REGULATIONS ON MASTER'S AND DOCTORAL STUDIES

Aktobe Regional University named after K.Zhubanov

"APPROVED"

Chairman of the Board – Rector of Aktobe Regional University named after K.Zhubanov L.Karabassova

"30" __11__2022

REGULATION ON THE FINAL ATTESTATION OF STUDENTS

Edition for official use

Aktobe, 2022

THIS REGULATION WAS DEVELOPED BY

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APPROVED AND PUT INTO EFFECT

By the Chairman of the Board – Rector of Aktobe Regional University named after K. Zhubanov, based on the decision of the Academic Council (Protocol №5 dated "30" _11_ 2022)

VALIDITY PERIOD: before replacing the new one

INTRODUCED: replacing version 6.0

1 SCOPE OF APPLICATION

1.1 The Regulation defines the mandatory requirements and the procedure for the implementation of postgraduate educational programs for the preparation of masters (educational programs of scientific, pedagogical and specialized master's degree) and doctors (educational programs of doctoral studies) in the framework of credit technology education at Aktobe K. Zhubanov Regional University.

1.2 This regulation is mandatory for students, faculty, and all structural units of the university.

2 REGULATORY REFERENCES

This Regulation has been developed in accordance with the following regulatory documents:

2.1 The Law of the Republic of Kazakhstan dated July 27, 2007 №319-III "On Education" (with amendments and additions dated July 14, 2022 № 141-VI).

2.2 Rules for the organization of the educational process on credit technology of education. Order of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter, the Ministry of Education and Science of the Republic of Kazakhstan) dated 04/20/2011 №152 (with amendments and additions dated September 23, 2022 №79).

2.3 Standard rules of activity of educational organizations implementing educational programs of higher and (or) postgraduate education. Order of the Ministry of Education and Science of the Republic of Kazakhstan dated October 30, 2018 №595 (with amendments and additions dated November 18, 2022 №145).

2.4 The State mandatory standard of Higher and Postgraduate Education. Order of the Ministry of Science and Higher Education of the Republic of Kazakhstan dated 07/20/2022 №2.
2.5 Code of Academic Integrity for Students, Teachers and Staff of the K.Zhubanov ARU (decision of the Academic Council, Protocol №. 13 dated 08/12/2020).

3 GENERAL PROVISIONS

3.1 The main objective of the University's educational policy for the implementation of postgraduate education programs is the training of highly qualified specialists – masters and doctors – with in-depth professional training, competitive in the domestic and international labor market, which involves the integration of research and training in the educational process, the implementation of the educational process using credit technology based on the principles of interdisciplinarity and competence the approach.
3.2 Admission to Master's and doctoral studies is carried out in accordance with the Standard Admission Rules for educational organizations that implement professional training programs for postgraduate education.
3.3 The training of masters, doctors of philosophy (PhD) and doctors in the field is carried out within the framework of the state educational order, the training of masters can also be carried out on the basis of a paid tuition agreement concluded between the university and the customer of educational services.

4 THE CONTENT OF MASTER'S AND DOCTORAL DEGREE PROGRAMS

4.1 Master's and doctoral degree educational programs are developed at graduate departments in accordance with the internal university regulations on the development of modular educational programs.
4.2 Educational programs of postgraduate education are developed in two directions: scientific and pedagogical and specialized.
The purpose of scientific and pedagogical educational programs (scientific and pedagogical master's degree programs, PhD doctoral programs) is the educational, methodological and research training of specialists for scientific and pedagogical activities in the system of higher, postgraduate education and the research sector.
Specialized educational programs (master's degree programs, doctoral degree programs) are applied in nature and are aimed at meeting the needs of the non-academic sector for specialists with fundamental educational, methodological and research training for expert and practical work in various sectors of economics, medicine, law, art, services and business.
4.3 The development and implementation of educational programs in master's and doctoral degrees is carried out by the graduating department, which is responsible for the compliance of the educational process with the state mandatory standard of postgraduate education and the qualification requirements for licensing educational activities.
4.4 The graduate department, which implements educational doctoral programs, must ensure:
- availability of agreements with foreign scientists in the relevant field of training;
- availability of research and development contracts with organizations and enterprises;
- availability of scientific exchange agreements with accredited foreign higher education institutions and (or) scientific organizations implementing doctoral programs;
- availability of contracts with organizations designated as practice bases, including for international scientific internships.
4.5 The educational program of postgraduate education contains equivalent educational and scientific / research components, is formed from various types of work that determine the content of education, reflecting their relationship, measurement and accounting. The complexity of students' academic and scientific work is determined by the amount of material mastered and measured in credits.
4.6 The content of the postgraduate education program includes:
- theoretical training course;

- practical training (various types of practical training, scientific or professional internships);
- research work, including the completion of master's and doctoral dissertations;
- final certification.

