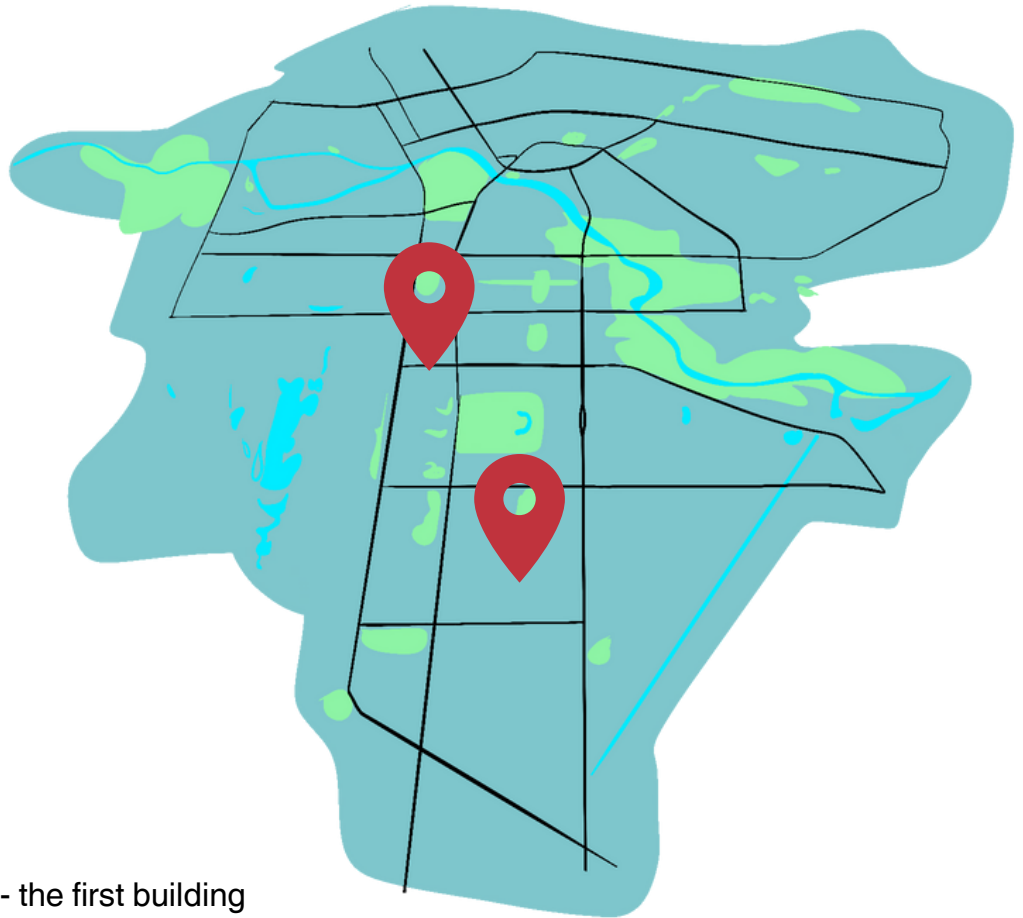


2023-2024

APEMS Academy

The Academy of Physical Education and Mass Sports (hereinafter APEMS) was founded in 2021 in Astana within the framework of the Concept for the development of physical culture and sports of the Republic of Kazakhstan until 2025. APEMS aims to be the nation's leading training center for the sports industry.



Two modern buildings - the first building "Zhekpe Zhek" sports complex named after Zh. Ushkempirov and the second - the business center "EXPO" - Academy "APEMS" provide a comfortable and innovative learning. Our curriculum spans 3 years, during which students will immerse themselves in an in-depth study of sports pedagogy, sports leadership and management, psychology, anatomy, training methodology and many other important aspects. Our mission is to inspire and support young professionals striving for excellence in the field of sports. We strive to ensure that APEMS graduates become not only outstanding coaches and instructors, but also active leaders who can inspire others to a healthy lifestyle and sports achievements.

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DEAR FIRST-YEAR STUDENT!

WELCOME TO APEMS!

Welcome to a new and exciting chapter in life. This is a unique time when many find their true happiness and meaning. In APEMS, each of you will be able to reach your potential, find your own direction and make long-term friendships. A wide range of possibilities awaits you here.

