Guide learner approved at the meeting of the Academic Council of Almaty technological University, minutes No. 11 dated 30.06.2017 y.
STATE SYMBOLS OF THE REPUBLIC OF KAZAKHSTAN

The state flag, the State emblem, the State Anthem of the Republic of Kazakhstan are state symbols of the Republic of Kazakhstan.

Standards of the State flag and State emblem of the Republic of Kazakhstan kept at the Residence of the President of the Republic of Kazakhstan.

The national FLAG of the Republic of KAZAKHSTAN is a rectangular breadth of blue colour with the image in the center of the sun (symbol of peace), under which - a soaring eagle (symbol of freedom). Flagstaff has vertical line with national ornament. The image of the sun, its rays, eagle and ornament - color gold. The ratio of width to length is 1:2

The STATE EMBLEM of the Republic of KAZAKHSTAN is an image of Shanyrak (the top vaulted part of Yurt) on a blue background from which in all directions in the form of sun rays diverge uyki (support) in framing of wings of mythical horses - Tulparov. In the upper part of the emblem is the star in the bottom part - the inscription "Kazakhstan".

THE NATIONAL ANTHEM OF THE REPUBLIC OF KAZAKHSTAN

Nursultan Nazarbayev's and Zhumeken Nazhimedenov's Words,
Music Shamshy Kaldayakov

Алтын күн аспаны
Алтын дән даласы
Ерліктің дастаны
Еліме қарашы!
Ежелден ер деген
Данымыз шыкты гой
Намысын бермеген
Қазағым мықты гой!

Қайырмасы:
Мениң елім, мениң елім,
Гүлің болып егілемін,
Жырың болып төгілемін, елім!
Туган жерім калай,
Қазақстаным!

Ұрпаққа жол ашқан,
Кен байтақ жерім бар.
Бірлігі жарасқан,
Тәуелсіз елім бар.
Қарсы алған уақытты,
Мәңгілік досындай.
Біздің ел бақытты,
Біздің ел осындай!

Қайырмасы:
DEAR STUDENT!

This publication is a Handbook and guide to life for students at Almaty technological University (further - ATU).

The guidebook informs about the structure of the University, the location and phone numbers of interested offices and divisions. In the reference guide You can find answers to questions that arise in the learning process at the University.

We hope that the "Guide student" will become Your reliable assistant in the process of adapting our University.

He website of Almaty technological University www.atu.kz will help You to get detailed information about the areas of study, sports and cultural life opportunities of students outside of class time, about the strategic plans of transformation of our University in the University of innovative type, to assess personal and intellectual scale of the faculty.
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General information about the University

Almaty Technological University (ATU) today is one of the leading centers of education and science in the field of food and light industry, business, industry of service and hospitality in Kazakhstan and Central Asia. ATU successfully implements a multilevel model of continuing professional education in accordance with the principles of the Bologna Declaration and the Lisbon Convention to 22 educational programs of a bachelor degree, 18 - magistrates and 11 PhD doctorate.

With the aim of integrating into the international educational space ATU in 2010, signed the Great Charter of Universities (Magna Charta Universitatum), becoming a full member of the Bologna process.

ATU is a member of the International Association of universities (IAU), Eurasian universities Union (EURAS), Club of rectors of Europe (CRE), the International Association for the exchange of students (IAESTE), International Association ISEKI-Food (IFA), an individual associate member of the European Association of Universities (EAU).

ATU was appointed coordinator of the EU FP7 in the field of "Food and biotechnology" (BIO-NCP).

On the basis of Almaty technological University has joint educational programs of double-diploma education:

1. The Kazakh-Swiss Institute of Tourism and Hotel and Restaurant Business, together with the Swiss Institute of management of tourism and hotels (HTMi) in the field of "Tourism" and "Restaurant business and hotel business". After training, students become owners of two diplomas: a diploma, HTMi and ATU diploma of the state sample about award of the academic degree of bachelor;

2. ATU jointly with the I. L. E. M. SRL – Academy of fine arts, Aldo GROUP ALDO GALLI (Italy), specialty "Design". After completion of training be awarded two diplomas: I. L. E. M. SRL – Academy of fine arts. Aldo GROUP ALDO GALLI (Italy) and diploma ATU of the state sample about award of the academic degree of bachelor;

3. ATU jointly with the Federal state budgetary educational institution of higher education "Russian economic University G. V. Plekhanov" (Russian Federation) in the speciality of "Finance" and "Economics". After completion of training be awarded two diplomas: Federal state budget educational institution higher education "Russian economic University G. V. Plekhanov" and ATU diploma of the state sample about award of the academic degree of bachelor.

4. University of Food Technologies in Plovdiv (Bulgaria) by specialties: 5B072800 - Technology of processing industries, 5B072700 - Technology of Food products, 5B070100 – Biotechnology (BcS) and 6M073500 – Food safety (McS).

After completion of training be awarded two diplomas: University of Food Technologies in Plovdiv (Bulgaria) and diploma of ATU of the state sample about award of the academic degree of bachelor;

ATU maintains a contractual relationship with 86 universities in the world, being an active partner in the process of internationalization of education, which
involves, in addition to the academic mobility of teachers and students, curriculum reform, joint research and participation in international programs.

High quality educational and research activities of the ATU confirmed: International accreditation of educational programmes in the Agency ASIIN (Germany) with the right of delivery of the Euro-engineer EUR-ACE®; Institutional accreditation; State certification; Specialized accreditation of all educational programs of bachelor, master and doctoral; Certificate of quality management system ISO 9000; International awards in the nomination “EUROPEAN QUALITY”, Gold medals of the International Fund for high quality in business practice (Switzerland) and the Association for the promotion of industry (France).

Almaty technological University in the rankings of the best technical universities of Kazakhstan in advanced place, and the major profile specialties for food and light industry, as well as the scope of the hospitality industry annually ranks first in the General ranking of educational programs of Kazakhstan universities.

It is gratifying to note that our University is in the TOP 150 universities in the international QS rating among the universities of Eastern Europe and Central Asia.

ATU is equipped with the material-technical base of educational-scientific-production centers research institutes in priority areas, equipped classrooms and laboratories, modern computer classrooms, a library and reading rooms, dormitories, canteens, Assembly and sports halls, a medical station, a printing house. In educational buildings and hostels have access to Internet (WiFi).

**THE POLICY IN THE FIELD OF QUALITY OF ALMATY TECHNOLOGICAL UNIVERSITY**

The university's mission is to provide high-quality education at the level of the best universities in the world, to preserve and disseminate knowledge.

The university’s vision: Almaty Technological University is a unique university with a well established brand, applying the latest technology in science and education, and striving to become one of the best universities in the world.

The policy is explained and communicated to the staff through:
- acquaintance and acceptance at the Academic Council of ATU;
- hanging on information stands;
- by posting on the ATU website;
- regular explanations by the leaders in the course of work, meetings, methodological advice.

With account of national educational systems development tasks, the region’s industrial development, the university’s competitiveness level and current differential characteristics, ATU has defined the following quality policy for 2017-2021:
- maintaining the economy branches with competitive staff
- upgrading the higher and postgraduate education content within the global tendencies framework
- increasing the science contribution into the country’s industrial needs
- perfecting management and monitoring of higher and postgraduate education development
Objectives in the field of quality of ATU for 2017-2021:

1. Maintaining the economy branches with competitive staff.
   - training in-demand staff with higher and postgraduate education, meeting the internal and external labor market requests.
   - creating information infrastructure and developing distant learning technologies.
   - upgrading the teaching staff proficiency.
2. Upgrading the higher and postgraduate education content within the global tendencies framework.
   - university’s operation in compliance with the Bologna process principal parameters.
   - introducing advanced forms of practice-oriented teaching.
3. Increasing the science contribution into the country’s industrial needs.
   - developing the university’s scientific-research potential.
   - upgrading the research and development innovativeness and increasing the R&D outcomes, introduced into production.
   - scientific-research dynamics and participation in the staff training for food, processing and light industries.
   - encouraging the young scientists to R&D activity and forming the staff reserves.
4. Perfecting management and monitoring of higher and postgraduate education development.
   - organization, diagnostics and perfection of the university’s quality management system per all directions of the university’s operation.
   - maintaining the university’s positive image in the external environment, strengthening positions.
5. Development of the university’s infrastructure.
   - enhancement of the university’s material-technical basis.
   - securing safety and sanitary conditions for education, accommodation and recreation of students and the teaching staff and employees work
6. Upgrading the civic-patriotic education of the youth.
   - formation and development of socially-adapted personality with a high level of civic responsibility, patriotism and tolerance.
   - improvement of trainees’ social support.

