# «FX» retake instructions

## 1. General provisions

1.1 As a part of the interim assessment (Final examination) the student receiving an unsatisfactory "FX" grade (25-49%) can take the final exam again on a paid basis without retaking the full discipline.

1.2 The "FX" grade is awarded only for the final examination.

1.3 The "FX" re-examination can only be taken during the interim assessment period in which it was obtained. In the subsequent period retaking "FX" is not permitted.

1.4 In case a student receives an "unsatisfactory" grade - corresponding to the "F" or "FX" – he/she can retake the final exam no more than once per discipline and in accordance with the academic calendar.

1.5 If a student does not retake the examination during the final examination period or retakes it and receives a grade of "F" or "FX", his/her transcript will be assigned "F" grade in the corresponding subject and relevant trimester.

1.6 A student who retakes "FX" re-examination and gets an "excellent" or "good" grade can apply for a monthly allowance according to the established procedure, if studying under a scholarship.

1.7 The "FX" score, whether it is retaken or retrained, remains on the transcript in the same trimester in which it was received.

1.8 The "FX" examination follows the same format as primary examination (exams taken in a test form are also taken in the test form, etc.).

## 2. The procedure for applying for the "FX" retake

2.1 The "FX" retake application is accepted exclusively through the "Digital University" system.

2.2 The learner applies for registration a minimum of 2 days before the FX re-examination between 8.00 am and 7.00 pm.

2.3 For the payment purpose, it is necessary to specify the full name and IIN of the student for whom the payment is made, as well as select the type of payment named "FX retake".

2.4 Registration for the "FX" retake consists of the following steps:

1) *Payment.* The student makes the payment in the price of 1 academic credit - according to the approved price list - at any branch of Halyk Bank or through the Homebank application. The Homebank application algorithm is described in Appendix 1.

2) *Formation of the application.* The learner attaches the payment receipt in PDF format (from the payment history) under the Digital University (DU) → FX Exam Application tab. The FX application algorithm is described in Appendix 2.

3) *Application confirmation*. In the "Show Application Status" section, the status should be "confirmed".

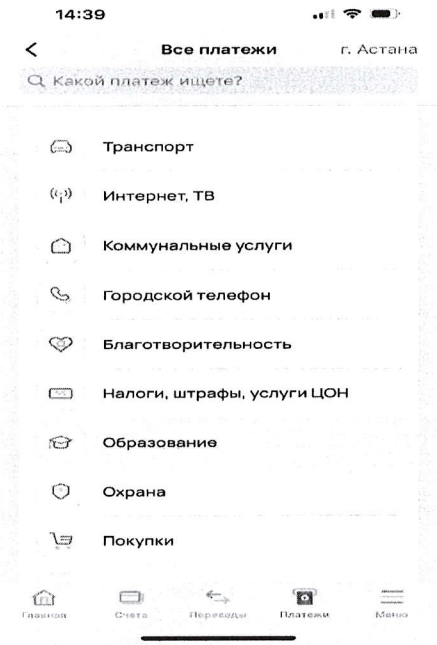
2.5 In the case any of the steps fail the registration is “invalid.” And student is responsible for the completion of the registration.

**Appendix 1**

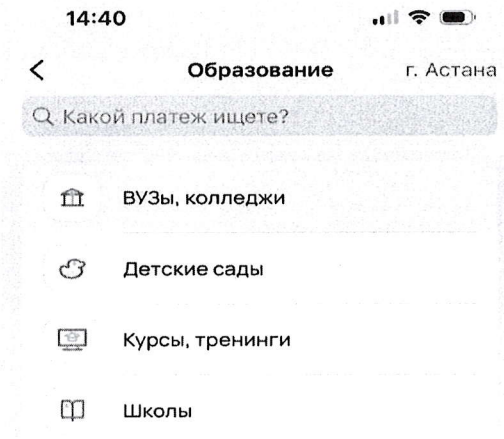
## Algorithm of application in the Homebank application

**University requisites for payment of retake "FX":**
Astana IT University LLP
BIN: 190240014589
Postal address: 010000, Republic of Kazakhstan, Nur-Sultan, A.Baitursynov str. 9, office. 109
Bank details:
IIC: KZ266018821000167581 at JSC Halyk Bank of Kazakhstan BIK: HSBKKZKX
KBE: 17 KNP: 861

