MINISTRY OF SCIENCE AND HIGHER EDUCATION
REPUBLIC OF KAZAKHSTAN
K. Zhubanov Aktobe Regional University

"APPROVED"
Chairman of the Board-Rector
of Aktobe Regional University
named after K. Zhubanov
_____ L. Ch. Karabasova
"___"_____2024 city of

REGULATION

ON MASTER'S AND DOCTORAL STUDIES

Aktobe, 2024 г.

DEVELOPED AND INTRODUCED "__" _____ 2024
- Director of the Department of Academic Activities _____ S. K. Bisheken
- Director of the Department of Science and Innovation_____ E. Zh. Shabanov

APPROVED AND PUT INTO EFFECT
By the Rector of Aktobe Regional University named after K. Zhubanova based on the decision of the Academic Council (protocol dated "__" _____2024).

VALIDITY PERIOD until a new one is replaced

1. SCOPE OF APPLICATION

1.1 This Regulation establishes the mandatory requirements and procedures for the implementation of postgraduate education programs for the training of master's degree students (scientific-pedagogical and professional master's programs) and doctoral students (PhD doctoral programs) within the framework of the credit-based learning system at K. Zhubanov Aktobe Regional University.

1.2 This Regulation is mandatory for students, faculty members, and all structural subdivisions of the university.

2 NORMATIVE REFERENCES

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

2.1 Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education" (as amended and supplemented on July 14, 2022 No. 141-VII).

2.2 Rules for the organization of the educational process based on credit technology. Order of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter referred to as MES RK) dated April 20, 2011 No. 152 (as amended and supplemented on September 23, 2022 No. 79).

2.3 Model Rules of Activity for Educational Organizations Implementing Higher and/or Postgraduate Education Programs. Order of the MES RK dated October 30, 2018 No. 595 (as amended and supplemented on November 18, 2022 No. 145).

2.4 State Compulsory Standard of Higher and Postgraduate Education. Order of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter referred to as MSHE RK) dated July 20, 2022 No. 2.

2.5 Code of Academic Integrity for Students, Faculty, and Staff of K. Zhubanov Aktobe Regional University (decision of the Academic Council, Protocol No. 13 dated August 12, 2020).

3 GENERAL PROVISIONS

3.1 The main objective of the university's educational policy in the implementation of postgraduate education programs is to train highly qualified specialists — master's and doctoral degree holders — with advanced professional competencies, who are competitive in both the national and international labor markets. This objective involves the integration of research activities with the learning process, and the implementation of educational programs using the credit-based learning system, grounded in the principles of interdisciplinarity and a competency-based approach.

3.2 Admission to master's and doctoral programs is carried out in accordance with the Model Rules for Admission to Educational Organizations Implementing Professional Postgraduate Education Programs.

3.3 The training of master's degree students, Doctors of Philosophy (PhD), and Doctors in Profile is conducted within the framework of the state educational order. Master's programs may also be implemented on a paid basis under a tuition

agreement concluded between the university and the customer of educational services.

4. CONTENT OF MASTER'S AND DOCTORAL EDUCATION PROGRAMS

4.1. Master’s and doctoral educational programs are developed by the academic departments in accordance with the university’s internal regulations on the development of modular educational programs.

4.2. Postgraduate education programs are developed in two tracks: academic-pedagogical and professional.

The purpose of academic-pedagogical programs (master’s and PhD doctoral programs) is to provide educational, methodological, and research training for specialists engaged in academic and scientific research activities within higher and postgraduate education institutions.

Professional programs (professional master’s and doctoral programs) are of an applied nature and are aimed at meeting the needs of the non-academic sector for specialists with a solid educational, methodological, and research background for expert-practical work in various fields of the economy, medicine, law, arts, services, and business.

4.3. The development and implementation of master’s and doctoral programs in specific specialties is carried out by the respective academic departments, which are responsible for ensuring that the educational process complies with the State Compulsory Educational Standard for postgraduate education and the qualification requirements established for the licensing of educational activities.

4.4. The academic department offering doctoral programs must ensure:

the existence of agreements with foreign scholars in the relevant field of study;

contracts for research and development projects with organizations and enterprises;

agreements for academic exchange with accredited foreign higher education and/or research institutions offering doctoral programs;

agreements with organizations designated as internship bases, including agreements for international scientific internships.

4.5. Postgraduate education programs consist of equivalent academic and research components, formed from various types of activities that define the educational content, reflecting their proportion, measurement, and accounting. The workload of academic and research activities is determined by the volume of mastered material and measured in credits.