1 INTERNAL REGULATIONS FOR THE STUDENT OF ALMATY TECHNOLOGICAL UNIVERSITY

The student has the right:
- training under the state educational grants and on a contractual basis;
- on free access to information required for participation in the educational process;
- to take part in all kinds of research works, conferences, symposiums;
– to participate in the student government and cultural events;
– to provide for the publication of their work, including in the publications of the ATU;
– on the combination of work and study in your free time;
– on encouragement for successes in study, scientific and creative activities;
– to appeal the orders and instructions of the University administration in the order established by the legislation of the RK.

The learner is required to:
– to abide by the Constitution and laws of RK, the Charter of the ATU, internal regulations, rules of living in dormitory and other regulations;
– to respect the state symbols, national culture, history and statehood of the Republic of Kazakhstan, to maintain and increase corporate tradition of the University;
– distribute destabilizing society, not to participate in unauthorized assemblies, meetings, processions, demonstrations;
– to be neat and clean, avoid calling make-up and clothing style;
– to be on time for all classes and visit them according to the schedule;
– to turn off mobile phones during class;
– not to interfere with the conduct of a variety of conversations, movements and other actions, unless otherwise provided by specific classes;
– to submit supporting documents in case of absences for illness or other good cause;
– to be involved in the General Affairs of the group, course, faculty;
– to perform independent work of student in various academic disciplines;
– treat educational literature, equipment and other resources of the University;
– to comply with the order and cleanliness, no Smoking, no littering, do not eat chewing gum in academic buildings and hostels;
– to abide by the internal regulations and dormitory provided by the University Statute.

In the premises of the University is prohibited from:
– walking in outerwear and headwear;
– loud talking, foul language, noise in classrooms and corridors during classes and breaks;
– Smoking in academic buildings, to be in a state of alcoholic, narcotic or toxic intoxication, and possession of weapons and firearms, explosives, consumption and distribution of alcoholic beverages, narcotic and psychotropic substances;
– to be without a student card in University, on campus and in the dormitories;
– make and move the property from classrooms without the permission of the University administration.

The procedure of providing students places in student dormitories
To accommodate visitors and foreign students the University has four student dormitories. Places in the dormitories are provided by the deans of the faculties,
according to the "The regulations of student hostels ".

To do this, the student must:
1. Fill in the application addressed to the Dean of the faculty to be accommodated in the hostel.
2. The physical examination in the health center ATU, which is located on the second floor of the hostel № 1.
3. To pay for accommodation in the amount of not less than 50% of the total amount to get a warrant to check in JSC "Bank CenterCredit".
4. To register the fact of payment in the economic Department (the main academic building, 505 cab.) ATU.
5. To register from the Pro-rector on educational work (the main academic building, 1109 cab.).
6. To enter into a contract with the University to provide places in the hostel and the responsibility of the parties
7. To warrant accommodation in the hostel with the Deputy Dean of the faculty.
8. With all the documents to come to the head Dorm for a place in the room.

Living in the hostel have the right:
– to live in a fixed dwelling the entire period of training subject to compliance with the internal Regulations and contracts;
– use sanitary-household premises (rooms, showers, toilets, etc.) equipment and hostel property;
– to move from one residential premises to another only with the written permission of the Vice-deans of faculties;
– to elect and be elected to student Council, to participate in its work, to make suggestions for the improvement of housing and cultural services and ensure their implementation.

Living in the dormitory are required:
– to comply strictly with the internal regulations, safety rules, fire safety and other acts regulating the issues of living in a Dorm;
– economical use of electricity, gas and water. Leaving the residential (or sanitary) facilities to close the valves for hot and cold water, Windows, vents, doors, turn off lights and appliances;
– to take the spare key from the apartment storage space for the janitor of the dormitory, to use the house strictly for the living, not to pass the key and not to provide an accommodation (place in it) to unauthorized persons;
– to treat carefully hostel's property, to maintain cleanliness in residential premises and common areas, to make regular cleaning of your dwelling;
– bear full financial responsibility for receiving for personal use of the hostel's property; damage (loss) of such property, as well as when detecting the facts of damage to premises, furniture or other property (grids, window panes, doors, locks, lamps, etc.) to reimburse the full cost of damage to property;
– to return the hostel property after eviction;
not to allow the presence of guests in the residential premises, except with the consent of the neighbors and the permission of the University administration, the commandant of a hostel.

**Living in the dormitory is strictly prohibited:**
- arbitrarily settle and to move from one dwelling to another without the written permission of the Vice-deans of the faculties. The stay in the residential premises specified in the warrant is a gross violation of internal regulations;
- unauthorized transfer obtained for the individual use of the hostel property from one dwelling to another without the written permission of the commandant of a hostel;
- to transfer your pass to enter the dormitory to another person;
- to smoke in all rooms of a hostel, stay in a hostel in a condition of alcoholic, narcotic or toxic intoxication, and possession, consumption and distribution of alcoholic beverages, narcotic and psychotropic substances;
- to include audio, television and video equipment on the volume exceeding sound within the dwelling;
- to keep animals (including Pets), reptiles, birds;
- to litter on the territory of the hostel, to leave garbage in the hallways, in the kitchen and other common areas;
- use of electrical equipment, including electroclinical and adapters that do not have certificates of quality;
- to go on the roof, climb to the attic, to stand and sit on the windowsills and balconies;
- to gambling, foul language, organise fights and brawls;
- to enter the premises to other residents without their consent.

Living in the dormitory, in violation of the above requirements the internal Regulations and safety Rules, fire safety, sanitary rules, employment contract, lack relating to maintenance staff and administration, members of the student Council of the hostel, to the heads of the floors and the senior residential premises, evicted from the hostel without the right to return the remaining balance of payment for accommodation.

**Admission to the hostel and visiting guests**
The entrance to the hostel is strictly pass of the established sample. A pass issued by the commandant of the hostel and is the main document to enter the dormitory. In case the pass is lost, it is necessary to recover.

The entrance to the hostel is allowed in the spring and summer from 07:00 to 23:00, autumn and winter, from 07:00 to 22:00 hours.

The entrance of residents to the hostel from 22:00 to 07:00 is only available on the statement issued in the name of the Vice-rector on educational work with reference from place of work on crazy hours with visas rector for BP and the Dean of the respective faculty.

**We have so decided**
You have entered the Almaty technological University is a higher educational establishment with rich history and established traditions. For the next four years it will become Your second home. Crossing the threshold of the University, must adhere to
certain rules of conduct, which, however, do not contradict generally accepted norms. Their knowledge and respect - the key to success and understanding, both now and in the future.

**Come to the University neatly dressed** - for your mind you can understand that you are the student who came to class and ready to learn.

**Show respect to others:** if input/output has accumulated a lot of people, men should ignore women students - University employees.

Upon entering the building the men must remove hats, outerwear made to pass in closet. Upon entering the Elevator, the students should let teachers and University staff, men - women, younger - older.

In public areas it is prohibited to talk loudly on the phone and loud music.

Passing the watch must show the security officer your student ID or another identity document, in this case, You may be asked to explain the purpose of his visit to the University. Try on people too not to show a romantic relationship: hugs, long kisses in a public place — a sign of disrespect not only towards others but also towards each other.

Be careful what, how and to whom you say, in communicating with teachers do not allow familiarity, do not be overly annoying. And of course, in the University completely unacceptable profanity.

**Come to class on time:** students should be about the audience before the teacher. If still you are late, quietly open the door of the classroom, greet the teacher, apologize and ask permission to enter.

Keep in mind that the teacher has the right to remove you from the audience for any breach of discipline. In this case, it is best to immediately comply. If you consider yourself innocent, politely inform the instructor after class, avoiding the conflict.

**Keep the premises clean** - the University has enough ballot boxes, which are always possible to convey any debris.

As for drawing and writing on the walls, training tables and desks, the students engaged in this kind of "creativity", not only show their bad taste, bad manners and indifference to other students, but the University and cause material damage, for which he can face the most unpleasant consequences.

The University prohibited unauthorized putting up of ads to place on the stands information, which may be of interest to students and workers, you need to contact the rector on educational work.

Try to adhere to these rules of conduct, be kind - I hope that others will do the same. In any case, enrolling in Almaty technological University, You went to the next stage of life’s journey.

**With Your help we will become even better!**

2. **Youth Council**

Youth Council – a special form of initiative, innovative, independent and responsible social activities of students on important issues concerning the organization of learning, life and leisure, social support of student's youth. The youth Council is a public Association that develops and implements activities in the field of youth policy.

**The main activities of the youth Council of ATU:**
the formation of students' active citizenship, desire to take an active part in solving urgent problems of contemporary society;
protect and represent the rights and interests of the students of ATU;
the creation of conditions for satisfaction of cultural, creative and organizational needs of students;
foster a sense of pride in the title of the student HO, preservation, multiplication and improvement of the traditions of student life at the University;
representation of students at all levels of governing structures ATU;
the development of student initiatives in various spheres of the University activities, development and realization of socially significant programs;
stimulate scientific activity of students;
conducting student competitions, festivals and other mass events;
assistance in sports and recreational activities of students of ATU;
preventing antisocial manifestations in the University environment;
the development of scientific and humanitarian ties with the student, youth and other organizations and public associations in Kazakhstan and abroad.

