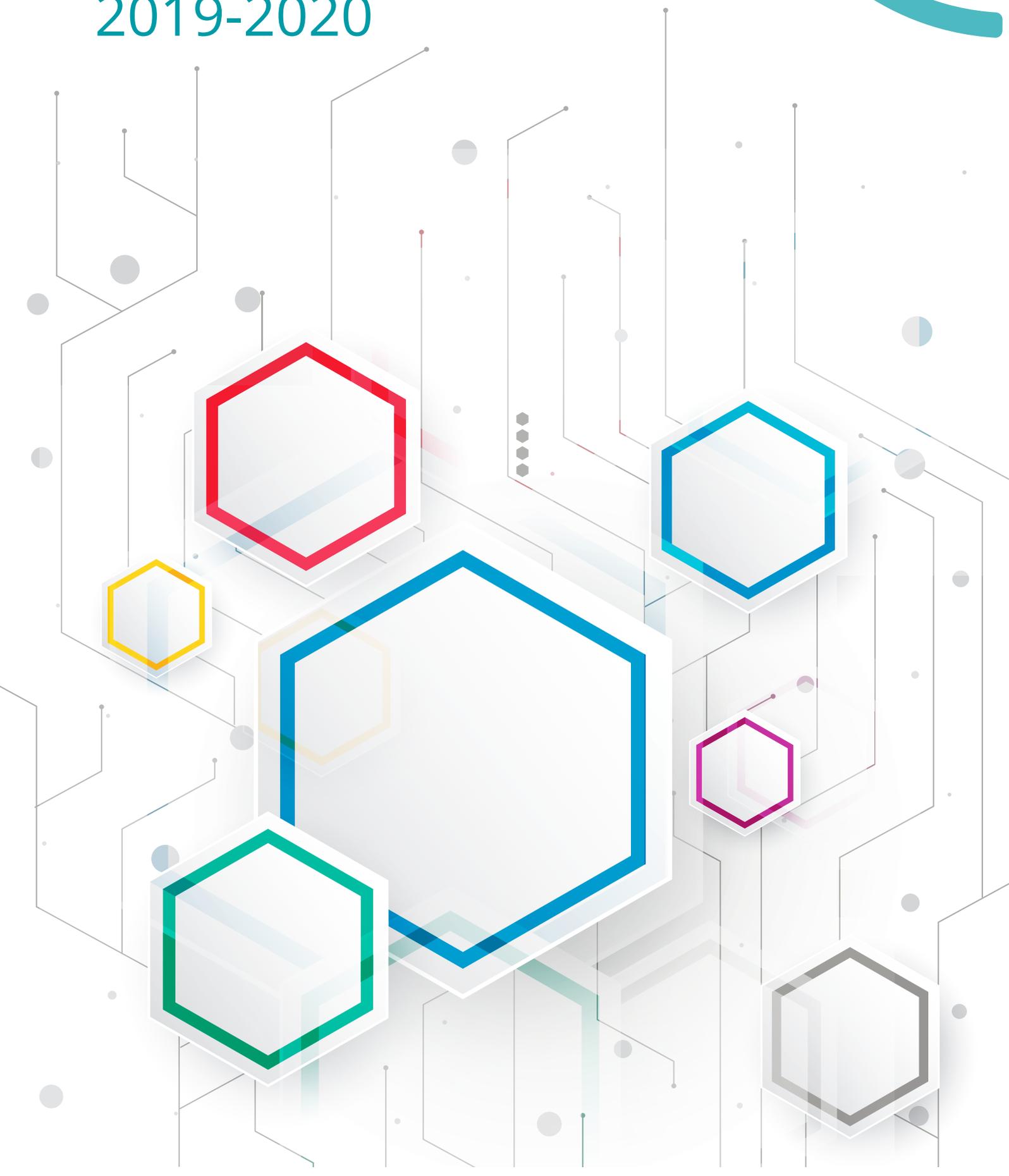


# STUDENT HANDBOOK 2019-2020





Dear Students,

Congratulations on your acceptance to Astana IT University! Your acceptance recognizes all the hard work and achievements in your academic and personal past. The admissions committee has worked hard to select a class of talented, forward thinking, and ethical individuals who will value as teammates, friends and a professional network over the years to come. We are honored to have you join our AITU family.

From the first days of your student life you are entering a different level of demand and professional obligation as a future specialist. Every step of the process is a building block toward the next and has important elements of training and a depth of knowledge. We encourage you to continue and enhance the level of attention and academic achievement that got you here so that your study might be distinguished by its success.

We're proud of our institution, our faculty, and especially of our students. During your time at AITU, the university administration will be here to support you along the way. We warmly welcome you to AITU community, and look forward to helping you pursue your best future at AITU.

