



Kenzhegali Sagadiev University of International Business

STUDENT GUIDE



Almaty, 2025

TABLE OF CONTENTS OF THE HANDBOOK

Basics of Effective Time Management.....	3
Information about the University.....	5
University Administration 2025-2026.....	6
Procedure for Knowledge Assessment and Evaluation.....	7
Class Start and End Times.....	12
Academic Year Calendar for Undergraduate Programs.....	13
Contacts of University Departments.....	17
Technical Support.....	18
Dining Areas.....	19
Library Access.....	19
Wi-Fi Connection.....	19
Student Glossary.....	20
Special Diploma.....	22
Accommodation for Non-Resident Students.....	23

This is your mobile guide, created to help you easily adapt to your surroundings and make your integration into our university smooth and successful. Before the start of the academic year, we recommend that you familiarize yourself with the basic principles of time management:

1. Plan your day in advance.

This principle in student life is based on the class schedule. A student needs to allocate their energy and time wisely to accomplish everything.

2. Distribute your energy and workload wisely.

This principle assumes that a student should understand how much energy they will have left after completing their priority tasks. Evaluate your desires and capabilities objectively.

3. Self-discipline.

First, complete the most important tasks, and only then allow yourself a break. It is important to maintain a certain routine or daily schedule; otherwise, it will be impossible to manage everything on time.



4. Motivation.

To make completing a task more engaging, come up with a reward for yourself. The success of any work depends on proper motivation. The more interested a person is, the better the result will be.

5. Don't be afraid to ask for help or delegate responsibilities.

This principle is especially relevant during exam sessions when students need to prepare answers for tests or exams. Doing this alone can take an enormous amount of time. However, if you ask a friend for help or suggest dividing the questions among your classmates and then sharing them in a common email folder, it will be much easier and faster.



Mission of UIB

To provide each student with modern knowledge that expands their opportunities to improve the quality of life for people.

Values

- Student-centered learning
- Academic excellence
- Ethical behavior and integrity
- Innovation and adaptability
- Human-oriented approach

Vision

UIB will become one of the leading centers of lifelong learning, offering a unique combination of formal and non-formal education to enhance the professional and personal qualities of its students.

General Goal

The development of lifelong learning to achieve UIB's academic excellence.



COMPOSITION OF THE UNIVERSITY ADMINISTRATION FOR THE 2025–2026



Anar Musaevna Makhmetova
Rector of the University

Vice-Rector for Development
Boris Ruslanovich Kulov

Vice-Rector for Science
Kuralai Orazgalievna Nurgaliyeva

Vice-Rector for Digitalization
Nurkhan Bekbolatuly Zhaksylyk

Managing Director of the University
Diana Alekseevna Shapovalova

Director of the Department
for Academic Affairs
Zhanar Ertaevna Sadykova

ON SOME TERMS OF THE CREDIT-BASED LEARNING SYSTEM

When transitioning from secondary education to higher education, students encounter completely new concepts and definitions. Therefore, this guide contains a glossary of key terms related to the credit-based learning system:

1) Academic Calendar – a schedule of academic and assessment activities, professional practices during the academic year, including days off (holidays and breaks).

2) Academic Mobility – the movement of students or faculty-researchers to study or conduct research at another higher education institution (within the country or abroad) for a specific academic period, such as a semester or academic year, with mandatory credit transfer of completed educational programs at their home university or for continuing studies at another institution.

3) Academic Degree – a degree awarded by educational organizations to students who have completed the relevant educational programs, based on the results of final assessments.



ON SOME TERMS OF THE CREDIT-BASED LEARNING SYSTEM

4) Academic Hour – the time a student spends in direct contact with an instructor according to the schedule in all types of classes (classroom work) or according to a separately approved timetable.

5) Assessment of Student Learning Achievements – evaluation of students' knowledge through various forms of control (current, midterm, and final) and certification, as determined independently by the higher education institution.

6) Credit – a standardized unit for measuring the volume of academic work of a student or instructor.

7) Grade Point Average (GPA) – the weighted average of a student's academic performance over one academic year in a chosen program (calculated as the ratio of the sum of the products of course credits and the digital equivalent of midterm assessment grades to the total number of credits for the current period of study).

8) Student Independent Work (SIW) – work on a defined list of topics studied independently, supported by educational-methodological literature and recommendations.



How is knowledge monitored and assessed?