You too can become one of us, we are waiting for you in the main building, office 1117.

3. THE NEWSPAPER "TECHNOLOGIST"
The main task of the newspaper of the University is to inform staff and students about the work of the rectorate, scientific Council, departments and public organizations, all of the major events happening at the University. The publication seeks to implement the concept of "Education, intelligence, versatility is the mark of the graduate of the Almaty Technological University".

If you are creative, write articles or poems, if you want to become a reporter of our newspaper – we are waiting for you! Come and let everyone know about you. The poems and articles you can bring in electronic or written form to the office of the youth Council office 1117 (the main body).

Leisure time student
At University there are all opportunities for you to feel full members of our team, both during study and after it. If you feel leadership tendencies, can be the initiator and organizer of cultural undertakings, sports and work events, holidays, group, stream, course.

If you want to implement your ideas and initiatives come to the youth Council!
In our University, with the assistance of the youth Council have clubs where students can Express and develop their talents:
youth wing "Jas Otan" party "Nur Otan";
- the club of young scientists "scientists ATU"
- fashion theater "Tai-Na";
- KVN team "ATU special" and "Online"
- dance ensemble "Karlygash";
- vocal Studio;
- dombra orchestra "dombyra-Dastan";
- debate club "Zhasmar" and "Brainstorm";
- club of young journalists "Zhalyn";
- show-ballet "Double vision";
- clubs: "the English Club ATU", "ATU art";
- Clubs of young entreprenuers "ATU team" and "Enactus ATU";
- Club volunteers "Fam team ATU".

4 RULES OF ORGANIZATION OF EDUCATIONAL PROCESS

4.1 General rules on the credit technology of training

Credit technology of education is based on choice and independent planning of students sequence of learning disciplines using a credit as a unified unit of measurement of the workload of a student and a teacher.

Credit education technology is cumulative, which means increasing the accounting for previously disbursed loans at all levels of education.

When the credit system of education, the following basic concepts and definitions:

1) **academic calendar** (Academic Calendar) - calendar of carrying out training and control events, professional practices during the academic year with the indication of days of rest (vacation and holidays);

2) **academic period** (Term) - the period of theoretical training, set yourself the organization of education in one of three forms: semester, trimester, quarter;

3) **academic mobility** – this movement of students or teachers-researchers for training or carrying out researches for a certain academic period: semester or academic year at another higher educational institution (domestically or abroad) with a mandatory offsetting mastered educational programs in the form of loans in their University or to continue their studies at another University;

4) **academic freedom** - a set of office subjects of the educational process provided to them for self-determination of the content of education in the disciplines component of choice, additional types of training and educational activities with the aim of creating conditions for creative development of students, faculty, and the application of innovative technologies and teaching methods;

5) **academic rating of student** (Rating) - quantitative measure of the level of knowledge of students curriculum disciplines, compiled the results of interim certification;

6) **academic degree** (Degree) - degree awarded educational organizations students who have mastered the appropriate educational curriculum, the results of the final certification;

7) **academic hour** – the time of contact with the work of the student teacher's
schedule for all types of training sessions (classroom work) or separately approved schedule;

8) active distributing materials (APM) (Hand-outs) - visual illustrative material handed out in the classroom to motivate the student to successful creative learning themes (abstracts of lectures, links, slides, examples, Glossary, tasks for independent work);

9) final certification of trainees (Qualification Examination) - a procedure performed to determine the degree of development of the volume of academic disciplines stipulated by the state obligatory standard of education;

10) interim certification of students - a procedure performed during the examination session, with the aim of assessing the quality of studying the development of the content of part or all of an academic discipline after completing her studies;

11) independent work of the student (hereinafter - independent work of the student) - work on a list of those allotted for independent study, provided instructional literature and recommendations, controlled in the form of tests, control works, colloquiums, abstracts, essays and reports; depending on the category of students it is divided into independent work of the student (hereinafter - independent work of the student), independent work of a student and independent work of doctoral student (hereinafter - Wed); the entire volume of independent work of the student confirmed tasks that require learning from daily homework;

12) academic achievement of students - the knowledge, skills and competencies acquired in the process of learning and reflecting the current level of personality development;

13) control of educational achievements of students – check the level of students ' knowledge of different forms of control (current, mid-term and final) and certification that are determined independently by the higher educational institution;

14) ongoing monitoring of learner progress – the systematic examination of students ' knowledge in accordance with the curriculum, conducted by a teacher during classroom and extracurricular activities during the academic period;

15) double-diploma education – the possibility of parallel learning in two curriculum (educational programs), to obtain two equivalent diplomas (Double Major) or one major and second additional diplomas (Major - Minor);

16) The European system of a transfer (translation) and credit accumulation (ECTS) – method of assigning credits (credits) to components of educational programs (disciplines, courses, modules) by means of which the comparison and transfer credit students mastered academic disciplines (with credits and grades) when changing educational trajectory, educational institution and country of study;

17) individual curriculum – curriculum generated for each academic year studying independently with the help of advisors on the basis of the model curriculum and elective courses directory;

18) credit (Credit, Credit-hour) is a unified volume unit of academic work of the student/teacher;

19) credit education technology – based learning choice and independent planning of students sequence of learning disciplines using a credit as a unified unit of
measuring the volume of academic work of the student and the teacher;

20) **final control** – control of educational achievements of students to assess the quality of their development program of discipline, conducted in the period of interim certification in the form of an examination if the discipline is studied for a number of academic periods, the final inspection may be conducted as part of the discipline studied in the academic period;

21) **landmark control** – control of educational achievements of students at the end of section (module) of one academic discipline;

22) **the entry on school discipline (Enrollment)** - procedure of preliminary record of students on academic subjects;

23) **mark and rating alphabetic system** of evaluation of educational achievements - a system of assessing the level of educational achievements in points corresponding to the accepted in international practice letter system with the digital equivalent, and allows you to set the rating of students;

24) **Office of the Registrar** – academic service engaged in registration of all history of educational achievements of the student and providing organization of all types of knowledge control and calculation of its academic rating;

25) **independent work of the student under the guidance of a teacher** – out-of-class student work under the guidance of a teacher carried out according to the approved schedule; depending on the category of students it is divided into: the independent work of the student under the guidance of a teacher (hereinafter - ssuts) independent work of a student under the guidance of a teacher and independent work of doctoral student under the guidance of a teacher;

26) **GPA (Grade Point Average - GPA)** - the average assessment of level of student academic achievement over one academic year to the selected program (the ratio of the sum of the products of credits for a digital equivalent of points of an estimation of intermediate certification for disciplines to total loans for the current period of training);

27) **the curriculum is a document** developed by the educational institutions themselves on the basis of standard curriculum of specialty and individual educational plans of students;

28) **course description (Course Description)** - short description of the course (consisting of 5-8 sentences) that includes goals, objectives and content of the discipline;

29) **prerequisites (Prerequisite)** - discipline, containing knowledge, skills and competences necessary for the development of the study discipline;

30) **Postrequisite (Postrequisite)** - disciplines, to explore which require the knowledge and skills acquired at the end of studying this discipline;

31) **the program of disciplines (Syllabus)** - curriculum, including a description of the studied discipline goals and course objectives, brief content, themes and duration of study, assignments, independent work, consultations, scheduled audits of students’ knowledge, the requirements of the teacher, criteria of an estimation of knowledge of students and references;

32) **transcript (transcript)** is a document containing a list of disciplines for the corresponding period of training with the indication of credits and assessments in
33) **tutor** is a teacher, acting as an academic consultant for student to develop a particular discipline;

34) **model curriculum** - the document regulating the list and scope of academic disciplines, professional training programs in education, the procedure of the study and forms of control;

35) **elective subjects** – educational disciplines included in the component of choice within the established credits and introduced by educational organizations, reflecting the personality of a learner, taking into account the specificity of socio-economic development and needs of a particular region, established scientific schools of higher educational institutions;

36) **adviser (Advisor)** - teacher, serves as the academic mentor of the student in the relevant specialty, providing assistance in the selection of a trajectory of training (formation of the individual curriculum) and development of the educational program during the training period.

4.2 **Functional duties of the adviser – curator**

Adviser curator - a teacher who serves as the academic mentor of the student in the relevant specialty, providing assistance in the selection of a trajectory of training (formation of individual educational plan) during the development of the educational program during the training period and implements the state youth policy at the University.

