

**REGULATION ON FINAL ATTESTATION  
OF MASTER'S DEGREE AND PH.D. STUDENTS**

**1. General provisions**

1. Present Regulation of the final state certification in the master's degree and doctoral program in Al-Farabi Kazakh National University (hereinafter – the Regulation) was developed in accordance with the Law of the Republic of Kazakhstan “On Education”, the Law of the Republic of Kazakhstan “On Science”, in line with the State educational standards of postgraduate education approved by the Government of the Republic of Kazakhstan on August 23, 2012, №1080, orders and regulations of the Ministry of Education and Science of RK.
2. This Regulation is introduced instead of “The Requirements to the Final Certification in the Master's Degree”, approved at the meeting of Scientific and Methodological Council of the Kazakh State University, Protocol #3 of January 28, 2010, the Regulation #175 “On the Procedure for the Implementation of Experimental Educational Ph.D. Programs in the Kazakh National University named after Al-Farabi”, approved by order of the Rector of the University on September 05, 2007.
3. The Regulation identifies the mandatory requirements and procedure for conducting the final evaluation of students of professional training programs of postgraduate education for training Masters (professional educational programs of scientific pedagogical and profile Master's program) and Philosophy Doctors (professional educational programs of Ph.D courses, Ph.D. profile) in the Kazakh National University named after Al-Farabi.
4. The Regulation shall be mandatory for all structural units (faculties, departments, financial and scientific departments, etc.) involved in the life cycle of training specialists with postgraduate education.
5. The final certification of students on vocational training programs of postgraduate education shall be conducted within the time terms stipulated by the academic calendar and curricula of specialties in the form of passing a complex examination and thesis defense.
6. Students that completely master professional training programs of postgraduate education are admitted to the final certification in accordance with the requirements of the curriculum and training programs.
7. Students of the graduating year that did not comply with the requirements of the university and individual curricula shall not be admitted to the final certification and remain in the re-training course without passing the summer semester.
8. Admission of students to Master and Ph.D. final certification shall be made by the order of the Rector no later than 2 weeks prior to the final certification.
9. Graduate and doctoral students who pass a complex examination with a positive mark shall be allowed to defend dissertations. Admission to the defense shall be made by the Rector's order issued on the basis of the presentation by the Chairman of the State Certification Committee on specialty not later than 2 weeks before the defense.
10. The complex examination shall be conducted:  
not later than 1 month prior to the defense of Master's thesis;  
not later than 3 months prior to the defense of Ph Doctor's dissertation.
11. Schedules for conducting complex examination and time-tables for the defense of theses shall be approved in accordance with the academic calendar by the University Rector or on behalf of the Vice-Rector for Training Activity and brought to the general attention no later than two weeks before the State Certification Committee starts its work. No more than 6 or 8 Masters' theses are allowed for defense a day, and 4 Ph. Doctors' dissertations.
12. A second final certification shall be held in the next period of the final certification only for those forms, which in the previous final certification were rated as "unsatisfactory". The list of

subjects to be covered at a complex examination for persons who did not pass these examinations shall be determined by the approved curriculum of the year when the student terminated the theoretical course.

13. For a second final certification, a student expelled from the university should write no later than two weeks before the final certification of the next academic year a statement an application to the chief of the educational institution to grant him access to those forms that were estimated "F" (unsatisfactory). The student is allowed to retake the complex examination and / or second defense of the thesis only on a fee-paying basis.

## **2.The State Certification Committees on master's degree and Ph.D courses**

14. The State Certification Committees (SCC) are formed by specialties in master's courses - to take a complex examination and defense of master's theses, in Ph.D's programs - to take a complex examination.

15. Candidates for the Chairmen and members of the State Certification Committee (SCC) from among persons with a scientific degree or academic title corresponding to the profile of the graduates shall be submitted till October 15 of the current year by the Faculties to the Institute of Postgraduate Education of the Al-Farabi Kazakh National University on the basis of petitions from graduate chairs.

16. The Chairmen of the SAC are appointed from among reputable scientists, highly qualified professionals who are not regular employees of the University. The candidatures of the SAC Chairmen shall be approved by the RK Ministry of Education and Science. One person can be appointed Chairman of the State Certification Committee no more than two years in a row.

