

**PROVISION ON MASTER'S AND DOCTORATE DEGREE PROGRAMS****1. General Provisions**

1. The Present Provision on Master's and Doctorate Degree programs of Al-Farabi Kazakh National University (further - Provision) has been developed in conformity with the Law of the Republic of Kazakhstan "On Education", the Law of the Republic of Kazakhstan "On Science", the State Compulsory Educational Standard of Postgraduate Education, approved by the Government of the Republic of Kazakhstan dated August 23, 2012 №1080, by Orders and Regulations of the Ministry of Education and Science.
2. This Provision has substituted the "Provision on the arrangement of educational process for Master's Degree", "Provision on training the Master's Degree students" approved by the Scientific and Methodological Council of KazNU under protocol №9 of 09.06.2006, Provision "On the Procedure for the implementation of experimental educational programs for Doctorate Degree students at Al-Farabi Kazakh National University" approved by the Rector of the University dated September 5, 2007, №175.
3. This Provision defines the binding requirements and the procedure of realizing professional educational programs of postgraduate education on training Magisters (educational programs of scientific-pedagogical and related profile Master's Degree study) and Doctors (PhD educational programs, doctoral profile) within the framework of the credit system of education at Al-Farabi Kazakh National University.
4. The provision is mandatory for all structural units (faculties, departments, financial and scientific departments, etc.) that are involved in training specialists with postgraduate education.
5. The main objective of the Academic policy of al-Farabi Kazakh National University on the implementation of postgraduate education is to train highly qualified specialists – master's and doctoral students - with in-depth professional training, competitive in the domestic and international labor market, which stipulates the integration of the research activities and educational process, the arrangement of the educational process on credit technology based on the principles of interdisciplinary and competent approaches.
6. The basic organizational unit providing educational programs of postgraduate education is the respective department of the faculty. Coordination and monitoring of the implementation of the educational process of Master's and Doctorate Degree studies are carried out by the Institute of Post-graduate Education of Al-Farabi KazNU.
7. Educational programs for Master's and Doctorate Degree studies are implemented with regard of the research areas suggested by the respective departments.
8. Admission to the Master's and Doctorate Degree programs of study is arranged in conformity with Standard Rules of Admission which provide professional training

programs of postgraduate education.

9. Training of Master's Degree, PhD students, PhD and related degree doctors is realized within the frame of the state educational order. Training of Master's Degree students can also be carried out on the commercial contract basis between the university and the customer of educational services.

## **2. Structure and content of Postgraduate Master's and Doctorate Degree programs**

10. The implementation of the educational process of postgraduate education is carried out in conformity with the National Framework of Qualifications, professional standards, Dublin descriptors and the European Qualifications Framework.

11. Professional training programs for postgraduate education on specific areas of training are developed by the respective departments in conformity with the standard specialty classifications of postgraduate education based on Standard Study Plans for specialties of postgraduate education, and approved by the Rector of the university.

12. Professional training programs for postgraduate education are developed in two directions: research-pedagogical and profile. The aim of professional training programs of scientific-pedagogical direction (scientific and pedagogical programs for Master's and Doctorate Degree studies) is an educational, research and methodological training of specialists for research and teaching activities in the higher, postgraduate education and research sector. Specialized professional training programs (programs of profile Master's and Doctorate Degree studies) are of applied nature and aimed at meeting the needs of non-academic sector specialists with fundamental educational, methodological and research training for the expert and practical work in various fields of economy, medicine, law, art, service and business spheres.

13. Development and implementation of professional training programs for Master's and Doctorate Degree programs are carried out by respective departments of the faculty which are responsible for the compliance of the educational process with the state compulsory standards of postgraduate education and qualification requirements for licensing educational activities.

14. Realizing professional Doctorate Degree programs respective departments are to provide:

- agreements with foreign scientists in the relevant specialty training;
- contracts that enable to carry out research and development work with organizations and enterprises;
- availability of scientific exchange agreements with accredited foreign universities and (or) scientific organizations that implement Doctorate Degree programs;
- contracts with the organizations that provide overseas scientific internship.

15. Professional academic program for postgraduate education provides equally significant educational and scientific / research components and is formed of various kinds of work which determine the content of education and their correlations, measurement and recording. The labor intensity of the educational and research work

of students is determined by the amount of acquired materials and measured in credits.

16. The professional training program of postgraduate education includes:

- a theoretical course;
- program of research/experimental research work, including the thesis;
- internship (pedagogical, research, professional);
- midterm and final attestations.

17. Professional training programs of postgraduate education are developed on a module basis. Each specialty training program is provided with a set of training and methodological materials which includes:

- specification of the professional educational program;
- module curriculum of specialty educational programs;
- the catalog of elective modules of specialty educational program;
- educational and methodological complexes of disciplines and specialties.

18. Specifications and curricular of educational programs on specialties of postgraduate education are approved by the Rector (Vice-Rector for Academic Affairs) on the decision of the Academic Council of the University.

19. Research component of the educational program of postgraduate education comprises scientific research (for educational programs of scientific-pedagogical direction), or experimental research work (for specialized training programs), preparation of scientific / methodological publications, the of academic thesis for a Master's Degree, PhD Degree or related Doctors.

20. The themes and supervisors / scientific advisors of dissertation research of Master's Degree and Ph.D. are considered by the Academic Council of the Department and University, and approved by the Rector within the first two months of training. Respective department determines the list of the dissertation researches, updating it annually.

21. Research work of a student for a Master's Degree / Ph.D. is to:

- comply with the basic problems of specialty, be relevant, contain scientific novelty and be of practical significance;
- be based on modern theoretical, methodological and technological achievements of science and practice, and include new theoretical knowledge, solution of problems of theoretical or practical significance;
- be based on modern methods of processing and interpretation of data using computer technologies;
- be realized by applying modern methods of research;
- include research (methodological and practical) sections on the main provisions of the thesis to be defended.