**Adviser curator:**

- given the specificity of the course faculty and the academic group is the work plan, which provides for collective and individual meetings with the students assigned to him on the activities established by applicable regulatory guidance documents;
- assists student in the selection of subjects and teachers on the basis of the work with the catalog of disciplines and curriculum;
- assists the student in preparing an individual educational plan (IEP). If necessary, assists in the modification of the IEP of the student;
- monitors the academic performance of students assigned to it, has been in touch with a specialist of registration Department of your faculty;
- provides advice in matters of future careers, setting the direction of research, the choice of the supervisor, the theme of final qualifying work, determining the base of professional practice;
- supervises students during the entire training period;
- given the specificity of the course faculty and the academic group is the work plan, which provides for collective and individual meetings with the students assigned to him on the activities established by applicable regulatory guidance documents;
- assists students in the formation of individual learning paths and the development of educational programs.
- conducts passports supervised students;
- must possess the necessary scientific Outlook in the field of special disciplines included in the IEP of a student, maintain relationships with faculty and students,
guided by the rules of corporate and professional ethics, creative approach to their work;
- responsible for the performance of the students approved the IEP;
- conducts organizational-methodical and consulting work during the registration period
- conducts educational work assigned to it by students to enhance their academic progress, discipline and attendance, attracting them to participate in the public life of the University, etc.;
- is obliged to inform the Dean's office, departments and public organizations of the University on the requests of students, violations of the educational discipline and internal regulations;
- begins annually on its work at faculty meeting.

Adviser curator has the right:
- to verify compliance with the rules of the current, boundary and final control in all disciplines;
- to participate in the work of the commissions (councils) for consideration of issues of academic achievement and academic status of students;
- track the progress of students assigned to him;
- participate in the development decisions of the University administration or social organizations on the personal Affairs of students of the group;
- to make proposals on the application of innovative forms and methods of educational work of the University.

4.3 Academic calendar of Almaty technological University for the 2017 – 2018 academic year
The teaching process in Almaty technological University is based on the approved academic calendar.

ACADEMIC CALENDAR FOR STUDENTS
THE 1 YEAR FULL-TIME TUITION
FALL SEMESTER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.08.2017 – 26.08.2017</td>
<td>A record on the academic disciplines and the formation of individual curricula</td>
</tr>
<tr>
<td>25.08.2017 – 28.08.2017</td>
<td>Oriented period</td>
</tr>
<tr>
<td>30.08.2017</td>
<td>Constitution Day of Republic of Kazakhstan</td>
</tr>
<tr>
<td>01.09.2017</td>
<td>Knowledge Day</td>
</tr>
<tr>
<td>16.10.2017 – 22.10.2017</td>
<td>Mid-term control 1</td>
</tr>
<tr>
<td>01.12.2017</td>
<td>First President Day of Republic of Kazakhstan</td>
</tr>
<tr>
<td>01.01.2018 – 02.01.2018</td>
<td>New Year</td>
</tr>
<tr>
<td>01.01.2018 – 21.01.2018</td>
<td>Holidays</td>
</tr>
</tbody>
</table>

TOTAL: theoretical training -15 weeks
## SPRING SEMESTER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.01.2018 – 06.05.2018</td>
<td>Theoretical education</td>
</tr>
<tr>
<td>08.03.2018</td>
<td>International Women’s Day</td>
</tr>
<tr>
<td>12.03.2018 – 31.03.2018</td>
<td>Recording subjects for the new academic year</td>
</tr>
<tr>
<td>12.03.2018 – 18.03.2018</td>
<td>Mid–term control 1</td>
</tr>
<tr>
<td>21.03.2018 – 23.03.2018</td>
<td>Nauryz Holiday</td>
</tr>
<tr>
<td>30.04.2018 – 06.05.2018</td>
<td>Mid–term control 2</td>
</tr>
<tr>
<td>01.05.2018</td>
<td>Festival of unity of Kazakhstan people</td>
</tr>
<tr>
<td>07.05.2018</td>
<td>Day of defender of Motherland</td>
</tr>
<tr>
<td>09.05.2018</td>
<td>Victory Day</td>
</tr>
<tr>
<td>07.05.2018 – 27.05.2018</td>
<td>Examinaton session</td>
</tr>
<tr>
<td>04.06.2018 – 31.08.2018</td>
<td>Holidays</td>
</tr>
<tr>
<td>28.05.2018 – 03.06.2018</td>
<td>Registration for the summer semester 1</td>
</tr>
<tr>
<td>04.06.2018 – 15.07.2018</td>
<td>Summer semester 1</td>
</tr>
<tr>
<td>06.07.2018</td>
<td>Day of Capital</td>
</tr>
<tr>
<td>09.07.2018 – 15.07.2018</td>
<td>Registration for the summer semester 2</td>
</tr>
<tr>
<td>16.07.2018 – 26.08.2018</td>
<td>Summer semester 2</td>
</tr>
<tr>
<td><strong>TOTAL:</strong> theoretical training -15 weeks</td>
<td></td>
</tr>
</tbody>
</table>

## ACADEMIC CALENDAR FOR STUDENTS OF 1 YEAR OF STUDY
(ON the BASIS of TECHNICAL and VOCATIONAL EDUCATION AND HIGHER PROFESSIONAL EDUCATION) FULL-TIME TUITION

## FALL SEMESTER

<table>
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<th>Date</th>
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<td>Nauryz Holiday</td>
</tr>
<tr>
<td>Date Range</td>
<td>Event Description</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>30.04.2018 – 06.05.2018</td>
<td>Mid-term control 2</td>
</tr>
<tr>
<td>01.05.2018</td>
<td>Festival of unity of Kazakhstan people</td>
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<td>Summer semester 1</td>
</tr>
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<td>Day of Capital</td>
</tr>
<tr>
<td>09.07.2018 – 15.07.2018</td>
<td>Registration for the summer semester 2</td>
</tr>
<tr>
<td>16.07.2018 – 26.08.2018</td>
<td>Summer semester 2</td>
</tr>
</tbody>
</table>

TOTAL: theoretical training -15 weeks

4.4 The functions of the office of the Registrar

Office of the Registrar the University intended for the organization of educational process on credit technology of learning, academic planning, quality control of students 'knowledge and operational planning and management of educational process, accounting of movement of students and statistical reporting.

4.5 Main objectives of the Office of the Registrar:

- registration of history of educational achievements of students;
- organization of the educational process of the student based on the credit technology of training;
- organization of all types of knowledge control and calculation of academic rating of students, the control and registration of students on disciplines for the academic year;
- the organization and carrying out of ASSESSMENT of students of graduate courses full-time and part-time (DL) forms of learning;
- the organization and conduct of the summer semester for students of internal and correspondence (DL) forms of education, not allowed to session by results of rating control, having academic debts, the results of the session and the academic difference in disciplines of working curricula in the translation, restoration, return from academic leave on a paid basis;
- monitoring of the condition of working curricula of specialty, individual educational plans of students;
- relationship with Tutors and advisors;
- documentation maintenance in credit technology of training;
- registration of students;
- analysis of results of control of knowledge of students;
- collection data Bank on the conclusion of contracts with enterprises (base practices) for the professional practice of students and employment of graduates;
- control the passage of students for the professional practice according to the approved schedule of the educational process;
- organization of reception, verification, storage and transfer to the archive of
personal files of students;
- organization design and configuration of the groups of personal files of students, transfer of personal records of the restored and transferred students;
- organization of issuance of documents to the deducted students in accordance with established procedure;
- the organization issuing academic certificates with complete filling in hours for completed course of study;

**4.6 Registration for academic courses**

At credit technology of education determines the student's educational path. When writing to the academic discipline and the formation of the educational trajectory the student uses consultation of an Advisor - curator, under whose leadership the choice of elective disciplines (disciplines at the choice of the student).

The IEP for the next academic year in the prescribed form with consultation of adviser - curator is determined until the next academic period.

After the final closing records on school discipline, IEP approved by the Dean of the faculty and shall be issued to the student.

**4.7 The organization of independent work of the student**

The process of organization of independent work of the student includes the following steps:
- preparation (definition of objectives, program development, preparation of methodological support, equipment);
- main (program implementation, using techniques of information search, acquisition, processing, use and transfer of knowledge, recording of results, self-organization process);
- final (assessment of significance and analysis, systematization, assessment of the effectiveness of the programme and methods of work, the conclusions about the directions of optimization of labor).

Forms independently working student shall be developed by the teacher and approved by the departments, which are assigned the corresponding discipline.

At the organization of independent work in a particular discipline, the teacher is obliged to provide timely and full information awareness of students about its goals and objectives, complexity, deadlines, forms of self-control and control.

The independently working student shall meet the following requirements:
- prepared students;
- to present a complete development of a topic or its separate aspects, or the solution of practical tasks;
- to demonstrate competency of the author to disclose the issues to have training and practical orientation.