Sincerely,

The Rector of AITU  
Kanat Kozhakhmet

The Rector of AITU



You are now officially AITU student!  
Congratulations!

This is your University Student Handbook. It gives you formal notification and explanation of the University's codes, regulations, policies and procedures, and signposts relevant contact details and web links where you can find out more. This handbook applies to the 2019/20 academic year.



## CONTENT

AITU Campus facilities	5
Student Support at AITU	7
Health, Safety and Wellbeing	8
Living in Nur-Sultan	9
Academic calendar	11
Grading system	12
Educational programs	13
Responsibility of students	14
AITU Student Association	15
Students' finance	16
Essential Information	



## AITU CAMPUS FACILITIES

-  - Library
-  - Lecture halls
-  - Great Hall
-  - Health center
-  - Canteen
-  - Sports area
-  - Center for Innovative Technologies
-  - Computer Labs
-  - Laboratory area
-  - Classrooms
-  - Coworking space



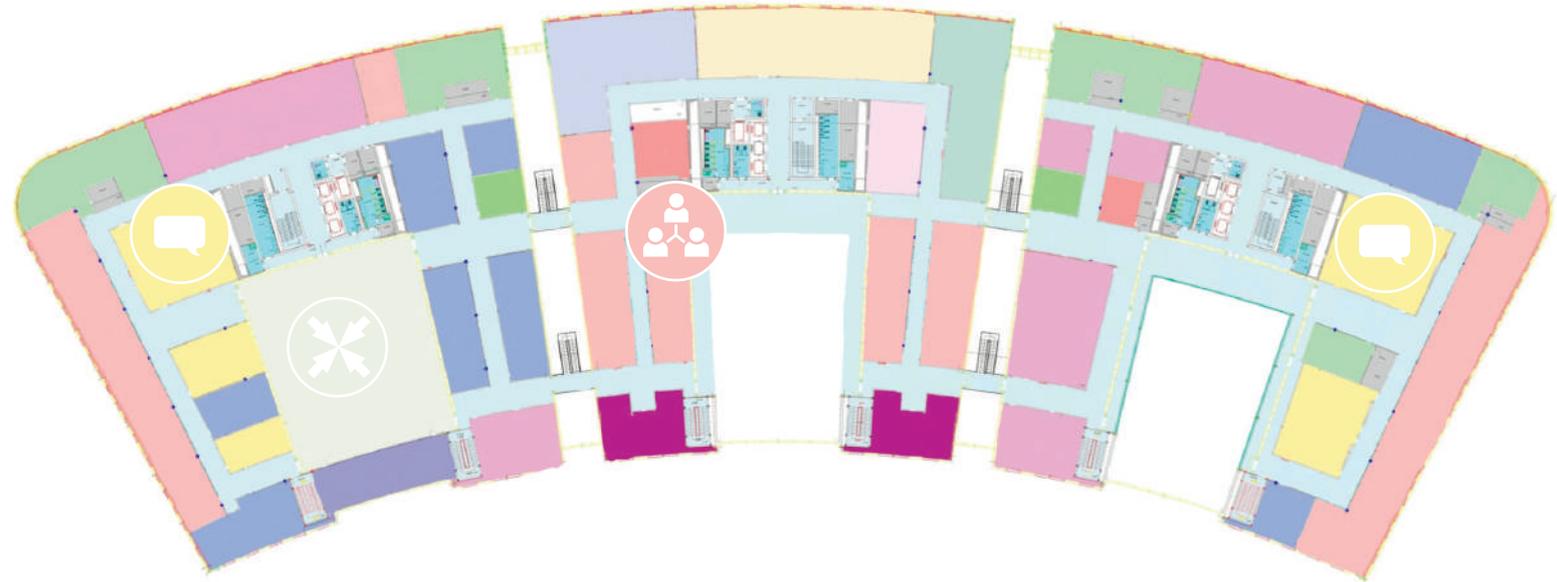
1st floor



2nd floor



3rd floor



## STUDENT SUPPORT AT AITU



AITU Student Support Officer can advise and make referrals for students who need any assistance with study or life in Nur-Sultan, such as: accommodation, medical, legal, disabilities, and personal.

SSO can also assist you with your academic progress and any difficulties you are experiencing with your learning such as time management, study habits, motivation and language difficulties.

To see the SSO, visit the reception or email: [dsa@astanait.edu.kz](mailto:dsa@astanait.edu.kz)

## HEALTH, SAFETY AND WELLBEING

### What Do You Do If You Are Sick?

Medical Centre is just a ten minute walk from AITU campus, close to the Student House on Kabaybay street 60a/19.