22. Experimental research work of a student for a Master's Degree / Ph.D.:

- comply with the basic problems of specialty, be relevant, contain scientific novelty and be of practical significance;
- be based on modern methods of processing and interpretation of data using computer technologies;
- be realized by applying modern methods of research;

- include research (methodological and practical) sections on the main provisions of the thesis to be defended.

23. The results of the research work of a student for a Master's Degree / Ph.D. should be published in scientific journals and presented at conferences. The final result of the research /experimental research work of a student for Master's Degree / Ph.D is the dissertation.

24. The thesis for a Master's Degree / Ph.D. or related Doctors is the qualification graduation work, which is an independent scientific study containing new scientific results. The requirements for the structure and content of Master's Degree and Ph.D. thesis are determined by the relevant standard regulations.

25. Internship for the students of postgraduate education is aimed at the formation of practical skills of research, pedagogical and professional activities.

26. Midterm and final attestations of postgraduate education students are conducted to assess the volume and level of acquisition of educational and scientific component of educational programs by learners, the degree of the formation of the required skills and competencies, as well as the compliance of the graduates of educational programs with the requirements prescribed to applicants for Master's Degree / Ph.D. or related Doctors.

27. Evaluation of educational achievements of students of postgraduate education in the framework of Midterm attestation is carried out by using various forms of control, determined by Standard Rules of current monitoring of academic performance, midterm and final attestation of students in higher educational institutions.

28. Final attestation of students of postgraduate education is carried out within the terms stipulated in the academic calendar and the curricular of educational programs in the form of a comprehensive examination in specialty and defending a thesis.

29. A comprehensive examination in specialty is a form of state control of academic achievements of students, aimed at determining the compliance of the obtained knowledge and skills with requirements of state educational standards in specialty.

30. Defense of theses for Master's Degree and Ph.D. is a form of state control of compliance of research / experimental study conducted by the applicant with the requirements prescribed to the qualification graduation works of Master's and Doctorate Degree students. The thesis is to certify deep knowledge of the applicant in the area of study, the acquisition of theoretical thinking skills, ability to form hypotheses and gather information. Evaluation of research activities is carried out by a series of objective criteria: scientific knowledge, professionalism, theoretical and applied significance of the research.

31. The main criterion of completion of the educational process for Master's Degree:

- research and pedagogical training (by SES) – not less than 59 credits, not less than 42 credits of which are for theoretical training, not less than 6 credits for internship, not less than 7 credits for research work;

- profile training - not less than 28 credits (1 year of study) and not less than 48 credits (1.5 years of study) and not less than 18 and 36 credits of which are for theoretical training, not less than 2 and 3 credits for internship, not less than 4 credits for experimental research work.

32. The main criterion of completion of the educational process for Ph.D. or related

Doctors (profile) is to cover not less than 75 credits, including not less than 36 credits of which are for theoretical training and not less than 6 credits for internship.

33. Regulatory duration of covering the curriculum of Master's Degree of profile training is 1-1.5 years, scientific and pedagogical direction of training is 2 years. Regulatory duration of covering the curriculum of Doctoral training program is 3 years. Academic title of Master's Degree, Ph.D. or related Doctor on profile may be conferred in case of early completion of educational and research components of the curricula, successful passing of a comprehensive examination in specialty and defense of the thesis for a Master's Degree or Ph.D.

### **3. Academic Process within Postgraduate Master's and Doctorate Programmes**

#### **3.1. Providing for Methodological Basis for Effective Teaching within Postgraduate Master's and Doctorate Programmes**

34. Education provided within Doctorate and Master's Programmes shall meet the requirements of the Mandatory Standard of Postgraduate Education and create the most favorable conditions for

the postgraduate students to obtain the knowledge within the postgraduate curricula.

35. Academic year shall be divided into two semesters and an additional summer semester shall be provided.

34. Average weekly amount of hours for the master's and doctoral students shall not exceed 57 when each classroom hour shall be complemented by 2 hours of independent work.

36. Classroom activities within the postgraduate curricula shall be mainly of the interactive formats such as case studies, simulations, debates, round table discussions, seminars, etc. with the use of the most advanced educational technologies.

37. Respective faculties and departments are responsible for providing for efficient teaching process for the postgraduate master's and doctoral students each doctorate and master's programme shall be provided with the following documentation:

- list of elective courses (modules) for each degree programme;
- course portfolio that include a syllabi;
- material for classroom activities for each course (module): transcript or synopsis of the lectures; seminars and lab. work outlines and questions for each week; classroom and individual assignments; evaluation criteria; submission requirements.
- individual assignments shall include additional and self-study materials: list of topics, questions and self-check questions; required and additional reading list for each topic; and office hours schedule.
- evaluation and testing materials: examination questions, tests and assignments; discussions, seminars, colloquiums, simulations and hypotheticals' outlines; schedule for submission of individual assignments for the master's and doctoral students;
- internship materials: work-plan, sample of internship report documentation;
- research and experimentation activities materials: program, seminars timetable and others.

38. Respective faculties and departments shall engage the best academics for providing for postgraduate education possessing the highest qualification and expertise necessary; they also shall conclude the memorandums of cooperation with research and experimental laboratories, research institutions and think tanks that are the most reputable and prominent in the respective fields. Departments shall provide each master's and doctoral student with the place of internship and create all necessary conditions for better academic mobility of the postgraduate students.
39. Each postgraduate student shall be provided with a handbook on the following: academic policy of al-Farabi KazNU; rights and responsibilities of the parties; assignments and evaluation criteria; final state attestation requirements.

