APPROVED

Acting Chair of the Management Board – Rector-
Karaganda Buketov National Research University
Non-profit Joint-Stock Company
_____ M.A. Umurzakova
"27" _____ 2026

Guidelines for the Design and Formatting of an Educational Programme

(as amended on 23 October 2026, Academic Council Minutes No. 4)

1. General Provisions

1.1 These Guidelines regulate the procedure for developing and formatting educational programmes at all levels, taking into account the requirements of externally issued documents, the opportunities afforded by academic freedom, and the National Register of Educational Programmes.

1.2 An educational programme (EP) shall be developed in accordance with the requirements of the State Compulsory Standard for Higher and Postgraduate Education, the National Qualifications Framework (NQF), the Sectoral Qualifications Framework (SQF), and professional standards (PS), and on the basis of the Dublin Descriptors and ESG standards (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

1.3 An educational programme is a document governing objectives, outcomes, content, methods, and assessment criteria.

1.4 An educational programme facilitates the development of students' personal and professional competencies required for building a successful career and implementing the principle of lifelong learning.

1.5 An educational programme shall be designed on the basis of a modular system of study, integrating competencies in sustainable development and environmental responsibility in accordance with the goals of the "Green Bridge" Strategy and the ESG agenda (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

1.6 An educational programme shall be developed within a competency-based model of specialist training and shall reflect acquired competencies expressed through achieved learning outcomes. Competencies are students' ability to apply the knowledge, abilities, and skills acquired during study in their professional activities.

1.7 When developing educational programmes delivered in English, it is mandatory to have international certificates confirming English proficiency at no lower than B2 (IELTS Academic, TOEFL iBT, Cambridge English Qualifications,

or other internationally recognised certificates), or an education document issued by an educational institution where English was the language of instruction, or a diploma in the speciality "Foreign Language: Two Foreign Languages" (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

1.8 The Head of the Educational Programme (hereinafter, the Head of the EP) is the person responsible for coordinating the development, updating, and monitoring of programmes, as well as improving the content of the educational programme at all levels (supplemented at the meeting of the Academic Council, Minutes No. 11 dated 27 February 2025).

1.9 In their work, the Head of the EP shall be guided by the Law of the Republic of Kazakhstan "On Education" and regulations of the Ministry of Science and Higher Education (supplemented at the meeting of the Academic Council, Minutes No. 11 dated 27 February 2025).

1.10 The Head of the EP shall be appointed and relieved of their duties by order of the Member of the Management Board for Academic Affairs – Vice-Rector, based on a nomination by the faculty dean (supplemented at the meeting of the Academic Council, Minutes No. 11 dated 27 February 2025).-

1.11 The use of artificial intelligence technologies shall be identified by a reference stating the name of the manufacturer (rights holder), the version, and the date of access and/or use. Members of the expert committee shall critically verify the data provided (supplemented at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

2. Preparation for Developing an Educational Programme

1) Educational programmes at the University shall be developed by academic committees established by order of the Chair of the Management Board – Rector and comprising representatives of academic staff, employers, and students. Applications to launch a new/innovative educational programme for consideration at a meeting of the Academic Council must be submitted no later than 31 December of the current year (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).-

2) The Head of the EP shall submit to the Department for Academic Affairs a rationale for launching a new educational programme or amending an existing educational programme, based on an analysis of the following parameters:

a) identification of current and future labour-market needs and graduate employment prospects in accordance with the Atlas of New Professions;

b) preparation of a list of organisations with which the EP will be coordinated (employers, sectoral associations, business representatives);

c) consultations, meetings, online conferences with employers, and surveys;

d) identification of employers' requirements for graduates' competencies, knowledge, and skills;

e) development or consolidation of proposals concerning programme content;

f) analysis of the competitive environment for educational services in the region and neighbouring regions, the opportunities and risks associated with implementing the programme, and competitors' strengths and weaknesses;

g) analysis of the University's capacity to implement the EP, including the availability of the necessary human, material and technical, information, and financial resources;

h) an opinion from independent experts (representatives of educational organisations, sectoral associations, and business) on whether the draft EP meets labour-market requirements, the State Compulsory Standard, the NQF, SQF, professional standards, and international standards; the opinion shall be attached to the package of documents submitted to the Academic Council (supplemented at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

The results of consultations, meetings, or online conferences with employers shall be recorded in the minutes of the department meeting, with employers' applications attached. As a rule, decisions recorded in the minutes of meetings with employers may include changes to learning outcomes (LOs), the inclusion of new courses in the EP, the inclusion of relevant topics in the themes of diploma projects or master's theses, etc. (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

The EP rationale shall specify the subject area of study, the programme level, and its objective. The description shall present its distinctive features.

