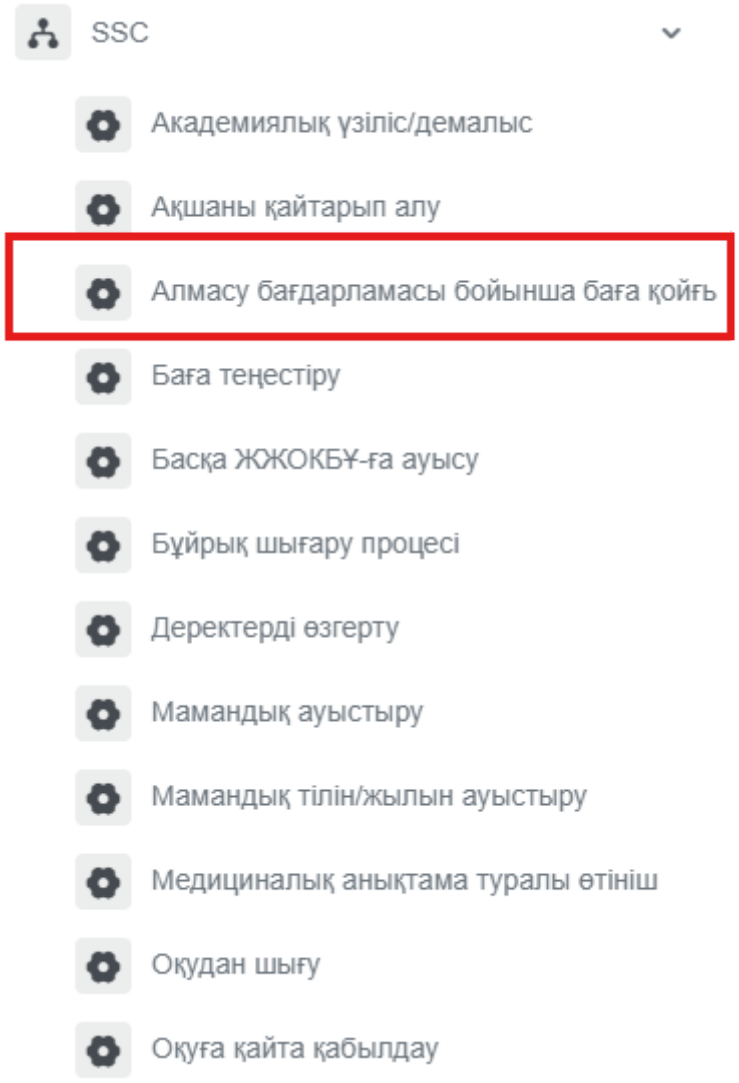
Request for grading under the exchange program

Process purpose and use cases
This process is used for grading on the SDU portal for students who have studied abroad or at another higher education institution under an exchange program.

How can I initiate the Request for grading under the exchange program process in the DMS system?

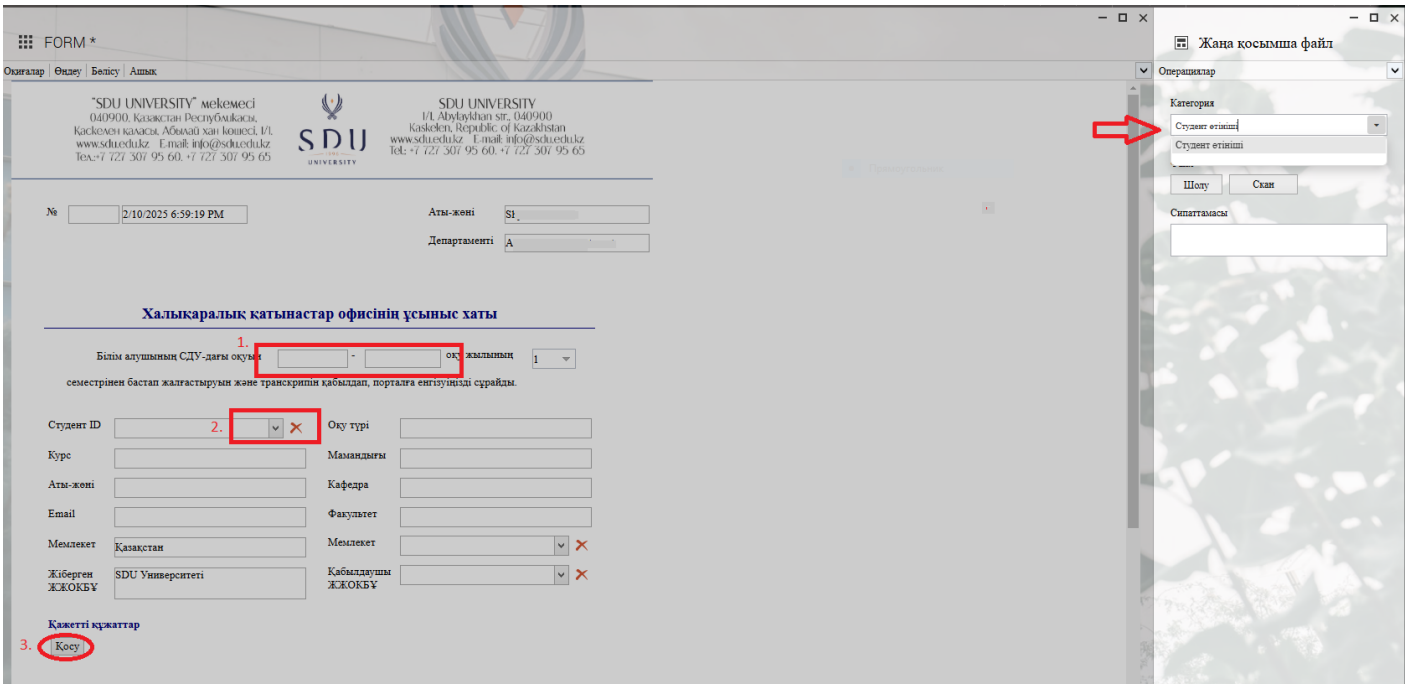
1. Go to dms.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **SSC → Алмасу бағдарламасы бойынша баға қойғызу өтініші / Request for grading under the exchange program** process**.**
Note: SSC processes can only be initiated by SSC employees.