4.6. The content of a postgraduate educational program includes:

a course of theoretical training;

practical training (various types of internships, academic or professional placements);

research work, including the preparation of a master’s or doctoral dissertation;

final certification.

4.7. The research component of a postgraduate educational program

includes:

research work (for academic-pedagogical programs) or experimental research work (for professional programs),

scientific internships,

research practice,

preparation of scientific/methodological publications, and

completion of a dissertation for the degree of Master or Doctor of Philosophy (PhD).

4.8. The topics and scientific supervisors/advisors of master's students' dissertations are reviewed and approved by the decision of the University's Academic Council within the first two months of study.

4.9. Scientific supervisors of doctoral students are approved by order of the Rector based on the decision of the Academic Council within two months from the date of enrollment.

4.10. The topics of doctoral dissertations are approved by the Rector's order based on the decision of the Academic Council within the first semester after enrollment.

4.11. The research work of a master's or doctoral student must:

correspond to the main subject area of the dissertation, be relevant, and possess scientific novelty and practical significance;

be based on modern theoretical, methodological, and technological achievements in science and practice and contain new theoretical knowledge and the resolution of important theoretical or practical problems;

rely on modern methods of data processing and interpretation using computer technologies;

be conducted using modern scientific research methods;

contain research (methodological, practical) sections based on the main findings of the dissertation submitted for defense.

4.12. The experimental research work of a master's or doctoral student must:

correspond to the main subject area of the dissertation, be relevant, and contain scientific novelty and practical significance;

be based on modern achievements in science, technology, and production, and provide concrete practical recommendations and independent solutions to managerial tasks, including those of a complex, cross-functional nature;

be conducted using advanced information technologies;

include experimental research (methodological, practical) sections based on the main findings of the dissertation submitted for defense.

4.13. The results of a postgraduate student's research work must be published in academic journals and presented at scientific conferences. The final outcome of a master's or doctoral student's research or experimental research work is the dissertation submitted for the academic degree of Master, Doctor of Philosophy (PhD), or Professional Doctor.

4.14. The master's or doctoral dissertation (master's project) is a qualifying graduation work representing an independent scientific study containing new scientific results. The structure and content requirements for master's and doctoral dissertations and master's projects are defined by relevant regulatory documents.

4.15. Practical training for postgraduate students is conducted to develop practical skills for research, teaching, and professional activities.

4.16. Interim and final certification of postgraduate students is carried out to assess the volume and level of mastery of the academic and research components of the educational programs, the degree of skill and competence formation, and the compliance of graduates with the requirements for obtaining the academic degree of Master or PhD.

4.17. The assessment of postgraduate students' academic achievements during interim certification is carried out using various forms of control and assessment as defined by the Model Rules for Ongoing Assessment, Interim, and Final Certification in Higher Education Institutions.

4.18. Final certification of postgraduate students is carried out according to the academic calendar and educational plans of the programs, in the form of a dissertation defense.

4.19. The defense of a master's or doctoral dissertation is a form of state control to ensure that the candidate's research/experimental study meets the requirements for graduate qualification work. The dissertation must demonstrate the candidate's deep knowledge in the field, theoretical thinking skills, ability to form hypotheses, and collect information. The evaluation of the candidate's research activity is based on multiple objective criteria: scientific erudition, professionalism, and theoretical and practical significance of the work.

4.20. The main criterion for the completion of a master's program is the accumulation of:

at least 120 academic credits in academic-pedagogical master's programs;

60 academic credits for 1-year programs and 90 academic credits for 1.5-year programs in professional master's tracks.

4.21. The main criterion for the completion of a doctoral program is the accumulation of at least 180 academic credits, including all academic and research activities.

4.22. Graduates of professional master's programs may be admitted to teaching and research activities after completing a pedagogical training program that includes 30 credits (20 basic and 10 profile), completed within one semester. The basic component includes 6 credits of teaching practice.

4.23. The standard duration for professional master's programs is 1 to 1.5 years, and for academic-pedagogical master's programs – 2 years. The standard duration for PhD doctoral programs is 3 years. Early awarding of the master's or doctoral degree is allowed if the student completes all required academic and research components and successfully defends the dissertation ahead of schedule.

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

5.1 **Academic and Methodological Support**

5.1.1 Educational activities within postgraduate education programs must be conducted primarily in active and creative formats (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 postgraduate educational process.