17. The State Certification Committee on specialty shall be approved in composition of no less than 4-8 people including SCC Secretary, depending on the number of students, by the Rector's order till December 31 and shall be valid during the calendar year. The formation of the unified certification Committee on related specialties is allowed.

18. Before the final state certification (FSC) starts, copies of orders on the admission of graduates / doctoral candidates to the FSC, copies of orders approving the composition of the SCC, numbered, stitched and stapled SCC reports in separate books on admission to the complex examination and thesis defense (for undergraduates), the program and approved examination tickets for taking the complex examination.

19. Upon the completion of the final certification of master's degree students, the SCC Chairmen shall compile reports on the results of the FSC in the prescribed form and within two weeks submit them to the University Rector.

20. The SAC Chairmen on Ph.D. specialties shall submit reports to the University Rector on the results of the complex examination within one month after the examination.

21. The SAC Secretaries shall be responsible for the timely submission of the SCC chairpersons reports on the FSC results. The SCC chairperson's reports shall be discussed at the meetings of the graduate chairs, the Academic Councils of the faculties and the University.

22. The SAC Chairpersons' Reports on the FSC results on Master's program specialties, together with a list signed by the Rector of the Master's graduates indicating the full name of Masters and numbers of issued diplomas, as well as reports by the SCC Chairpersons on Ph.D. specialties shall be sent to the RK MES by the Institute of Postgraduate Education within one month after the end of the final certification.

## **3. The procedure for organizing and taking the complex examination in the Master's degree and Ph.D. programs**

23. Graduate chairs, deans of faculties and the Institute for Postgraduate Education shall be responsible for the timely and quality organization and conducting of complex examination on the specialty in master's and Ph.D. degree studies.

24. The complex examination on specialty is system, interdisciplinary one, based on competence structure of final goals of graduates` preparation at the second and third stages of professional education. The complex examination allows revealing the level of theoretical and practical knowledge acquired by students during their studies professional training programs of postgraduate education.
25. The content of the exam is determined by a complex specialty program in accordance with the level of master's / Ph.D. training through the development of academic, social, personal and professional competences, in line with the curricula of disciplines on master`s and Ph.D programs.
26. The program of the complex examination on the specialty of master's training bears interdisciplinary character and includes thematic sections corresponding to the main academic disciplines cycles of basic and major disciplines. The program is being developed by the graduate chair, reviewed and recommended for approval at the methodical bureau and the Academic Council of the Faculty and is being approved by the Vice-Rector for Training Activity no later than one month prior to the final state certification.
27. The graduating chair shall be responsible for the timely submission to the SCC on the specialty of the documents mentioned in Paragraph 19 hereof.
28. The results of the complex examination shall be written in the protocol according to the established form, for each individual student.
29. Re-passing of the complex examination with the aim to receive a higher mark instead of a positive one shall not be allowed.
30. The student who does not agree with the result of the complex examination shall have the right to appeal no later than the next business day after the passing. The rector issues an order to set up the Appeal Committee from among the experienced professors whose qualifications fit the profile of the specialty. The results of the Appeal Committee shall be recorded in the standard protocol.
31. Persons who received mark “unsatisfactory” shall not be able to take re-passing of the complex examination in the specific period of the final certification.
32. Master / Ph.D. student who received a failing grade at the complex examination shall be expelled from the educational or research institution by the order of the chief of the educational or research institution with a certificate issued to citizens who have not completed education.
33. Master degree / Ph.D. student who was not present for a valid reason at the complex examination in accordance with the approved schedule shall write an application in the name of the SCC Chairman, present a document indicating the reason of failing to come at the examination, and with the Chairman’s permission shall be able to pass the examination in another day of the Committee meeting.
34. Master / Ph.D. student who passes the complex examination with a positive mark shall be able to defend a dissertation work. The admission to the defense of master’s theses and Ph.D. dissertations shall be made by the University Rector’s order with presentation by the SAC Chairman no later than two weeks prior to the dissertation defense.