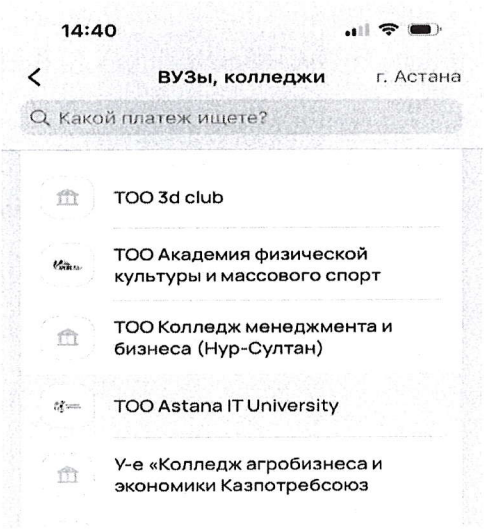
1. Go to the Payments section of the Homebank application (select Astana)



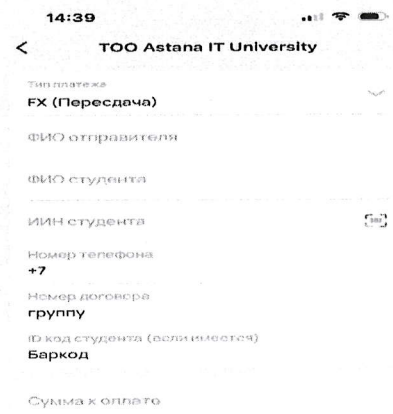

2. Select payment for Education > HEIs



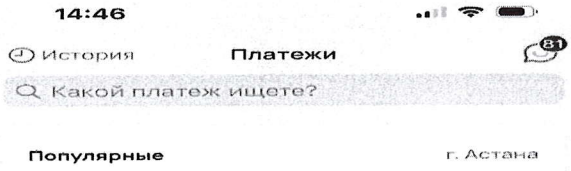