The Dean's office provides:
- preparation of schedules of independent work of the student under the guidance of the teacher;
- monitoring the implementation schedule of independently working student and academic performance of the student.
Teachers introduce students:
- with forms and teaching methods, methods of independent work, evaluation criteria the quality of independent work;
- with goals, means, complexity, deadlines, forms of monitoring independent work of the student.
  Form:
  - skills for the search of optimal variants of answers, calculations and decisions;
  - the skills of scientific research;
  - develop skills of work with the textbook, classical sources and modern scientific literature;
  - conduct group and individual consultations on methods of independent work;
  - carry out systematic monitoring of implementation studying the schedule of independent work;
  - analyze and give an assessment.

The responsibilities of the student include:
- timely and comprehensive introduction to the methodology of the organization and control of independent work for each study discipline, terms and forms of reporting on all types of independent work;
- conscientious and proactive implementation of organizational and methodical guidance of the teacher on all types of self-employment in each of the discipline studied;
- timely notification of the Professor delivering the appropriate kinds of training, occurred in the course of independent work the problems;
- timely and complete reporting on all types of self-employment in each of the discipline studied.

4.8 The organization of independent work of the student under the guidance of a teacher

At credit technology of training, independent work of students is divided into two parts: independent work, carried out under the guidance of the teacher, and the part that is performed independently.

The purpose of independent work with the teacher creating opportunities for the learner to get individual expert advice on material classroom in the content of independent work of the student.

In the hours of independent work with the teacher it is recommended to hold consultations on implementation of all types of independent work of the student, homework assignments, and semester tests, reports, etc. the Student can visit the independent work with the teacher on a flexible basis but is obliged to deliver all types of independent work of the student within the time specified by the teacher.

4.9 The system of monitoring and evaluation of educational achievements of students

Academic achievement of students at all types of academic assignments and tasks is assessed according to the score–rating letter system of knowledge assessment in
accordance with state educational standards for monitoring and evaluation of knowledge.

Monitoring of progress of students is carried out on each subject discipline, and includes control of knowledge in classroom and extracurricular activities. Assessing the current control (rating of admission) develops estimates of current control in the classroom and assessments of midterm control (extracurricular activities).

When the current control of academic performance academic achievement of students are assessed on a 100-point scale for each completed task, and the final result of current control of progress is applied to calculate the arithmetic mean value of all grades received during the academic period.

Students who do not have a positive evaluation rating of admission in disciplines that are not allowed to the final control (examination).

Control system knowledge in ATU includes a rating control (two times in semester) and final control (exams). Rating control on disciplines is carried out on 8 and 15 weeks of academic period.

In each discipline is determined by the final assessment, which consists of the results of the rating control and examination, with 60 % rating control, 40 % is the result of the exam.

Final assessment of student knowledge is evaluated on a letter system of assessment of educational achievements of students, which corresponds to a digital equivalent on four-point system.

To transfer students from one course to another University sets their own passing score GPA. A passing grade (Grade Point Average) – the average assessment of level of academic achievements, student for one academic year in the chosen program (GPA). The minimum passing score (GPA) from 1 course to 2 year – 1.67 points.

Grade point average (GPA) is calculated at the end of each semester and for the entire study period as a whole. GPA in all subjects for the course are given as follows: the final grade in the subjects multiplied by the number of credits of this discipline, all the results are added together and divided by the number of credits.

### Alphabetic system of evaluation of educational achievements of students corresponding to a digital equivalent on four point system

<table>
<thead>
<tr>
<th>Rating according to the letter system</th>
<th>A digital equivalent of points</th>
<th>% content</th>
<th>Rating in the traditional system</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4,0</td>
<td>95-100</td>
<td>very good</td>
</tr>
<tr>
<td>A-</td>
<td>3,67</td>
<td>90-94</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3,33</td>
<td>85-89</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3,00</td>
<td>80-84</td>
<td>good</td>
</tr>
<tr>
<td>B-</td>
<td>2,67</td>
<td>75-79</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2,33</td>
<td>70-74</td>
<td>satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>2,0</td>
<td>65-69</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1,67</td>
<td>60-64</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1,33</td>
<td>55-59</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1,0</td>
<td>50-54</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>0-49</td>
<td>unsatisfactory</td>
</tr>
</tbody>
</table>
Thus, GPA is calculated for all passed subjects, it is the basis for transfer to the next course.

Examination with a positive assessment for the purpose of its increase over the entire period, or for the purpose of obtaining a diploma with honors’ is not permitted.

When receiving an unsatisfactory total assessment on discipline, the credits in the relevant discipline are not counted.

Retake the assessment, as well as positive or unsatisfactory, the examination is not permitted.

The student received an unsatisfactory total assessment on discipline, should retake a course in the discipline, gain admission to the exam and pass it during the next academic period or summer semester on a paid basis.

If the student scored (including summer semester), GPA below a set level, it remains on a repeated course.

Persons who do not sign the contract and not paid the tuition for a repeated course within one month after the beginning of the school year, subject to assignment.

Studying in state educational order, left to repeat the course for a further period of training lose the state educational grant.

4.10 The organization of the summer semester

For students having academic debts (no more than 10 credits) organized the summer semester. Registration for summer semester ends one week before the beginning of the summer semester.

Write on the passage of the summer semester students:
- not allowed to session by results of rating control;
- have academic debts;
- having academic difference in the recovery, transfer, return from academic leave.

In the summer semester can be mastering the total number of credits is 10.

According to the results of the summer semester students who have not obtained conversion rate (GPA) will repeat the course.

The organization of summer semester and the entry of a student for the summer semester provides the office of the Registrar.

The procedure for the organization of the summer semester:
- the student is registered to attend the summer semester, indicating the courses and payment on the stated courses;
- schedule of classes in the summer semester.

The results of examinations on disciplines of the curriculum specialty mastered during the summer semester are accounted for in transferable points (GPA).

All the points obtained on the studied disciplines are reflected in the transcript.

5 GUIDE THE STUDENT TO WORK IN AUTOMATED EDUCATION MANAGEMENT SYSTEM "PLATONUS"

The University introduced an automated education management system (AEMS) "Platonus".
AEMS "Platonus" the support system of the distance learning software platform which is a modern software that allows you to create Internet/Internet training centre which provides the full cycle of education, including:
- registration of courses;
- the registration of students and teachers;
- the creation and publication of exercises and tests, training materials;
- the performance;
- formation and maintenance schedules;
- other necessary services and properties.

**Login**

1. To get started, the user must launch a browser (Mozilla Firefox, Mozilla, Internet Explorer);
2. You need to go to the website atu.kz, then click on the window Platonus;
3. For login in the login form, you should select the role in the system (for studying the role: Learner). Next, enter the account name (login in "Login" field) and password (the "Password" field) then press the "Enter" button.

Username and password can be obtained from the **Office of the Registrar** for each student username and password is individual. In the case of loss of data or lack of access to the system you need to contact the **office of information technology**.

![Figure 1 - Logon (language)](image1)

![Figure 2 - Authorization system](image2)

**The system interface**

After the authorization the following page: the system Interface (figure 3). The system interface uses a set of model elements on all pages of the server. This allows the
user to easily navigate the program and to effectively use all the capabilities of the system.

Figure 3 shows an example of a screen that shows the main model elements.

**Block user-defined functions**

In a custom block (top right corner) You will be available the following custom block:
- Library, Chat, Forum, main, Output.

**Main menu**

This is the main tool of the user in the selection of the acts committed. For the learner presents: a classroom, a journal, schedule, individual educational plan, academic calendar, transcript, appeals and messages.

![Figure 3-system Interface](image)

**View and edit personal information**

A user account has attributes that are editable by the user (tab "Settings"). These are the fields of the registration card user:
- login;
- password.

Detailed guidance can be found in the electronic library, AEMS "Platus".

6 **GENERAL RULES OF USE OF SCIENTIFIC LIBRARY**

The University's library has a great list of scientific publications and has about a million units. The library website (atu.kz) with the page "Scientific library" made it possible to better promote the materials of the library electronic catalogue, electronic resources, databases, articles.

At the Center for electronic resources in the reading rooms and open access to all Internet resources, access (www.rmeb.kz) to the Republican interuniversity electronic library, which provides electronic catalog and full-text databases of textbooks, teaching AIDS, articles.

6.1 **Readers, their rights, duties and responsibilities**

ATU students are entitled to free use of the main types of library and information services:
- to complete information about the composition of the library through system of catalogs and card files and other forms of library informing;
- to use bibliographic and reference services;
- to use the electronic textbooks in the electronic reading room and Internet service in the prescribed manner;
- to publications missing from the library on interlibrary loan, with a right to use them during the month in the reading room;
- to extend the use of literature in the prescribed manner.

Additional services readers can receive a fee. Tariffs for additional and ancillary services, the amount of penalty are approved by the rector of the ATU.

