academic difficulties. In addition KIMEP University has developed an online platform specifically for students' parents through which parents have constant access to academic performance and account status.

- To get access to all information regarding student's academic performance, account status, important dates of university life, etc. pls, visit KIMEP website: [kimep.kz](http://kimep.kz). Parent Portal. Login and password for entering the Parent Portal is provided by the Learning Support Center.



### Registrar:

for any questions regarding payment, student academic performance, schedule, payment terms, registration for classes, etc., one may contact by 7 (727) 2704314, ext. 3239; 3246; 3208, e-mail: [registrar@kimep.kz](mailto:registrar@kimep.kz).

## TUITION PAYMENT

Registration for classes is subject to prepayment for the selected classes. Students are not allowed to attend classes and take exams without official registration for the selected classes.

The amount of tuition depends on the number of academic credits taken by a student in a specific academic period (semester). The total amount paid is the price per credit multiplied by the number of academic credits taken.



## TUITION PAYMENT OPTIONS

KIMEP University NJSC has a flexible system of tuition payment. At the beginning of an academic year, prior to registration for classes, students are provided with three payment options:

1. Payment of full tuition for all academic credits (at the time of conclusion of the contract for educational services) required to obtain a degree while maintaining the current cost (rate) of an academic credit for the entire period of study. Exceptions are retakes and registration for additional classes. Payment in these cases is made based on the cost in effect at the time of registration.
2. Payment for the entire semester at the beginning of the semester.
3. Payment for the semester in three installments.



### Payment by semester and payment in installments

Tuition can be paid at the beginning of a semester or in three installments during a semester. The first installment that allows a student to register for classes must be paid between the start of registration and the start of classes. Dates for making first, second and third payment are indicated in the Academic calendar. If payments are not made by the specified date, a late payment penalty will be added to the amount due, and registration for current classes without the right to take final exams will be canceled (for more information see the Catalog). Payment in installments is not available for summer semesters.

### Refund of overpaid amounts

In the case of an overpayment the University recommends that students, parents and sponsors leave the overpaid amounts in student's account to be further used for tuition in subsequent semesters or summer courses.

If necessary, the overpaid amount is refunded in full; partial refunds are not allowed. Refunds are made directly to the original payer (student, parent, sponsor), or to another individual if a power of attorney is presented to receive the overpaid amount. The rules and schedule for refund periods are available on the Student Portal or the Parent Portal under Finance.



## Payment obligations

Each student is personally responsible for the timely payment of tuition as well as all due fees. Wherever possible KIMEP University and other organizations provide financial aid to students in need. However, it is important to keep in mind that financial aid is not a contractual obligation on the part of KIMEP University and is always dependent on the availability of funds. If the expected financial aid is not provided students will need to look for alternative sources of funds to fulfill their financial obligations to the University.

### Can tuition change during an academic year?

No. Tuition fees are approved by the Board of Directors for the entire academic year including summer semesters, and cannot be changed during this period.

### Can tuition change for the next academic year?

KIMEP University reserves the right to change tuition fees not more than once a year in accordance with the legislation of the Republic of Kazakhstan and based on the decision of the Board of Directors.



### What is included in the tuition?

Tuition includes only the cost of classes a student is registered for. KIMEP University also provides a Textbook deposit and Residence Hall deposit as well as student, medical and other administrative fees (for details, see the official website of the University). A payment report that records the receipt of funds to a student's account is available on the KIMEP University website: [kimep.kz](http://kimep.kz) -> Student Portal/Parents Portal -> Finance -> Payment Report.



### When should tuition be paid?

Approved payment terms for each year are indicated in the Academic Calendar. Academic Calendar is available on the KIMEP University website: [www.kimep.kz](http://www.kimep.kz) -> Academic calendar.

### What happens if the payment is late?

In the case of payment delay KIMEP provides for a penalty fee and cancellation of registration for classes without the right to attend classes and take exams (for more information, see the Catalog).

## FINANCIAL AID

KIMEP University annually provides financial aid to applicants and students of undergraduate, graduate and doctoral programs. The purpose of the Financial Aid Program is to reward academic and extracurricular achievements.

Types of grants, conditions and selection criteria are determined for each academic year separately and approved by the President's Cabinet annually. Upon approving the Program the information on the application deadlines, criteria for distribution and descriptions of grants is posted on the University website. Grants are distributed on a competitive basis and provided in the form of financial aid from the University fund.

In addition to internal grants the applicants and students of KIMEP University have the opportunity to receive full or partial external grants from various foundations and companies.