5.1.3 For each specialty of the master's and doctoral programs, the graduating department develops the following:

a catalog of elective disciplines (modules) of professional educational programs;

syllabi;

materials for classroom activities for each discipline (module): lecture texts, plans for seminars and laboratory classes broken down by sections, with an indication of weeks and the schedule for current assessment, types of knowledge control;

materials for independent work of master's and doctoral students: a list of tests and assignments, self-assessment materials for each discipline (module), a list of required and supplementary literature, a schedule of individual consultations on academic and scientific issues;

materials for knowledge assessment: written tests and assignments, exam questions, business game and training scenarios, thematic questions for discussions and round tables;

materials for practical training: internship plans and programs, templates for reporting documentation;

materials for conducting research/experimental research work (programs, schedules of research seminars, etc.).

5.1.4 The faculty and the graduating department involve the most highly qualified teachers and researchers in the postgraduate educational process, corresponding to Level 8 of the National Qualifications Framework, namely faculty members with a Doctor of Science, Candidate of Science, or PhD degree, as well as those who have completed doctoral studies, to conduct practical and seminar classes. Graduating departments provide master's and doctoral educational programs with internship bases and create conditions for the implementation of student academic mobility programs.

5.2 **Appointment of Scientific Supervisors/Consultants for Master's and Doctoral Students**

5.2.1 The student's acquisition of a postgraduate educational program is carried out under the supervision of a scientific advisor/scientific consultants in accordance with an individual work plan.

5.2.2 Supervision of a master's thesis is carried out by a faculty member holding an academic degree of Candidate of Sciences, Doctor of Sciences, Doctor of Philosophy (PhD), or Doctor in the relevant field, with at least three years of research and teaching experience, who is the author of at least 5 scientific articles published in the last five years in journals included in the List of scientific publications recommended for the publication of main scientific results (approved by the authorized body in education and science), and 1 scientific article in an international peer-reviewed scientific journal with an impact factor (according to JCR), or indexed in one of the databases such as the Science Citation Index Expanded, Social Science Citation Index, or Arts and Humanities Citation Index in

the Web of Science Core Collection, or in a journal with a CiteScore percentile of at least 25 in the Scopus database.

5.2.3 Scientific supervision of doctoral students (PhD candidates) is carried out by at least two consultants, one of whom must be a scholar affiliated with a foreign higher education institution.
For doctoral (PhD or DBA by profile) students, supervision is conducted by at least two consultants, one of whom must be a highly qualified specialist in the relevant industry or field.
Scientific consultants ensure the completion of the doctoral dissertation in compliance with academic integrity principles and timely submission for defense.

Doctoral supervision is carried out by a faculty member holding an academic degree of Candidate of Sciences, Doctor of Sciences, Doctor of Philosophy (PhD), or Doctor in the relevant field, with at least three years of research and teaching experience, who is the author of:

- for training areas 8D05 “Natural Sciences, Mathematics and Statistics,” 8D06 “Information and Communication Technologies,” 8D07 “Engineering, Manufacturing and Construction,” 8D08 “Agriculture and Bioresources,” 8D09 “Veterinary Medicine,” and 8D10 “Healthcare” — at least 2 articles in international peer-reviewed scientific journals ranked in Q1, Q2, or Q3 according to JCR in the Web of Science Core Collection or with a CiteScore percentile of at least 35, or an h-index of 2 or more;
- for other training areas — at least 5 scientific articles published in journals included in the national list of recommended publications and 1 article in an international peer-reviewed scientific journal with an impact factor (JCR) or indexed in the Science Citation Index Expanded, Social Science Citation Index, or Arts and Humanities Citation Index in the Web of Science Core Collection, or in a journal with a CiteScore percentile of at least 35 in the Scopus database.

A foreign scientific consultant for doctoral students in the fields of “Education,” “Arts and Humanities,” and “Business and Management” must have an h-index of at least 2; for “Natural Sciences, Mathematics and Statistics,” and “Engineering and Manufacturing” — at least 6.

5.2.4 If necessary, students may be assigned consultants from related scientific fields.

5.2.5 Academic supervisors/consultants of master’s and doctoral students participate in the development and approval of individual work plans, guide the academic and research/experimental work of students, and are responsible for ensuring timely and high-quality completion of all types of work specified in the individual plan.

5.2.6 The appointment of consultants from related scientific fields may be made at any stage of the master's or doctoral educational program.

5.2.7 Heads of graduating departments are responsible for timely submission of proposed scientific supervisors/consultants for review by the university’s Academic Council.

5.2.8 Decisions on the replacement of a scientific supervisor/consultant, appointment of additional consultants in related scientific fields, etc., are made by the Academic Council of the university upon the recommendation of the department.