We have created an atmosphere in which you will not only deepen your knowledge, but also achieve personal development. Many creative, sports and scientific activities will help you to reach your potential and enrich the learning experience.

We believe that during your studies you will demonstrate important qualities for a successful career: dedication to the profession, perseverance, leadership, desire for growth and respect for our traditions.

We look forward to starting this important journey!

Legal address:

010011, Astana,
EXPO business center,
Mangilik el avenue, C 4.5.

Tel.

8 (700) 957-00-61;
8 (700) 957-00-62;
8 (700) 957-00-68.

Email:

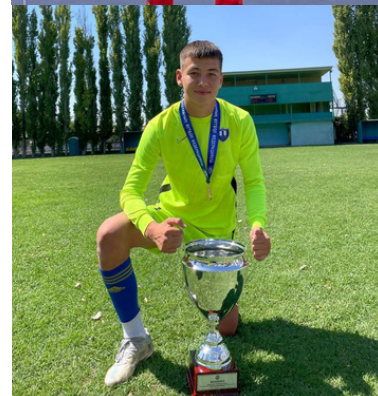
info@apems.edu.kz ;
university_sports@mail.ru.

University website:

apems.edu.kz

Official Instagram channel

www.instagram.com/apems_kz





Glossary

This Guide uses the following concepts and definitions:

Academic calendar - a calendar of training and control events, practices during the academic year, indicating the days of rest (holidays and holidays);

Academic period - a period of theoretical training, a trimester lasting 10 weeks;

The academic rating of the student is a quantitative indicator of the level of mastery of the program material by the student, compiled on the basis of the results of the final certification;

Assistant, associate professor, professor (Assistant Professor, Associate Professor, Akademie Professor) - positions of the academic staff in higher educational institutions;

Bachelor, Master, Doctor - academic degrees awarded to persons who have mastered the relevant educational programs of higher and postgraduate professional education

Point-rating letter system for assessing educational achievements - a system for assessing the level of educational achievements in points corresponding to the letter system accepted in international practice with a digital equivalent, and allowing you to set the rating of students;

Distance educational technologies - training carried out using information and telecommunication means with indirect (at a distance) or incompletely mediated interaction between the student and the teacher;

Academic mobility is the movement of students or teachers-researchers to study or conduct research for a certain academic period (semester or academic year) to another university (domestic or abroad) with the obligatory transfer of mastered curricula, disciplines in the form of academic credits in their university or to continue their studies at another university;

Academic hour - a unit of measurement of the volume of training sessions or other types of educational work, 1 academic hour is equal to 50 minutes, is used in the preparation of the academic calendar (schedule of the educational process), the schedule of training sessions, in planning and accounting for the completed educational material, as well as in planning the teaching load and taking into account the work of the teacher;

European Credit Transfer and Accumulation System (ECTS) - European Accounting System;

Registration for an academic discipline - the procedure for registering students for academic disciplines;

Individual curriculum - a curriculum formed for each academic year by students independently with the help of an advisor based on the educational program and the catalog of elective disciplines and (or) modules;

Glossary

This Guide uses the following concepts and definitions:

Information technology (IT) - a system of methods, production processes and software and hardware tools integrated for the purpose of collecting, processing, storing, distributing, displaying and using information;

Catalog of elective disciplines - a list of disciplines chosen by students independently;

Electives component - elective academic disciplines studied by students by choice in any academic period

Credit technology of education - training based on the choice and independent planning by the student of the sequence of studying disciplines and (or) modules with the accumulation of academic credits;

Platonus is an automated information system, an open source learning management system (open source system), focused primarily on organizing effective interaction between a teacher and students, and for organizing traditional distance courses, as well as supporting full-time learning;

Mandatory component - disciplines studied by students on a mandatory basis in the curriculum;

Postrequisite - disciplines and (or) modules and other types of educational work, the study of which requires knowledge, skills, abilities and competencies acquired upon completion of the study of this discipline and (or) modules;

Final attestation of students - a procedure carried out in order to determine the degree of mastering the volume of academic disciplines and (or) modules and other types of educational activities provided for by the educational program in accordance with the state compulsory standard of the corresponding level of education;

Control of educational achievements of students - verification of educational achievements of students in a particular discipline on the basis of control tasks of various types (written work, tests, practical work, portfolios, oral surveys, etc.); it is subdivided into current control, boundary control and final control;

Credit is a unified unit for measuring the volume of a student's/teacher's academic work. One credit is equal to 1 academic hour of the student's classroom contact work per week during the academic period. Each academic hour of lectures, practical (seminar) and studio classes is necessarily accompanied by 2 hours (100 minutes) of student independent work (hereinafter referred to as IWS).