### **3.2. Selection of Supervisors/Academic Advisors for Master's and Doctoral Students**

40. Knowledge and skills obtained within the Postgraduate Program shall be supervised or advised by an academic in accordance with the Individual Research Work Plan, hereinafter IRWP.
41. Academics conducting supervision over postgraduate master's students shall possess a degree of the Candidate of Science or PhD in the respective field and be actively engaged in the research in the respective field, minimum three years of teaching experience in academia in Kazakhstan and /or abroad, nationally and internationally recognized publications, extensive participation in international conferences, have been the author of a textbook or other material of such character in the respective area of studies.
42. Supervision of the research conducted by doctoral students shall be undertaken by a special supervisory/academic advisory commission comprising of minimum two academics (national or foreign supervisors) who shall be selected in accordance with the Regulation "On the Qualification Requirements for Research Supervision of Doctoral Students al-Farabi KazNU". Research supervisors of Kazakhstan's nationality shall be officially employed by al-Farabi KazNU as the members of the professional academic staff; foreign research supervisors shall be employed by a reputable and internationally recognized educational establishment, university or research institution. Research fellows of senior ranks employed by research institutions and other entities of such a character that are the partners of al-Farabi KazNU— those having concluded the agreements of implementation of the joint projects or memorandums of cooperation with al-Farabi KazNU - may also be selected to supervise the research conducted by doctoral students.
43. Academics possessing required qualification and expertise in related fields of studies may also be selected for supervision over the doctoral students' research when necessary.
44. Professional and academic suitability of the supervisors/academic advisors of the research conducted by doctoral students shall be decided on the basis of his/her nationally and internationally peer reviewed publications in the respective filed in the journals with no zero impact factor.

45. Supervisors/academic advisors of the research work conducted by the postgraduate students (master's students and doctoral students) shall participate in the discussion and formal approval of the Individual Research Work Plans of the master's and doctoral students, undertake overall guidance of the research and experimental work; be responsible for timely submission and overall quality of all the assignments that have been approved as the Individual Research Work Plan of the postgraduate students.
46. Supervisors/academic advisors of the postgraduate master's and doctoral students are appointed by the Rector of al-Farabi KazNU following the formal resolution of Academic Council of the respective faculty within the first two months since the beginning of the Postgraduate Programme.
47. Academic consultant in a related field may be appointed at any time since the beginning of the postgraduate program.
48. Heads of respective departments shall be responsible for timely notification of the Academic Council of the respective faculty on the candidatures of the supervisors/academic advisors for the postgraduate students enrolled at their faculties.
49. Replacement and changes of the supervisors/academic advisors as well as appointment of the academic consultant in a related field within the Postgraduate Programme shall be decided by the Academic Council of the respective faculty following the formal request of the department wherein the postgraduate student is enrolled.
50. Supervisors/academic advisors who are the members of the Academic Advisory Commission for the research conducted by doctoral students shall meet at least once a year to assess the academic performance of doctoral students under their supervision and amend their IRWPs when necessary; the Academic Advisory Commission report thereon in written form to the respective departments and deans of the faculties and the Postgraduate Institute of al-Farabi KazNU.
51. Supervisors/academic advisors of the postgraduate students report annually before the Academic Council of the respective faculty on the academic performance of the postgraduate students under their supervision.

### **3.3. Formal Approval of Individual Research Work Plan for Postgraduate Students**

52. Postgraduate students shall design and submit for the formal approval the individual research work plan within the first three months since the beginning of the postgraduate programme. The Individual Research Work Plan shall include the following sections:
- individualized curricular;
  - research and experimental work plan;
  - internship work plan;
  - dissertation research project: theme, research question and preliminary layout;
  - dissertation work plan;

- list of planned publications and research trips (doctorate students shall target the world most reputable educational institutions abroad).

53. Individualized Curricular, hereinafter the IC, shall provide the basis for the teaching process within the Postgraduate Programme. The IC reflects the learning trajectory for each master's doctoral student. The IC may be amended annually when necessary.

54. Research and /or Experimental Work Plan, hereinafter REWP, of postgraduate students shall be valid for the entire period of the Postgraduate Program and shall be divided into annual sub-REWPs. The REWP shall include the theme of the dissertation, research field and reporting format. The REWP of the postgraduate doctoral students shall be approved unanimously by the Academic Advisory Commission. The REWP may be the subject of annual amendments when necessary.

55. Internship Work Plan shall include the detailed description of the worked planned within the internship and the place of internship, specify the duration of the internship and the reporting format.

56. List of Planned Publications shall include the preliminary themes/scope of each individual publication; list of the targeted peer-reviewed journals; and preliminary schedule of publications submission. The List of Planned Research Trips shall include the detailed description of the trips; goals and objectives; preliminary dates and duration; reporting format.

57. Individual Research Work Plan of each postgraduate student shall be formally approved by the Academic Councils of the respective faculty. For the purpose of effective monitoring of the academic performance of the postgraduate students, both the supervisor/academic advisor and the respective department shall be provided with the copies of the IRWPs of the postgraduate students. The copy of the IRWP of the doctoral students shall be submitted to the all members of the Academic Advisory Commission, the respective department administration and the Postgraduate Institute of al-Fabari KazNU where it shall be included into the Doctoral Student Individual Portfolio.

58. Maximum amount of the credit hours within an IC shall correspond with the semester and annual credit hours requirements under the Postgraduate Programme Curricular. The postgraduate students who pay tuition fees shall be eligible to amend their IC: there may be fewer courses taught for this category of postgraduate students than those stipulated under the Postgraduate Programme Curricular; the duration of the studies for this category of students may be extended.