5.2.9 Hourly payments to scientific supervisors of master's students and domestic and foreign consultants of doctoral students at K. Zhubanov Aktobe Regional University shall be made according to the following categories:

5.2.9.1 Hourly payment for scientific supervisors of master's students:

- Professor, Doctor of Sciences – 1 MCI;
- Professor, Candidate of Sciences or PhD – 1 MCI;
- Associate Professor, Senior Lecturer, Candidate of Sciences or PhD – 0.75 MCI.

5.2.9.2 Hourly payment for domestic consultants of doctoral students:

- **Category 1**: h-index ≥ 15 — 9 MCI (Natural Sciences); h-index ≥ 5 — 9 MCI (Humanities and Education);
- **Category 2**: 15 > h-index ≥ 8 — 7 MCI (Natural Sciences); 5 > h-index ≥ 3 — 7 MCI (Humanities and Education);
- **Category 3**: h-index < 8 — 4 MCI (Natural Sciences); h-index < 3 — 4 MCI (Humanities and Education).

5.2.9.3 Hourly payment for foreign consultants of doctoral students:

- **Category 1**: h-index ≥ 30 in Natural Sciences, h-index ≥ 15 in Humanities and Education — USD 120;
- **Category 2**: 30 > h-index ≥ 20 in Natural Sciences, 15 > h-index ≥ 10 in Humanities and Education — USD 100;
- **Category 3**: 20 > h-index ≥ 10 in Natural Sciences, 10 > h-index ≥ 5 in Humanities and Education — USD 85;
- **Category 4**: 10 > h-index ≥ 5 in Natural Sciences, 5 > h-index ≥ 2 in Humanities and Education — USD 50 (CIS countries), USD 70 (USA, Europe, Asia, etc.);
- **Category 5**: h-index ≤ 1 in all fields — USD 25 (CIS countries), USD 30 (USA, Europe, Asia, etc.).

Hourly payments for foreign doctoral consultants may be provided on a paid or voluntary basis at the discretion of the consultant.

5.3 **Approval of Individual Work Plans**

5.3.1 The master's student and their supervisor develop an individual plan, reviewed by the department and approved by the faculty dean within 3 months. Doctoral students do the same with the approval of the Vice-Rector for Academic Affairs within the first semester.

5.3.2 The plan includes:

- Internship plan;
- Dissertation topic with rationale and structure;
- Dissertation completion plan;
- Publication and internship plan (for master's – in research institutions or relevant organizations; for doctoral students – in top international centers and universities).

5.3.3 First-year doctoral students must submit a Research Proposal outlining relevance, goals, objectives, methods, and expected outcomes.

5.3.4 The research/experimental work plan (IWRP/EWRP) must cover the entire study period, specifying the topic, field, timeline, and reporting format. The doctoral plan must be approved by the advisory committee and updated annually if needed.

5.3.5 The internship plan should include program content, organization, schedule, and reporting format.

5.3.6 The publication plan should include proposed topics, target journals, and deadlines. Internship plans must specify objectives, host organization, schedule, and reporting format.

5.3.7 One copy of each individual plan is kept at the graduating department for monitoring academic performance.

5.3.8 Students are responsible for creating and fulfilling their plans in accordance with the curriculum.

5.3.9 A student has the right to amend their Individual Educational Plan (IEP) within the framework of the academic curriculum of the educational program and with the consent of their academic supervisor(s) before the beginning of the next theoretical semester.

5.3.10 Students are allowed to take academic disciplines during a summer semester lasting up to 6 weeks, for the purpose of eliminating unsatisfactory grades, resolving academic differences upon return from academic leave or transfer from another university, or making adjustments to their Individual Educational Plan by timely completing prerequisite courses. To earn 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. Education during the summer semester is fee-based, except in cases of eliminating academic differences after returning from academic leave.

5.3.11 Master's and doctoral students who have earned credits from theoretical courses in domestic or international educational and research institutions may have these credits transferred if the disciplines correspond to the approved academic curriculum of the university’s educational program. The issue of credit equivalence is reviewed on a case-by-case basis by the department and faculty dean's office, to which the student submits an academic transcript indicating the final grade and number of earned credits.

5.3.12 Academic supervisors and heads of graduating departments are responsible for the timely approval of students’ Individual Educational Plans.

5.4 **Organization of the Educational Process in Master's and Doctoral Programs**

5.4.1 Education under master's and doctoral degree programs is carried out exclusively in a full-time format.
The academic year in master's and doctoral studies consists of academic periods (semesters), including periods of theoretical training and scientific (experimental) research, interim assessment/final control periods, final attestation, internships, and vacations. The duration of one academic period is 15 weeks. The schedule for academic and control periods, internships, vacations, and organizational activities within the academic year is specified in the academic calendar of the master's and doctoral programs. The interim assessment/final control period following each academic period must be no less than one week.
The duration of vacations throughout the academic year must be at least 7 weeks, except for the final year of study.