Prerequisites - disciplines and (or) modules and other types of educational work containing knowledge, skills, abilities and competencies necessary for mastering the studied discipline and (or) modules;

Discipline program (Syllabus) - a curriculum that includes a description of the discipline being studied, goals and objectives, a brief summary of it, the topics and duration of each lesson, tasks for independent work, a list of references, consultation time, a description of the rating assessment of students' knowledge, teacher requirements;

Glossary

This Guide uses the following concepts and definitions:

Learning outcomes - the amount of knowledge, skills acquired, demonstrated to students in mastering the educational program, and the values and attitudes formed, confirmed by the assessment;

Independent work of a student under the guidance of a teacher is the work of a student under the guidance of a teacher, carried out according to a separate schedule, which is determined by the university or the teacher himself;

Current progress control - a systematic check of the educational achievements of students in each topic and / or section of the academic discipline, conducted by the teaching teacher;

Transcript - a document containing a list of mastered disciplines and (or) modules, and other types of educational work for the corresponding period of study, indicating credits and grades;

Midterm control of progress - a periodic check of the educational achievements of students, carried out in accordance with the approved academic calendar by the teacher conducting the training sessions;

Independent work of the student - work on a specific list of topics allotted for independent study, provided with educational and methodological literature and recommendations; depending on the category of students, it is divided into independent work of a student, independent work of a master student and independent work of a doctoral student; the entire volume of SRO is confirmed by tasks that require the student to work daily independently;

GradePointAverage (GPA) is a weighted average of the student's level of academic achievement for a certain period in the selected program (the ratio of the sum of credits multiplied by the digital equivalent of final grade points for all types of academic work to the total number of credits for these types of work for a given period of study) ;



Student Support Services

Dean's office

Tel: 8 (700) 957-00-68
E-mail: zh_kenzhin@apems.edu.kz

Time of receipt:
Wednesday: 14:00-17:00
Friday: 14:00-17:00

Carries out planning, organization, monitoring, analysis and improvement of educational, educational, methodological and educational work; organization of the educational process based on innovative technologies and teaching methods, assessment of educational achievements in the context of student-centered learning, teaching and assessment.

Registrar's Office

Tel: 8 (700) 957-00-68
E-mail: d_mazhitova@apems.edu.kz

Carries out registration of the history of educational achievements of students throughout the entire period of study. Accompanies the educational process on credit and distance educational technologies. Carries out the formation and maintenance of personal files of students throughout the student's "life cycle". Keeps records of the contingent of students by age, gender, place of residence (region), nationality, payment terms (according to an educational grant, a grant from the local government, a grant from enterprises, organizations, on a paid basis), social status.

Department of social and educational work

Tel 8 700 957 00 61
E-mail: s_akhmetkali@apems.edu.kz

Carries out the creation of an information-educational and socio-cultural environment that favorably affects the formation and development of the personality of a future specialist. Engaged in providing conditions for the disclosure and self-realization of the creative potential of student youth, organizing student leisure, supporting student creative and sports clubs and groups.

Science Library

b_baltabekova@apems.edu.kz

Provides literature and information for the educational process and scientific research

Student Support Services

Department of Academic Activities:

Carries out planning, organization and control of the educational process, the introduction of innovative learning technologies.

Tel: 8 (700) 957-00-68
E-mail: zh_kenzhin@apems.edu.kz

Department of Marketing and Public Relations

Develops a marketing strategy. Interacts with the media, public organizations to timely inform the public about the most important events in the activities of APEMS.

E-mail: a_yeginbayeva@apems.edu.kz

Department of Science and International Cooperation

Carries out:

- control over the planning and organization of research work in APEMS;
- analysis of scientific activity and publication activity of students, teachers and employees of APEMS;
- development of innovative activities of APEMS in the research field;
- development of strategic relations with Kazakhstani and foreign universities, international associations and organizations;
- coordination of student exchange programs for academic mobility and double-diploma education programs;
- development of joint scientific research with international partner universities in the field of higher sports education.