#### **4. Organization and carrying out master's thesis defense**

35. Departments, deans of faculties and University Education take responsibility for the timely and qualified organization of master's theses.
36. Master's thesis is a final research work, which is a generalization of the results of an independent study of graduates on one of the urgent problems of particular specialty relevant branch of science.
37. Master's thesis prior to submission to the SAC must pass checks for plagiarism. In case of detection in the thesis evidence of deliberate plagiarism, the competitor is not allowed to defend the dissertation, and there will be subject to expulsion from the university in due course.
38. Defense of master's thesis is conducted in accordance with the approved schedule in an open session with the participation of the SAC not less than 2/3 of its members. Secretary of the SAC is responsible for informing the members of the SAC on the place and time of the dissertation defense work.
39. Defense of master's thesis is carried out in the presence of: the positive reviews of the supervisor; at least one publication on the topic of the thesis in scientific journals and presentations at international and republican scientific conference; an extract from the minutes of the meeting of the department of issuing recommendations for defense; Reviews opponent, containing a comprehensive description of the thesis and a reasoned opinion on the possibility of awarding academic master's degree.
40. Master's theses Reviewers are experts from other organizations who have the qualifications (scientific or academic degree), corresponding to the profile of the work. Reviewers are approved by order of the rector of the University on the basis of the Faculty Academic Council.
41. Requirements for the review of the supervisor:
- compliance of the dissertation with specialty and branch of science;
  - characterization of the relevance of the work;
  - characteristic of the theoretical level and practical significance;
  - characterization of completeness, depth and originality of the solution of the issues raised; readiness assessment work to defend.
42. Requirements for the review of the master's thesis:
- characterization of the relevance of the work; characteristic of the author's self-reliance approach;
  - Analysis of viewpoints of the author's master's thesis;
  - analysis of the skills of a student to use the methods of scientific research;
  - degree of validity of the findings and recommendations of a student;
  - analysis of the reliability of the results of undergraduates;
  - analysis of novelty and practical significance of the work;
  - analysis of the shortcomings of the dissertation.
43. Graduate, who receives a reasoned negative opinion of the supervisor, and / or issuing department for the completion of a thesis, is not allowed to defend the dissertation work.
44. The content of the review of the completed master's thesis is brought to the attention of a student no later than one or two days before the defense. Thesis can be presented to the defense and despite of having a negative review.
45. The presence and speech of the supervisor at the dissertation defense is mandatory. In case if supervisor cannot participate in the defense of dissertation he/she need submit the appropriate certificate to SAC.
46. Besides the review master student has the right to submit additional reviews from the specialists of the corresponding area of science. All the reviews should be signed and certified by the stamp of the of the corresponding office.
- Student (doctorate, master's degree), who disagrees with the result of the final control, appeals no later than the next working day after the exam.

47. The public defense of the master degree dissertation should be conducted in the form of scientific debate and there should be a profound analysis of novelty, reliability of the results, decision and recommendations of scientific and practical value.

48. SAC is responsible for the quality and objectivity of dissertation expertise, for reliability of the decisions taken and committed to provide a high degree of demand in determining the correspondence of the dissertation to the criteria set for scientific works for search of academic degree of master.

49. The procedure of the defense of master's degree dissertation:

Announcement of the SAC chairman about defense of the dissertation, indicating the name, the surname and patronymic of the author.

Speech by the SAC secretary informing about the presence of the documents with brief description of the author's biography

Speech by the master student with a presentation not less than 15 minutes

Speech by scientific supervisor

Speech by the reviewer

Master students' answers to the remarks of the review and SAC questions

Scientific debate

Concluding speech by the master student

The length of the defense of the dissertation should be not less than 50 minutes.

50. Upon the completion of the dissertation defense for the degree of "Master" SAC members take a decision on the grade for dissertation work "A" (excellent) to "F" (unsatisfactory).

51. Master's degree dissertation is evaluated according to the following criteria:

- correspondence of work to topical theoretical and applied aspects of specialty,
- independent research work on the approved theme,
- profoundness of literary review and topicality of the referenced literature,
- the feasibility of application of the research results in educational process and in scientific research works,
- accuracy and precision of the presentation,
- the presentation quality (precision, accuracy,

52. The results of the defense of master degree thesis is formalized in the protocol of the prescribed form for each master student and are announced on the defense day. The protocol is signed by all the members of the SAC.