3. Select an AITU university




4. Select payment type FX (Retake) and fill in personal data



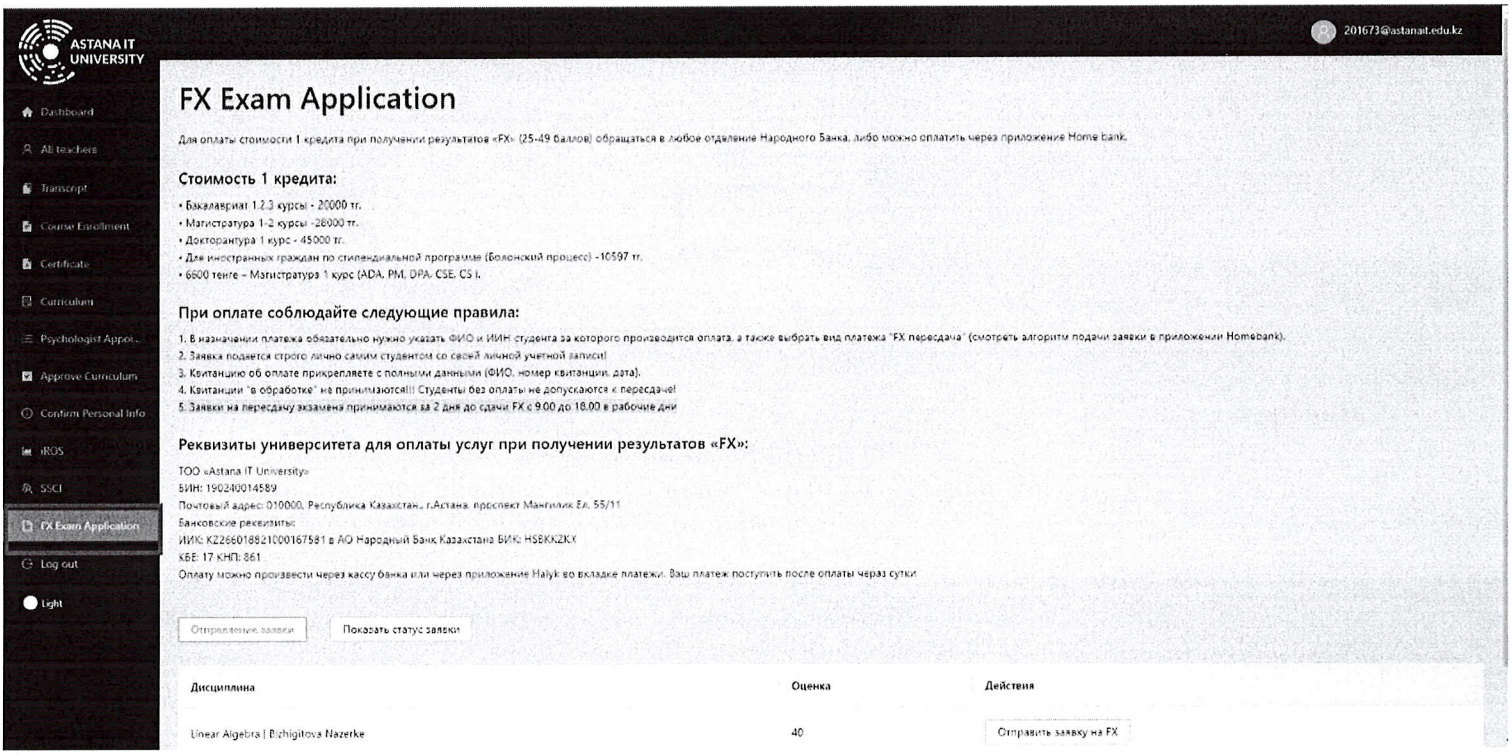

5. After payment, wait for the receipt in the Payment History and attach it to the application form