E-mail: alina_ten@apems.edu.kz
E-mail: m_baurzhan@apems.edu.kz
E-mail: d_saparova@apems.edu.kz

Student Support Services

Medical office

The medical office is a specialized unit of the Academy of Physical Culture and Mass Sports, providing medical services to APEMS students and staff. The main purpose of the medical office is to maintain the health and well-being of participants in the academic environment.

Career, business partnership and accreditation center

E-mail: a_ospanova@apems.edu.kz

The Center for Career, Business Partnership and Accreditation is a structural subdivision of the Academy of Physical Culture and Mass Sports, which was founded with the aim of establishing effective interaction with the business community, graduates and students of APEMS. Constantly expanding partnerships with employing organizations allow gathering and monitoring the interests and needs of organizations, designing them for the capabilities of APEMS graduates and students.

Psychological support center

Тел.: 8 700 957 00 68

E-mail: mental_health@apems.edu.kz

Время приема:

Пн-Пт с 10.00 до 17.00

Structural subdivision of APEMS, providing services of individual or group psychological counseling to students free of charge in the following areas:

- Family problems and separation from parents;
- Difficulties with life changes (moving, university);
- Academic issues/difficulties;
- Sport competitions;
- Lack of motivation, doubts about your chosen career path;
- Anxiety and stress;
- mood swings;
- Problems with installing disputes;
- Problems with self-esteem.

Rights and obligations of students



Obtaining education in accordance with the standards of the Ministry of Science and Higher Education of the Republic of Kazakhstan.



Election to the Academic Council of the Academy and student self-government bodies.



Free use of the library fund, services of educational, scientific, medical and other departments of the university.



Providing a place in the hostel in the prescribed manner.



The right to receive moral or material incentives, including nominal scholarships (of the President of the Republic of Kazakhstan and others).



The right to legal (legal) protection in case of illegal actions of participants in the educational process of any rank.



The right to confidentiality (at the request of the student) when transferring information about the facts of violations in the educational process.



The right to transfer and restore in accordance with the current Rules for transfer and restoration.

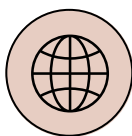
Rights and obligations of students



Knowledge and observance of the Constitution and legislation of the Republic of Kazakhstan, internal regulations, as well as the rules of living in a hostel and other regulatory documents.



Respect for the history, culture and traditions of the Motherland and the Academy.



Knowledge and respect for the state symbols of the Republic of Kazakhstan.



Responsible attitude to study and fulfillment of the terms of the contract on tuition fees.



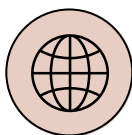
Polite and respectful communication with other students, teachers and administration.



Respect for citizens regardless of nationality, status, worldview and religious views.