53. The master student who has passed the final examination and has defended his / her dissertation is awarded academic degree of "Master" by the decision of SAC and diploma of state pattern is issued to him / her.

54. The main criterion of completion of the educational process for the preparation of the Master is the development of doctoral education program considered by the state educational standards of postgraduate education. In case of early development educational master's course program and successful defense of a thesis trainee is awarded an academic master's degree, regardless of the period of study.

55. Thesis on the results of the defense which rendered a negative decision may be submitted to a re-defense in processed form only in the next period of the final certification. Re-defense of master's thesis in order to increase the positive assessment is not allowed.

56. Master course students who complete the full course of theoretical instruction, but did not fulfill the research (experimental research) component and did not defend the thesis timely is given an opportunity to re-learn the components of credits for research and defend their dissertation in the next academic year, for a fee. They pay only for the credits they haven't obtained.

## **Organization and carrying out doctoral thesis defense**

57. The overall organization and monitoring of the defense of doctoral dissertations, as well as monitoring of the work carried out by the Department of dissertation councils for training and certification of scientific staff of the university.

58. Doctoral dissertation - qualifying scientific work on specific special education programs for the preparation of a PhD (PhD) or Doctor of the profile. Thesis must comply with the priority areas of Science and / or state programs, which are implemented in the Republic of Kazakhstan. The dissertation must meet one of the following requirements: 1) contain new science-based results that solve important scientific problem; 2) contain new scientific results justified the use of which provides a solution to critical applications; 3) contain new science-based theoretical and (or) experimental results, the totality of which is essential for the development of specific scientific fields.

59. Doctoral thesis defense is carried out at the meeting of dissertation councils, the composition of which is approved by the decision of the Academic Council, Chairman is a authorized body in the field of education. Dissertation council takes responsibility for the doctoral theses defense and is represented by the Committee for Control of Education and Science. Ministry of Education and Science of the Republic of Kazakhstan (Committee) - Doctor of Philosophy degree award (Ph.D.) .

60. Dissertation Council is responsible for the quality, objectivity and validity of decisions on thesis. To defense the doctoral thesis accepted only fully mastered the educational programs and doctoral dissertation works completed in accordance with the 5-8 rule "Order of the Minister of Education and Science on March 31, 2011 № 127 of 18.05.2012 on the changes of and the Order №214 from 05.30.2013, the MES RK "On introducing changes and amendments, in the order of MES RK from 31.03.2011. №127 ». Dissertation is submitted in one of the three languages: Kazakh, Russian or English. All accompanying documents sent to the Committee should be in the state or Russian language.

61. Defense of the thesis is carried out if the doctoral student has not less than 7 (seven) scientific publications on the topic of the thesis, including at least three (3) scientific publications, recommended by the Committee, not less than one (1) in the international edition, which has according to the information Tomson Reuters base (ISI Web of Knowledge, Thomson Reuters) non-zero impact factor, or part of the company's database Scopus, three (3) in the materials of the international conferences, including one (1) in the materials of international conferences.

62. Preliminary examination of the thesis is carried out at the faculty meeting. For this purpose, a doctoral thesis is submitted for registration to the Department of preparation and certification of scientific staff of the university. The following documents are needed for the registration: a thesis in loose-leaf form (the thesis is made in accordance with the "Instructions for registration of theses of the abstract", approved by order of the President of the Republic of Kazakhstan MES HAC from September 28, 2004 №377-3);

list of scientific publications;

reviews of scientific advisers;

personal form, certified by attending college personnel department of the university;

extract from the minutes of the meeting of the Academic Council of the faculty and an extract from the order on approval of the dissertation topic and research consultants;

copies of diplomas of university and graduate education (Bachelor, Master),

copy of the transcript of the development of professional training programs of doctoral studies;

extract from the order of admission to the defense of Thesis.