5.4.2 The academic calendar for the master's and doctoral programs is

developed by the University's Academic Affairs Department and approved by the Rector based on the decision of the Academic Council.

5.4.3 The educational program for master's/doctoral studies is implemented in the form of classroom (contact) and extracurricular (independent) student work. Each hour of classroom theoretical instruction is accompanied by two hours of independent student work.

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5.5 **Organization of Research/Experimental Research Activities of Master's and Doctoral Students**

5.5.1 The organization of research/experimental research activities of students in master's and doctoral programs is carried out by the graduating departments that are staffed with highly qualified academic personnel and equipped with the necessary laboratory-research and methodological infrastructure. Interdisciplinary research/experimental research activities of students may be conducted on the basis of two or more faculties or departments.

5.5.2 Graduating departments that train master's and doctoral students must maintain academic and research partnerships with leading foreign accredited educational and research institutions, scientific centers, and international professional associations and communities. Such collaborations allow for the incorporation of advanced international experience in training highly qualified specialists for research and expert-practical activities, and enable the involvement of competent foreign specialists as scientific supervisors and consultants for students.

5.5.3 The research/experimental research work of master's and doctoral students is carried out in accordance with the approved individual work plan. Graduating departments must ensure that the dissertation research topics of master's and doctoral students correspond to the scientific research directions of the department and faculty, and must involve postgraduate students in scientific projects conducted by the department and research institutes.

5.5.4 Academic supervisors/consultants of master's and doctoral students must create all necessary conditions for conducting students' research activities, provide access to required resources and information sources; offer support and consultations throughout the process of completing the dissertation research; provide feedback on submitted materials; ensure, if necessary, that research activities can be conducted in external educational and scientific organizations, including well-known international research centers; assist in the preparation of research results for publication; and address other issues that may arise during the student's educational program.

5.5.5 The academic supervisor of a master's student or the scientific consultant of a doctoral student must provide an objective evaluation of the completed dissertation research and prepare the student for the public defense procedure.

5.5.6 Academic supervisors/consultants of master's and doctoral students are responsible for the quality and effectiveness of the educational programs, as well as for the appropriate selection of institutions for scientific internships, research, and professional practice.

5.5.7 Graduating departments responsible for training master's and doctoral students must organize their research activities within the framework of broader theoretical and applied research programs and ensure opportunities for testing and validating the obtained results.

5.5.8 Graduating departments must implement ongoing programs of scientific and practical seminars, which involve presentations by master's and doctoral students of the results of their research to the academic community and representatives of the non-academic sector.

5.5.9 Graduating departments are responsible for providing master's and doctoral students with the necessary laboratory, technical, and informational resources for research activities, as well as for maintaining continuous ongoing monitoring of their research work.

5.5.10 The planning of scientific/research or experimental research work for master's and doctoral students is carried out by semester, in accordance with the curriculum of the educational program.

5.5.11 During the first semester, master's students must prepare a literature review on the topic of their research, not less than 10 typescript pages in length, and provide a list of at least 10 sources, of which at least 30% must be foreign literature related to the research topic, and at least 50% published within the past 5 years.

5.5.12 By the end of the third semester, master's students must complete at least 70% of their master's dissertation.

5.5.13 Master's research work is checked for plagiarism by the graduating department using the Turnitin system. The threshold for similarity must not exceed 25%.

5.5.14 The report on completed research work is publicly defended at a department meeting. Evaluation is based on the quality of the work and the results of the plagiarism check, and is recorded as the grade for research work. The grade is assigned by the head of the graduating department, based on the public presentation, report, and supervisor's review.

5.5.15 As part of the research (or experimental research) work, the individual study plan for master's students must include a mandatory scientific internship at scientific institutions and/or industry-related organizations, in order to become familiar with innovative technologies and new types of production.

5.5.16 The requirements for the structure and content of doctoral dissertations are determined by the university's regulatory documents. Master's and doctoral dissertations must undergo mandatory plagiarism checks prior to defense.

5.5.17 A master's dissertation must be checked for plagiarism. The check may be performed by the student in a Turnitin class created by the supervisor, by an authorized department representative, or by the supervisor themself—an unlimited number of times until the required similarity threshold is met. A final check is organized by the university, and based on its results, a decision is made regarding admission to the defense. If the similarity threshold is not met, the dissertation is not admitted to defense.