Financial Aid Department advises students, applicants and parents on all issues related to internal grants, informs about the availability of external grants, and also advises on other tuition payment options.

### Tuition payment options

Student's tuition can be paid either by KIMEP University student or by third parties (parents, relatives, sponsors and others).

- Fixed tuition. In the case of a one-time payment for the entire period of study at the time of contract signing (upon admission to KIMEP University) the cost of tuition remains unchanged until graduation.
- Payment based on registration. The amount of tuition fees per semester depends on the number of credits that a student is going to take in a given semester.
- Payment in 3 installments. In the Fall and Spring semesters a student can pay tuition in 3 installments each having a deadline indicated in the Academic calendar.
- Individual payment schedule. Option of drawing up an individual payment schedule (up to 5 installments per semester) is considered upon submission of an application supported by financial documents to the Financial Aid Department.
- Payment can be made through bank, bank transfers and online banking.

**Contacts:** 7 (727) 2704316; WhatsApp: +7 (707) 9704316; e-mail: [finaid@kimep.kz](mailto:finaid@kimep.kz)

## Corporate Development Department

Corporate Development Department was established in 1998 to establish and maintain long-term mutually beneficial relationships with the business community. For this, the department works in several directions - fundraising, employment and cooperation with alumni. In the 2019-20 academic year the department attracted scholarships and grants for 110 students. Among its corporate partners and donors KIMEP has earned a reputation as a reliable and responsible recipient of grants and sponsorships through a transparent system of financial reporting and monitoring of the use of sponsorship funds. The department supports activities of the alumni association, which includes more than 13 thousand alumni who successfully work in Kazakhstan and abroad.

### **Corporate Development Department:**

Raushan Kanaeva, Director Phone: +7 727 270 42 26 (ext. 2166/2054)  
Dostyk building, office 401 E-mail: [cdd@kimep.kz](mailto:cdd@kimep.kz)

## Career and Employment Services

Each student of KIMEP University can receive advice on planning and career development, as well as information and practical assistance on internships, learn about activities of various companies, establish contacts with potential employers at annual job fairs, guest lectures and trainings organized by the employees of the Career and Employment Services. More than 90 percent of graduates are employed within six months after graduating from KIMEP.

### **Career and Employment Service:**

E-mail: [plof@kimep.kz](mailto:plof@kimep.kz) +7 (7272) 70 44 77 / ext. 2102  
[www.kimep.kz](http://www.kimep.kz) Office 410, Dostyk building

## SUBMISSION OF DOCUMENTS AND KIMEP U ADMISSION RULES

### **STEP 1. Apply online**

Applicant's portal is available 24 hours a day, 365 days a year

1. Complete an online application form on the Applicant's portal: <https://www.kimep.kz/ext/application/online/ru-RU/>
2. Upload scanned copy of identity card to the portal
3. If available, upload valid copies of IELTS/TOEFL certificates
4. Digital photo \*

*\* It is very important to upload your digital photo to the "Photo" field, as all KIMEP departments will use this photo to identify you. Digital photograph with a resolution of 300 ppi (pixels per inch), at least 8 MP (megapixels) in JPEG format with low compression (high quality).*

5. To participate in the competition for grants and financial aid upload copies of certificates or prize awards from Republican and/or International Olympiads and competitions received between 9th and 11th grade

To ask questions related to grants and financial aid, please, use the following contacts: +7 727 2704316, mobile/WhatsApp +7 707 970 43 16, [finaid@kimep.kz](mailto:finaid@kimep.kz)

### **Step 2. Upload copies of key documents**

Documents from this section are submitted immediately after appropriate originals are received

1. Copy of a high school diploma with the attachment
2. ICT number as well as the UNT certificate scores must be entered into the applicant's portal in the UNT section

### **Step 3. Submit original documents to KIMEP Admissions Office**

Documents from this section are submitted as they become available.

1. A high school diploma with attachment\*

UNT passing scores are set by the Ministry of Education and Science of the Republic of Kazakhstan.

## A list of majors with elective and core disciplines of the Unified National Testing

Major	Passing scores	Elective discipline	Core discipline
Economics	At least 50 in total and at least 5 per each discipline	Geography	Math
Management			
Accounting and Audit			
Finance			
Public and Municipal Administration			
Marketing			
International Law		World History	Foundation of law
Law			
International Relations		At least 75 in total and at least 5 per each discipline	Foreign language
Foreign language: two foreign languages			
Cognitive sciences			
Translation studies	At least 50 in total and at least 5 per each discipline	Math	Physics
Information systems in Business			
Journalism * Points for the History of Kazakhstan and Reading Literacy are taken into account	At least 50 in total and at least 5 per each discipline	Creative examination	Creative examination

\* Education documents issued by foreign educational institutions must have a notarized translation into Kazakh or Russian and go through the nostrification/recognition procedure during the first semester of study.