4.7 The scientific component of the postgraduate education program is formed from research work (for educational programs of scientific and pedagogical direction) or experimental research work (for specialized educational programs), scientific internship, research practice, preparation of scientific/methodological publications and dissertation for a master's degree, a Doctor of Philosophy (PhD) degree.

4.8 The topics and scientific supervisors/scientific consultants of undergraduates' dissertation research are reviewed and approved based on the decision of the Academic Council of the University during the first two months of study.

4.9 The scientific supervisors of doctoral students are approved by the Order of the Rector on the basis of the decision of the Academic Council within 2 months from the date of admission.

4.10 The topics of doctoral dissertations of doctoral students are approved by the Rector's Order based on the decision of the Academic Council within 1 semester after admission.

4.11 The research work of a Master's/doctoral student should:

- correspond to the main problems of the specialty in which the thesis is being defended, be relevant, contain scientific novelty and practical significance;
- be based on modern theoretical, methodological and technological achievements of science and practice and contain new theoretical knowledge, solving significant problems of a theoretical or practical nature;
- be based on modern methods of data processing and interpretation using computer technology;
- be carried out using modern scientific research methods;
- contain research (methodological, practical) sections on the main provisions of the dissertation submitted for defense.

4.12 Experimental research work of a master's/doctoral student should:

- correspond to the main problems of the specialty in which the thesis is being defended; be relevant, contain scientific novelty and practical significance;
- be based on modern achievements of science, technology and production, and contain specific practical recommendations, independent solutions to management tasks, including complex, cross-functional ones;
- performed using advanced information technologies;
- contain experimental research (methodological, practical) sections on the main provisions of the dissertation submitted for defense.

4.13 The results of the student's research work in the postgraduate education program should be published by the student in scientific publications, as well as reported at scientific conferences. The final result of the research/experimental research work of a graduate/doctoral student is a dissertation for an academic master's degree, a PhD degree, or a doctorate in the field.

4.14 Dissertation for a Master's degree, Doctor of Philosophy (PhD) degree (Master's/doctoral thesis), Master's project – qualifying graduation thesis, which is an independent scientific research containing new scientific results. The requirements for the structure and content of master's and doctoral theses, master's projects are determined by the relevant regulatory documents.

4.15 Practical training for students of postgraduate educational curricula is conducted with the aim of developing practical skills in research, teaching and professional activities.

4.16 Intermediate and final certification of students of postgraduate educational curricula is carried out in order to assess the volume and level of mastering by students of the educational and scientific component of educational programs, the degree of formation of necessary skills, skills and competencies, as well as the compliance of graduates of educational programs with the requirements for applicants for an academic master's degree, a PhD degree.

4.17 Assessment of academic achievements of students of postgraduate educational curricula in the framework of intermediate certification is carried out using various forms of control and

certification, determined by the Standard Rules for conducting ongoing monitoring of academic performance, intermediate and final certification of students in higher education institutions.
4.18 The final certification of students of professional master's and doctoral degree programs is carried out within the time limits stipulated by the academic calendar and curricula of educational programs in the form of a dissertation defense.
4.19 The protection of master's and doctoral theses is a form of state control over the compliance of the scientific/experimental research conducted by the applicant with the requirements for the graduate student's and doctoral candidate's qualifying theses. The thesis should serve as evidence of the applicant's deep knowledge in the field under study, the formation of theoretical thinking skills, the ability to form hypotheses and collect information. The evaluation of the applicant's research activity is carried out according to a set of objective criteria: scientific erudition, professionalism, theoretical and applied significance of scientific works.
4.20 The main criterion for the completion of master's degree programs is the student's mastery:
- the scientific and pedagogical master's degree program has at least 120 academic credits for the entire period of study, including all types of educational and scientific activities of the graduate student;
- The Master's degree program has 60 academic credits with a 1-year study period and 90 academic credits with a 1.5-year study period.
4.21 The main criterion for the completion of the educational process for the preparation of doctors of philosophy (PhD) (doctors in profile) is the acquisition by a doctoral student of at least 180 academic credits, including all types of educational and scientific activities.
4.22 Persons who have completed a specialized master's degree are admitted to scientific and pedagogical activities after mastering the educational program of a pedagogical profile, the curriculum of which provides 30 credits, of which 20 credits are basic subjects and 10 credits are specialized. The program is completed within one semester. The basic component includes a teaching practice of 6 credits.
4.23 The standard duration of mastering the Master's degree educational curriculum in the specialized field of study is 1-1.5 years, and the scientific and pedagogical field of study is 2 years. The standard duration of mastering the educational curriculum of the doctoral program is 3 years. Early awarding of a master's degree, a doctor of philosophy (PhD) degree, or a doctorate in a profile is allowed in the case of early mastering by students of the educational and scientific component of the educational program, defending a dissertation for a master's degree or a doctorate degree.