59. IC shall be designed jointly by the postgraduate student and his/her academic supervisor and submitted to the Dean of the respective faculty for the signature. The Office Registrar of al-Farabi KazNU shall be timely notified there on by the respective faculty. The Office Registrar of al-Farabi KazNU, assigned to the respective faculty, shall be responsible for technical provision of the attestation process for each postgraduate student. The IC shall be submitted to the Office Registrar, assigned to the respective faculty, within the first four weeks since the beginning of the Postgraduate Programme.

60. Postgraduate students shall be responsible for the Individual Curricular and their compliance with the requirements of the Postgraduate Programme Curricular.



61. Postgraduate students shall be eligible to amend the IC within the limits provided in the Postgraduate Program Curricular with the consent of the Supervisor/Academic Advisor prior the beginning of the teaching semester during the period when the electronic enrollment to particular courses (modules) is taking place.

62. Postgraduate students shall be eligible to enroll to particular courses during the additional summer semester of six weeks when they wish to retake the course that have been failed or have not been taken due to his/her absence during his/her academic leave or in the case of transfer from other educational institution as well as for the purpose of amending the course of his/her individual learning trajectory provided the IC has been amended appropriately.

In order to continue studying during the summer semester, the postgraduate students must be electronically enrolled to not more than nine credits no later than 3 days prior to the beginning of the summer semester. In order to take the courses taken during the summer semester, postgraduate students shall pay a fee except for the cases when the credits are taken to eliminate the academic arrear due to the academic leave of the postgraduate student who is enrolled in the Postgraduate Programme under the state-guaranteed order.

63. Credits similar to those stipulated in the Postgraduate Programme Curricular taken by the postgraduate students at other educational institutions in Kazakhstan or abroad may be transferred. The decision on the credit transfer shall be taken by the respective departments and faculties provided a postgraduate student has submitted the transcript specifying the final mark for the courses previously taken in that institution and the credit amount for each course.

64. Respective departments as well as the supervisors/academic advisors shall be responsible for timely approval of the ICs of the postgraduate students.

### **3.4. Providing for Effective Teaching within Postgraduate Master's and Doctorate Programme**

65. Postgraduate Master's and Doctorate Program shall be implemented only in the full-time education format. The academic year within the Postgraduate Master's and Doctorate Program shall be divided into academic periods (semesters) and shall include the following: the academic period when the postgraduate students obtain theoretical education and conduct the research and/or experimental work; evaluation period when the mid-term and end-of-term attestation take place as well as the final attestation; holidays and internship period.

Each academic period (semester) shall last 15 weeks. The dates of the academic, evaluation, and holiday/internship periods shall be specified in the Academic Calendar of the Postgraduate Master's and Doctorate Program. The duration of the evaluation period for mid-term and end-of-term attestation shall be not less than 2 weeks. The holiday period shall be not less than 7 weeks.

66. Postgraduate Institute of al-Farabi KazNU shall be responsible for drafting the Academic Calendar for the Postgraduate Master's and Doctorate Programmes that shall be formally approved by the Vice Rector for Academic Affairs of al-Farabi KazNU before being submitted to the postgraduate students and to the Office

Registrar of al-Farabi KazNU at least one month prior of the date of the beginning of the academic year.

67. Education within the Postgraduate Master's and Doctorate Program shall be provided in the taught (classroom) and extramural (independent individual self-study work) formats. Each hour in the classroom shall be complemented with two hours of independent self-studying.

68. Dates, venues and duration of the classroom activities within the Postgraduate Master's and Doctorate Programme during the academic, evaluation and holiday/internship periods shall be specified in the timetable formally approved by the Vice Rector for Academic Affairs of al-Farabi KazNU. The timetable of the classes, mid-term and end-of-term attestation as well as the teaching internship of the postgraduate students of the Postgraduate Master's and Doctorate Programmes shall be drafted by the assistants at the respective department of the faculty where to the postgraduate student is enrolled; the department assistants shall be responsible for timely submission of the timetables for the formal approval to the Postgraduate Institute of al-Farabi KazNU and inform thereon the postgraduate students and the teaching staff at least 2 weeks prior to the date of the beginning of the semester.

The Vice Dean for Academic Affairs at the respective faculty shall be responsible for timely drafting of the timetables.

69. Module format of the theoretical education within the Postgraduate Master's and Doctorate Program may be also implemented for those student who undertake the research trips abroad as well as the distance learning provided that the coherence and consistency of the Programme is not violated (the students shall take all pre- and post-requisite courses accordingly).

70. Office hours within the Postgraduate Master's and Doctorate Programme shall amount minimum 25-30 percent of the total number of hours of the self-study stipulated in the Postgraduate Programme Curricular. The consultation during the Office Hours shall be conducted according to the formally approved timetable.

71. Postgraduate students shall be eligible to attend the classes within the theoretical education (academic) periods after being electronically enrolled to the courses via the Intranet on the al-Farabi KazNU official website.

72. Eligibility for electronic enrollment/resignation during the first semester of the Postgraduate Master's and Doctorate Program shall be confirmed by the following documents:

- official letter of admission or its equivalent;
- one semester tuition fee payment confirmation exact for those who receive the state grant/scholarship.

Eligibility for electronic enrollment/resignation during the following semesters of the Postgraduate Master's and Doctorate Program shall be confirmed by the following documents:

- successful passing of the prerequisite courses;
- one semester tuition fee payment confirmation exact for those who receive the state grant/scholarship.

The dates for electronic registration shall be specified in the Academic Calendar. The second enrolment to the same course for the purpose of eliminating of the academic arrear shall be provided only if the student pays the tuition fee.

73. Advisors/curators as well as student affairs officers of the Office Registrar of al-Farabi KazNU shall be responsible for overall attendance of the postgraduate students. The registration/electronic enrollment of the postgraduate students for the current academic period shall be the basis for drafting the academic timetables.