### Submit the originals of medical documents to the KIMEP Medical Center

1. 075/y medical form for citizens of the Republic of Kazakhstan or its equivalent for foreign citizens. KIMEP Medical Center may request a notarized translation of the equivalent of a medical certificate therefore it's recommended that foreign students undergo a medical check-up upon arrival to Almaty.

2. Original chest x-ray image which must have two medical signatures and two medical stamps (it's valid for 6 months).
3. Copy of the vaccination card (φ-065/y)

**Medical Center:** Sergey Dyakov, Senior Doctor, phone: 8 (727) 237 48 05 ext. 1087, E-mail: [s.dyakov@kimep.kz](mailto:s.dyakov@kimep.kz). Originals of documents can be sent through courier mail services: 050010, Republic of Kazakhstan, Almaty, 4 Abai Ave., office 103, 103A, 107 - Admissions office

#### STEP 4. Determine the level of English proficiency

To participate in the KEPT an applicant needs to complete an online application and upload a copy of their identity card through the applicant's portal: <https://www.kimep.kz/ext/application/online/ru-RU/>. Test results are available at: <https://kimep.kz/prospective-students/ru/admission/>. Upon submission of valid international certificates an applicant is exempted from taking the KEPT.

Level of English Foundation Course	KEPT	CEFR+	IELTS Academic / IELTS indicator	TOEFL IBT	TOEFL PBT/ Institutional TOEFL	Revised TOEFL paper-delivered test	Duolingo English test
Academic English	80-100%	B2	5.5 (not less than 5.0 in the writing section)	70	523	52	85-90
UF A	51-79%	B1	4.5 – 5.0	57-69	475-522	42-51	65 -84
UF B	30-50%	A1	3.5 – 4.0	27-56	380-474	19-41	45-64
UF C	<30 %	Beginner or False Beginner	<3.0	<26	<379	<18	<44

#### Step 5. Find out the decision on admission and sign a contract for the provision of educational services

1. Since e-mail is the official communication channel between KIMEP University and an applicant the email address specified in the online application must be valid at the time of enrollment.
2. Notification of admission to KIMEP University will be sent by e-mail as well as it'll be posted on the Applicant's portal in the "Acceptance Package" section.
3. The contract for the provision of educational services will also be posted in the "Acceptance Package" section on Applicant's portal. Two copies of the printed and signed contract must be submitted to the University's Admissions Office before the end of the registration period for classes.

#### Step 6. Registration for classes

Please, contact Learning Support Center: +7 727 2704268 (ext. 3175/3213), WhatsApp: + 77013091624 / + 77013091747; 2704310 (ext. 3157), [advising@kimep.kz](mailto:advising@kimep.kz) for scheduling, tuition calculations and registration for classes.

#### Student Enrollment Services

4 Abay Ave (corner of Valikhanov St., offices 103, 103A, 107)  
 Phone: +7 727 2704213, 2704320 (ext. 3248/3214/3227/3201/3136/3249)  
 WhatsApp: +7 707 170 42 13  
 Fax: +7 727 2704334  
 E-mail: [uao@kimep.kz](mailto:uao@kimep.kz), [gao@kimep.kz](mailto:gao@kimep.kz)



## Who can a student contact on academic questions?

There are a number of departments ready to answer any specific question about student's education at KIMEP. All students are required to receive an academic advice from the dean's office of their college.

### Bang College of Business (undergraduate programs)

Accounting and Audit (BACTA)  
Professional Accountant/Audit/Taxation

Finance (BFIN)  
Corporate Finance and Investment Management/Financial Institutions and Risk Management

Marketing (BMKT)  
Marketing Communications & Branding/Tourism & Hospitality

Management (BMGT)  
Human Resources Management/Leadership

Information Systems in Business (BISB)

Contact person: Altynai Tursun, Manager  
Dostyk building, office 302-5, phone: +7 727 270 44 40 (ext. 2115)  
E-mail: [bcb-upm@kimep.kz](mailto:bcb-upm@kimep.kz)

### Bang College of Business (graduate programs)

Contact person: Lyazzat Tashanova, Manager  
Dostyk building, office 302-1, phone: +7 727 2704440 (ext. 2356)  
E-mail: [bcb-graduate@kimep.kz](mailto:bcb-graduate@kimep.kz)