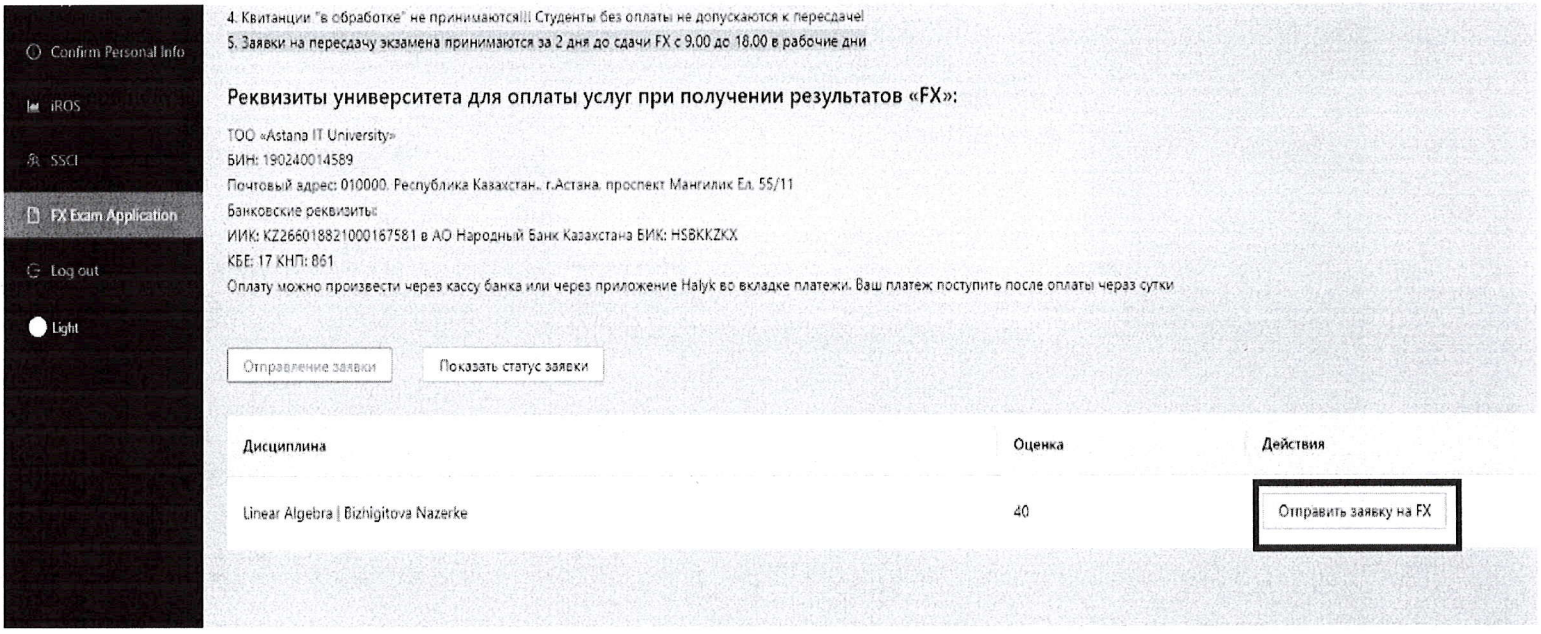
**Appendix 2**

## Algorithm for applying for FX

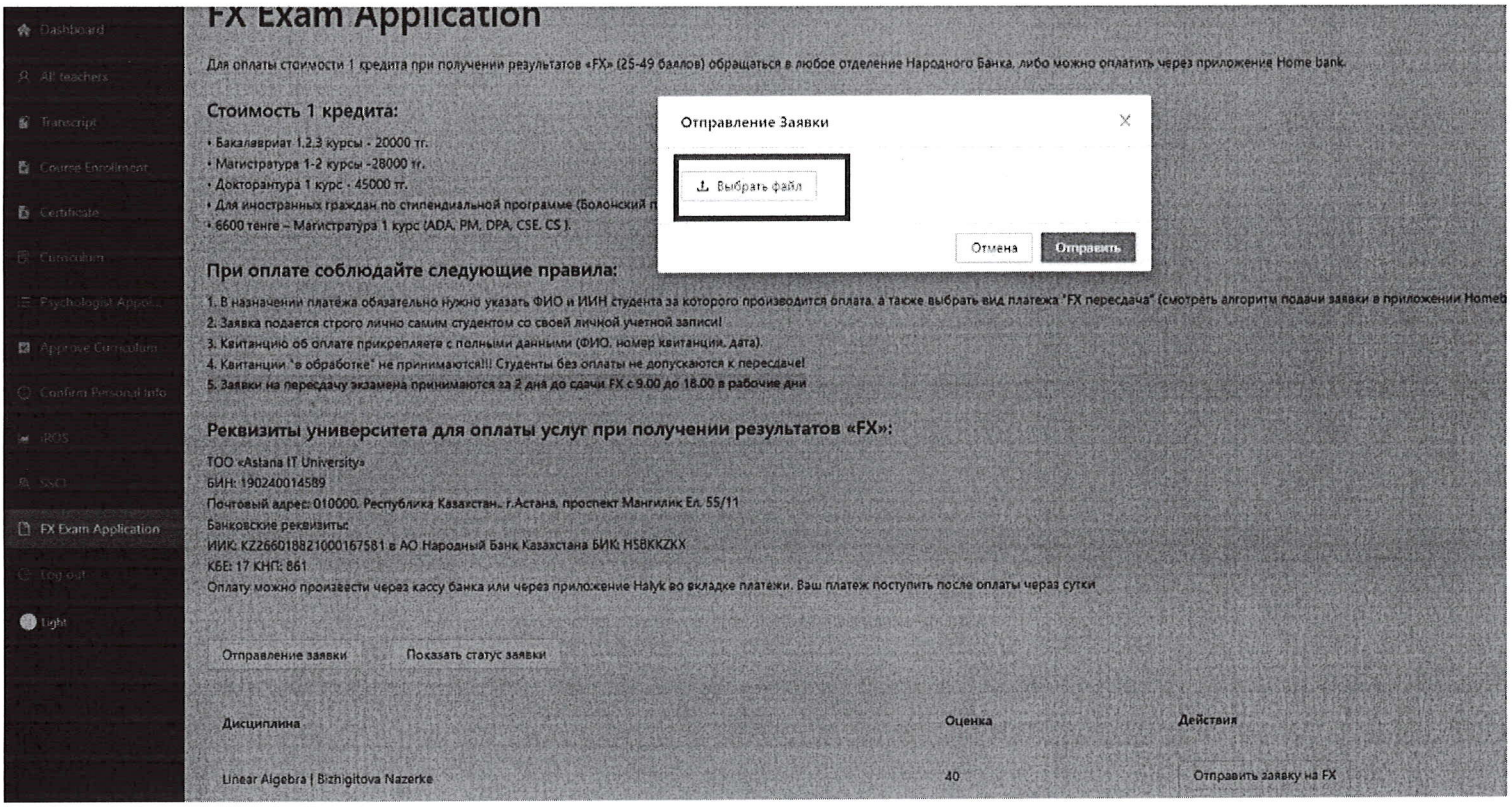
1. Authorise through a learner account in the system DU (Digital University)
2. You must go to the FX Exam Application page.