74. Registration/electronic enrollment of the first-year postgraduate students for the first academic period (semester) shall be completed prior the beginning of the semester.

75. Registration/electronic enrollment of the postgraduate students for the second and following academic periods (semesters) shall follow the Individual Curricular of each postgraduate student.

### **3.5. Organization of the research / experimental work of students on the Master's and PhD programs**

76. Organization of the research / experimental work of students on Master and PhD programs is carried on respective departments with highly qualified scientific and pedagogical personnel, research and methodological laboratories. Research / experimental work of students, which is interdisciplinary in nature, can be carried out on the basis of two or more faculties or departments.

77. Respective departments training graduate / doctoral students are to have scientific and educational ties with leading foreign accredited educational and scientific institutions, research centers, international professional associations and communities, enabling them to apply the advanced foreign experience in training highly qualified specialists for research and practical activities and to attract qualified foreign specialists for scientific supervision and consulting of students.

78. The research / experimental work of students at Master's and Doctoral programs is carried out in accordance with the approved individual work plans. Respective departments should ensure the correspondence of the themes of masters and doctoral dissertation researches with the research areas of the departments and faculties, stimulating the students to participate in research projects carried out by respective departments and research institutes of the university.

79. Supervisors / counselors of the graduate / doctoral students have to create all the necessary conditions for carrying out research work of students (to provide access to the necessary sources and resources, to give advise in the implementation of the research, give feedback on the submitted training materials, to create conditions for carrying out researches in other higher educational institutions, including the famous foreign centers, to facilitate the

preparations for the publication of results of ongoing researches and to solve other issues to be faced in the course of their studies.

80. Supervisor of a student / doctoral scientific adviser should give an objective assessment of the completed dissertation research and prepare him for the procedure of the public defense of the thesis.
81. Supervisors / counselors graduate / doctoral students are responsible for the quality and effectiveness of programs, as well as the selection of an adequate base of scientific training, research and professional practice of students.
82. The respective chairs, which are carrying out the preparation of graduate and doctoral students, should organize scientific research of the students as part of a general program of theoretical and applied research and to provide opportunities to test the results.
83. The respective chairs should implement the program of permanent scientific workshops involving presentations by master and doctoral students results of the ongoing research work to the scientific community and representatives of the non-academic sector.
84. The respective chairs responsible for the provision of research work of students in the master's / doctoral level with necessary laboratory, technical and information resources, and the continuous current control of the conducted research.
85. Planning of the scientific - research / experimental-research work of Master \ Doctoral students should be done by semesters in accordance with the working curricula of educational programs. At the end of each academic period, students present the results of research work at the meeting of graduating chair in the presence of the supervisor / scientific advisers.
86. Research / experimental-research work of Master's students except experimental work includes also the execution and defense of course work at the end of the first year of training, implementation and defense of the master's thesis in the second year of study.
87. Scientific - research / experimental-research work of Doctoral students includes:
  - Implementation of research on the topic of the thesis for 6 semesters - 6 credits;
  - Preparation of scientific publications on the topic of the thesis - 14 credits;
  - Foreign scientific training in high school of foreign scientific adviser - 8 credits.
88. Requirements for the structure and content of the coursework, course projects and doctoral theses are determined by the respective regulations of the University. Master's degree and doctoral dissertations undergo mandatory checks for plagiarism.
89. The master's degree and doctoral students during studying on educational programs should have a mandatory internship abroad to work on dissertation research at leading universities and / or at major research centers abroad.

Foreign scientific training program developed in accordance with the direction of the individual plan of training and research / experimental-research work of the student and approved by the Academic Council of the Faculty. Norms of financing overseas training and the requirements for proficiency in a foreign language are set by the relevant regulatory documents of MES RK and the Regulation on secondment abroad of students and faculty of the university.

90. The student submits a report on the outcome of foreign scientific internship at a meeting of the Respective chair.
91. Respective chairs at the end of each academic year analyze the impact of foreign training of students and the work of foreign scientific consultants, and, if necessary, carry out the necessary corrective actions.
92. The results of the research work of a student should be submitted at least in one scientific / methodical publications in the press, including scientific articles, Provisional (patents), reports, abstracts from international, national regional conferences, overview, analytical reviews and newsletters.
93. The results of doctoral research must be reflected not less than in 7 scientific / methodical publications, including:
  - In one or more publications in international scientific journals with non-zero impact factor according to the database of scientific journals of Thomson Reuters or included in the database Scopus;
  - In at least 3 articles in national scientific / methodological publications, recommended by the Committee for Control of Education and Science (KKSON) of the Ministry of Education and Science of the Republic of Kazakhstan for the publication of the results of dissertation research;
  - In public statements of at least 3 international scientific / methodical conferences, including at an international conference.
94. In the scientific / methodological publications of master's degree and doctoral students there should be presented the main provisions of their theses.
95. Certification of the results of the research / experimental-research work of master's degree and doctoral students is carried out in accordance with approved procedures of the University (ABM research work of doctoral PhD, ABM Scientific - research / experimental-research master's work).

### **3.2. Organization of an internship of professional educational programs of postgraduate education**

96. The practice of students Master's / doctoral studies is a significant component of the training of highly qualified specialists. The practice is carried out in organizations, which are the bases of practice - in businesses, universities, research institutes, institutions and organizations, and others.
97. The educational program of scientific-pedagogical Master's / doctoral Ph.D. includes research and teaching practices of profile magistracy / PhD -

research and professional practice.