### College of Social Sciences

Public and Municipal Administration (BPMA)  
Financial Management/Public Policy and Administration/Governance and Law

Economics (BAE)  
Financial Economics/Business Economics/Public Policy

Journalism (BAIJ)  
Media Management/Public Relations (PR)

International Relations (BIR)  
Global Security and International Affairs/  
Regional Studies and Energy Policy

Contact person: Kamila Musina, Coordinator  
(undergraduate and graduate programs)  
Valikhanov building, office 507, 5th floor,  
phone: +7 727 2704212 (ext. 3266)  
E-mail: [kamila@kimep.kz](mailto:kamila@kimep.kz); [css\\_coordinator@kimep.kz](mailto:css_coordinator@kimep.kz)



## School of Law

Law (BLLB)  
International Law (BIL)

Contact person: Laura Kamyspaeva, Coordinator (undergraduate and graduate programs)  
New Academic Building, office 120; phone: +7 727 2717272 (ext. 2727)  
E-mail: [lawcoord@kimep.kz](mailto:lawcoord@kimep.kz)

## College of Humanities and Education

Foreign language: two foreign languages (BAFL)  
Translation Studies (BATS)  
Cognitive Sciences (BACS)

Contact person: Mariya Nurdinova, Coordinator (undergraduate programs)  
Phone: +7 727 237 47 64 (ext. 2654)  
WhatsApp: +7 777 282 42 97  
E-mail: [vmariya@kimep.kz](mailto:vmariya@kimep.kz)

Contact person: Maganat Shegebaev (graduate programs)  
Phone: +7 727 2704367 (ext. 2137)  
E-mail: [magas@kimep.kz](mailto:magas@kimep.kz)

## Learning Support Center

Learning Support Center was established in 2013 to help students at risk.  
The center provides assistance with the following:

- Initial registration for classes;
- Clarification of main requirements to the general education component and major as well as recommendations on the sequence of taking classes;
- Major change;
- Clarification of academic policies and requirements;
- Overcoming academic difficulties in order to adapt to the educational process

Special attention is paid to the first-year students that effected for creation of a comprehensive program was created which includes an orientation program, counseling, monitoring of attendance and progress, tutoring, and a psychologist during the first academic year.

## Orientation and Advising Program

The orientation and advising program runs prior to the start of classes and includes teambuildings, introduction to student government and student organizations, meetings with faculty and university management, campus tours, information and registration sessions.

## Advising

Academic advising is provided by the Center coordinators with the help of senior students. Coordinators assist with class scheduling, introduce academic rules, give recommendations on choosing a major, and also provide support to students at risk.

During the first year of study students must visit their coordinator at least once a semester in order to successfully register for classes for the next semester. Senior students visit the Center as needed.

The Center staff regularly contacts freshmen whose attendance and academic performance have declined during their studies. Senior students with a low grade point average (GPA) are required to register for the academic support program offered by the Center.

## Learning Support Program for Students on Academic Probation

At the beginning of each semester students whose GPA falls below the acceptable level (2.0 for undergraduate students) are placed on an academic probationary period (2 semesters at the most) during which they can register for a limited number of classes and are not eligible to receive financial aid.

Learning Support Center provides a "Tutoring Program" designed for students on an academic probation. Tutors are available for almost all academic disciplines. This service is free of charge for KIMEP University students.

## What are the living conditions of the Residence Hall?

Students' Residence Hall is located on the KIMEP University campus in the center of Almaty and is one of the best student dormitories in Kazakhstan.

- Residence Hall has 406 beds. Rooms are arranged in sections: each section has two rooms, shower, bathroom and hallway.
- Residential rooms are furnished: desks with shelves and drawers, chairs, beds with bedding, wardrobes for each student and a refrigerator in each room.

**Important!!!** According to sanitary and hygienic standards during the pandemic one student takes the entire section while usually two students share one room (there are two rooms in each section).



## Service and Facilities of Residence Hall

KIMEP Residence Hall suggests the following:

- Laundry rooms, utility rooms, classrooms, and TV rooms which are available to students twenty-four hours a day
- Ground floor has a cozy buffet serving fresh and hot meals for breakfast, lunch and dinner (closed during the pandemic)
- There is a computer class with 14 computers on the ground floor
- Medical Center is conveniently located in the Residence Hall
- Cable TV is installed
- Residence Hall just like the entire campus is protected by a security service 24/7
- CCTV cameras are on every floor
- Fire alarm is installed
- Wireless Internet is installed

## Who can a student contact in case of having a conflict with a roommate?

In the case of a conflict with a roommate or any other problem related to accommodations a student should contact the Housing Department and the administration of the Residence Hall.