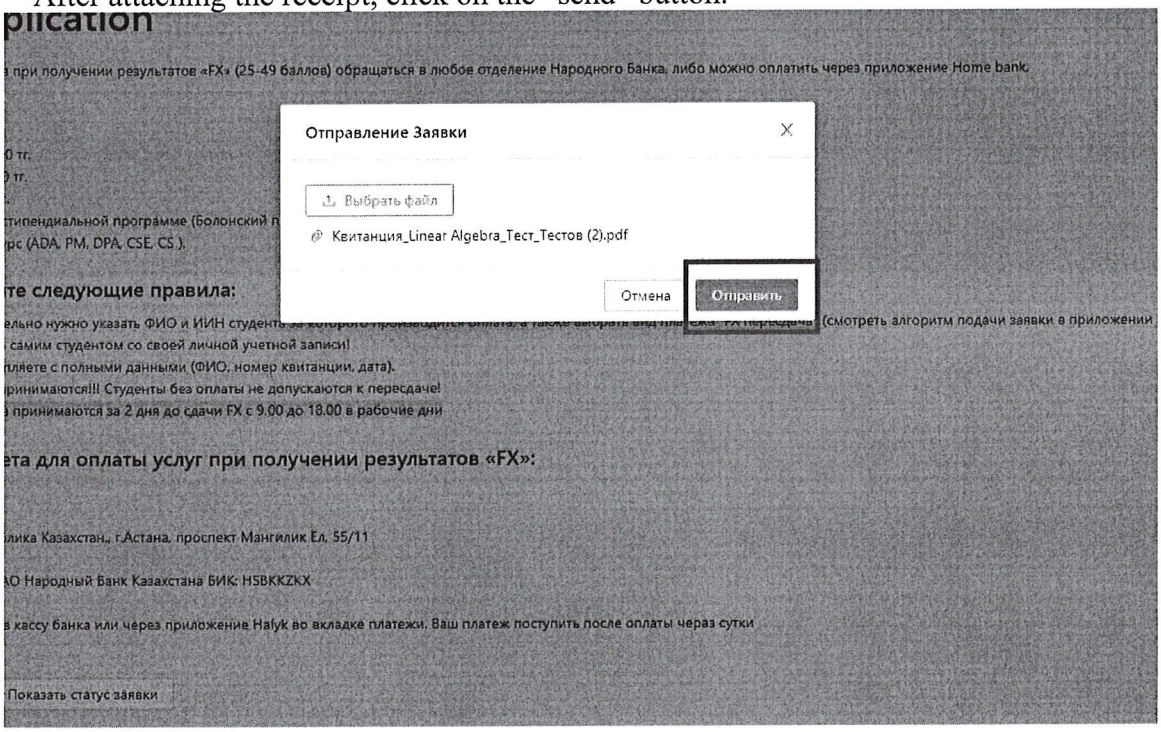

3. To apply for FX, you need to select a discipline, then click on the "Submit FX Application" cell.



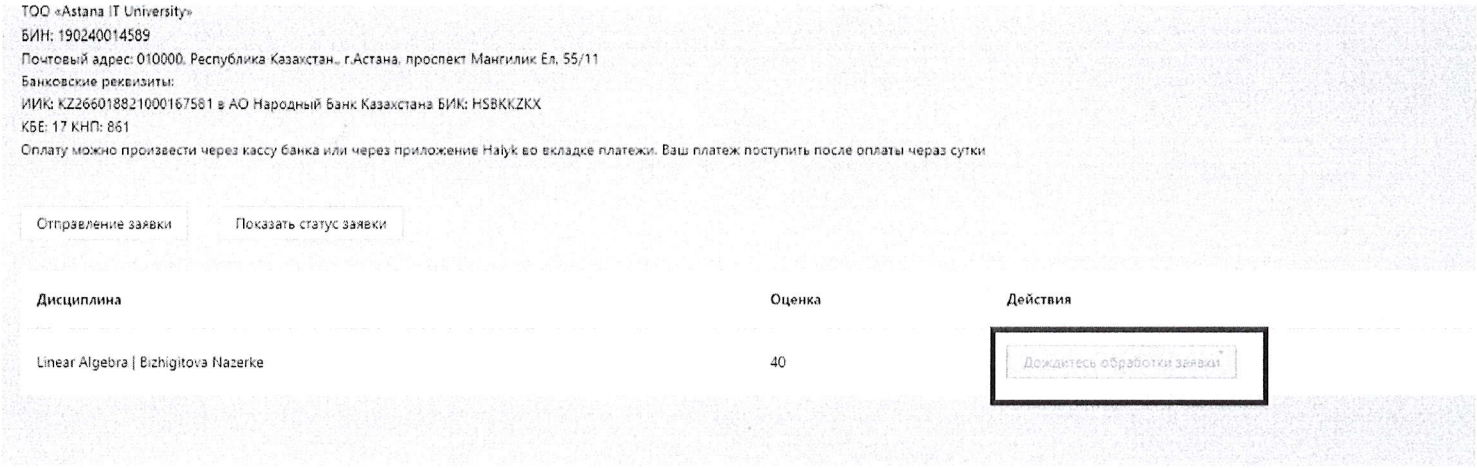
4. Attach the receipt in PDF format.