3) In coordination with the Academic Council, the Department for Academic Affairs shall decide whether launching the EP is advisable.

3. Stages of Educational Programme Design

The EP shall be designed in several stages and formatted in accordance with Order No. 106 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 12 October 2022, "On Approval of the Rules for Maintaining the Register of Educational Programmes Implemented by Higher and/or Postgraduate Education Organisations, and the Grounds for Inclusion in and Exclusion from the Register of Educational Programmes".

Stage 1. Development of the EP graduate model using Form 5.

At this stage, the development team shall analyse national and sectoral qualifications frameworks, professional standards, the EPs of leading foreign universities, the State Compulsory Standard, qualification requirements for positions, and other materials. At the same time, the development team shall organise an employer questionnaire to identify key graduate competencies, including soft skills, digital skills, and hard skills. On this basis, the Graduate Model shall be developed using the prescribed form.

Three types of graduate competencies are distinguished:

1) behavioural skills and personal qualities (soft skills), including language proficiency, technological literacy, creativity, entrepreneurship, social intelligence, critical thinking, cooperation with team members, customer focus, the ability to

work with customer requests, make decisions quickly, respond to changing working conditions, allocate resources, manage time, etc.;

2) digital competencies (digital skills), including a range of competencies for working in a digital environment and with digital products, including the creation and collection of data, its processing and analysis, and the use of information technologies in professional activities;

3) professional competencies (hard skills), enabling a specialist to act competently in any professional setting.

Stage 2. Formulation of learning outcomes on the basis of the identified competencies using Form 2.

At this stage, the development team shall formulate learning outcomes based on the competencies described in the Graduate Model. Learning outcomes (hereinafter, LOs) shall have the following characteristics:

a) LOs shall be developed for the entire educational programme, and their number shall not exceed 13;

b) LOs shall reflect the context, level, scope, and content of the educational programme and be oriented towards future labour-market needs;

c) LOs shall be interrelated;

d) the complexity and content of LOs shall correspond to the level of the educational programme;

e) LOs shall be achievable within the stated workload;

f) LOs shall detail the professional and personal context in which competencies are demonstrated and describe work functions using active verbs from Bloom's taxonomy (Appendix 3);

g) LOs shall begin with an active verb in the third-person singular and express what students will do in their professional activities;

h) LO wording shall be concise;

i) each LO shall be clear, measurable, and achievable.

Stage 3. Identification of course modules in accordance with the learning outcomes using Form 3.

At this stage, the development team shall identify course modules arising from the formulated learning outcomes. One outcome may be achieved through several courses included in a single module. The module title shall be general in nature and determined by the content of the courses included in it. A course title shall reflect the subject of study. Each course shall be assigned a number of ECTS credits.

When developing the draft EP, a list of courses shall be drawn up with due regard to employers' recommendations in their reviews, opinions, and letters.

Stage 4. Description of courses and determination of workload using Form 4.

At this stage, the development team shall describe the courses and determine the number of credits (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

The course description shall state the purpose and content as indicators of the achievement of learning outcomes. When describing a course, a mandatory syntactic construction shall be used, such as: "Studied for the purpose of developing knowledge/understanding of, or skills in..."; where necessary, the description may continue with phrases such as "The following issues are considered..." or "The course is intended to study...", etc. The description shall not contain terms, extracts from lectures or textbooks, etc. Duplication of courses and the existence of different courses with identical descriptions are not permitted. Each course shall have one unique title. Taking into account the technical parameters of the National Register, it is recommended that descriptions contain no more than 40 words (supplemented at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

The academic status of courses shall be assigned using the concepts employed in the State Compulsory Standard for Higher and Postgraduate Education of the Republic of Kazakhstan to designate cycles and components:

- general education courses: History of Kazakhstan, Philosophy, Kazakh (Russian) Language, Foreign Language (English), Information and Communication Technologies, Physical Education, Political Science, Sociology, Cultural Studies, Psychology (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026);
- core and major courses;
- university component and elective component.

Stage 5. Preparation of the Educational Programme Profile using Form 1.

At this stage, the development team shall prepare the Educational Programme Profile using 18 parameters. Each parameter shall be described in accordance with the requirements of the National Register of Educational Programmes.

Parameter 1. Code and title of the educational programme. The educational programme shall be coded in accordance with the Classifier of Fields of Study for Higher and Postgraduate Education. The title of the educational programme shall reflect its content and be concise, specific, attractive, and informative.