When technical problems arise (breaking of a lock, burning out of a light bulb, etc.), student completes an online request to solve the problem through the university's Student Portal.



## Where can one do sports at KIMEP?

In 2010 the Sports Center on the KIMEP University campus was renovated. The Sports Center has 4 areas: a cardio room, a fitness room, a multipurpose room and an aerobics room, which offers yoga, cardio, Pilates, table tennis, aerobics, volleyball, basketball and fitness classes.

Sports Center is one of the popular locations for KIMEP University students. Basketball, soccer, volleyball and table tennis fans come to the KIMEP University Sports Center. Gyms are fully equipped with modern inventory and equipment where students, faculty, staff and alumni of the University can exercise for free.

There is also a soccer field, a work out space as well as a streetball field on the KIMEP University campus.

KIMEP University teams are active participants in various university, city, republican and international sports competitions.

KIMEP Sports Center organizes city and international competitions often. So, for example, every year KIMEP University holds a table tennis competition among the universities of Almaty.



### Where should a student go first if he got a sick?

A student can visit KIMEP University Medical Center which is located on the ground floor of the Residence Hall.

#### MEDICAL CENTER HOURS:

- **Monday - Friday:** 8.00 - 20.00
  - **Saturday:** 9.00 - 14.00
- On weekends and holidays, please call 103.



### What if a student is sick and he cannot attend classes?

A student should contact KIMEP University Medical Center and seek medical advice. On the day of student's visit a sick leave for the duration of illness will be issued and treatment will be prescribed.

A student who was treated at another clinic must submit 095/y certificate to the KIMEP University Medical Center.

### When can't a student register for classes and he is asked to contact KIMEP University Medical Center?

It happens when a student did not provide the results of annual chest x-ray examination or did not pass the required annual medical check-up.

Every year KIMEP University Medical Center conducts a routine medical check-up of all students. Based on the results of the check-up a comprehensive assessment of student's health is given, and a medical group for physical education is identified.

## CONTACTS OF STUDENT AFFAIRS OFFICE

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### Sports Center

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## MILITARY TRAINING

In accordance with the procedure established at KIMEP University all undergraduate students have the right to postpone military service while studying at the university.

KIMEP University enables the first-year undergraduate students - citizens of the Republic of Kazakhstan - to study at the military department on a voluntary basis. KIMEP University does not provide military training for graduate students.

Military training takes place under the following programs in the following universities:

### **Narkhoz University**

1. Organization of food supply;
2. Organization of clothing supply;
3. Organization of military communications and military transport by rail, water and air;
4. Financial support;
5. Organization of legal work;
6. Provision of rocket fuel, fuel agents and lubricants;
7. Construction and operation of buildings and structures for special and general purpose.

### **Abylai Khan Kazakh University of International Relations and World Languages**

1. Foreign language (military English and Chinese languages translator);
2. Military Journalism (with English proficiency);
3. Organization of automation of command and control of signal troops.

Duration of training is 2 years followed by training camps in a military unit. Classes usually begin in September and are held once a week from 8.00 to 17.00. In the case of successful completion of the requirements a student is conferred the military rank of "Reserve Lieutenant" in respective military major.

Non-resident students must cancel military registration at their previous place of residence and register with the Military Registration and Enlistment Office at the place of their registration in Almaty.

To participate in the program a student must submit the following documents to the university where he will undergo military training:

- Completed application (provided at the military department)
- ID + copy
- Military service registration certificate + copy
- Two 3x4 photos
- Certificate from the university indicating the year of admission, full-time study, and a major
- A criminal record
- Any other documents, certificates, etc.

### **Selection stages:**

Stage I - medical examination in accordance with the order of the Ministry of Defense of the Republic of Kazakhstan;

Stage II - professional psychological testing;

Stage III - physical fitness according to the standards determined in accordance with the order of the Ministry of Defense of the Republic of Kazakhstan;

Stage IV - meeting of the commission to select students for training at the military department.

**For more information, please, contact the Office of Student Affairs:**

E-mail: fariza@kimep.kz;

Phone: 8 727 237 47 91 ext. 1016

### **Military Department of Narkhoz University:**

Address - 55 Zhandosova street (corner of Beregovoy street);

Phone: 8 (727) 377-11-93, 377-11-94, 377-12-01, 377-12-02

### **Military Department of the Abylai Khan Kazakh University of International Relations and World Languages**

Address - 15 Dosmukhamedova street (corner of Gogol and Sharipov streets);

Phone: 8 (727) 233-43-54, 233-78-68



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