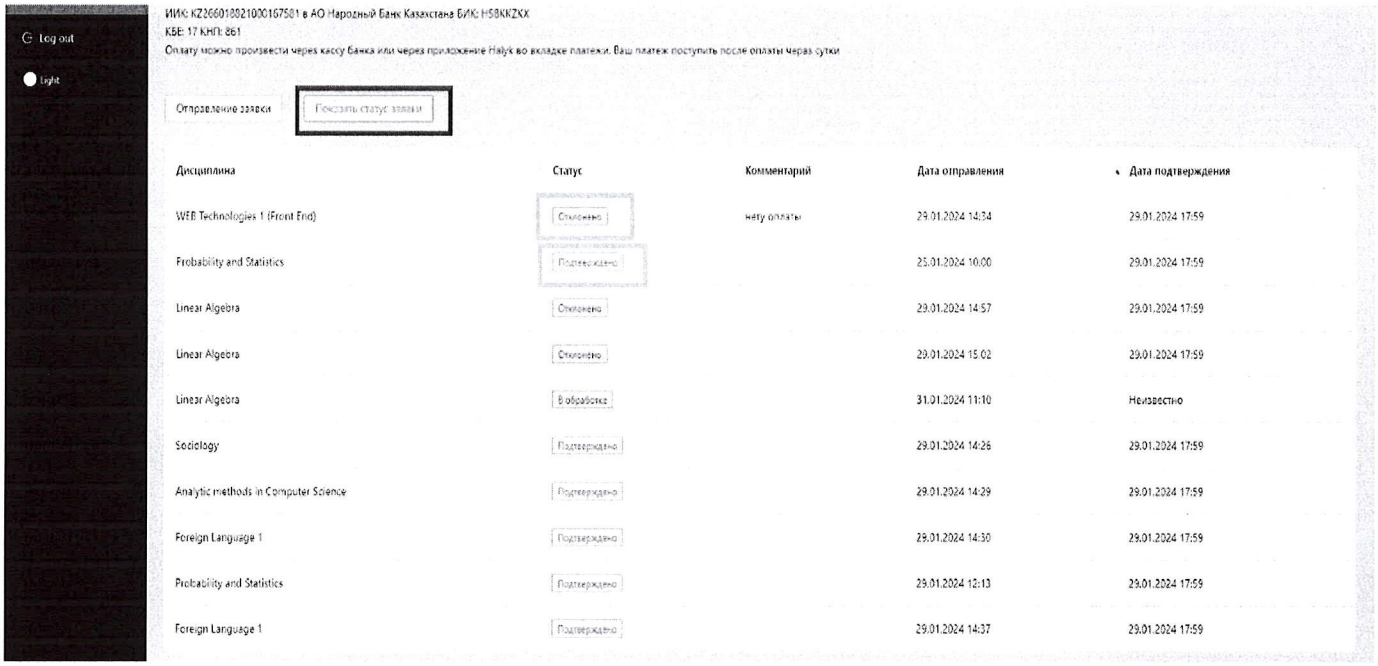

5. After attaching the receipt, click on the “send” button.



6. After sending, your application will be in processing.




7. Wait for your application to be confirmed in the "Show application status" section.




Note: If your application is in a "rejected" status, you will need to reapply.

8. Once your application is confirmed, you are allowed to retake the FX exam.