5 ORGANIZATION OF THE EDUCATIONAL PROCESS IN MASTER'S AND DOCTORAL STUDIES

5.1 Educational and methodological support
5.1.1 Training sessions in postgraduate education programs should be conducted primarily in active creative forms (case studies, business games, trainings, debates, round tables, seminars, etc.) using modern educational technologies.
5.1.2 The faculty and the graduating department are responsible for the methodological support of the educational process of postgraduate education.
5.1.3 For each specialty of the Master's and doctoral studies, the graduating department develops:
- catalog of elective disciplines (modules) of professional training programs;
- syllabuses;
- materials for classroom work in each discipline (module): lecture texts, seminar and laboratory lesson plans, divided into sections, indicating the weeks and schedule of the current assessment, types of knowledge control;
- materials for independent work of undergraduates and doctoral students: a list of tests, assignments, self-control materials for each discipline (module), a list of mandatory and additional literature, a schedule for individual consultations on educational and scientific issues;

- materials for knowledge control: written control tasks and tests, exam tickets, schemes of business games, trainings, thematic issues of discussions, round tables;
- materials for conducting practices: plans and programs of practices, forms of accounting documentation;
- materials for conducting research/ experimental research (programs, schedules of scientific seminars, etc.).

5.1.4 The faculty and the graduating department involve in the educational process of postgraduate education the most highly qualified teachers and scientists corresponding to level 8 of the National Qualifications Framework, namely teaching staff with a doctorate, PhD, PhD, as well as teaching staff who have completed doctoral studies to conduct practical and seminar classes. Graduate departments provide master's and doctoral degree educational curricula with practice bases and create conditions for the implementation of academic mobility programs for students.

5.2 Appointment of scientific supervisors/scientific consultants for undergraduates and doctoral students

5.2.1 The student's mastering of the postgraduate educational curriculum is carried out under the guidance of a supervisor/ scientific consultants in accordance with an individual work plan.

5.2.2 The scientific management of the master's thesis is carried out by a teacher who holds the degree of "candidate of sciences", or "Doctor of Sciences", or "Doctor of Philosophy (PhD)", or "doctor of profile", or the academic degree of "Doctor of Philosophy (PhD)", or "doctor of profile", or the degree of "doctor philosophy (PhD)", or "doctor in profile", corresponding to the profile of the requested field, with at least three years of scientific and pedagogical experience, who is the author of 5 scientific articles over the past five years in publications included in the List of scientific publications, recommended for publication of the main results of scientific activity, approved by the authorized body in the field of education and science (hereinafter referred to as the List of publications) and 1 scientific article in an international peer–reviewed scientific journal with an impact factor according to JCR (JSR) data or indexed in one of the databases Science Citation Index Expanded, Social Science Citation Index or Arts and Humanities Citation Index in the Web of Science Core Collection or a CiteScore percentile of at least 25 in the Scopus database.

5.2.3 The scientific guidance of doctoral students applying for the degree of Doctor of Philosophy (PhD) is provided by consultants consisting of at least 2 people, one of whom is an OVPO scientist abroad.

The scientific guidance of doctoral students, applicants for a doctorate or DBA degree in their field is provided by consultants consisting of at least 2 people, one of whom is a highly qualified specialist in the relevant industry or field of activity.

Scientific consultants ensure that the doctoral thesis is completed and that the principles of academic integrity are respected, as well as that the thesis is submitted for defense in a timely manner.

The scientific supervision of doctoral students is carried out by a teacher who holds the degree of "candidate of sciences", or "Doctor of Sciences", or "Doctor of Philosophy (PhD)", or "doctor of profile", or the academic degree of "Doctor of Philosophy (PhD)", or "doctor of profile", or the degree of "Doctor of Philosophy (PhD)", or "doctor in profile", at least three years of scientific and pedagogical work experience, who is the author:
- in the areas of personnel training 8D05 "Natural Sciences, mathematics and statistics", 8D06 "Information and Communication technologies", 8D07 "Engineering, processing and construction industries", 8D08 "Agriculture and bioresources", 8D09 "Veterinary Medicine", 8D10 "Healthcare" 2 articles in international peer-reviewed scientific journals included in 1, 2, 3 quartiles according to JCR data in the Web of Science Core Collection or having a CiteScore percentile of at least 35, or a Hirsch index of 2 or more;
- in other areas of study, he is the author of 5 scientific articles in publications on the profile included in the list of publications recommended for publication of scientific results and 1