“Mediker” Health Service

email: [health@astanait.edu.kz](mailto:health@astanait.edu.kz)

Tel: 8(7172) 797555, 8701 0983869

For a life-threatening emergency: telephone 103

For minor health complaints, you can visit a university doctor or pharmacy (closest one located in Mega Silkway) where you can purchase basic medications such as painkillers. Do not hesitate to speak to the pharmacist for advice.

### Safety On Campus - Aitu Security

If you feel unsafe or notice anything unusual on the AITU campus, please call AITU Security.

email: [security@astanait.edu.kz](mailto:security@astanait.edu.kz)



## LIVING IN NUR-SULTAN

### **Accommodation:**

Accommodation for students is highly sought after; it is generally reserved for first year undergraduate students only.

Advisors for girls - [inkar.darikulova@astanait.edu.kz](mailto:inkar.darikulova@astanait.edu.kz)

Advisors for boys - [bisenbai.tanataruly@astanait.edu.kz](mailto:bisenbai.tanataruly@astanait.edu.kz)

### **Private Rental:**

For information about other accommodation, such as private rental, please visit [www.krisha.kz](http://www.krisha.kz)



# LIVING IN NUR-SULTAN

## Transportation In Nur-Sultan

### Public Bus:

The public bus system is called Astana LRT. You can get ALRT cards from RVTM terminals

[www.alrt.kz/terminals](http://www.alrt.kz/terminals).

ALRT cards are cheaper than paying in cash.

### Taxi Services:

The most convenient way to get a cab is to download Yandex Taxi or InDriver Apps.

### Astana Bike in Nur-Sultan:

System of Astana Bike Rental in Nur-Sultan is a good alternative to public transport. You can buy a club card in the sales department. Students get special discounts.

Address: Keruen city mall, 2 floor.

10:00 AM to 9:00 PM without days off

Tel: 8(701) 960-80-60



## ACADEMIC CALENDAR

1 trimester 2019	
Academic Events	Dates
Classes	1 September – 9 November
1st mid term	30 September – 5 October
2nd mid term	4 – 9 November
Final Exams	11 – 30 November
Educational	2 – 15 December
WINTER BREAK	16 December – 4 January

2 trimester 2020	
Classes	6 January – 14 March
1st mid term	3 – 8 February
2nd mid term	4 – 9 March
Final Exams	16 March – 4 April

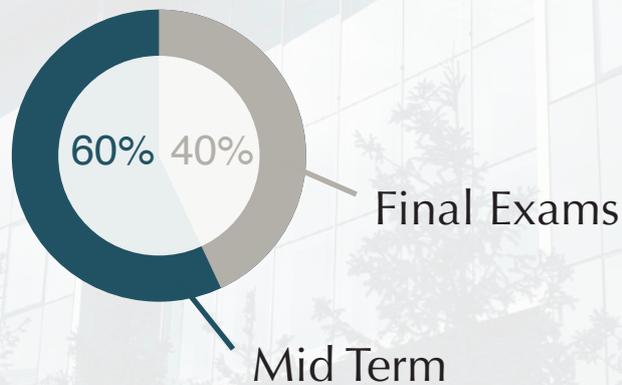
3 trimester 2020	
Academic Events	Dates
Classes	6 April – 13 June
1st mid term	4 – 9 May
2nd mid term	8 – 13 June
Final Examinations	15 – 27 June
Summer semester	29 June – 8 August

Holidays	
Dates	Events
1 - 2 January	New Year
8-9 March	International Women's Day
21-24 March	Nauryz holiday
1 May	Unity Day
7 May	Defenders' day
9 May	Victory Day
6 July	Capital Day
30-31 August	Constitution Day of the RK
1-2 December	First President Day
16 - 17 December	Kazakhstan Independence Day

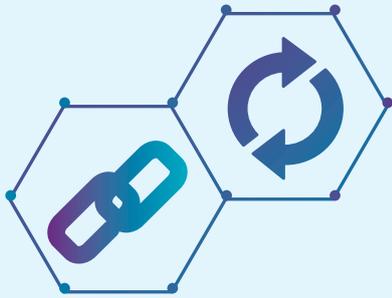
# GRADING SYSTEM

Grading system form A to F

Letter grade	Grade points	Percentage	Description
A	4	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	Good
B	3	80-84	
B-	2,67	75-79	
C+	2,33	70-74	Satisfactory
C	2	65-69	
C-	1,67	60-64	
D+	1,33	55-59	
D	1	50-54	Failure
FX	0,5	25-49	
F	0	0-24	