To obtain literature, readers must present a library card.

Responsibility for damage of books is the reader who enjoyed the last edition.

Readers do not have the right to transfer your library card to another person or to use someone else's library card. In case of violation of this rule both readers lose the right to use the library. When leaving the University readers are obliged to return to library publications, to surrender the library cards and obtain the appropriate level of a bypass sheet.

Readers responsible for loss or unintentional damage of editions are obliged to replace them with the same editions, or their copies, or books recognized by library equivalent.

Readers are not permitted:
- log in into the offices and libraries;
- to enter the reading rooms and utility funds in outerwear;
- play gambling;
- bring and consume food and beverages;
- take out the literature from reading rooms without the permission of the librarian;
- negotiating on mobile phones;
- to break silence and order in premises of library.

If you violate the Rules of library use, readers lose the right to use the library.

Materials about gross violations of the Rules of readers use the library referred for consideration to the Dean or the rector.

6.2 Order of registration of readers in the scientific library

To write to the library students must present their student ID and two photos 3x4 cm. On this basis, the student is given a single library card, a library filled form. The library ticket is the unique document granting the right to use all subscriptions and reading rooms of the library.

The validity of a library card – school year. Every year, after the summer session, the readers are required to re-register the library cards and prolong their action. Thus readers are obliged to hand over all for their outstanding literature, or to extend the use of books when available. Readers who do not reregister, failing to return the book on time subject to a penalty and a library for 3 months not served.

6.3 The procedure for using reading rooms

To work in the reading room have the right readers who use documents from the reading room.
When ordering literature in a reading room readers fill the reader's requirement. Encyclopedias, reference books, rare and valuable books, author's abstracts, dissertations, periodicals, last, and only instance, and also publications received by interlibrary loan, are issued only in the reading room.

**6.4 Rules subscription**

For ordering and receiving of editions on subscriptions readers show the library ticket, fill in correctly the reader's requirement and undersign on the book form and the reader's requirement.

Book form and the reader's requirement are documents certifying the fact of issuance to the reader and reception by the librarian editions. Term use of literature issued by the students at home limited:

- educational literature for a semester or academic year;
- scientific literature is issued for a period up to 1 month and not more than 5 copies at a time;
- fiction is issued for a period of 1 month and not more than 3 copies at a time.

Classes are provided with textbooks on the group of the elder with the written requirements of the teacher. For these textbooks is the responsibility of the teacher.

**The mode of operation of the scientific library**

<table>
<thead>
<tr>
<th>Day</th>
<th>Open Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>from 8.30 h to 17.00 h</td>
</tr>
<tr>
<td>Break</td>
<td>from 12-30 to 13-30 h h</td>
</tr>
<tr>
<td>Saturday</td>
<td>from 9-00 to 12-00 h h</td>
</tr>
<tr>
<td>During the session</td>
<td>from 8.30 h to 18.00 h.</td>
</tr>
<tr>
<td>Sunday</td>
<td>output</td>
</tr>
<tr>
<td>Last Friday of the month</td>
<td>sanitary day</td>
</tr>
</tbody>
</table>

**7 THE PROCEDURE FOR PAYMENT OF EDUCATIONAL SERVICES**

The tuition for each academic year is established by the rector in the beginning of the school year on the basis of the Decision of the government of Kazakhstan approving the amount of payment of the state order.

The amount of tuition fees changed in connection with changes in the cost of the state educational grant, the average cost of training one student in the state educational order for the relevant academic year according to the Decree of the government of Kazakhstan. The change in the value of education is allowed not more than once in an academic year.

**Payment for training is made in the following order:**

Full-time during the first year of study the student pays at least 30% of the annual cost of tuition to enroll in the number of ATU students, 20% for the first semester before the winter examination session the remaining 50% pays: 25% in the beginning of the second semester, 25% during the second semester to the start of the summer examination session.

For subsequent years, 25% of the cost pays at the beginning of the first semester, 25% for the first semester before the winter examination session, 25% is paid at the beginning of the second semester, 25% during the second semester to the start of the summer examination session. In the case of non-payment, the student is not allowed to
the session and is subject to expulsion. The payment is made by transfer of money through banking institutions and payment terminals to the account of ATU.

Upon reinstatement, withdrawal from an academic leave payment of tuition is made at the rate and conditions in force at the time of reinstatement.

The student who receives conversion rate and translated to the next course in the presence of the academic debt on a paid basis is re-examining the appropriate discipline eliminate academic debt. The order, timing, and the fee for re-examination of the discipline and the elimination of academic debt is set by order of the rector of ATU.

8. INTERNATIONAL COOPERATION OF THE ALMATY TECHNOLOGICAL UNIVERSITY

International activity of the Almaty technological University is the most important direction of its activity, a key factor in the integration of the ATU into the world educational space and is implemented in the following areas:
- partnership with foreign universities, educational centers and other organizations;
- joint programs and activities on scientific-technical cooperation;
- further development of academic mobility for integration into the European educational system.

Almaty technological University cooperates with:
- Of the national Engineering Academy of Sciences of Kazakhstan (NEA RK);
- The international Academy of Higher School Sciences (IHEAS);
- The international Association of Universities (IAU);
- Union of European Universities (EURAS);
- Of JSC "Center for international programs";
- Central Asian Foundation for Management Development (CAMAN);
- The European Association of students and employers (EASE);
- International Association of obuchowski exchange (IAESTE);
- The Club Of The Rectors Of Europe;
- European Cooperation Organization (ECO);
- The British Council in Kazakhstan, the German academic exchange Service (DAAD), Goethe Institute;
- French Alliance Almaty (AFA);
- The ERASMUS+program

Currently, the University has strong international ties with more than 100 leading universities and scientific centers abroad, where the profile is training in related specialties, based on which learners and teachers have ongoing training opportunities and study abroad.

Academic mobility

Academic mobility of students, faculty and staff is one of the main principles of the Bologna Declaration and one of the important directions of the international activity. It helps to improve the quality of higher education, increase research effectiveness, improve the management system, establish internal and external integration relations, the mission of the Almaty technological University.
The purpose of the academic mobility-integration into the international educational space, the use of global educational resources.

A primary method of implementing the academic mobility of students of the University is sending them to the partner universities to:
- learning in the framework of joint double degree programs (degrees);
- in the framework of academic exchange programs;
- internship (including language);
- of training (research, production) practices;
- participation in summer schools (semesters).

The selection of students is conducted in an open tender procedure in accordance with the principles of equality of opportunities available merits, abilities and social activities. Taken into account the academic performance, knowledge of the language of the receiving party (or English), program compliance, or agreement to exchange.

Students participating in the academic mobility program, after consultation with its academic coordinator submit the document indicating the subjects that they will study in the host University and recognition which they want to receive.

Guide the University provides to the participant of academic mobility remote access to the educational portal of the ATU with the aim of self-study subjects under the curriculum of ATU and the current and intermediate control of knowledge in these disciplines. Monitoring the distance learning process of these students carries out academic coordinator of the faculty.

Students are in the host University administrative procedures of enrolment in accordance with the rules of the school.

After completion of stay in the host University the student must submit:
- its academic coordinator: the academic certificate (transcript), certifying the name of studied subjects and other types of classes, obtained credits and assessments for the preparation of the "Act on the academic recognition";
- in the Department of international cooperation: a report on the results of studying abroad.

**The possibilities of academic mobility**

**The EU programme ERASMUS+**

This is a program of mobility and cooperation between our country and the member countries of the EU. The programme provides prestigious scholarships (grants) for teaching at the undergraduate, master's, doctoral, internships at European universities.

**Program "double diploma Education" ATU**: the basis of signed memorandums of mutual cooperation designed and implemented program of joint training of personnel according to advanced European standards of education.

Program benefits:
- Kazakhstan students obtaining qualifications recognized by both European and Kazakh companies;
- increase the competitiveness of graduates in the labour market;

For the successful implementation of this programme the following tasks:
- the development of joint programmes;
- the use of a European system of assessment (ECTS);
- training to ensure the protection of the two equivalent diplomas (Double major).

**DEAR STUDENT!**

On the official website of the University www.atu.kz You can find the basic rules of carrying out of current control of progress, interim and final certification, rules for sabbatical leave, rules of transfer and recovery, and other internal normative documents of the University.