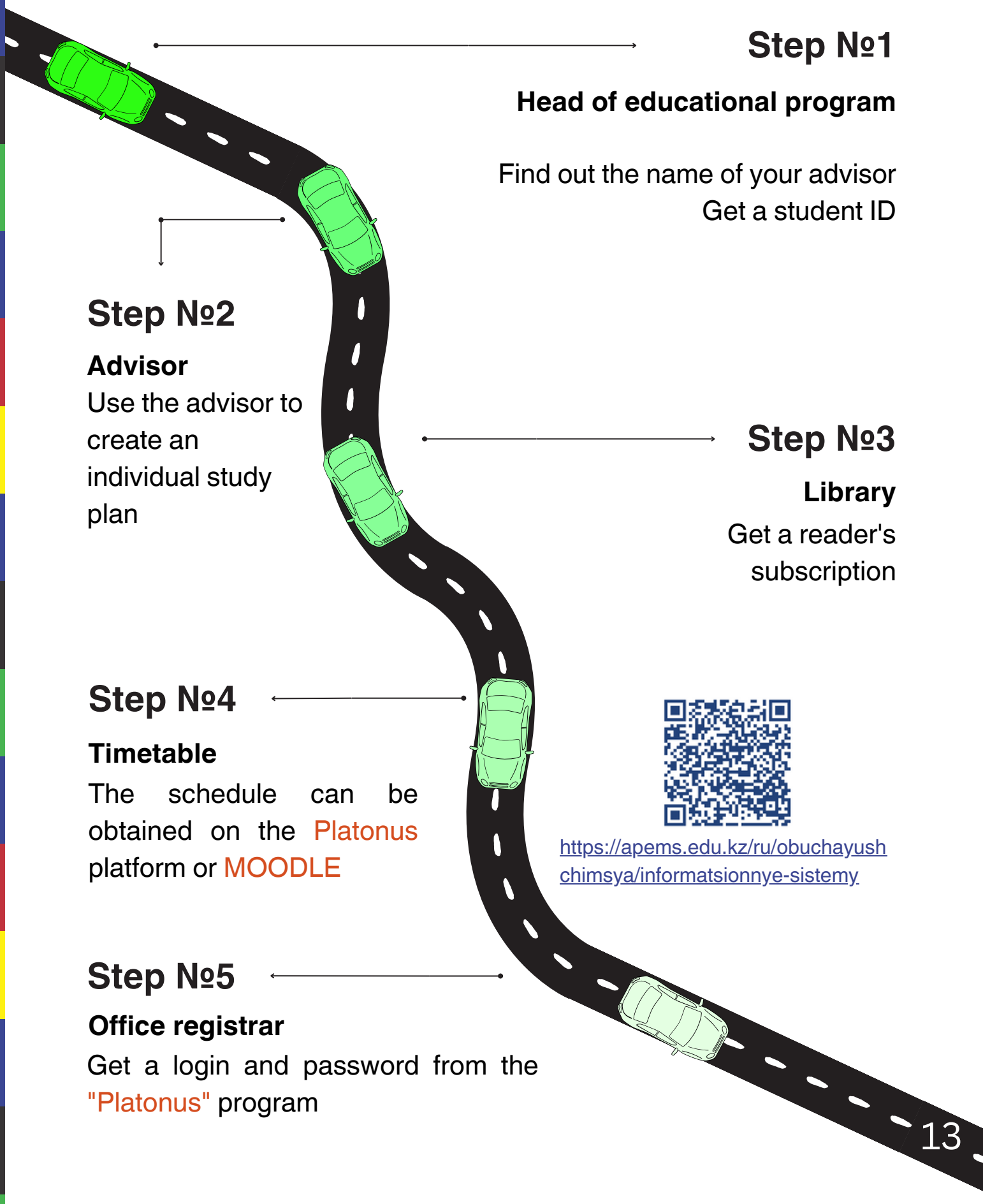


Exclusion of acts of violence, threats, hooliganism and other negative actions.



Timely informing the dean's office about the absence from the classroom due to emergency circumstances.

What should a first-year student do first?



Step №1

Head of educational program

Find out the name of your advisor
Get a student ID

Step №2

Advisor

Use the advisor to create an individual study plan

Step №3

Library

Get a reader's subscription

Step №4

Timetable

The schedule can be obtained on the **Platonus** platform or **MOODLE**



<https://apems.edu.kz/ru/obuchayushchimsya/informatsionnye-sistemy>

Step №5

Office registrar

Get a login and password from the "**Platonus**" program

Scheme of the learning process

First trimester



1

The first 5 weeks you attend classes according to the schedule. Teachers give grades for work in pairs.



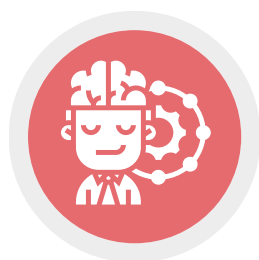
2

At the 5th week of training, you pass the first midterm control



3

For the next 5 weeks, attend classes again according to the schedule. Teachers give grades for work in pairs



4

After 10 weeks pass the second midterm control



5

From the 11th week the session begins, you pass the exams

6

Hooray! Holidays!

Scheme of the learning process

Second trimester



1

The first 5 weeks you attend classes according to the schedule. Teachers give grades for work in pairs.



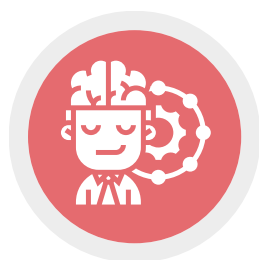
2

At the 5th week of training, you pass the first midterm control



3

For the next 5 weeks, attend classes again according to the schedule. Teachers give grades for work in pairs



4

After 10 weeks pass the second midterm control



5

From the 11th week the session begins, you pass the exams



6

Hooray! Holidays!