63. After registration thesis, dissertation abstract and copies of publications are presented to doctoral chairman of the scientific seminar of the department. Faculty meeting is attended by

2/3 (two thirds) of the members of the Department, scientific consultants and at least 2 (two) experts in the field of research doctoral candidate with a degree. Head of the Chair reads out their review in the absence of foreign consultants at the meeting. Chairman of the meeting of the department appoints reviewers (at least two professionals with a degree in the specialty of defended thesis, and as a rule, have scientific articles in the field of research doctorates, one of them - Doctor of Science) from the staff of the University, which on the basis of studying the content of the thesis and Post doctoral, present the review in writing. This review should include the following items: the relevance of the research topic, research results and their validity, practical and theoretical significance of scientific results, the completeness of the publication of the thesis, comments and suggestions. Reviews on the doctoral thesis is issued to the doctorate student not later than one (1) day before the meeting of the department.

64. The discussion at the meeting of the Department of the thesis includes the following:

- 1) Speech of the Chairman of the meeting of the chair (illuminates the date of approval of the research topics and scientific advisors, date and place scientific training in the framework of doctoral studies);
- 2) the speech by the doctoral student;
- 3) the questions of the participants of the meeting of the department - a doctoral student responses;
- 4) speech by scientific advisers, in the absence of foreign consultants, the announcement of his / he review;
- 5) speeches by the reviewers;
- 6) The doctoral student answers to the comments of reviewers and conclusions on their comments and recommendations;
- 7) Discussion of the chair meeting participants;
- 8) The decision is adopted by open ballot, a simple majority vote.

66. The decision on recommendation or non recommendation to the defense of the thesis is formalized in the form of an extract from the minutes of the scientific seminar of the Chair, signed by the chairman of the meeting, certified by the Head of the Department of preparation and certification of scientific personnel and approved by the vice-rector for scientific and innovative activities of the university. Decision must contain: the relevance of the research topic, research results and their validity, practical and theoretical significance of scientific results, the fullness of the materials published in the press of the dissertation in accordance with claim 61 of this Regulation, comments and suggestions, the output of the recommendation or recommendations for defense.

67. In the case of recommendations to defend the doctoral thesis the doctorate student must submit to the dissertation council on specialty the following documents:

- an application addressed to the Chairman of the Dissertation Council for admission to the defense;
- thesis hardcover in 3 copies and in electronic media (CD-ROM);
- \annotation of the thesis in three languages (of not less than 2 pages in each language - Kazakh, Russian and English) in electronic and printed form;
- reviews of scientific advisors (domestic and foreign), certified in the workplace.
- Translation of the review of foreign consultants must be notarized. For thesis containing the state secrets, a review of the domestic consultant;
- The protocol of the scientific seminar of the department where the thesis was done with a positive decision and recommendation to the defense, approved by vice-rector for scientific and innovative activity;
- list of scientific publications, verified by the scientific secretary of the faculty, and copies of publications;
- personal form, certified personnel department of the university;
- extract from the minutes of the meeting of the Academic Council of the faculty and an extract from the order on approval of the dissertation topic and research consultants;

- extract from the order of admission to the defense;
- copies of diplomas and postgraduate education, applications for them (copy of the transcript).

68. Scientific secretary of the Dissertation Council provides the reception of documents. Doctoral students of al-Farabi Kazakh National University when Dissertation Council on specialty corresponding mastered professional training programs of doctoral studies, is formed at another institution of higher education of Kazakhstan, submit documents to the appropriate organization

69. Dissertation Council not later than ten (10) working days after receiving the documents determines the date and time of the defense and appoints two reviewers in the relevant specialty. Reviewers can not be the members of the Committee;

Coauthors of the doctorate students of the papers published on the topic of the thesis; managers and employees of the university and research organizations (chairs, laboratories, departments), which carried out the work on the thesis and / or conducted research work for which the doctoral student is the customer or contractor (subcontractor);

Members of the Dissertation Council.

Reviewers are appointed from among representatives of various organizations, with a degree and at least 5 scientific articles in the field of doctoral studies, one of which is not an employee of the university, where the Dissertation Council, or the university, where he was a PhD student.

70. Requirements for review (review) on the doctoral thesis:

the relevance of the chosen topic;

the degree of validity of scientific statements, decisions and recommendations made in the thesis, their novelty;

a reasoned opinion on the possibility of awarding the degree of Doctor (Ph.D.) or Doctor on the profile of the relevant specialty.