Parameter 2. Code and classification of the field of education. These shall comply with the Classifier of Fields of Study for Higher and Postgraduate Education No. 569 dated 13 October 2018 (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

Parameter 3. Code and classification of the field of study. These shall comply with the Classifier of Fields of Study for Higher and Postgraduate Education No. 569 dated 13 October 2018 (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

Parameter 4. Group of educational programmes. This is a set of educational programmes sharing the same profile within a field of study and providing training within a specific field of education. The EP group shall

comply with the List of EP Groups approved by Order No. 264 of the Ministry of Education and Science of the Republic of Kazakhstan dated 3 June 2021.

Parameter 5. Number of credits. The total workload for the entire period of study shall be specified:

- bachelor's programmes: at least 240 academic credits, or 300 for related school subjects;
- master's programmes: 120 academic credits (2 years); 60 academic credits (1 year);
- doctoral programmes: 180 academic credits.

Parameter 6. Mode of study. Full-time study shall be specified.

Parameter 7. Language of instruction. One or more languages of instruction shall be specified, including Kazakh, Russian, and foreign languages.

Parameter 8. Degree awarded. The name of the degree shall correspond to the fields and levels of education set out in Appendix 4 to the State Compulsory Standard for Higher and Postgraduate Education.

Parameter 9. Type of educational programme. The type shall be specified in accordance with the Appendix to Order No. 106 of the Ministry of Education and Science of the Republic of Kazakhstan dated 12 October 2022, "On Approval of the Rules for Maintaining the Register of Educational Programmes Implemented by Higher and/or Postgraduate Education Organisations, and the Grounds for Inclusion in and Exclusion from the Register of Educational Programmes".

The following types of EP are distinguished:

a) existing EP – an educational programme under which training is currently provided at the university;

b) new EP – an educational programme under which the university did not provide training before its inclusion in the Register;

c) innovative EP – an educational programme with no equivalent in the Republic of Kazakhstan, introduced for the first time.

Parameter 10. ISCED level. Under the International Standard Classification of Education, bachelor's programmes correspond to Level 6, master's programmes to Level 7, and doctoral programmes to Level 8.

Parameter 11. NQF level. Under the National Qualifications Framework, bachelor's programmes correspond to Level 6, master's programmes to Level 7, and doctoral programmes to Level 8.

Parameter 12. SQF level. The Sectoral Qualifications Framework is a structured description of qualification levels recognised within a sector. To determine the levels of the sectoral qualifications framework, the relevant SQF and professional standards published on the website of the Atameken National Chamber of Entrepreneurs shall be reviewed.-

Parameter 13. Distinctive features of the EP. These include joint

educational programmes (JEPs) and dual-degree educational programmes (DDEPs). The partner university shall also be specified.

Dual-degree education is the opportunity to study under two educational programmes in order to obtain two equivalent diplomas, or one principal diploma and a second supplementary diploma.-

Dual-degree educational programmes shall be developed on the basis of an agreement between two partner universities.

The mandatory conditions for implementing dual-degree educational programmes are:

a) development and approval of coordinated educational programmes;

b) completion by students enrolled in dual-degree education of part of the educational programme at a partner higher and/or postgraduate education organisation;

c) mandatory recognition and automatic transfer of periods and learning outcomes based on agreements, common principles, and quality-assurance standards;

d) enrolment of a student in a dual-degree educational programme on the basis of the student's application and in accordance with an agreement (contract) concluded with the partner university;

e) completion of enrolment procedures by the student at the partner university;

f) foreign students included in a dual-degree educational programme shall complete similar enrolment procedures into the general student body, with the special designation "integrated education" and an indication of the period and duration of study, the number of courses, and the number of credits to be completed;

g) various learning technologies, including distance-learning technologies, may be used in dual-degree educational programmes (supplemented at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

Joint educational programmes shall be developed on the basis of an agreement between two partner universities. When designing a JEP, the set of courses or modules to be studied at the partner university shall be determined. Courses studied at the partner university shall be included in the diploma supplement, indicating the name of the university.

Parameter 14. Number of the appendix to the licence for the relevant field of study. This information is contained in the licence kept by the University Human Resources Office.

Parameter 15. Name of the accreditation body and validity period of EP accreditation. This information is contained in the accreditation certificate.

Parameter 16. Name of the professional standard, if applicable (supplemented at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

Parameter 17. Objective of the EP. The EP objective shall have the following characteristics:

a) be specific;

b) be relevant;

c) be achievable;

d) be compatible with the mission and strategic goals of the University and the faculty;

e) be measurable;

f) be flexible.