9. **The traditional calendar of cultural events for 2017 – 2018 academic year**

<table>
<thead>
<tr>
<th>№</th>
<th>Events</th>
<th>Time</th>
<th>Performers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The Day Of Knowledge</td>
<td>28 Aug</td>
<td>The faculties of the youth Council, the trade Union organization</td>
</tr>
<tr>
<td>2.</td>
<td>&quot;The Constitution of the Republic of Kazakhstan – 21 years!&quot;</td>
<td>30 Aug</td>
<td>The faculties of the youth Council, the trade Union organization</td>
</tr>
<tr>
<td>3.</td>
<td>Elections of the student government in academic groups and hostels</td>
<td>September</td>
<td>The Department of state and foreign languages</td>
</tr>
<tr>
<td>4.</td>
<td>Day of mechanical engineer</td>
<td>October</td>
<td>Faculty of engineering and information technology</td>
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<tr>
<td>5.</td>
<td>Dedication to students</td>
<td>October</td>
<td>The administration</td>
</tr>
<tr>
<td>6.</td>
<td>The national debate tournament devoted to the international day of students</td>
<td>November</td>
<td>The youth Council</td>
</tr>
<tr>
<td>7.</td>
<td>The day of the financier</td>
<td>November</td>
<td>Faculty of Economics and business</td>
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<tr>
<td>8.</td>
<td>II youth Forum of Alatau district devoted to the day of the First Presidential</td>
<td>November</td>
<td>The administration of the ATU jointly with the regional akimat</td>
</tr>
<tr>
<td>9.</td>
<td>The competition &quot;I am a patriot ATU&quot;</td>
<td>December</td>
<td>Faculty of engineering and information technology</td>
</tr>
<tr>
<td>10.</td>
<td>The food technologist day</td>
<td>December</td>
<td>A food production faculty</td>
</tr>
<tr>
<td>11.</td>
<td>YII-games teachers and staff ATU</td>
<td>January</td>
<td>Department of Physical Education, youth Council</td>
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<tr>
<td>12.</td>
<td>Competition &quot;The Sun and the moon&quot;</td>
<td>March</td>
<td>The youth Council</td>
</tr>
<tr>
<td>13.</td>
<td>The contest &quot;Miss ATU&quot;</td>
<td>March</td>
<td>The youth Council of the faculty</td>
</tr>
<tr>
<td>14.</td>
<td>Celebration Of &quot;Nauryz&quot;</td>
<td>March 22</td>
<td>he rectorate, the faculties, artistic Director</td>
</tr>
<tr>
<td>15.</td>
<td>II Forum of graduates of ATU &quot;look into the future&quot;</td>
<td>April</td>
<td>he rectorate, the faculties, artistic Director</td>
</tr>
<tr>
<td>16.</td>
<td>Urban youth festival &quot;Creativity of the people of Kazakhstan&quot; devoted to Day of unity of people of Kazakhstan</td>
<td>April</td>
<td>The youth Council together with the city akimat</td>
</tr>
<tr>
<td>17.</td>
<td>Victory Day</td>
<td>May 9</td>
<td>Rectorate, Council of young people</td>
</tr>
<tr>
<td>18.</td>
<td>Festival &quot;Student spring&quot;</td>
<td>April</td>
<td>The youth Council</td>
</tr>
<tr>
<td>19.</td>
<td>Day of workers of light industry</td>
<td>June</td>
<td>Faculty of light industry and design</td>
</tr>
<tr>
<td>20.</td>
<td>The day of state symbols of Kazakhstan</td>
<td>June 4</td>
<td>Rectorate, Council of young people</td>
</tr>
<tr>
<td>21.</td>
<td>Solemn presentation of diplomas to graduates of ATU</td>
<td>Prior to July 1,</td>
<td>Youth Council, office of the Registrar</td>
</tr>
</tbody>
</table>
### 10. A brief background

**THE ADMINISTRATION OF ALMATY TECHNOLOGICAL UNIVERSITY**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATU President</td>
<td>KULAZHANOV KURALBEK</td>
<td>Academic building 1 tel:2935287 (EXT.104)</td>
</tr>
<tr>
<td>Secretary</td>
<td>In Aliaskarova Samal</td>
<td></td>
</tr>
<tr>
<td>Rector of ATU</td>
<td>KULAZHANOV TALGAT</td>
<td>Academic building 1 tel:2920016 (EXT. 105)</td>
</tr>
<tr>
<td>Assistant rector</td>
<td>Turusbekova Madina</td>
<td></td>
</tr>
<tr>
<td>First Vice-rector</td>
<td>NURAKHMETOV BAURZHAN</td>
<td>Academic building 1 tel:2935289 (EXT. 106, 103)</td>
</tr>
<tr>
<td>Vice-rector on UMR (teaching work)</td>
<td>RSKELDIYEV BERDAN</td>
<td>Academic building 1 tel:2920016 (EXT. 226)</td>
</tr>
<tr>
<td>Vice-rector on educational work (educational work)</td>
<td>BATKHOLDIN KALTAY</td>
<td>Academic building 1 tel:2935311 (EXT. 150)</td>
</tr>
<tr>
<td>Vice-rector for research Institutes (science and innovation)</td>
<td>KIZATOVA MAYGUL</td>
<td>Academic building 1 tel:2924758 (EXT. 127)</td>
</tr>
<tr>
<td>Vice-rector for quartermaster (administrative part)</td>
<td>YERDENBEKOV BOLAT</td>
<td>Academic building 1 tel:2923742 (EXT. 225)</td>
</tr>
<tr>
<td>Director at FEI (financial and economic issues)</td>
<td>KULAZHANOVA MARZHAN</td>
<td>Academic building 1 tel:2601351 (EXT. 109)</td>
</tr>
<tr>
<td>Secretary</td>
<td>Tleulinova Inzhu</td>
<td></td>
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### GENERAL INFORMATION ON FACULTIES AND DEPARTMENTS

**A FOOD PRODUCTION FACULTY**

<table>
<thead>
<tr>
<th>Department</th>
<th>Head</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Department &quot;Technology of bakeries and processing productions&quot;</strong></td>
<td>Zhienbayeva Saule</td>
<td>Educational building 3A, 4th floor, KAB. 402, 408, tel: 3967133 (EXT. 114, 113)</td>
</tr>
<tr>
<td><strong>The Department &quot;Technology of food products&quot;</strong></td>
<td>Tayeva Aigul</td>
<td>Educational building 3A, 2nd floor, KAB. 207, 208, tel: 3967133 (EXT.110, 109)</td>
</tr>
<tr>
<td><strong>The Department &quot;Food biotechnology&quot;</strong></td>
<td>Lessova Zhaniha</td>
<td>Educational building 3A, 8th floor, KAB. 802, 808, tel: 3967161 (EXT. 120, 119)</td>
</tr>
<tr>
<td><strong>The Department &quot;Safety and quality of food&quot;</strong></td>
<td>Uazhanova Raushangul</td>
<td>Educational building 3A, 6th floor, KAB. 602, 608, tel: 3967133 (EXT.117, 118)</td>
</tr>
<tr>
<td><strong>Department of &quot;Chemistry, chemical technology and ecology&quot;</strong></td>
<td>Suleimenova Mariya</td>
<td>Educational building 3A, 7th floor, KAB. 702,701,901,902 tel: 3967133 (EXT.138,116)</td>
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### FACULTY OF LIGHT INDUSTRY AND DESIGN