5.5.18 The doctoral dissertation must undergo a mandatory plagiarism check for unattributed borrowings (i.e., plagiarism), which is conducted by the National Center for State Scientific and Technical Expertise.

5.5.19 Master's and doctoral students must complete a mandatory internship during their studies at higher education institutions/research centers in Kazakhstan or abroad, or in organizations related to their field of study. The scientific internship program is developed in accordance with the field of study and the student's individual research plan and is approved by the dean. The funding norms for

international internships and foreign language proficiency requirements are determined by the Ministry of Science and Higher Education of the Republic of Kazakhstan and the university's regulations on foreign travel for students and faculty.

5.5.20 The student must present a report on the results of their international scientific internship at a meeting of the graduating department.

5.5.21 At the end of each academic year, the graduating departments conduct an analysis of the effectiveness of students' international internships and the work of foreign scientific consultants, and, if necessary, make the required adjustments.

5.5.22 The main results of the master's dissertation must be published in at least two publications or in one publication in a journal included in the List of scientific journals or in one journal indexed in Web of Science or Scopus. For professional master's programs, the results must be presented in one publication..

5.5.23 The main scientific results of the dissertation for the Doctor of Philosophy (PhD) degree must be published prior to the dissertation defense in scientific journals included in the List of recommended scientific journals and/or in international peer-reviewed scientific journals.

The dissertation may be submitted in one of the following forms:

1) as a dissertation monograph;

2) as a series of at least two articles and one review published in journals included in the first and/or second quartiles according to the Journal Citation Reports (JCR) by Clarivate Analytics. In one of the articles, the doctoral student must be the first author or the corresponding author.

The main scientific results of the dissertation for the degree of Doctor of Philosophy (PhD) or Doctor in a Specialized Field must be published before the defense in scientific journals included in the List of journals recommended for publishing main scientific results, approved by the authorized body, and/or in international peer-reviewed scientific journals.

Articles in international peer-reviewed scientific journals are taken into account depending on the field of study, as follows:

For the fields 8D05 "Natural Sciences, Mathematics and Statistics", 8D06 "Information and Communication Technologies", 8D07 "Engineering, Manufacturing and Construction", 8D08 "Agriculture and Bioresources", 8D09 "Veterinary", 8D10 "Health and Social Security (Medicine)", and 8D11 "Services", the articles must be published in journals that fall within a certain quartile in the JCR database by Clarivate Analytics, or in journals that have a percentile score according to CiteScore in the Scopus database;

For all other fields, the articles must be published in journals with an impact factor according to JCR or those indexed in the Web of Science Core Collection (sections: Arts and Humanities Citation Index, Science Citation Index Expanded, Social Sciences Citation Index by Clarivate Analytics), or in journals with a defined percentile score in Scopus according to CiteScore.

If there is one (1) article published in an international peer-reviewed scientific journal with an impact factor according to JCR (or indexed in the Web of Science Core Collection — Arts and Humanities Citation Index, Science Citation Index Expanded, Social Sciences Citation Index) or a percentile score of at least 25 in the

Scopus database, then three (3) publications in the journals from the List are required.

If there is one (1) article in a journal with a JCR impact factor or a CiteScore percentile of at least 25 in Scopus and one (1) article in a journal included in the top three quartiles of JCR or with a CiteScore percentile of at least 50 in Scopus, then publication in journals from the List is not required.

If there is one (1) article published in a journal from the first quartile of the JCR database, then no additional publications are required.

Articles in international peer-reviewed scientific journals must match the thematic focus stated in these databases and be published in current issues. At the time of publication or dissertation defense, the journal must have a percentile score in Scopus or be indexed in the Web of Science Core Collection in at least one scientific field relevant to the dissertation content.

If the number of articles in international peer-reviewed scientific journals exceeds the required amount, the excess may be counted as publications in journals from the List.

Foreign patents included in the Web of Science database by Clarivate Analytics are considered equivalent to publications in international peer-reviewed journals.

For dissertations containing state secrets or information for official use only, the main results must be published in at least 7 (seven) publications on the dissertation topic, including at least 4 (four) articles in journals from the List.

5.5.24 The scientific/methodological publications of master's and doctoral students must present the main theses of the dissertation research submitted for defense.

5.6 **Organization and Completion of Internships**

5.6.1 Internships for master's and doctoral students represent a significant component of the professional training of highly qualified specialists. Internships are conducted in institutions serving as practice bases — departments and structural subdivisions of the university, enterprises, higher education institutions, research institutes, organizations, and other entities.

