

**AUTONOMOUS ORGANIZATION OF EDUCATION
NAZARBAYEV UNIVERSITY**

COURSE SPECIFICATION FORM

Approved by the resolution of the Academic Council of
the autonomous organization of education “Nazarbayev University”
Minutes # 39 of 17.06 2015



Astana
2015

SECTION A: DEFINITIVE

Items in this section may be reviewed and developed within Schools as part of the Annual Program Monitoring Process and in line with the Guidelines to Modifications to Programs and Courses.

1. General course information															
1.1	School:	1.6	Credits (ECTS):												
1.2	Course Title:	1.7	Course Code:												
1.3	Pre-requisites:	1.8	Effective from: (year)												
1.4	Co-requisites:														
1.5	Programs: (in which the course is offered) <input type="checkbox"/> Core <input type="checkbox"/> Elective														
2. Course description (max.150 words)															
3. Summative assessment methods (tick if applicable):															
3.1	Examination <input type="checkbox"/>	3.5	Presentation <input type="checkbox"/>												
3.2	Term paper <input type="checkbox"/>	3.6	Peer-assessment <input type="checkbox"/>												
3.3	Project <input type="checkbox"/>	3.7	Essay <input type="checkbox"/>												
3.4	Laboratory Practicum <input type="checkbox"/>	3.8	Other (specify) _____												
4. Course aims															
1)															
2)															
3)															
5. Course learning outcomes (CLOs)															
5.1	By the end of the course the student will be expected to be able to:														
1)															
2)															
3)															
5.2	<table border="1"> <thead> <tr> <th>CLO ref #</th> <th>Program Learning Outcome(s) to which CLO is linked</th> <th>Graduate Attribute(s) to which CLO is linked</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> </tbody> </table>			CLO ref #	Program Learning Outcome(s) to which CLO is linked	Graduate Attribute(s) to which CLO is linked	1			2			3		
CLO ref #	Program Learning Outcome(s) to which CLO is linked	Graduate Attribute(s) to which CLO is linked													
1															
2															
3															

SECTION B: NON-DEFINITIVE

Course Syllabus Template

Details of teaching, learning and assessment

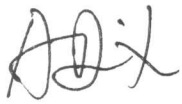

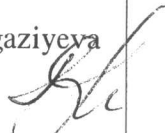
Items in this Section should be considered annually (or each time a course is delivered) and amended as appropriate, in conjunction with the Annual Program Monitoring Process. The template can be adapted by Schools to meet the necessary accreditation requirements.

6. Detailed course information				
6.1	Academic Year:	6.3	Schedule (class days, time):	
6.2	Semester:	6.4	Location (building, room):	
7. Course leader and teaching staff				
	Position	Name	Office #	Contact information
				Office hours/or by appointment
	Course Leader			
	Course Instructor(s)			
	Teaching Assistant(s)			
8. Course Outline				
	Session	Date (tentative)	Topics and Assignments	Course Aims (ref. # only, see item 4)
				CLOs
9. Learning and Teaching Methods (briefly describe the approaches to teaching and learning to be employed in the course)				
1				
2				
3				
10. Summative Assessments				
	#	Activity	Date (tentative)	Weighting (%)
				CLOs
11. Grading				
	Letter Grade	Percent range	Grade description (where applicable)	
12. Learning resources (use a full citation and where the texts/materials can be accessed)				
E-resources, including, but not limited to: databases, animations, simulations, professional				

blogs, websites, other e-reference materials (e.g. video, audio, digests)	
E-textbooks	
Laboratory physical resources	
Special software programs	
Journals (inc. e-journals)	
Text books	
13. Course expectations	
List the expectations of students for the course regarding the course attendance, class participation, group work, late/missed submission of assignments.	
14. Academic Integrity Statement	
Provide a statement requiring the students taking this course to abide by the University policies on academic integrity. You may refer to the Student Code of Conduct and Disciplinary Procedures (approved by the AC on 05.02.2014), specifically, paragraphs 13-16 (plagiarism and cheating).	
15. E-Learning	
If the content of the course and instruction will be delivered (or partially delivered) via digital and online media, consult with the Head of Instructional Technology to complete this section and/or provide a separate document complementary to this Template.	
16. Approval and review	
Date of Approval:	Minutes #: Committee:
Date(s) of Approved Change:	Minutes #: Committee:

APPROVAL SHEET / КЕЛІСУ ПАРАҒЫ / ЛИСТ СОГЛАСОВАНИЯ

COURSE SPECIFICATION FORM / ОҚУ КУРСЫН БЕКІТУ НЫСАНЫ / ФОРМА ДЛЯ УТВЕРЖДЕНИЯ УЧЕБНОГО КУРСА

Item/ Атауы/ Наименование	Structural subdivision/ Құрылымдық бөлімшенің атауы/ Наименование структурного подразделения	Name and signature of a responsible person, date of approval/ Т.А.Ж., жауапты тұлғаның қолы, визаның қойылған күні / Ф.И.О., подпись ответственного лица, дата визирования	Position, name and signature of a resp. person, date of approval / Лауазымы, Т.А.Ж., нақты орындаушының қолы, визаның қойылған күні / Должность, Ф.И.О., подпись конкретного исполнителя, дата визирования
DEVELOPMENT/ ӘЗІРЛЕУ/ РАЗРАБОТКА	Office of the Provost Провост Офісі Офис Провоста	Alan Duncan Priestley А.Д. Пристли	
Review/ Келісу/ Согласование	Legal Department Заң департаменті Юридический департамент	Bakyt Abisheva Б.К. Абишева	
	Department of Documentation Support Құжаттамамен қамтамасыз ету департаменті Департамент документационного обеспечения	Leila Nurgaziyeva  Л.С. Нургазиева	