Scheme of the learning process

Third trimester



1

The first 5 weeks you attend classes according to the schedule. Teachers give grades for work in pairs.



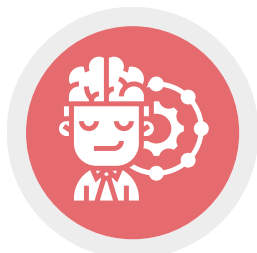
2

At the 5th week of training, you pass the first midterm control



3

For the next 5 weeks, attend classes again according to the schedule. Teachers give grades for work in pairs



4

After 10 weeks pass the second midterm control



5

From the 11th week the session begins, you pass the exams



6

Hooray! Holidays!

GPA Calculation Method

GPA (Grade Point Average) - a weighted average assessment of the level of educational achievements of a student for a certain period in the selected program (the ratio of the sum of credits to the digital equivalent of final grade points for all types of educational work to the total number of credits for these types of work for a given period of study).

Grading by letter system	Digital equivalent	Score in points	Assessment according to the traditional system
● A	● 4.0	● 95-100	Excellent
● A-	● 3.67	● 90-94	
● B+	● 3.33	● 85-89	Good
● B	● 3.0	● 80-84	
● B-	● 2.67	● 75-79	
● C+	● 2.33	● 70-74	
● C	● 2.0	● 65-69	Satisfactory
● C-	● 1.67	● 60-64	
● D+	● 1.33	● 55-59	
● D	● 1.0	● 50-54	
● FX	● 0.5	● 25-49	Unsatisfactory
● F	● 0	● 0-24	

How to calculate GPA yourself

1. We take a list of disciplines with credits and grades
2. For each discipline, we multiply the number of credits (for that particular discipline) by the digital equivalent of the grade obtained
3. The resulting values are summarized
4. We divide this amount by the sum of credits of all disciplines involved in the calculation

Let's try to calculate GPA for the following disciplines, for a period of 1 trimester

trimester	Discipline	Credits	Points
1	Age anatomy and physiology	5	91
1	Foreign language	3	86
1	Russian language	3	92
2	Success management	3	78
2	Modern history of Kazakhstan	5	96

1. We calculate the products of credits by the digital equivalent

trime ster	Discipline	Credits	Points	Digital equivalent	Cr*DE
1	Age anatomy and physiology	5	91	3.67	18.35
1	Foreign language	3	86	3.33	9.99
1	Russian language	3	92	3.67	11.01
2	Success management	3	78	2.67	8.01
2	Modern history of Kazakhstan	5	96	4.0	20

2. Sum the products of credits by digital equivalent

$$18.35 + 9.99 + 11.01 + 8.01 + 20 = 67.35$$

3. Summing up the total number of credits

$$5 + 3 + 3 + 3 + 5 = 19$$

4. Divide the sum of works by the total number of credits

$$67.35 / 19 = 3.544736$$

5. Round the result to one decimal place

$$3.544736 = 3.5$$

Summer semester

Summer semester of a student for an additional individual curriculum, elimination of academic debt or difference in curricula.



Duration (at least 6 weeks) is determined by the Academic calendar of the educational process in the context of specialties

Committed to attending the summer semester



Students with "good" and "excellent" accelerated education, including those who transferred from other universities.

Those who are not admitted to the intermediate certification due to the results of the rating control.

With debt for previous academic periods.

Those who completed the course program but did not achieve the minimum transferable score to improve their GPA through re-study of certain disciplines (except "History of Kazakhstan", where a state exam is required).

With an academic difference when recovering, transferring or returning from academic leave.

Students from other universities as part of academic mobility.

During the summer semester, students:

- Submits a statement of intent to attend the summer semester.
- It finances education independently, regardless of the form of education.
- Passes various types of control: current, midterm, intermediate certification through exams or testing.
- Exam results are taken into account to calculate the transfer score (GPA) for the academic year.