In case of non-compliance of the requirements the Dissertation Council has the right to return the review to the reviewer for further consideration and writing of a new review or replace the reviewer.

The copies of the reviews on the completed doctoral thesis are given to the doctorate student not later than ten days before the thesis defense.

71. Announcement of the defense with the indication of address, date and time appears not later than one month before the date of defense of the dissertation. The summary in the Kazakh, Russian and English languages and text ads should be placed on the Internet site of the Committee and the university. Simultaneously the dissertation council sends the dissertation to the National Center for Scientific and Technical Information to check the use of borrowed material without reference to the author and the source of borrowing. The thesis containing state secrets, and the notification of their defense on the Internet resources are not placed. A copy of the thesis to the paper and electronic media is transferred to the university library. Copies of the thesis on electronic media passed the scientific secretary of the Dissertation Council of the National Academic Library of the Republic of Kazakhstan and the National Library of the Republic of Kazakhstan.

72. Defense of the thesis must be conducted in the form of scientific discussion. Meeting of the dissertation Council is headed by the chairman of the dissertation council. The the whole procedure of defense is video recorded and written shorthand.

73. The meeting of the Dissertation Council is considered authorized if its work was attended by at least 2/3 (two thirds) of its members, with the mandatory participation in the meeting not less than three (3) specialists in each specialty from among the members of the Dissertation Council. Thesis carried out at obligatory presence at the meeting of the two reviewers. In exceptional cases when submitting a written positive reviews to one reviewer is allowed to speak at the meeting of the Dissertation Council for the Defense mode on-line, via videoconference.

74. The Chairman, Vice Chairman and Scientific Secretary of the Dissertation Council can not perform their duties at the meeting of the Dissertation Council in the case in which a doctoral



dissertation, in which they are scientific advisers. His duties as chairman of the dissertation council rests with the deputy chairman, the duties of Vice-Chairman and Scientific Secretary of the responsibility of the members of the decision of the Dissertation Council. In case of simultaneous absence of the Chairman, Deputy Chairman and Scientific Secretary of the Dissertation Council session is not carried out.

75. At a meeting of the Dissertation Council defense of one (1) thesis is held, within 1 (one) day no more than four (4) meetings. Video recording of the defense is carried out, the whole procedure of the defense is written shorthand. The procedure for the meeting of the Dissertation Council for the Defense of the thesis includes the following:

- Opening remarks by the Chairman of the quorum, the legality of the meeting, a doctoral student representation, the specialty for which he studied for a degree and that defends and dissertation topic;
- presentation of the scientific secretary for the announcement of matching documents doctoral regulatory requirements, indicating the completeness and consistency of scientific publications;
- presentation of a doctoral student (report up to 20 minutes);
- questions for doctoral students, the doctoral student responses;
- speech by scientific advisers;
- speech by of reviewers;
- doctoral replies to the comments of reviewers and decisions on their recommendations;
- discussion of the dissertation council members;
- the final word of the doctoral student;
- Election of the counting commission consists of 3 members from the Board the thesis, with the exception of the chairman;
- conduct a secret ballot on the application for the award of degrees;
- Speech of the Chairman of the Counting Commission on the results of the secret ballot, protocol the counting commission;
- Announcement of the results of public defense;
- Adoption of the decision on the thesis by the council on the basis of defense.

76. Dissertation Council holds a secret ballot to take a decision on the application to the Committee for awarding the doctoral degree of Doctor of Philosophy (PhD), Doctor of the profile of the relevant specialty or refusal to award this degree. The decision of the Dissertation Council shall be adopted positive, if  $\frac{2}{3}$  (two thirds) of members of the dissertation council voted positively. If the  $\frac{2}{3}$  (two thirds) of the members of dissertation Council vote negatively, then a negative decision is adopted. When making a negative decision the Dissertation Council issues the report, which reflects the requirements of the Standard provisions, the Rules of awarding the academic degrees, approved by the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 № 127 it does not meet.

Copies of the reviews of the reviewers, scientific consultants, video recording, a transcript of the meeting and the decision of the dissertation council, signed by the chairman and the scientific secretary, are sent to the Committee within fifteen (15) calendar days from the date of the decision.