scientific article in an international peer-reviewed scientific journal with an impact factor according to JCR (JSR) or indexed in one of the databases Science Citation Index Expanded, Social Science Citation Index or Arts and Humanities Citation Index in the Web of Science Core Collection or having a CiteScore percentile index of at least 35 in the Scopus database.
A foreign scientific advisor to a doctoral student in the fields of "Pedagogical Sciences", "Arts and Humanities", "Business and Management" must have a Hirsch index of at least 2, in the fields of "Natural Sciences, Mathematics and statistics", "Engineering and manufacturing industries" - a Hirsch index of at least 6.
5.2.4 If necessary, students consultants in related fields of science may be appointed.
5.2.5 Scientific supervisors / consultants of master's/ doctoral students participate in the development and approval of individual work plans for undergraduates / doctoral students, direct their academic and research / experimental research work and are responsible for the timely and high-quality performance by students of all types of work provided for in the individual work plan.
5.2.6 Consultants in related fields of science may be appointed at any time during the student's development of the Master's/doctoral degree program.
5.2.7 The heads of graduate departments where undergraduates and doctoral students are trained are responsible for the timely submission of candidates for scientific supervisors/consultants for consideration by the Academic Council of the University.
5.2.8 The decision to replace the supervisor / scientific advisor of the undergraduate / doctoral student, the appointment of consultants in related fields of sciences, etc. is made by the Academic Council of the University at the suggestion of the department.
5.3 Approval of individual work plans for undergraduates and doctoral students
5.3.1 The undergraduate student, together with the supervisor, develops an individual work plan, is reviewed at a meeting of the graduating department and approved by the Dean of the faculty during the first 3 months of study, doctoral students, together with the supervisor, develop an individual work plan and approve it from the Vice-rector for Academic Affairs during the first semester.
5.3.2 The individual work plan includes the following sections:
- internship plan;
- dissertation topic with justification and structure;
- dissertation completion plan;
- a plan for scientific publications and internships (for undergraduates – in scientific organizations and (or) organizations of relevant industries or fields of activity; for doctoral students – in well-known world scientific centers and universities of the near and far abroad).
5.3.3 Students of the doctoral program during the first year of study must submit a Research Proposal with a presentation of relevance, purpose, objectives, methods, and expected research results.
5.3.4 The individual plan of scientific research/ experimental research work (IPNIR/IPER) of the student is drawn up for the entire period of mastering the master's/doctoral degree program, broken down by years. The research/experimental research plan indicates the topic of the dissertation research, the direction of research, the timing and the form of reporting. The doctoral student's research/experimental research plan must be approved by all members of the doctoral student's advisory committee. If necessary, the IPNIR/IPEIR can be updated annually.
5.3.5 The student's internship plan should contain a detailed internship program, a description of the internship base, deadlines for completion and a reporting form.
5.3.6 The student's scientific publication plan should contain approximate topics of publications, the names of scientific publications in which the work is planned to be published, and the deadlines for work on publications. The student's research internship plan should include a detailed internship program with goals and objectives, a description of the internship base, internship dates, and reporting forms.

5.3.7 In order to organize monitoring of the academic activities of master's and doctoral students, one copy of the individual work plan of the master's and doctoral students is stored at the graduate department where the student is trained.
5.3.8 Students are responsible for drawing up their individual curricula and completing the course of study in accordance with the requirements of the working curriculum of the educational program.
5.3.9 The student has the right to change the IEP within the framework of the working curriculum of the educational program and with the consent of his supervisor / scientific consultants before the beginning of the next semester of theoretical studies.
5.3.10 Students are allowed to master academic disciplines during the summer semester, lasting up to 6 weeks, in order to eliminate unsatisfactory grades in the discipline, eliminate differences in the curriculum upon return from academic leave or transfer from another university, or to make adjustments to their individual curriculum by timely studying the prerequisite disciplines. In order to complete the required credits during the summer semester, the student must register for no more than 20 credits, no later than 3 days before the start of the summer semester. Tuition in the summer semester is paid, with the exception of eliminating the academic difference upon return from academic leave.
5.3.11 Master's/doctoral students who have completed credits for theoretical studies in domestic and foreign educational and scientific organizations may be credited (transferred) credits in disciplines corresponding to the approved curriculum of the university's educational program. The issue of credit equivalence in each specific case is considered by the department and the dean's office of the faculty, where the student submits a transcript indicating the final grade in the discipline and the number of credits scored.
5.3.12 The responsibility for the timely approval of individual work plans of students is borne by their scientific supervisors/scientific consultants and heads of graduate departments.
5.4 Organization of the educational process in Master's and doctoral studies
5.4.1 Training in the Master's and doctoral degree educational curricula is carried out only in full-time. The academic year in the master's/doctoral program consists of academic periods (semesters), including periods of theoretical study and research (experimental research) work, periods of intermediate certification/final control, final certification and periods of practice and vacations. The duration of one academic period is 15 weeks. The dates of the organization of academic and control periods, internship and vacation periods, as well as periods of organizational events during the academic year are indicated in the academic calendar of the master's and doctoral studies. The duration of the interim assessment/final control after each academic period is at least 1 week. The duration of holidays during the academic year must be at least 7 weeks, with the exception of the final year.
5.4.2 The academic calendar of the Master's/doctoral studies is developed by the Department of Academic Affairs of the University, approved by the Rector on the basis of the decision of the Academic Council.
5.4.3 The development of the master's / doctoral degree program is carried out in the form of classroom (contact) and extracurricular (independent) work of the student. Each hour of classroom work on theoretical training is accompanied by 2 hours of independent work by the student.
5.5 Organization of scientific research/experimental research work of Master's and doctoral students
5.5.1 The organization of scientific research / experimental research work of students in the master's/doctoral studies is carried out at graduate departments provided with highly qualified scientific and pedagogical personnel, necessary laboratory research and scientific and methodological bases. The research/ experimental research work of students, which is interdisciplinary in nature, can be carried out on the basis of two or more faculties or departments.