Parameter 18. Graduate qualification profile. It shall include the following information:

a) a list of positions available to the graduate;

b) the field and objects of the graduate's professional activity, including the organisations in which the graduate may work;

c) types of the graduate's professional activity, for example, education, research, management, calculation and design, etc.;

d) functions of the graduate's professional activity, such as teaching, management, design, engineering, software support, cybersecurity, legal support for business, etc.

Formatting of the title page, approval sheet, and final page of the educational programme

Title page:

– Ministry of Science and Higher Education of the Republic of Kazakhstan (bold);

– Karaganda Buketov National Research University Non-profit Joint-Stock Company (bold);

– EP approval area (left);

– EP identification area (centred/bold);

– area indicating the city and year of development (centred at the bottom of the page);

– in the upper-left corner, the following shall be placed: the word "APPROVED"; "By Decision of the Management Board of Karaganda Buketov National Research University Non-profit Joint-Stock Company"; space for the number and date of the minutes; and space for the Rector's signature and full name;

APPROVAL SHEET:

The EP approval sheet shall contain the word "AGREED", the responsible person's position, the name of the employer organisation, and spaces for the signature and date.

The identification area shall contain the code, EP title, and level of education;

The final page of the EP shall indicate:

- development team (full name, position, signature);

- reference to the minutes of the Faculty Council meeting;
- reference to the minutes of the Academic Council meeting;
- reference to the minutes of the University Academic Council meeting;
- reference to the minutes of the Management Board meeting;
- signature area for the Member of the Management Board for Academic Affairs – Vice-Rector, the Director of the Department for Academic Affairs, the faculty dean, and the head of department if that person was not a member of the development team.

The educational programme shall include navigation in the form of a structural element entitled "EP Contents", indicating the names of sections and the pages on which they appear.

Stage 6. Identification of graduate attributes and model.

The graduate attributes and model shall reflect competencies expressed through achieved learning outcomes. Form 5

4. Procedure for Reviewing and Approving an Educational Programme

The developed draft EP shall undergo expert review by the Academic Council in accordance with Clauses 5.2.1–5.2.3 of the "Regulations on the Academic Council" after a positive opinion has been obtained from external experts (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026). The review may result in one of three conclusions:

1) approve the draft EP;
2) return the draft EP for revision;
3) reject the draft EP.

The EP shall be considered by the Faculty Council, the Academic Council, and the University Academic Council, and approved at a meeting of the University Management Board (supplemented at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026). A draft EP returned for revision may be reconsidered at the initiative of the development team within five days. The revision process shall not exceed ten days. Once approved, the educational programme shall be entered in the Register of the Ministry of Science and Higher Education of the Republic of Kazakhstan for external review. One copy of an EP included in the Register shall be kept by the graduating department.

5. Exclusion of an Educational Programme

The grounds for excluding an EP are:

a) loss of relevance;

b) fewer than 3 (three) bachelor's students enrolled or graduating;

c) failure to update the EP on the basis of current and new professional standards in the relevant fields within 4 (four) years from the date of its inclusion in the Register;

d) absence or expiry of accreditation;

e) if an educational programme is excluded from the Register, a repeat application to launch the educational programme shall not be permitted

(supplemented at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

6. General Technical Formatting Requirements for an Educational Programme

a) page size – A4 (landscape);

b) font for body text and page numbers: Times New Roman or Times New Roman KZ;

c) font size – 12 pt; page numbers – 10 pt;

d) alignment – justified;

e) line spacing – single;

f) automatic hyphenation;

g) first-line indent – 1 cm;

h) page margins: top and bottom – 2 cm, left – 3 cm, right – 1.5 cm.

7. Intellectual Property Rights

7.1 The rights to the educational programme belong to Karaganda Buketov National Research University Non-profit Joint-Stock Company. Use of the EP or any part thereof by third parties without the University's written consent is prohibited (supplemented at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

8. These Guidelines may be amended at the initiative of the Department for Academic Affairs after coordination with the Member of the Management Board for Academic Affairs – Vice-Rector. The amended Guidelines shall be approved by the Chair of the Management Board – Rector of the University.

EP Title Page

Ministry of Science and Higher Education of the Republic of Kazakhstan

Karaganda Buketov National Research University Non-profit Joint-Stock Company

"APPROVED"
By Decision of the Management Board
Karaganda Buketov National
Research University
Non-profit Joint-Stock Company
Minutes No. __ dated "_____" _____ 202__
_____ Prof. N.O. Dulatbekov

EDUCATIONAL PROGRAMME

Code – Title

Level:

Karaganda

20_

EDUCATIONAL PROGRAMME

APPROVAL SHEET "EP Code and Title"

"AGREED"

Position, name of organisation

_____ Initials, Surname

"_____" _____ 20__

"AGREED"

Position, name of organisation

_____ Initials, Surname

"_____" _____ 20__

"AGREED"

Position, name of organisation

_____ Initials, Surname

"_____" _____ 20__

EP Contents

Contents

№	Section Titles	Page
1.	Form 1. Educational Programme Profile	
2.	Form 2.	
3.	Form 3.....	