<table>
<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Dean – Zhilisbayeva Raushan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy Dean for educational work – Bolysbekova Raykhan</td>
<td></td>
<td>tel:2935384 (EXT.135) Academic building 1, Tole bi street,100, floor 8, office. 811,813,</td>
</tr>
<tr>
<td>Department</td>
<td>Educational building</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>------------------------------------------------</td>
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</tr>
<tr>
<td>&quot;Technology of textile production&quot;</td>
<td>Educational building 1, floor 10, KAB. 1009, 1010, tel: 2935295 (EXT.146, 183)</td>
<td>tel: 2935284 (EXT. 136, 182)</td>
</tr>
<tr>
<td>Head of the Department Kutzhanova Aiken</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;Technology and designing of products and goods&quot;</td>
<td>Educational building 1, floor 12, KAB. 1203, 1204, tel: 2935291 (EXT.144, 151)</td>
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</tr>
<tr>
<td>Head of the Department Talgatbekova Akmarzhan</td>
<td></td>
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<tr>
<td>&quot;Design&quot;</td>
<td>Educational building 1, floor 9, KAB. 904, 907 tel: 2935284 (EXT.212,193)</td>
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<tr>
<td>Head of the Department Sabitova Alima</td>
<td></td>
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</tr>
<tr>
<td>&quot;State and foreign languages&quot;</td>
<td>Educational building 1, floor 7, KAB. 717, 719, tel: 2935284 (EXT.149,131)</td>
<td></td>
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<tr>
<td>Head of the Department Aukhadiyeva Zauresh</td>
<td></td>
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<tr>
<td>&quot;Physical education&quot;</td>
<td>Educational building 1, floor 11, KAB. 1105 tel: 2935291 (EXT.124)</td>
<td></td>
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<tr>
<td>Head of the Department Mashkova Valentina</td>
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</tr>
<tr>
<td><strong>FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean – Erenova Bibipatyma</td>
<td>tel:3967133 (EXT.123) the school building 3B,Furkat street 348/4, 2 floor, KAB. 209, tel: 3967133 (EXT. 122)</td>
<td></td>
</tr>
<tr>
<td>Deputy Dean for educational work – Umargaliyeva Aigerim</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;Mechanization and automation of production processes&quot;</td>
<td>Educational building 3B, 2nd floor, KAB. 210, 209, tel: 3967133 (EXT. 153,154)</td>
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<tr>
<td>Head of the Department Usupov Saby</td>
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<tr>
<td>&quot;Information technology&quot;</td>
<td>Educational building 3B, 4th floor, KAB. 303, tel: 3967133 (EXT.129,128)</td>
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<tr>
<td>Head of the Department Zaurbekov Nurgaly</td>
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<tr>
<td>&quot;Professional training and social science&quot;</td>
<td>Educational building 3B, 4th floor, KAB. 427, tel: 3967133 (EXT. 107)</td>
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<tr>
<td>Head of the Department Zakiryanov Askhat</td>
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<td></td>
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<tr>
<td>&quot;Engineering graphics and applied mechanics&quot;</td>
<td>Educational building 3B, 4th floor, KAB. 426, tel: 3967133 (EXT. 155,156)</td>
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<tr>
<td>Head of the Department Abdtrakhimov Ural</td>
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</tr>
<tr>
<td>&quot;Higher mathematics and physics&quot;</td>
<td>Educational building 3B, 5th floor, KAB. 519, tel: 3967133 (EXT. 134,133)</td>
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<tr>
<td>Head of the Department Myrzageldiyeva Zhanat</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FACULTY OF ECONOMICS AND BUSINESS</strong></td>
<td>tel:2935317 (EXT.163) Academic building 1, Tole bi 100, 6th floor, KAB. 611,613.: 2935317 (EXT. 164)</td>
<td></td>
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<tr>
<td>Dean – Zhanguttina Gulnar</td>
<td></td>
<td></td>
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<tr>
<td>Deputy Dean on educational work</td>
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</tr>
<tr>
<td>Imanbekova Bagdagul</td>
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<tr>
<td>&quot;Economics and management&quot;</td>
<td>Educational building 1, floor 5, KAB. 503 tel: 2935317 (EXT. 123,152)</td>
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<tr>
<td>Head of the Department Zholdasbayeva Gulnara</td>
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<tr>
<td>&quot;Finance and accounting&quot;</td>
<td>Educational building 1, floor 8, KAB. 810, tel: 2935317 (EXT.179,117)</td>
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<tr>
<td>Head of the Department Sultangaliyeva Lyazzat</td>
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<tr>
<td>&quot;Tourism and service&quot;</td>
<td>Academic building 1, 6th floor, KAB. 609, tel: 2935317 (EXT.162,154)</td>
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<tr>
<td>Head of the Department Zheldibayev Assan</td>
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</tbody>
</table>

**GENERAL INFORMATION ON SUBDIVISIONS**

**OFFICE OF THE REGISTRAR**

The chief of the office of the Registrar – Abdraiinova Diana

Academic building 1, Tole bi, 100, Building "Registrar's Office" tel: 2935284 (EXT.170)

Registration
<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>The chief of Department registration –</td>
<td>Academic building 1, Tole bi, 100</td>
</tr>
<tr>
<td>Kakimbayeva Assel</td>
<td>The building &quot;Registrar's Office&quot;</td>
</tr>
<tr>
<td></td>
<td>tel: 2935284 (EXT. 214, 116, 155)</td>
</tr>
<tr>
<td>Inspector student files</td>
<td>Educational building 1, floor 4, KAB. 403,</td>
</tr>
<tr>
<td>Erzhankyz Erkezhan</td>
<td>tel: 2935284 (EXT. 153)</td>
</tr>
<tr>
<td>The testing Department</td>
<td>Educational building 1, floor 6, office. 601,</td>
</tr>
<tr>
<td></td>
<td>tel:2920474 (EXT. 133)</td>
</tr>
<tr>
<td>EDUCACTIOINAL-METHODICAL MANAGEMENT</td>
<td>Educational building 1, floor 5, office. 523,</td>
</tr>
<tr>
<td>Head – Akhmetova Nursulu</td>
<td>tel:2935288 (EXT. 195)</td>
</tr>
<tr>
<td>Center for professional practice and career</td>
<td>Educational building 1, floor 4, KAB. 403,</td>
</tr>
<tr>
<td>Head – Mendiyarova Railya</td>
<td>tel: 2935284 (EXT. 133)</td>
</tr>
<tr>
<td>THE OFFICE FOR INTERNATIONAL RELATIONS</td>
<td>Educational building 1, floor 7, office. 702,</td>
</tr>
<tr>
<td>AND ACADEMIC MOBILITY</td>
<td>tel:293003 (EXT. 223)</td>
</tr>
<tr>
<td>KAZAKH-SWISS INSTITUTE OF TOURISM, RESTAURANT</td>
<td>Educational building 1, floor 1,</td>
</tr>
<tr>
<td>AND HOTEL BUSINESS</td>
<td>tel:2935288 (EXT. 251)</td>
</tr>
<tr>
<td>Director – Utebekova Galiya</td>
<td>Educational building 1, floor 5, office. 509,</td>
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<tr>
<td></td>
<td>tel:2935290 (EXT. 121)</td>
</tr>
<tr>
<td>ACCOUNTING</td>
<td>Educational building 1, floor 1,</td>
</tr>
<tr>
<td>Head – Shindauletova Aigul</td>
<td>Educational building 1, floor 5, office. 505,</td>
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<tr>
<td></td>
<td>tel:2935290 (EXT. 134)</td>
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<tr>
<td>LEGAL DEPARTMENT</td>
<td>Educational building 1, floor 2, KAB. 211,</td>
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<tr>
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<td>SCIENTIFIC LIBRARY</td>
<td>Educational building 1, floor 3</td>
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<tr>
<td>THE DIVISION OF THE MILITARY-Accounting</td>
<td>Educational building 1, floor 12, office. 1211,</td>
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<tr>
<td>TABLE, CIVIL DEFENSE AND EMERGENCY SITUATIONS</td>
<td>tel:2935284 (EXT. 113)</td>
</tr>
<tr>
<td>SECTOR FOR WORK WITH STUDENTS</td>
<td>Educational building 1, floor 2, KAB. 203,</td>
</tr>
<tr>
<td>Artistic Director – Zhyssypali Maksat</td>
<td>tel:2935284 (EXT. 143)</td>
</tr>
<tr>
<td>Youth Council – Omarova Aishat</td>
<td>Educational building 1, floor 11, KAB. 1113,</td>
</tr>
<tr>
<td></td>
<td>tel:2924790 (EXT. 165)</td>
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<tr>
<td>Health center</td>
<td>Educational building 1, floor 2, KAB. 203,</td>
</tr>
<tr>
<td>Nurse – Koserova Turarkul</td>
<td>tel:2935288 (EXT. 205)</td>
</tr>
<tr>
<td>Nurse – Kabylbekova Kynagyl</td>
<td>Educational building 3A, 1 floor, KAB. 109,</td>
</tr>
<tr>
<td></td>
<td>tel:2769706</td>
</tr>
<tr>
<td>HOSTEL</td>
<td>Educational building 1, floor 2, KAB. 203,</td>
</tr>
<tr>
<td>Head of the hostel №1, pasportist –</td>
<td>tel:2935284 (EXT. 205)</td>
</tr>
<tr>
<td>Kudaibergenova Nurpat</td>
<td>Educational building 3A, 1 floor, KAB. 109,</td>
</tr>
<tr>
<td></td>
<td>tel:2769706</td>
</tr>
<tr>
<td>Head of the hostel №2, pasportist –</td>
<td>Educational building 1, floor 2, KAB. 203,</td>
</tr>
<tr>
<td></td>
<td>tel:2935284 (EXT. 205)</td>
</tr>
<tr>
<td></td>
<td>Educational building 3A, 1 floor, KAB. 109,</td>
</tr>
<tr>
<td></td>
<td>tel:2769706</td>
</tr>
</tbody>
</table>
CONTACT INFORMATION

The main building: 050012, Almaty, Tole bi str.,100, HS.ul. A. Baitursynov
Educational building №3: Furkat street 348/4, HS.ul. Tole
Web site: www.atu.kz
E-mail: rector@atu.kz

Bank details:
JSC "Almaty technological University"
050012, Almaty, Tole bi str. 100
tel: 8(727) 293-52-87. Fax: 8 (727) 293 - 52 -92
TRN: 600700012258
BIC: KCJBKZKX
KBE: 17
BIN: 990840000359
KIC KZ 87856000000011134
Almaty, AGF JSC "Bank CenterCredit"