5.5.2 Graduate departments that train undergraduates/doctoral students should have scientific and educational ties with leading foreign accredited educational and scientific institutions, research centers, international professional associations and communities, which make it possible to use advanced foreign experience in training highly qualified specialists for research and expert practical activities and involve them in scientific guidance and consulting trained by competent foreign specialists.
5.5.3 The scientific research/experimental research work of the students in the Master's/doctoral studies is carried out in accordance with the approved individual work plan. Graduate departments should ensure that the topics of dissertation research carried out by undergraduates and doctoral students correspond to the directions of research activities of the department and faculty and involve students in postgraduate educational curricula to participate in research projects carried out by graduate departments and research institutes.
5.5.4 Scientific supervisors / consultants of undergraduates/ doctoral students should create all necessary conditions for conducting research work of students, provide access to necessary sources and resources; provide assistance and advice in the course of dissertation research; provide feedback on materials submitted by students; ensure, if necessary, that students conduct research in third-party educational and scientific organizations, including the world's famous foreign centers; to facilitate the preparation for publication of the results of the conducted research; to resolve other issues that arise during the student's development of the educational program.
5.5.5 The undergraduate's supervisor/doctoral student's scientific advisor must give an objective assessment of the student's completed dissertation research and prepare him for the procedure of public dissertation defense.
5.5.6 Scientific supervisors/consultants of undergraduates/doctoral students are responsible for the quality and effectiveness of programs, as well as an adequate selection of bases for scientific internships, research and professional practices of students.
5.5.7 Graduate departments that train undergraduates and doctoral students should organize the research work of students within the framework of larger theoretical and applied research programs and provide opportunities for testing the results obtained.
5.5.8 Graduate departments should implement programs of ongoing scientific and practical seminars, involving the presentation of the results of the conducted research work by students of the master's and doctoral programs for the scientific community and representatives of the non-academic sector.
5.5.9 Graduate departments are responsible for providing the research work of students in the master's/doctoral programs with the necessary laboratory, technical and information resources and continuous ongoing monitoring of the research work.
5.5.10 Planning of research/experimental research work of students in the master's/doctoral studies is carried out in semesters in accordance with the working curricula of educational programs.
5.5.11 During the first semester, undergraduates prepare a literature review on the problem under study in the amount of at least 10 printed sheets, and also provide a list of used literature consisting of at least 10 titles, in which at least 30 percent should be foreign literature on the research problem and at least 50 percent – for the last 5 years.
5.5.12 At the end of the 3rd semester, undergraduates must prepare at least 70 percent of their Master's thesis.
5.5.13 Undergraduates' research papers are checked by the graduating department for the detection of borrowings in the Turnitin system, the threshold level is no more than 25 percent of matches.
5.5.14 The report on the completed work is conducted publicly at the defense of the research work at a meeting of the department, the assessment is based on the quality of the work and information on the detection of borrowings and is presented as an assessment of the NIRM. The