Various forms of assessment are provided to evaluate students' academic achievements:

Current Assessment – systematic evaluation of students' knowledge conducted by the instructor during ongoing classes. This includes mandatory attendance of lectures and practical classes, defense and presentation of homework assignments, active participation in problem-solving, oral questioning in class, topic-based tests according to the curriculum, written assignments, defense of laboratory and coursework projects, and completion of individual student assignments (SRS).

Midterm Assessment – periodic evaluation of students' academic achievements, conducted by the instructor during the 7th and 15th weeks of the academic period (semester). Forms of midterm assessment include completing coursework, calculation and graphic works, written and test assignments, taking colloquiums, preparing essays, etc. The student's rating is calculated based on the scores obtained during the midterm assessment.



Final Assessment is conducted after the completion of a course during the period of interim certification (exam — oral, written, test, defense of a practice report, etc.).

The final grade is awarded if the student has achieved passing scores in both the admission rating and the final assessment (at least 50%). A retake of the “FX” grade is possible during the certification period or vacation. If the student receives an “F” grade, they must retake the course in the summer semester, complete all assignments again, and retake the exam.

“F” grades can be changed in the summer semester but remain in the transcript; the GPA is calculated based on the latest grade. Increasing a grade through a retake is not allowed. Knowledge assessment is carried out using a point-rating system. A student who disagrees with the result may submit an appeal to the chair of the commission no later than the next working day.



ASSESSMENT SYSTEM FOR UNDERGRADUATE PROGRAMS

Students' knowledge is assessed using a point-rating letter system with a corresponding conversion to the traditional grading scale.

GRADES IN PERCENTAGES:

Letter Grade System	Digital Equivalent	Points (Percentage Value)	Traditional Grade 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%	

Grade Point Average (GPA) – the weighted average grade of a student’s academic achievements, based on which the student is promoted to the next year of study. A student who has no academic debt and has achieved the minimum required transfer GPA is advanced to the next year. It is calculated as the ratio of the sum of the products of course credits and the digital equivalent of the grades from interim certification to the total number of credits for all courses.

Formula for calculating the final grade:

Final grade for a course = $(MA1 + MA2) / 2$
(MA = Midterm Assessment)

Scale of Transfer Semester GPA:

For the first year of study – 1.8

Subsequent years – 2.2–2.3



EXAMPLE OF CALCULATION:

Course / Subject	Number of Credits	Grade (Letter System)	Numeric Equivalent
Philosophy	3	A	4.0
History of Kazakhstan	4	B	3.0
Informatics	2	F	0.0

Philosophy: $4.0 \times 3 = 12.0$
History of Kazakhstan: $3.0 \times 4 = 12.0$
Informatics: $0.0 \times 2 = 0.0$
Sum of products = $12 + 12 + 0 = 24$
Total number of credits = $3 + 4 + 2 = 9$
GPA = Sum of products / Total credits = $24.0 / 9 = 2.67$



CLASS BELL SCHEDULE FOR THE 2025–2026 ACADEMIC YEAR:

1st Shift	2nd Shift
08:00-08:50	18:30-19:20
9:00-9:50	19:25-20:15
10:00-10:50	20:20-21:10
11:10-12:00	21:15-22:05
12:10-13:00	
13:10-14:00	
14:10-15:00	
15:10-16:00	
16:20-17:10	
17:20-18:10	

ACADEMIC CALENDAR

UNDERGRADUATE PROGRAMS 2025–2026:

FALL SEMESTER

Consultation and Registration Period for First-Year Students	August 18–25, 2025
Start of Fall Semester for First-Year Students	September 1, 2025
1st Midterm Assessment (MA1) for First-Year Students	October 13–19, 2025
2nd Midterm Assessment (MA2) for First-Year Students	December 8–14, 2025
End of Theoretical Course of the Fall Semester for First-Year Students	December 14, 2025
Winter Examination Session for First-Year Students and the State Exam in the Course "Modern History of Kazakhstan."	December 15, 2025 – January 7, 2026
Winter Holidays for First-Year Students	January 5–18, 2026

ACADEMIC CALENDAR

UNDERGRADUATE PROGRAMS 2025–2026

SPRING SEMESTER

Start of the Spring Semester for First-Year Students	January 19, 2026
1st Midterm Assessment (MA1) for First-Year Students	March 2–9, 2026
2nd Midterm Assessment (MA2) for First-Year Students	April 27 – May 3, 2026
End of Theoretical Course of the Spring Semester for First-Year Students	May 3, 2026
Spring Examination Session for First-Year Students and the State Exam in the Course "Modern History of Kazakhstan."	May 4–24, 2026
Student Registration for Courses for the 2022–2023 Academic Year	March 31 – April 15, 2026
Introductory Academic Practice for First-Year Students of All Study Programs	May 25 – June 5, 2026

