**English language program**

**I. GENERAL PROVISIONS:**

1. These provisions govern the conditions under which the Competition for **awarding a grant to a university** to conduct a **2-year** English language program, and regulates the selection of students attending the program at the university which wins the competition;

2. The competition is held on the initiative of and funded by the Shakhmardan Yessenov Science and Education Foundation.

3. English courses organized by the Shakhmardan Yessenov Science and Education Foundation (hereinafter referred to as the “Foundation”), provide an opportunity during the 2019-2020 academic year and the 2020-2021 academic year, to study English according to the methodology presented by teachers who are native speakers (hereinafter referred to as “Courses”);

4. **Bonas MacFarlane Education, a leading UK educational and language teaching company**, shall act as competition partner and training company;

5. English language courses will be conducted by teachers / native speakers provided by Bonas Macfarlane Education in General English for the group consisting of undergraduate students and in English for Special Purposes for the postgraduate teachers’ group, **twice a week (each class lasts 90 minutes) for 8 months from October 2019 to May 2021;**

6. The **annual** number of grants is **160**, of which **90** are for undergraduate students, **45** for teachers, and **25** for masters and PhD students.

7. **At the end of the second** **year**, 20 teachers and 15 students with the best attendance, engagement (homework) and progress test results (initial, intermediate and final) are given the opportunity to take an IELTS test at the expense of the Foundation.

8. **General stages of the program**:

**STAGE 1**

*Competitive selection of the university.* **December 2018 - May 2019;**

1. Information campaign. **December - March, 2019**;

2. Acceptance of applications. **From February 19 to March 31;**

3. Visits to institution directors, if necessary. **April 5 - April 20;**

4. Selection of the winner. **April 30;**

5. Signing a memorandum of cooperation. **By May 15.**

6. Preparatory work. **April 2019 - September 2019**;

7. The conclusion of a 3-party contract – between the Foundation, Bonas MacFarlane Kazakhstan, and the university-winner of the competition. **June 2019.**

**STAGE 2**

Selection of students for the program**. September 9-20, 2019;**

1. Conducting information sessions at the winning institution**. September;**

**2.** Collection of applications**. September;**

**3.** Identification of program participants**. September;**

**4.** Organization of teaching activities**. September.**

**STAGE 3**

Running the program at the winning institution**. October 2019 - May 2020;**

**1.** Start of the classes**. October 1;**

**2.** 1st interim exam, to determine the levels of participants at the start of the program. **October;**

**3.** Inspection visit. **Monitoring progress**

**STAGE 4**

End of project and presentation of results. **May - June 2020**.

1. Awarding of certificates. *May 2020*;

2. Report on the results of the *program’s 1st year*. **June 2020**.

**II. REQUIREMENTS FOR UNIVERSITIES PARTICIPATING IN THE COMPETITION:**

1. Only regional universities of Kazakhstan located outside the cities of Astana and Almaty (Suleyman Demirel University is included in the list of Almaty universities) can participate in the competition;

2. Universities applying for the competition automatically confirm their consent to provide the program with all the necessary technical requirements for the entire period of study, see below:

a. 2 classrooms for the teachers with seating for at least 20 people, available for the full academic year

b. 1 study/teaching room for the English teachers, with space for 2 people.

c. Offices should be located in the central building / building with the highest concentration of students and university administration (Note: check with your coordinator)

d. Offices must have an acceptable appearance and be able to accommodate a class comfortably. This means including: comfortable tables, desks, chairs; functional room lighting; marker board; audio system for reproducing working materials, speakers; convenient location

e. A liaison officer appointed by the university to help the English teachers fulfill their duties and answer questions.

f. Additional arrangements for the comfort and convenience of the English teachers are encouraged.

3. The university’s application is submitted and supervised by a representative of the university, holding a **position not lower than the vice-rector**.

**III. TIMETABLE FOR THE INTER-UNIVERSITY COMPETITION**:

The competition is held over 2 rounds:

**ROUND 1: Selection by application:**

1. Authorized representatives of the university wishing to take part in the competition, submit an application in the established form to the Organizing Committee of the Competition **from February 19, 2019 to March 31, 2019.** Applications submitted after the deadline will not be considered.

1.1. The application form can be downloaded from the Foundation website ([yessenovfoundation.org](file:///C%3A%5CUsers%5Cuser%5CDesktop%5Cyessenovfoundation.org)), or provided by the Foundation staff. Applications are evaluated on the information provided in the form by an independent evaluation panel;

1.2. Electoronic applications must be sent with scanned attachments to the foundation’s email address: info@yessenovfoundation.org . Paper documents are not required.

**ROUND 2**

**Visual inspection of university conditions:**

2.1. Four (4) institutions will go through to the second round, having sent applications for participation in the competition within the prescribed period, and having passed the first stage of selection;

2.2. An evaluation group of representatives of the Shahmardan Yessenov Foundation will visit these universities to familiarize themselves with the facilities and amenities of the university;

2.3. The winner of the competition will be announced on **April 30, 2019**. A memorandum of cooperation will be signed with the winning institution. A tripartite agreement will then be signed for the implementation of the program at the university;

2.4 Representatives of the foundation will provide informational support to all participants in the contest in respect of filling out the form correctly.