2. 1) Fill in the academic year.

2) Click the button in the **Студент ID / Student ID** column and enter the student's **ID** number or **full name** in the opened window. Once you select the required student, the remaining fields will be filled in automatically.
Select the higher education institution where the student studied under the exchange program.

3) In the opened window after clicking the "Қосу / Add" button, you can attach the required document to the categories on the left.

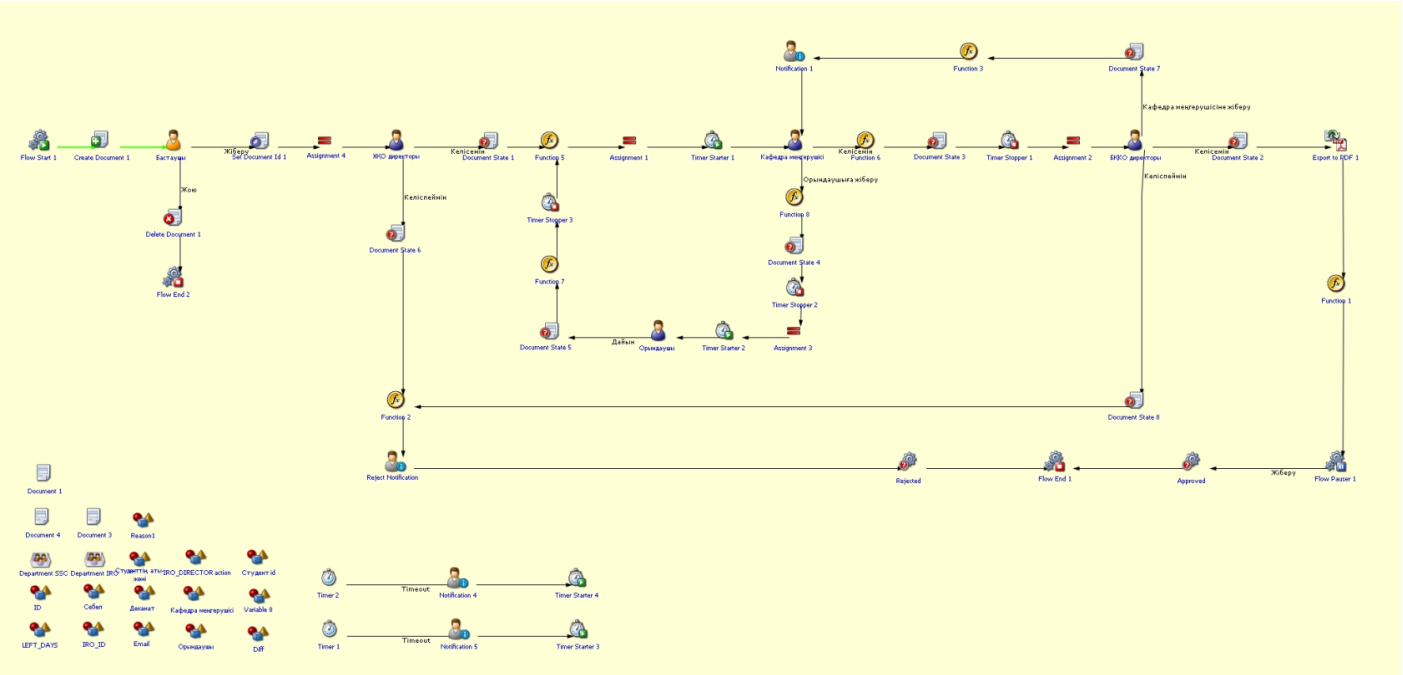


*3. Once the required information is provided, click the "**Submit / Жіберу**" button.*



Process guidelines

You can view the process workflow in the section below.



For all inquiries, you can submit a request through helpdesk.sdu.edu.kz → "Submit a ticket" → "BPM" or contact us via email at dms@sdu.edu.kz!

Revision #7
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