# EDUCATIONAL PROGRAMS



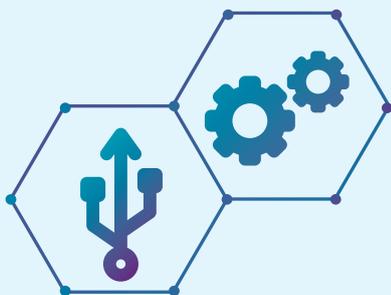
## INFORMATION TECHNOLOGY

1. COMPUTER SCIENCE
2. SOFTWARE ENGINEERING
3. BIG DATA ANALYSIS
4. INDUSTRIAL AUTOMATION
5. MEDIA TECHNOLOGIES



## INFORMATION SECURITY

CYBER SECURITY



## TELECOMMUNICATION TECHNOLOGY

TELECOMMUNICATION SYSTEMS



## MANAGEMENT AND ADMINISTRATION

IT MANAGEMENT

## RESPONSIBILITY OF STUDENTS

- **Attendance requirement**  
Take responsibility for your education. Attend every class  
If you have an emergency or illness, you are required to provide a medical certificate from a doctor
- **Classroom etiquette**  
Don't bring food into classrooms  
Turn mobile phones off
- **English Proficiency Requirement**  
Speak as much English as possible
- **Plagiarism and Cheating**  
Be honest at all times and take steps to avoid plagiarism.

## **DEPARTMENTS OF STUDENTS AFFAIRS (DSA)**

DSA is a student organization established for the development of the university. This organization will provide a support for every student. Their objectives are create, organize, promote and enrich the social, cultural, recreational, educational programs, services and environment for students.

AITU SA is aimed at supporting and developing student life such as organization of student events.

E-mail: [dsa@astanait.edu.kz](mailto:dsa@astanait.edu.kz)

#aitudsa

## **SPORT LIFE**

The university offers support for athletes with both sports and academic talent and so draws attention to the importance both of regular exercise and presenting traditional and new types of sports. During the academic year the teachers and the sports office organize various sports programs and competitions.

#aitusport



## STUDENTS' FINANCE

### SCHOLARSHIP

If you have become an owner of an educational scholarship, first time you will be charged a general scholarship till the end of the first semester. The scholarship is charged every month and at the end of the month. According to the results of the first examination session, if the student has "excellent" and "good" marks, he/she has an opportunity to get scholarships in future.

Size of scholarship for a month is **20949 tg** (Government decree from February 28 № 266).

[accounting@astanait.edu.kz](mailto:accounting@astanait.edu.kz)



## USEFUL CONTACTS

Alpamys Dosbol	<a href="mailto:alpamys.dosbol@astanait.edu.kz">alpamys.dosbol@astanait.edu.kz</a>
Assel Bayekeyeva	<a href="mailto:assel.bayekeyeva@astanait.edu.kz">assel.bayekeyeva@astanait.edu.kz</a>
Askar Khaimuldin	<a href="mailto:askar.khaimuldin@astanait.edu.kz">askar.khaimuldin@astanait.edu.kz</a>
Temirlan Amanzholov	<a href="mailto:temirlan.amanzholov@astanait.edu.kz">temirlan.amanzholov@astanait.edu.kz</a>
Mugzar Akizhanov	<a href="mailto:mugzar.akizhanov@astanait.edu.kz">mugzar.akizhanov@astanait.edu.kz</a>
Akhat Moldabekov	<a href="mailto:akhat.moldabekov@astanait.edu.kz">akhat.moldabekov@astanait.edu.kz</a>
Tleuzhan Mukatayev	<a href="mailto:tleuzhan.mukatayev@astanait.edu.kz">tleuzhan.mukatayev@astanait.edu.kz</a>
Assel Smayil	<a href="mailto:assel.smayil@astanait.edu.kz">assel.smayil@astanait.edu.kz</a>
Islam Sanayatov	<a href="mailto:islam.sanayatov@astanait.edu.kz">islam.sanayatov@astanait.edu.kz</a>
Olzhas Tulzhanov	<a href="mailto:olzhas.tulzhanov@astanait.edu.kz">olzhas.tulzhanov@astanait.edu.kz</a>
Yekaterina Burkeyeva	<a href="mailto:yekaterina.burkeyeva@astanait.edu.kz">yekaterina.burkeyeva@astanait.edu.kz</a>
Sholpan Saimassayeva	<a href="mailto:sholpan.saimassayeva@astanait.edu.kz">sholpan.saimassayeva@astanait.edu.kz</a>
Nurgul Assanova	<a href="mailto:nurgul.assanova@astanait.edu.kz">nurgul.assanova@astanait.edu.kz</a>
Nurken Smadiyarov	<a href="mailto:nurken.smadyarov@astanait.edu.kz">nurken.smadyarov@astanait.edu.kz</a>
Samat Kassabek	<a href="mailto:samat.kassabek@astanait.edu.kz">samat.kassabek@astanait.edu.kz</a>