98. Research practice is carried out to study the latest theoretical, methodological and technological achievements of domestic and foreign science and consolidate practical skills using modern methods of research, data processing and interpretation in this thesis.
99. Pedagogical practice is carried out to acquire new knowledge, skills and practical skills in the field of teaching methods in higher education. Teaching practice can be carried out during the period of theoretical training on the job learning process.
100. Professional (manufacturing) practices carried out in order to consolidate the theoretical knowledge acquired during the training, and develop the necessary skills and competencies, as well as the development of best practices.
101. The content of the research and training (manufacturing) practices is determined by the theme of the student's research.
102. Practice of the student educational master program / PhD carried out in accordance with the approved academic calendar in the amount established by the relevant state educational standards.
103. Conducting research and professional (manufacturing) practices of students is carried out on the basis of organizations, enterprises, institutions and research organizations on a contractual basis.
104. Implementation of pedagogical practice is carried out on the basis of educational institutions (colleges and universities), including the departments of KazNU.
105. Educational and methodical management practices and quality control of its implementation are carried out by respective chairs, which have been training master's degree / doctorate students.
106. Respective chair conducts preparatory training for interns, including an introduction to the aims and objectives of practices, types of assignments on the practice, the requirements to programming practices, rules processing and report preparation practices, procedures for the practice defense report and others in period of preparation Individual students work plan.
107. Respective chairs develop programs for Master's and PhD practitioner, which are approved by the Academic Council of the faculty, trainees and provide the necessary educational and methodical documentation.
108. The supervisors of the students practice are appointed by order of the Dean of the Faculty. Supervisor will organize the necessary training before practice, provides counseling for interns, trainees consider the reports, giving feedback on their work and is head of the department profile written report with observations and recommendations on the improvement of practical training of students.
109. Reports of students on research and professional (practical training) must include collected, analyzed and systematized material in the course of practice. Reports of students are heard and approved at the meeting of respective chairs.

#### **4. Organization and conducting mid-term and final evaluation of students on professional educational programs of postgraduate education**

##### **1.1. Current certification of training, research and practice of Master's and Doctoral students**

110. Current certification of studying of professional training programs of postgraduate education is conducted to assess the volume and level of development of the learners training component of the educational program, the program of research / experimental work and occupational practices.
111. Types of certification of academic performance - Monitoring, mid-term control, intermediate attestation (final control), final examination.
112. Monitoring the progress of students master and doctoral - a systematic check-in of educational achievements of a master's / doctoral student, carried out on current classroom teacher in accordance with the work program of discipline.
113. Mid-term control - check of educational achievements of students, carried out in the middle and at the end of the academic period during which the study of the subject, which includes the results of monitoring and affixing the outcome of the Mid-term in the certification statement.
114. Interim Certification (final control) is a procedure in the form of examination aimed at assessing the quality of acquisition of the discipline after completing the studies.
115. Certification training master's and doctoral work is carried out on the following basis:
  - Students who are not scored at the rate of theoretical training the number of credits established by the State educational standards for the specialty and the curriculum of the educational program, are trained on subjects off-record again on a paid basis;
  - The final assessment of knowledge consists of the total evaluation effort of a student to acquire the knowledge and the results of interim assessment (examinations);
  - If the results of the interim assessment of undergraduate / PhD did not get credit for all subjects, he is entitled to a re-examination of disciplines on a fee basis.
116. The form and procedure for total control (examination) of each subject, and GPA is set within one month from the beginning of the academic period by the decision of the Academic Council of the Faculty.
117. The duration of the period of final control - examinations - the number of examinations is determined in accordance with the approved working curriculum of educational programs and academic calendar. Organization and carrying out examinations rests with the dean's office and the Office of

Service-recorder. Exam Schedule submitted for approval to the Institute of Postgraduate Education, approved by the Vice-Rector for Academic Affairs and communicated to the students and teachers, not later than two weeks before the examination session.

118. Certification of academic performance of master and doctoral students carried out in accordance with the Model Regulations of current certification. The admission of students to the examinations issued in decree signed by the dean of the faculty, with the name, first name, middle name, course, specialty and academic group of students.
119. Students who haven't obtained the transferable points of GPA, have to repeat the course of studies. The student who is liable to repeat course, has the right to choose the previous individual study program or to form a new individual study program developed in due course.
120. The student who receives a transfer point and was moved to the next course, the presence of academic debts re-examines the relevant disciplines on a fee basis.
121. Students of educational programs - the owners of the state educational grants left to re-training, are deprived of educational grants and continue their further training on a fee basis.
122. Students of educational programs - holders of educational grants, scored a transfer point and transferred to the next course with academic debts without losing educational grant, a fee must re-examine the relevant discipline and pass exams on them.
123. Re-examination of disciplines on a fee basis by trainees after the signing of the deadlines of the Annex to the contract provision of educational services by the university.
124. Evaluation of the passage of teaching practice is equivalent to estimates of theoretical training, taken into account when calculating the total GPA and transfer of students to the next course.
125. The final evaluation of practice drawn up by the results of the report on the protection of traineeship report and its examination by the supervisors of the practice reviews and professional characteristics of the trainee.
126. Students who do not appear to practice without a valid reason and get a final assessment of practice «F», must undergo the practice in the next academic period for a fee.
127. Students, who received a score of the final practice «I» for valid reason, on the basis of a declaration addressed to the dean of faculty, endorsed by the head of department, head of research / scientific advisor and head of the practice of the college, are allowed free access to practical training in the next academic period.
128. Monitoring of the Scientific - Research / Experimental-Research work of students in master's and doctoral programs carried out by scientific supervisors / doctoral advisory committee. The results of SR / ER for issuing assessment monitoring students draw in a report at the end of each semester. The number of credits allocated to perform SR / ER in a particular academic



period is determined by the working curriculum of professional training program.