5.6.2 The educational program of the scientific and pedagogical master's/PhD doctoral program includes research and pedagogical internships; the professional master's/doctoral program includes an industrial internship within the cycle of specialized disciplines.

5.6.3 The research internship is conducted to study the latest theoretical, methodological, and technological achievements of national and international science, as well as to consolidate practical skills in applying modern scientific research methods, data processing, and interpretation within the framework of dissertation research.

5.6.4 The pedagogical internship is conducted to gain new knowledge, skills, and practical experience in teaching methodology and instruction. It may take place during the period of theoretical training without interrupting the academic process. During the internship, master's students are involved in conducting classes for bachelor's degree programs.

5.6.5 The professional (industrial) internship is conducted to reinforce the theoretical knowledge acquired during training, develop the necessary professional skills and competencies, and gain experience with best practices.

5.6.6 The content of the research and professional (industrial) internships is determined by the topic of the student's dissertation research.

5.6.7 Internships for students of master's and doctoral programs are conducted in accordance with the approved academic calendar and within the volume established by the respective state compulsory educational standard.

5.6.8 Research and professional (industrial) internships are conducted on a contractual basis at organizations, enterprises, institutions, and research organizations.

5.6.9 Pedagogical internships are carried out at educational institutions (schools, colleges, universities), including at the faculties of K. Zhubanov Aktobe Regional University.

5.6.10 Academic and methodological supervision of the internship and quality control of its implementation are carried out by the graduating department where the master's or doctoral student is enrolled.

5.6.11 The graduating department provides preparatory training for interns, which includes familiarization with the goals and objectives of the various types of internships, the types of internship assignments, the requirements for internship program development, the rules for processing and formatting internship results, the procedure for defending the internship report, and more — during the development of the individual work plan.

5.6.12 Reports on research and professional (industrial) internships must include materials collected, analyzed, and systematized during the internship. These reports are presented and approved at a meeting of the graduating department..

5.7 **Ongoing Monitoring of Academic, Research, and Internship Activities of Master's and Doctoral Students**

5.7.1 Ongoing monitoring is conducted to assess the volume and quality of student learning, as well as the fulfillment of research/experimental work programs and professional internships.

5.7.2 Current and interim monitoring of theoretical learning is conducted in accordance with internal university regulations.

5.7.3 Evaluation of internship results is equivalent to grades for theoretical training and is included in the calculation of GPA and academic progression.

5.7.4 The final grade for the internship is based on the defense of the internship report and the review and professional evaluation provided by the internship supervisor.

5.7.5 Students who fail to attend internships without valid reasons and receive an "F" must retake the internship in the next academic period at their own expense (except for final-year students).

5.7.6 Ongoing monitoring of research/experimental research work is carried out by the academic supervisors of master's students or advisory committees of doctoral students. At the end of each semester, students must submit a report. The number of credits allocated per semester is determined by the curriculum.

Criteria for evaluating current research performance include:

1. Quality of experimental work;
2. Quantity and quality of presentations at academic/methodological seminars;
3. Quantity and quality of scientific/methodological publications related to the

research.

Final evaluation may take the form of a presentation, dissertation project, or other forms. Evaluation criteria include:

1. Completeness of the literature review;
2. Adequacy of selected research methods;
3. Credibility and quality of experimental work;
4. Adequacy of data analysis and depth of theoretical interpretation;
5. Presentation quality.

5.7.7 Procedures for dismissal, reinstatement, and transfer of master's and doctoral students are governed by the current internal university regulations.

6. FINAL CERTIFICATION OF MASTER'S AND DOCTORAL STUDENTS

6.1 Final certification of master's and doctoral students is conducted in accordance with the State Compulsory Educational Standard (SCES) in the form of a master's/doctoral dissertation defense.

6.2 The duration and dates of final certification are determined by the academic calendar and the curricula of the educational programs.

6.3 Students who have fully completed the educational process in accordance with the requirements of the academic program, working curriculum, and individual study plan are admitted to final certification.

6.4 A final-year student who has not fulfilled the requirements of the academic program, working and individual curricula must repeat the year without the right to attend the summer semester.

6.5 An attestation commission (AC) is formed for each educational program or group of postgraduate educational programs for the purpose of master's thesis defense.

6.6 The chairperson and members 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, or by December 10 for the winter graduation period, and remain in effect for the entire academic year.

6.7 The chairperson of the AC for master's programs must hold an academic degree or title, or a PhD/Doctor of Profile degree in a relevant field, and must not be employed by the institution.