An appeal against a negative decision is presented by the doctorate student to the dissertation council in any form within two (2) months from the date of the decision to the university, where the defense of the dissertation is held.

Within ten (10) working days from the date of the appeal by the order of the rector of the university the appeal commission is created. The Appeals Board is presided by the Standard Regulations on the Dissertation Council and the Rules of awarding the academic degrees. The Commission considers the appeal notice, thesis, dissertation council materials for the defense of

the thesis and prepares a report on the results of the appeal within thirty (30) calendar days from the date of its creation.

The decision of the Appeals Commission is adopted by the commission members through open voting by a majority vote and shall be signed by all its members. In case of positive decision the committee sends the copies of the minutes of the commission, conclusion and thesis to the Committee within fifteen (15) calendar days for a final decision.

The applicant is informed of the decision of the Appeals Commission within fifteen (15) calendar days from the date of its adoption.

77. Scientific Secretary of the Board forms the attestation doctoral case, which shall be sent to the Committee within thirty (30) calendar days after defending his doctoral dissertation on the dissertation council. After this period, the Certification business will not be accepted.

The attestation doctoral documents include the following documents:

- 1) a cover letter, a petition on the letterhead of the university in which the dissertation council was created, signed by the chairman of Dissertation Council, indicating the date of dispatch of the thesis to the National Center for Scientific and Technical Information;
- 2) the thesis hardcover and electronic media (CD-ROM);
- 3) a list and copies of scientific publications on the topic of the thesis;
- 4) registration and registration card dissertation in Kazakh and Russian languages in compliance with Appendix 2 to the Standard Regulations on the Dissertation Council;
- 5) certificate of the National Center for Scientific and Technical Information of inspection doctoral dissertation on the use of borrowed material without reference to the author and the source of borrowing;
- 6) reviews of scientific advisers;
- 7) reviews of two (2) referees;
- 8) recruiting list of members of the Dissertation Council in the form according to Annex 3 to the Standard provisions;
- 9) video recording and transcript of the meeting of the Dissertation Council for the Defense of the thesis, signed by the chairman and secretary of the scientists;
- 10) copies of diplomas of higher and postgraduate education, applications for them (copy of the transcript)
- 11) a copy of the transcript of the development of professional training programs of doctoral studies;
- 12) information on a doctoral candidate in the form;
- 13) personal form, certified by attending college personnel department of the university.

Forms of documents are set according to the appendix to the Standard Regulations on the Dissertation Council.

**78.** Doctorate students within 5 working days after the successful defense of the thesis must submit a second copy of the thesis in the form of loose-leaf on paper and electronic media registration card 3 copies of the dissertation in Kazakh and Russian languages for registration the state to the National Center for Scientific and Technical Information.

**79.** The term of consideration of cases of the doctorate students certification takes four (4) months from the date of registration in the Committee. In the case of non-compliance of cases with certification requirements of the Standard regulations on Dissertation Council and request of the Committee for the documents qualifying period of consideration of the case is extended for 1 (one) month. About the extension of the terms of consideration, the Committee reports the doctoral applicant within seven (7) working days from the date of renewal.

The Certification case is not returned and cannot be removed from the consideration by the Committee until a final decision on it is taken.

**80.** Compliance of the thesis with the requirements of the Regulation on awarding academic degrees is confirmed based on the report of the Expert Council on the relevant group of specialties. The committee takes a decision on award / refusal of a scientific doctoral degree based on the report of the Expert Council and issues the corresponding order.

81. In case of refusal to award the degree of Doctor of Philosophy (PhD), Doctor of the profile due to non-compliance with the Rules of awarding the academic degrees or the thesis is returned to the applicant for re-defense not earlier than one year.

**82.** People who are awarded the degree of Doctor of Philosophy or Doctor of the profile, issued state diplomas.

**83.** Doctoral students who complete the full course of theoretical instruction educational program, but did not fulfill the research (experimental research) component and did not defend the thesis timely is given an opportunity to re-learn the components of credits for research and defend their dissertation in the next academic year, for a fee. Four credits are given to work and defense of the thesis.