129. When setting the assessment of the current control supervisors and advisory committee of students evaluated the following parameters:

- a) the quality of the experimental work;
- b) the number and quality of papers presented at scientific / methodological seminars;
- c) the number and quality of scientific / methodological publications on the topic of research / ER.

130. Final control research / ER is conducted in the form of protection coursework, course project, the project doctoral thesis and others. In the grading for the implementation of SR / ER evaluated the following parameters:

- a) the completeness of the coverage of the literature data on the researched topic;
- b) the adequacy of the choice of research methods;
- c) the accuracy and quality of the experimental work;
- g) the adequacy of the data processing and the depth of theoretical analysis;
- d) the quality of the presentation.

131. Doctoral students present to the Institute of postgraduate education of one copy of each semester a report on the progress of SR/ ER and certified members of the advisory committee and dean of the faculty annual reports on their educational and scientific work.

132. The order of expulsion, transfer and graduate and doctoral students is regulated by the applicable regulatory documents MES of the Republic of Kazakhstan.

## **1.2. The final attestation of master's and doctoral students**

133. The final attestation of master's and doctoral students is a form of State control of educational achievements of master's/doctoral student, aimed at determining the conformity of received knowledge, skills and competence requirements of State obligatory standards of education.

134. The final State Attestation of master's and doctoral students is carried out within the time limits specified in the academic calendar and working curriculums of educational programs, and includes delivery of a comprehensive (assembled, integrated) exam on specialty and defense of the thesis.

135. Integrated master's and doctoral examination admission and defense of master's dissertations are carried out by State Attestation Commission (SAC). Chairman of SAC is approved by the duly authorized body of the Republic of Kazakhstan in the field of education in accordance with the established procedure.

136. The candidature of the Chairman and members of the SAC on educational

programs of master's and doctorate are submitted by faculties to Postgraduate Education Institute of the University not later than 15 October of the current year. Members of the SAC should have a scientific or academic degree corresponding to the profile of graduates.

137. Composition of the SAC is approved by the Order of Rector of the University not later than 31 December, and is valid for the calendar year.

138. Admission of master's and doctoral students to attestation is issued on presentation of the Faculty Dean of the University by the Rector's order no later than two weeks before the final Attestation and is represented in the State Attestation Commission.

139. The program of a comprehensive exam, the form of holding and content of the tasks are worked out by Respective Department based on educational program disciplines of educational component of professional academic programs for master's and doctoral studies are considered by Faculty Methodical Bureau and approved by the Academic Council of the Faculty not later than 1 month before the start of the final State Attestation.

140. Comprehensive exam on the specialty for master's students shall take place not later than 1 month before the defense of a thesis, for doctoral students-not later than 3 months before the defense of the doctoral thesis. The Rector of the University approves the schedule for holding the FSA.

141. The comprehensive examination is held by the SAC consisting of at least four people, having a scientific degree and academic status on specialty of master's and doctoral studies.

142. The results of the comprehensive examination will be formalized by the Protocol of the prescribed form that should be filled in for each student individually.

143. Retake of the comprehensive examination to enhance the positive assessment to the higher point is not allowed.

144. Students who disagree with the result of the comprehensive exam have the right to give notice of appeal not later than the next working day after the examination. By the order of the Rector of the University an Appeal Commission consisting of experienced teachers whose skills match the profile of the profession is formed. The results of the work of the Appeals Commission shall be formalized by the Protocol.

145. Students, who have received 'unsatisfactory' assessment, are not permitted to retake the comprehensive examination during the period of final attestation.

146. Master's / doctoral student, who have received 'unsatisfactory' assessment on the comprehensive examination, will be expelled from the higher education or science institution, by the order of the head of the Institution of education and science with the issuance of certificates, issued to citizens who haven't completed their education.

147. Master's / doctoral student who hasn't come to the comprehensive examination in due time on the basis valid excuses is to write an application addressed to the Chairman of the SAC, presenting a document about the reason of

being absent from the examination and on his permission a student can pass an exam the other day after the meeting of the Commission.

148. Master's / doctoral student having passed the comprehensive examination on a positive assessment is allowed to defend the thesis. Admission to master's degree and doctoral theses defense shall be formalized by the Order of the Rector of the University upon the recommendation of the Chairman of the SAC not later than two weeks before the defense of the thesis.

149. Dissertations before the submission to the SAC shall pass the predefense of the thesis and be checked by the Respective Chair for plagiarism.

150. Defense of Master's thesis is carried out at an open meeting of the SAC involving at least 2/3 of its members. No more than 6-8 theses are allowed to be defended in one day.

151. Defense of master's thesis is carried out in the presence of:

- positive review of academic advisor;

- at least one publication on the topic of the thesis in academic publications or presentations at International or Republican Scientific Conference;

- abstracts from the minutes of the Respective Chair meeting on a recommendation to defense;

- reviews, containing a comprehensive characterization of the thesis and substantiated conclusion on the possibility of awarding an academic degree.

152. Master's students, who have received negative feedback of the supervisor and /or the Respective Chair on the completed thesis, are not allowed to defense.

153. Open defense of master's theses should be a scientific debate and be held in a climate of high intensity, integrity and adherence to scientific ethics, while detailed analysis should be the novelty, validity of results, conclusions and recommendations of the scientific and practical character contained in the thesis. The State Attestation Commission is responsible for the quality and objectivity of the theses, for the relevance of the taken decisions and is to provide a high level of rigor in determining the conformity of these criteria specified for qualification works on awarding an academic degree.

154. The results of the defense of the thesis shall be formalized by the approved form of the Protocol. All forms of protocols of the SAC meeting should be numbered, bounded and stitched with separate books for each form of attestation of students prior to the SAC. Protocols are filled by the Secretary of the SAC and are signed by the Chairman and members of the State Attestation Commission participating in the meeting. After the completion of the SAC work, all protocols are passed to the University archive for storage in accordance with the established procedure.