head of the graduating department conducts the assessment of the NIRM on the basis of a public speech, a report and a review by the supervisor.
5.5.15 Within the framework of the research (experimental research) work of the undergraduate, the individual work plan of the graduate student for familiarization with innovative technologies and new types of production provides for mandatory scientific internship in scientific organizations and (or) organizations of relevant industries or fields of activity.
5.5.16 The requirements for the structure and content of doctoral dissertations are determined by the relevant regulatory documents of the university. Master's and doctoral dissertations must be checked for plagiarism before being defended.
5.5.17 The Master's thesis must be checked for plagiarism. At the same time, the master's thesis is checked either by the student himself in the class created by the supervisor in the Turnitin system, or by the responsible person from the department, or by the supervisor himself, an unlimited number of times until the required percentage of matches is reached. The University organizes a final examination, based on the results of which a decision is made on the admission of a master's thesis for defense. If the requirements are not satisfied with the level of matches, the master's thesis is not allowed to be defended.
5.5.18 A doctoral dissertation must be checked for borrowing without reference to the author and the source of borrowing (checking the dissertation for plagiarism), which is carried out by the National Center for State Scientific and Technical Expertise.
5.5.19 During the development of the educational program, undergraduates and doctoral students must complete a mandatory internship in higher educational institutions / research centers of the Republic of Kazakhstan or near/far abroad / organizations in the field of training. The scientific internship program is developed in accordance with the direction of training and the individual plan of the student's research/experimental research work and is approved by the dean. The standards for financing foreign internships and the requirements for the level of proficiency in a foreign language are established by the relevant regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan and the Regulations on the procedure for sending students and university staff abroad.
5.5.20 The student submits a report on the results of a foreign scientific internship at a meeting of the graduating department.
5.5.21 At the end of each academic year, graduate departments analyze the effectiveness of students' foreign internships and the work of foreign scientific consultants of students, and, if necessary, carry out the necessary corrective measures.
5.5.22 The main results of the master's thesis must be presented in at least two publications or one publication in a publication included in the List of scientific publications or one publication in a journal included in the scientific databases of Web of Science/Scopus. The main results of a graduate of a specialized master's degree are presented in one publication.
5.5.23 The main scientific results of the dissertation for the degree of Doctor of Philosophy (PhD) are published before the defense of the dissertation in scientific publications included in the List of scientific publications and (or) in an international peer-reviewed scientific journal.
The dissertation is presented in one of the forms:
1) dissertation work;
2) a series of at least two articles and one review published in publications included in the first and/or second quartile according to the Journal Citation Reports of Clarivate Analytics. In one of the articles, the doctoral student is the first author or the first author for correspondence.
The main scientific results of the dissertation for the degree of Doctor of Philosophy (PhD), doctor in profile are published before the defense of the dissertation in scientific publications included in the List of scientific publications recommended for publication of the main results of scientific activity, approved by the authorized body, and (or) in an international peer-reviewed scientific journal.
Articles in international peer-reviewed scientific journals are considered depending on the field of study, namely:

1) in the areas of personnel training 8D05 Natural Sciences, mathematics and Statistics, 8D06 Information and Communication Technologies, 8D07 Engineering, manufacturing and construction industries, 8D08 Agriculture and bioresources, 8D09 Veterinary Medicine, 8D10 Health and Social Security (medicine), 8D11 Services - in publications included in a certain quartile according to the Journal Citation Reports (Journal Citation Reports) (hereinafter referred to as JCR (JSR) of Clarivate Analytics, or in publications with CiteScore percentile index in the Scopus database;
2) for other areas of training - in publications with an impact factor according to JCR (JSR) or indexed in the database Web of Science Core Collection (Web of Science Core Collection) (sections Arts and Humanities Citation Index, Science Citation Index Expanded The Expansion Index), the Social Sciences Citation Index of Clarivate Analytics, as well as in publications that have a certain CiteScore percentile in the Scopus database.
If there is 1 (one) article in an international peer-reviewed scientific journal with an impact factor according to JCR (JSR) (or indexed in the Web of Science Core Collection database (Arts and Humanities Citation Index), Science Citation Index Expanded (Science Citation Index Expanded), Social Sciences Citation Index (Social Sciences Citation Index)) or a CiteScore percentile score of at least 25 (twenty-five) in the Scopus database, The number of articles in journals from the List of publications is 3 (three).
If there is 1 (one) article in a journal with a JCR impact factor (JCR) or a CiteScore percentile index of at least 25 (twenty-five) in the Scopus database and 1 (one) article in a journal included in the first three quartiles of the database JCR (JSR) or having a CiteScore percentile index of at least 50 (fifty) in the Scopus database, it is not required to publish articles in scientific publications included in the List of publications.
If there is one scientific article in a journal included in the first quartile of the JCR database, no other publications are required.
Articles in international peer-reviewed scientific journals correspond to the thematic focus of the journal stated in these databases and are published in current issues. At the same time, at the time of publication of the article or dissertation defense, the journal has a CiteScore percentile in the Scopus database or an impact factor (or indexed) in the Web of Science Core Collection database for at least one of the scientific fields corresponding to the content of the dissertation.
If there are scientific articles exceeding the required number in international peer-reviewed scientific journals, they are counted as articles in scientific publications included in the List of Publications.
Foreign patents included in the Clarivate Analytics Web of Science database are counted as publications in international peer-reviewed scientific journals.
When defending dissertations containing state secrets or information for official use, the main results of the dissertation are published in at least 7 (seven) publications on the topic of the dissertation, including at least 4 (four) articles are published in scientific publications included in the List of publications.
5.5.24 The main provisions of dissertations submitted for defense should be presented in scientific/methodological publications of undergraduates and doctoral students.
5.6 Organization and internship
5.6.1 The practice of Master's/doctoral students is an important component of the professional training of highly qualified specialists. The practice is conducted in organizations that are practice bases – on the basis of departments and structural divisions of the university, at enterprises, universities, research institutes, institutions, organizations, etc.
5.6.2 The educational program of the scientific and pedagogical master's degree/PhD program includes research and pedagogical practices, while the specialized master's/doctoral program includes industrial practice in a cycle of specialized disciplines.
5.6.3 Research practice is conducted in order to study the latest theoretical, methodological and technological achievements of domestic and foreign science, as well as to consolidate practical