ACADEMIC CALENDAR

UNDERGRADUATE PROGRAMS 2025–2026

SPRING SEMESTER

Defense of Practice Reports for First-Year Students of All Study Programs	June 1–12, 2026
Registration for the Summer Semester (to Resolve Academic Debts or for Additional Classes) for First-Year Students	June 1–5, 2026
Summer Semester	June 8 – July 10, 2026
Summer Holidays	Starting July 10, 2026



HOLIDAYS IN THE 2025–2026 ACADEMIC YEAR:

National Holiday:

Independence Day – December 16

State Holidays:

Constitution Day of the Republic of Kazakhstan – August 30

Republic Day of Kazakhstan – October 25

New Year – January 1–2

International Women's Day – March 8

Nauryz Meyramy – March 21–23

Kazakhstan People's Unity Day – May 1

Defender of the Fatherland Day – May 7

Victory Day – May 9

Capital City Day – July 6

Public Holidays (Non-Working Days):

First Day of Kurban Ait – May 27

Christmas – January 7



ESSENTIAL CONTACTS:

1ST FLOOR

Medical Office	103 r.		8:00-18:00
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2ND FLOOR

Department of Academic Affairs	204 r.	8 771 949 99 55	9:00-18:00
Department of Information Technology	214 r.		9:00-18:00
Finance Department	217 r.	8 771 949 99 44	9:00-18:00
Department of Youth Policy	243 r.	8 727 259 63 92	9:00-18:00
Counseling and Psychological Support Office	235 r.		9:00-18:00

3RD FLOOR

Department of Business Informatics	300 r.	8 727 259 80 24	9:00-18:00
Department of Management and Business	303 r.	8 727 259 80 23	9:00-18:00
Department of Social and Humanitarian Sciences	305 r.	8 727 259 80 25	9:00-18:00

4TH FLOOR

Department of Marketing	403 r.		9:00-18:00
Career Development Department	404 r.	8 727 259 63 11	9:00-18:00
Dean's Office	414 r.		9:00-18:00
Language Center	415 r.	8 705 957 59 56	9:00-18:00
Department of Finance and Accounting	416 r.	8 727 259 80 48	9:00-18:00
Department of Tourism and Hospitality	419 r.	8 727 259 80 14	9:00-18:00

IF YOU ENCOUNTER ANY ISSUES WITH **MOODLE OR ACADEMO**, YOU SHOULD CONTACT TECHNICAL SUPPORT:

SUPPORT@UIB.KZ



Wi-Fi

To connect, use your barcode and password (student).
If any issues occur, please contact Room 214.

Library

UIB students have access to the book collection and informational resources of the University's Scientific Library.

The university has a scientific library. The reading room is located on the 1st floor and is equipped with computers with Internet access.

You can also visit the library website to find the necessary literature:
<http://lib.uib.kz/>

Dining / Snack Areas

The cafeteria is located on the 1st floor. There is also the Coffee-Top café near Abay Metro Station and the Tao Tao restaurant.



ABOUT THE SPECIAL DIPLOMA

If your goal is to achieve only **“Good”** and **“Excellent”** grades and graduate from **UIB** with a diploma with distinction, then from the very first days at the university, organize your studies so that there is not a single **“C” grade** in your transcript. A graduate who has passed all exams throughout the study period with grades **“A,” “A-,” “B+,” “B,”** or **“B-,”** and has achieved a Grade Point Average (GPA) of at least **3.5**, as well as successfully defended their graduation thesis and passed the state exams with grades **“A”** or **“A-”**, will be awarded a diploma with distinction.



ACCOMMODATION OPTIONS FOR NON-RESIDENT STUDENTS

We provide you with the following list of hotels and hostels:



DAY TO DAY

Bukhara Zhyrau Boulevard, 2

+7-771-267-98-40



SAM HOSTEL

3B Chaikina Street

+7-702-292-10-85



GOLDEN SQUARE

117 Nazarbayev Avenue, 2nd Floor

+7-708-972-58-08





Dear Student, remember:

Learning is measured not by time, but by effort.
The source of poor learning is not a lack of time,
but insufficient perseverance.

Grades are proportional to the time spent
studying.

A realist is someone who cares about the future.

Dear Student,

The staff and faculty of **UIB** wish you confidence
in facing the future, faith in yourself, and a
constant drive for success.

For more detailed information, please visit our
website:

uib.edu.kz