155. At the end of the final State Attestation of master's students, the Chairman of the SAC makes a report on the results of the FSA within two weeks to the Rector of the University. The Respective Chair is responsible for the timely submission of the report on the results of the FSA. The report of the Chairman is discussed at the meeting of the Respective Chair, Faculty and the University Academic Council.

156. Master's students, who have passed the final State Attestation and confirmed mastering professional academic programs and who have defended the thesis publicly will be awarded by the SAC decision with an academic master's degree in corresponding specialty and the diploma of the state-recognized degree with supplement.

157. Responsibility for the accurate filling in of the diplomas of graduates and their supplements rests with the Dean's Office, Office-registrar of the University and postgraduate education Institute.

158. The arrangement and control of thesis defense of PhD students, as well as monitoring the work of dissertational councils are carried out by the Department of Training and Attestation of scientific personnel of the University.

159. Defense of theses for a doctor's degree is carried out at a meeting of dissertational councils, the composition of which shall be approved by the authorized body of the education institutions. No more than 4 dissertations are allowed to be defended in one day.

160. Theses on competition of a scientific degree of doctor of philosophy (PhD) or doctor of the profile shall pass the predefense at the Respective Chair and be checked for plagiarism.

161. Defense of PhD thesis is carried out upon the availability:

- positive reviews of scientific advisers;
- at least 7-scientific publications, including 3 thesis publications in scientific journals, recommended by the CCES of the MES of the RK; 1 publication in international scientific journal with non zero impact factor according to the database of the company Thomson Reuters (ISI Web of Knowledge, Thomson Reuters) or part of the Scopus database; 3 proceedings at the international scientific conferences, including one in foreign conference materials;
- abstracts from the minutes of the meeting the Respective Chair on a recommendation to defense;
- two reviews from official reviewers, containing a comprehensive characterization of the thesis and substantiated conclusion on the possibility of awarding academic degrees of doctor of philosophy (PhD) or doctor of the profile.

162. Doctoral students who have received a negative review from the scientific adviser will not be permitted to defend thesis.

163. The results of the doctoral thesis defense are recorded with a shorthand report. In defending his doctoral thesis the Dissertation Council adopts one of two decisions:

- to award the degree of doctor of philosophy, or doctor of the profile to a doctoral student on the relevant specialty and to apply to the CCES of the RK on holding a final examination;
- to refuse to award the doctoral student with scientific degree of the doctor of philosophy (PhD) or doctor of the profile on the relevant specialty.

164. When making a positive decision on awarding the degree of doctor of

philosophy or doctor on the profile, the academic Secretary of the dissertation Council forms the personal file on the defense of doctoral thesis in the prescribed form, which shall be submitted to the CCES of the MES of the RK within 30 days.

165. Doctoral students within 5 working days after the successful defense of a thesis are to submit to the National Center for scientific and technical information (NC STI) 1 copy of the thesis in a loose-leaf form and 2 copies of the personnel record card of the thesis for microfilming and State registration.

166. Attestation documents of doctoral students are to be considered within 4 (four) months from the date of their registration at the CCES of the MES of the RK. In case of non – availability of attestation documents of doctoral students or non-compliance of them with the prescribed requirements, the consideration is suspended till the submission of the appropriate documents.

167. The compliance with thesis requirements of awarding academic degrees is set in the CCES of the MES of the RK on the basis of the report of the Expert Council under the respective specialization shall decide to award / reject scientific degree to doctoral student and issue the corresponding order.

168. Those who awarded the degree of doctor of philosophy or doctor of the profile are issued State diplomas.

## **5. Rights and Obligations of Students of Professional Educational Programs for Master and Doctoral Studies**

169. Students of master's and doctoral studies at al-Farabi KazNU have rights and obligations defined by the Law of the Republic of Kazakhstan 'On Education', 'On Science', the regulations of the MES of the RK, by the Charter and internal regulations of al-Farabi KazNU.

170. Master's and doctoral students are obliged to promptly and accurately perform all kinds of work covered by the individual work plan.

171. Master's and doctoral students are required to:

- submit all the necessary written materials at the end of each stage of the work under individual plans;
- record comments and feedbacks received from scientific advisers / consultants;
- respect the deadlines set for the delivery of reports (on the work of academic and research / experimental research, on foreign internship, etc.);
- inform the relevant administrative departments of the University on the change of names, residential address and contact information;
- discuss with supervisors, consultants and advisors all the emerging issues in due time and be initiative in resolving them;
- complete the writing of a master's / doctoral thesis till deadlines.

172. Master's and doctoral students enrolled for study by State educational order within the target staff 's training are obliged to conclude a tripartite agreement on targeted training and comply with its terms.

173. Master's and doctoral students have the right to apply to the head of the

Respective Chair for assistance in finding scientific supervisors, consultants and in solving other organizational issues.

174. If there are any conflicts between the master's / doctoral student and his supervisor / members of the Advisory Commission, a Master / doctoral student has the right to appeal to the Conciliation Commission for the settlement of contentious issues. If it becomes necessary the Scientific Council of the Faculty is eligible to dismiss the scientific advisor / scientific consultant and to appoint a new scientific advisor for Master/doctoral students' supervision.

175. All disputes arising in the course of the implementation of Master's and Doctoral educational programs will be settled in the manner prescribed by the legislation of the Republic of Kazakhstan.

176. Other rights and obligations of Master's and Doctoral students of al-Farabi KazNU not provided for by the present Rules shall be regulated by normative legal acts of the Republic of Kazakhstan.