6.8 AC members must:

- for scientific-pedagogical master's programs: hold an academic degree or title in a relevant field;
- for professional master's programs: be qualified practitioners in the field of training.

6.9 The number of members 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 at least two weeks before the commission begins its activities.

6.11 Admission to final certification is formalized by an order of the faculty dean.

6.12 No later than five days before the start of the final certification, the deans issue an order based on the department's recommendation to allow the defense of the master's/doctoral dissertation and submit it to the registrar's office and the AC.

6.13 A student in a scientific-pedagogical master's program is admitted to the defense if they have at least two publications, or one publication in a journal from the List of Recommended Scientific Publications, or one publication indexed in Web of Science or Scopus. For professional master's programs, one publication is sufficient.

6.14 Reviewers of master's theses are approved by the Academic Council upon recommendation of the head of the graduating department and must include their place of work, position, academic degree, and field of education.

6.15 Reviews must be conducted exclusively by external experts with academic degrees or titles (PhD or Doctor of Profile) from outside organizations in a field relevant to the dissertation.

6.16 A master's student is admitted to defend the thesis if there is a positive review from the supervisor and one external review from a qualified specialist in the field.

6.17 If the supervisor's conclusion is negative ("not allowed for defense"), the student is not permitted to defend the thesis.

6.18 A student may defend their thesis regardless of whether the external reviewer's evaluation is positive or negative.

6.19 Master's theses must be uploaded in electronic form to the Turnitin system and to science.s.arsu.

6.20 Based on an official letter from the dean, the rector issues an order for the graduation of students who have completed the program and successfully passed the final certification, awarding the degree of "Master" in accordance with the academic calendar.

6.21 Within five working days from the date of the final certification (according to the academic calendar), a diploma with a transcript is issued free of charge.

6.22 The transcript contains final grades according to the letter-grade point-rating system for all disciplines, term papers/projects, research or experimental work, types of professional internships, and results of final certification with the corresponding credits and academic hours.

6.23 A master's student who has not fulfilled the requirements of the educational program is expelled by rector's order as not having completed the program.

6.24 A list of master's graduates who have completed the relevant programs, including full names, specializations, and diploma numbers, signed by the head of the educational institution, is submitted to the authorized body in the field of education within one month after the graduation order is issued.

6.25 The organization and procedure for the defense of doctoral dissertations are 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 Order No. 98 dated March 9, 2021).

7. RIGHTS AND RESPONSIBILITIES OF MASTER'S AND DOCTORAL STUDENTS

7.1 Master's and doctoral students are granted rights and bear responsibilities

as defined by the Laws of the Republic of Kazakhstan "On Education" and "On Science," regulatory acts of the Ministry of Science and Higher Education of the Republic of Kazakhstan (MSHE RK), the Charter, and Internal Regulations of K. Zhubanov Aktobe Regional University.

7.2 Master's and doctoral students must complete all tasks specified in their individual work plans in a timely and high-quality manner.

7.3 Master's and doctoral students are obliged to:

- submit all required written materials on time at the end of each stage of work outlined in their individual work plans;
- record comments and feedback received from their academic supervisors and/or consultants;
- adhere to the deadlines for submitting reports (on academic progress, research/experimental work, international internships, etc.);
- promptly inform relevant administrative units of the university about changes in surname, residential address, or contact information;
- discuss emerging issues with academic supervisors in a timely manner and show initiative in resolving them;
- complete the writing of their master's/doctoral dissertation within the established timeframe.

7.4 Master's and doctoral students enrolled through the state educational order under targeted training must sign a tripartite agreement for targeted training in a timely manner and fulfill its terms.
They also have the right to seek assistance from the heads of graduating departments in finding academic supervisors, consultants, and resolving other organizational matters.

7.5 In the event of conflicts between a student and their academic supervisor or consultants, the student has the right to submit a written appeal to the Quality Assurance Commission.
The Faculty Council, based on the decision of the Commission, may dismiss the current academic supervisor/consultant and appoint a new one.

7.6 All disputes arising during the implementation of master's and doctoral educational programs shall be resolved in accordance with the legislation of the Republic of Kazakhstan.

7.7 Other rights and responsibilities of master's and doctoral students not specified in these Rules shall be governed by the applicable legal acts of the Republic of Kazakhstan.

Agreed

Vice-Rector for Academic Affairs **Myasnikova L.N.**

Vice-Rector for Science and Innovation **Beknazarov R.A.**

Director of the Legal Department **Alimanova L.B.**

Department Director documentation support **Esenalina L.S.**