**IV. REQUIREMENTS FOR SELECTING PARTICIPANTS IN THE ENGLISH LANGUAGE PROGRAM AND THE TIMETABLE FOR THEIR SELECTION AT THE WINNING UNIVERSITY.**

Requirements for students who will form the General English groups:

1. The program is open to undergraduate students in their 2nd and 3rd year at the beginning of the 2019 academic year, who have confirmed their decision to participate in the by submitting a completed application form to the representatives of the foundation with the package of documents specified in the Competition conditions, including an essay;

2. Applicants must maintain good or excellent marks on the course. Their marks must be confirmed by a copy of their record book (transcript);

3. Applicants may declare and document their active participation in the scientific or public life of the university, which may serve to support their application to attend the English Language Program;

4. Prospective attendees of the English Language Program from the winning university should provide the relevant documents to the university office in paper form..

5. Applicants must have at least beginner (approximately A2) level English to attend courses taught by a native speaker. This can be confirmed by certificates, university studies, or by oral interviews to representatives of the fund;

6. Any students who are relatives (as defined below) of the University Leaders (Rector, Vice-Rector, member of the Academic Council of the University, Director of the Institute, Dean, Head of the Department) must indicate these relationships in their application for the Competition;

7. Any student who has been granted the right to attended courses for free, may at any time participate in the competition on equal terms with the other applicants.

**Requirements for teachers, undergraduates, doctoral students who are members of the "English for Special Purposes" groups:**

1. Participants in the competition can be full-time university employees who are faculty members at the university, masters and doctoral students who study in person at the university;

2. Applicants may declare and document their active participation in the scientific or public life of the university, which may serve to additionally support applications to attend free courses;

3. Applicants must have at least beginner ( approximately A2) level English to attend courses taught by a native speaker. This can be confirmed by certificates, university studies, or by oral interviews to representatives of the fund;

4. A teacher or student who has been granted the right to attended courses for free, may at any time participate in the competition on equal terms with the other applicants.

**The order of the competition General English, English for Special Purposes:**

**General information:**

1. The selection of students and teachers for participation in the English language program will be conducted by the competition’s winning university.

2. For this purpose, Foundation representatives will visit the university for 2 weeks and hold informational / explanatory sessions at the university, and collect applications from interested persons.

3. Selection of program attendees will be carried out by representatives of the fund.

4 Representatives of the foundation, can if necessary orally check the level of English proficiency.

5 During the selection period, the university will provide an office for the use of foundation representatives for the coordination and collection of applications. All applicants must bring paper versions of the necessary documents to the above office and deliver them to representatives of the fund.

6. Winners will be identified on the basis of the quality of their applications, and the final list of winners will be published through all information channels of the university.

7. Successful applicants will be informed about their results no later than September 24, 2019, as well as the place, date and time of the introductory activities and oral and written tests, using the contact details indicated in their applications.

8. The final list of applicants is approved by order of the Foundation in the form of an officially certified list of participants in the University’s English Language Teaching Program.

9. Not later than September 25, 2019, a general meeting of Course participants will be held, which will provide information about the division of groups, the schedule of classes, and the **signing of a sponsorship agreement**, as well as other necessary organizational information.

**The competition for students and teachers to participate in the English Language Program will take place over 2 rounds:**

**1. Selection of students based on applications:**

1.1 Students and teachers wishing to take part in the competition, submit an application using the designated format to the Organizing Committee of the Competition by September 21, 2019. *Note: dates are subject to change;*

1.2 The application form can be downloaded from the [yessenovfoundation.org](file:///C%3A%5CUsers%5Cuser%5CDesktop%5Cyessenovfoundation.org), Foundation website, or obtained from Foundation employees;

1.3 The application requires standard personal data. This must include attached:

1) A copy of the student’s identity card;

2) A copy of their record book (all courses);

3) Copies of all the applicant’s certificates diplomas and awards;

1.4 The application and attached documents must be brought in paper form to the application office;

1.5 At this stage, students are selected based on their academic performance, the quality of their applications, the content of their motivational letters and on their other achievements.

1.6 Representatives of the organizing committee may conduct a brief interview with the candidates when they submit their applications, in order to assess their level of English.

**2. Testing to determine levels:**

2.1. Students and teachers who have submitted applications for participation in the Competition on time and who have passed the first stage of selection will be admitted to the test;

2.2. Testing is aimed at determining the level of knowledge of the English language;

2.3. The test is held in writing no later than September 25, 2019, at the invitation of the Organizing Committee of the Competition.

**V. CONDITIONS FOR STUDYING ON THE ENGLISH LANGUAGE PROGRAM**

1. Competition winners obtain a contract for one year’s education.

2. Students or teachers who have received grants for training **MUST** comply with the terms of the Sponsorship Agreement, namely:

• To attend classes according to the schedule and not miss more than 3 classes per month; class absences must be for valid reasons;

• A minimum of 80% of attendance is required to obtain a certificate;

• Complete all class-based and independent work required on the course;

• take exams in a timely manner;

If participants of the program fail to meet abovementioned requirements, Foundation can exclude them from the program and require a compensation for the last month of the study (not the whole period).

3. Course participants can only be real students of the University (for students) or full-time employees of the University (for teachers). In the case of transfer of a student / teacher to another institution of higher education, as well or if he/ she takes academic leave, or starts an internship at another university, etc., funding for his (her) tuition on the Course is terminated.

**Vi. Contacts:**

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