Form 1

Educational Programme Profile

№	Parameter Name	Description
1.	**Educational Programme Code and Title**	Not bold
2.	**Code and Classification of the Field of Education**	
3.	**Code and Classification of the Field of Study**	
4.	**Group of Educational Programmes**	
5.	**Number of Credits**	
6.	**Mode of Study**	
7.	**Language of Instruction**	
8.	**Degree Awarded**	
9.	**Type of Educational Programme**	
10.	**ISCED Level**	
11.	**NQF Level**	
12.	**SQF Level**	

13.	**Distinctive Features of the EP**	
14.	**Number of the Appendix to the Licence for the Field of Study**	
15.	**Name of the Accreditation Body and Validity Period of EP Accreditation**	
16.	**Name of the Professional Standard**	
17.	**EP Objective**	
18.	**Graduate Qualification Profile**	

Form 2

Formulation of Learning Outcomes Based on Competencies

Competency Type	Learning Outcome Code	Learning Outcome (according to Bloom's taxonomy)	Work Functions
1. Behavioural Skills and Personal Qualities: (Soft skills)	LO 1		
2. Digital Competencies: (Digital skills)			
3. Professional Competencies: (Hard skills)			
	LO 13		

Form 3

Identification of Course Modules in Accordance with Learning Outcomes

Learning Outcome Code	Module Title	Courses and Placements	Number of Credits
	Final Assessment		

Form 4

Course Description and Workload

NN Item	Course Title	Brief Course Description	Cycle	Component	Number of Credits
D1					
D2					
D3					
D4					
D5					
D6					
D7					

D8					
D9					
D10					

Form 5

Educational Programme Graduate Attributes and Model

Competency Types	Description of Competencies
1. Behavioural Skills and Personal Qualities (Soft skills)	
2. Digital Competencies (Digital skills)	
3. Professional Competencies (Hard skills)	

Final Page

Members of the working group:

Position	signature	Initials, Surname

The educational programme was considered by the Faculty Council, Minutes No. ___ dated _____ 20__.
The educational programme was considered at a meeting of the Academic Council, Minutes No. ____ dated ____ 20__.
The educational programme was considered at a meeting of the University Academic Council, Minutes No. ____ dated ____ 20__.
The educational programme was considered and approved at a meeting of the University Management Board, Minutes No. ____ dated ____ 20__.

Member of the Management Board for Academic Affairs – Vice-Rector-	signature	Initials, Surname
Director of the Department for Academic Affairs	signature	Initials, Surname
Faculty Dean	signature	Initials, Surname

Indicative List of Verbs That May Be Used
When Formulating Learning Outcomes

Verbs that may be used to demonstrate knowledge:

Define, describe, list, find, relate, state, write, measure, compare, review, extract, identify, show, name.

Verbs that may be used to demonstrate understanding:

Summarise, describe, compare, classify, contrast, transform, discuss, distinguish, identify, assess, explain, formulate, give examples, interpret, translate, express, illustrate, discuss, predict, present, select.

Verbs that may be used to demonstrate application:

Apply, assess, modify, select, show, uncover, calculate, explain how, illustrate, predict, prepare, produce, relate, demonstrate, solve, study, verify, compute, construct, modify, classify, experiment, resolve.

Verbs that may be used to demonstrate analysis:

Analyse, divide, classify, organise, compare, conclude, contrast, criticise, diagnose, explain, combine, differentiate, distinguish, examine, justify, draw conclusions.

Verbs that may be used to demonstrate synthesis:

Calculate, state, combine, compose, conclude, create, obtain, develop, formulate, summarise, establish, transform, integrate, reorder, organise, plan, propose, invent, reformulate, communicate, review, select, synthesise, teach, explain.

Verbs that may be used to demonstrate evaluation skills:

Assess, appraise, decide, determine, rank, recommend, elect, distinguish, select, compare, conclude, criticise, defend, judge, validate, rate, summarise.

Verbs that may be used to demonstrate problem-solving skills:

Solve, select, determine, propose, plan, validate, assess, formulate, describe a course of action, develop, propose alternatives.

Verbs that may be used to demonstrate communication skills:

Communicate, express, explain, answer, debate, defend, review, examine, present, teach, represent, draw conclusions.