skills in applying modern research methods, processing and interpreting data in dissertation research.
5.6.4 Pedagogical practice is conducted in order to acquire new knowledge, skills and practical skills in the field of teaching and learning methods. Pedagogical practice can be conducted during the period of theoretical training without interrupting the educational process. At the same time, undergraduates are involved in conducting undergraduate classes.
5.6.5 Professional (industrial) practice is conducted in order to consolidate the theoretical knowledge gained in the learning process and to form the necessary professional skills and competencies, as well as to master best practices.
5.6.6 The content of research and professional (industrial) practices is determined by the topic of the student's dissertation research.
5.6.7 The internship of a student of the Master's/doctoral degree program is conducted in accordance with the approved academic calendar in the amount established by the relevant state mandatory standard of education.
5.6.8 Research and professional (industrial) practices of students are carried out on the basis of organizations, enterprises, institutions and research organizations on a contractual basis.
5.6.9 Pedagogical practice is carried out on the basis of educational organizations (schools, colleges, universities), including at the faculties of the K.Zhubanov ARU.
5.6.10 Educational and methodological guidance of the practice and quality control of its implementation is carried out by the graduate department, where the master's/doctoral student is being trained.
5.6.11 The graduating department conducts preparatory training for interns, which includes familiarization with the goals and objectives of various types of practices, types of practice assignments, requirements for the development of practice programs, rules for processing and formatting practice results, the procedure for defending the practice report, etc. during the period of drawing up an individual work plan for students.
5.6.12 Students' reports on research and professional (industrial) practice should include the material collected, analyzed and systematized during the internship. Students' reports are heard and approved at a meeting of the graduate departments.
5.7 Ongoing monitoring of academic and research work, practice of undergraduates and doctoral students
5.7.1 Ongoing monitoring is carried out in order to assess the volume and level of mastering by students of the educational component of the educational program, the implementation of the program of research / experimental work and professional practices.
5.7.2 The current and intermediate control of students' theoretical education is carried out in accordance with the university regulations.
5.7.3 The assessment of the results of students' practical training is equivalent to the estimates of theoretical training, is taken into account when calculating the total GPA and transferring students to the next course of study.
5.7.4 The final assessment of the internship is made based on the results of defending the internship report and reviewing the feedback and professional characteristics of the intern submitted by the heads of the practice.
5.7.5 Students who fail to attend the internship without valid reasons and receive a final grade of "F" must complete the internship in the next academic period on a fee-based basis, except for the final year.
5.7.6 The current control of the research/experimental research work of the students of the master's and doctoral programs is carried out by the scientific supervisors of the undergraduates/doctoral advisory commissions. The results of the research and development work for the assessment of the current control are issued to the student at the end of each semester in the form of a report. The number of credits allocated for research and development in a specific academic period is determined by the work curriculum. When evaluating the current

control, academic supervisors and student advisory committees evaluate the following parameters:
1) the quality of the experimental work;
2) the number and quality of presentations at scientific/methodological seminars;
3) the quantity and quality of scientific/methodological publications on the topic of research and development.
The final control of research and development is carried out in the form of a presentation defense, a draft doctoral dissertation, etc. When evaluating the performance of R&D/EIR, the following parameters are evaluated:
1) the completeness of the literature data coverage on the problem under study;
2) adequacy of the choice of research methods;
3) the reliability and quality of the experimental work carried out;
4) adequacy of data processing and depth of theoretical analysis;
5) The quality of the presentation.
5.7.7 The procedure for the expulsion, reinstatement and transfer of undergraduates and doctoral students is regulated by the applicable internal university regulations.

6 FINAL CERTIFICATION OF MASTER'S AND DOCTORAL STUDENTS

6.1 The final certification of students in the master's and doctoral studies of the university is carried out in accordance with the State Educational Standard in the form of a master's thesis defense./doctoral dissertation.
6.2 The duration and timing of the final certification of students are determined by the academic calendar and the working curricula of educational programs.
6.3 Students who have fully completed the educational process in accordance with the requirements of the educational program, work and individual curricula are admitted to the final certification.
6.4 A graduate student who has not fulfilled the requirements of the educational program, working and individual curricula remains for a second course of study without completing the summer semester.
6.5 For the defense of master's theses, an attestation commission (AC) is formed for educational programs or groups of educational programs of postgraduate education.
6.6 The Chairman and the composition of the attestation commission are approved by the rector's order based on the decision of the Academic Council no later than April 10 of the current academic year, and for the winter graduation until December 10 of the current year and is valid during the academic year.
6.7 A person with an academic degree or academic title, or a Doctor of Philosophy (PhD) degree or a doctorate in a profile corresponding to the profile of graduate specialists who do not work in this organization is appointed Chairman of the AK for Master's degree programs.
6.8 The members of the AC include: according to the educational programs of the scientific and pedagogical master's degree, persons with an academic degree or academic title or academic degree corresponding to the profile of graduates, for the specialized master's degree, qualified practitioners corresponding to the profile of graduates.
6.9 The quantitative composition of the attestation commission is determined by the department independently.
6.10 The schedule of the AC's work is approved by the Vice-Rector for Academic Affairs no later than two weeks before the start of the AC's work.
6.11 Admission to the final attestation is issued by the order of the Dean of the Faculty.
6.12 The deans, no later than five days before the start of the final attestation, issue an order based on an extract from the decision of the department meeting on the recommendation of the master's degree program./doctoral dissertation for defense and submit an order to the office of the registrar and the attestation commission.