Student practice

CENTER FOR CAREER, BUSINESS PARTNERSHIPS AND ACCREDITATION

- the main link between APEMS and the labor market. Partnership with employers allows you to identify and take into account the interests of organizations, adapt them for graduates and students. It helps students to gain knowledge about organizations, practical experience and information about vacancies.

Center for Career, Business Partnerships and Accreditation Tasks:

- advising students and graduates of APEMS on career development, practices and employment
- holding round tables with employers, organizing guest lectures, online webinars for students
- providing support to students in organizing internships on the basis of companies, which will allow the student to acquire the necessary professional skills
- formation of a database of employers and a list of open vacancies
- graduate career monitoring
- assistance in the employment of graduates through recruiting and through the strengthening of business contacts with target companies-employers

The procedure for the transference, expulsion and restoration of students

- Transfer and restoration to APEMS is possible for any program, regardless of the terms of deduction.
- Recovery is paid; the student submits an application addressed to the rector with the official transcript.
- Transfer and restoration between programs and universities is possible during the summer and winter holidays.
- The volume of academic credits of the academic difference should usually not exceed 25 undergraduate credits.
- The academic difference is determined on the basis of the disciplines studied, their programs and volumes reflected in the transcript.
- Transfer or recovery after expulsion is allowed if the first academic period of the program has been fully completed according to the curriculum.

The student is expelled from the university in the following cases

- for academic failure
- for violation of the principles of academic integrity and for academic failure
- for violating the Student Honor Code and the APEMS Charter
- for violation of the terms of the contract for the provision of educational services, including for non-payment of tuition fees
- own volition

The procedure for paying state scholarships

The regulation on the appointment and payment of state scholarships is established in accordance with the laws and regulations of the Republic of Kazakhstan.

- Assigned to students with grades "excellent" and "good".
- For transferred students - after the settlement of the academic difference.
- Available to studying orphans and persons without care without academic debt.
- On academic leave, the scholarship is not paid, except for medical cases.
- In the case of pregnancy, the scholarship is retained, determined before the vacation.
- During the period of caring for a child under 3 years of age, the scholarship is not assigned.

Vacant grants

During the course of the school term, some of us choose a different path or change our paths for other important reasons. As a result, some grants remain unclaimed.

Here comes the moment for you. These unfilled grants do not go unnoticed, they become exactly the reliable support that can support you on the path to knowledge and success.

We have two special moments in the year when this opportunity opens up doubly: after the winter session and after the summer session.

Payment procedure

1

A student on a contractual basis upon admission to the Academy is obliged to conclude an agreement for the provision of educational services for a fee (hereinafter referred to as the Agreement).

2

The student pays for tuition in the manner and terms stipulated by the terms of the Agreement. The Administration of the Academy may establish other terms of payment for tuition.

3

Payment is made by transfer to the settlement account of the Academy. Receipt of payment is provided to the dean's office.

4

All types of re-training, including when granting academic leave, are paid anew.

In a situation where there is a debt or non-payment in accordance with the terms established by the agreement without viable reason, there is the possibility of unilateral termination of the Agreement.

Instruction: <https://apems.edu.kz/ru/obuchayushchimsya/oplata>

The procedure for the access control implementation at the Academy

The Academy has a round-the-clock access regime provided by the security service. Entrance to the building is allowed by electronic ID-cards issued to students for free access.



Transferring the pass to other persons is strictly prohibited. For loss, damage, transfer of a pass to other persons, students are disciplinary liable.

In case of loss or damage of the pass through the fault of the student, the replacement of the pass is made at his expense.

ID-cards are returned to the access control unit upon graduation or expulsion on the day of the incident with an indication on the clearance chit.



It is forbidden for students to stay on the territory and in the premises of the Academy during non-working hours from 21:00 to 07:00 on working days and on weekends/holidays, unless exceptions are established in internal regulations.

21:00

07:00

A visit to the Academy for outsiders is allowed through guest electronic cards or one-time paper passes issued by the security pass bureau. An identity document is required. Having received a pass, visitors are informed about the need to return when leaving the Academy.





If you want to acquire a specialty that is in demand and guarantees a stable income, you did not make a mistake in choosing a university and specialty! The realization of your creative abilities in the future depends on your desire, perseverance, responsibility, and active participation in the educational process. Competent specialists are always in demand. Good luck in your studies, interesting student life and excellent prospects!