6.13 A master's student of the scientific and pedagogical master's degree is allowed to defend himself if he has at least two publications or one publication in a publication included in the List of scientific publications or one publication in a journal included in the scientific databases of Web of Science/Scopus; specialized master's degree - in one publication.
6.14 Reviewers of master's theses are approved by the decision of the Academic Council on the recommendation of the head of the graduate department, indicating the place of work, position and education (academic degree or degree in the specialty, basic education with a diploma of higher education).
6.15 The review of master's theses is carried out only by external specialists with academic degrees, academic titles, Doctor of Philosophy (PhD) degrees, doctors in profile from third-party organizations, whose qualifications correspond to the profile of the defended master's thesis.
6.16 A master's student defends a master's thesis in the presence of a positive review from the supervisor and one review from a specialist corresponding to the profile of the thesis being defended.
6.17 If the supervisor gives a negative conclusion "not allowed to defend", the graduate student does not defend the master's thesis.
6.18 The student is allowed to defend the master's thesis both with a positive and negative conclusion of the reviewer.
6.19 Master's theses are uploaded to the Turnitin and science.s.arsu systems in electronic form.
6.20 Based on the official letter of the Dean of the faculty, the rector's order is issued on the graduation of students who have completed their studies in the relevant educational program and have successfully passed the final certification, with the award of the Master's degree according to the Academic Calendar.
6.21 Within five working days after the day of completion of the final attestation, according to the academic calendar, a diploma with a transcript is issued free of charge.
6.22 The transcript indicates the latest grades according to the point-rating letter system of knowledge assessments in all academic disciplines, completed coursework (projects), research or experimental research, types of professional practices, the results of the final assessment, indicating their volume in credits and academic hours.
6.23 A master's student who has not fulfilled the requirements of the educational program is expelled from the university by order of the rector as he has not completed his studies.
6.24 The list of graduates of the master's degree who have completed the relevant educational programs, indicating their last name, first name, patronymic (if any), specialties and diploma numbers, signed by the head of the educational organization, is submitted to the authorized body in the field of education within one month after the date of the issuance of the graduation order.
6.25 The organization and conduct of the defense of doctoral dissertations is carried out in accordance with the Rules for awarding academic degrees, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 127 (as amended by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated 03/09/2021 No. 98).

7 THE RIGHTS AND OBLIGATIONS OF MASTER'S AND DOCTORAL STUDENTS

7.1 Students of Master's and doctoral studies have the rights and obligations defined by the Law of the Republic of Kazakhstan "On Education", "On Science", regulations of the Ministry of Internal Affairs of the Republic of Kazakhstan, the Charter and Internal Regulations of the ARU named after K. Zhubanov.
7.2 Undergraduates and doctoral students are required to perform all types of work provided for in an individual work plan in a timely and high-quality manner.
7.3 Undergraduates and doctoral students are required to:
- at the end of each stage of the work provided for in individual plans, submit all necessary written materials in a timely manner.;
- keep records of comments and feedback received from their supervisors/consultants;

- comply with the established deadlines for submitting reports (on completed academic and research/experimental research work, on foreign internships, etc.);
- promptly inform the relevant administrative departments of the university about the change of surname, residential address and contact information;
- discuss emerging problems with scientific supervisors on time, and take the initiative in solving them;
- complete the writing of the master's thesis in due time/doctoral dissertation.

7.4 Undergraduates and doctoral students enrolled to study under the state educational order within the framework of targeted training are required to conclude a tripartite targeted training agreement in a timely manner and comply with its terms. Undergraduates and doctoral students have the right to contact the heads of graduate departments for assistance in finding scientific supervisors, consultants and to resolve other organizational issues.

7.5 In case of conflicts between a master's student/doctoral student and his supervisor/scientific consultants, the master's student/doctoral student has the right to contact the Quality assurance commission in writing. The Faculty Council, based on the decisions of the commission, may decide to remove the supervisor/scientific consultant from the leadership and appoint a new supervisor/scientific consultant to the undergraduate/doctoral student.

7.6 All controversial issues arising in the process of implementing master's and doctoral educational programs are resolved in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

7.7 Other rights and obligations of undergraduates and doctoral students not provided for by these Rules are regulated by regulatory legal acts of the Republic of Kazakhstan.

AGREED:

Vice-Rector for Academic Affairs L.Myasnikova

Vice Rector for Science and Innovation R.Beknazarov