APPROVED
Rector of «KazUTB named after K.Kulazhanov» JSC
_____ L.K. Baibolova
"10" _____ 2026.

REGULATIONS ON POSTGRADUATE EDUCATION
KazUTB-DEP-RPA-8.5-2026-40

AGREED
Vice-Rector for AA
«KazUTB named after K.Kulazhanov» JSC
_____ E.B. Askarbekov
"12" 10 2026.

Astana, 2026

FOREWORD

These Regulations have been developed by the Department of Educational Programs and the Department of Postgraduate Education of «KazUTB named after K. Kulazhanov» JSC.

These Regulations shall be approved by the Rector by affixing their personal signature to the title page.

These Regulations shall be binding upon all structural units of «KazUTB named after K. Kulazhanov» JSC insofar as their activities relate to the Quality Management System (QMS).

These Regulations shall be periodically reviewed by the Head of the Postgraduate Education Department at intervals not exceeding three years.

Amendments to these Regulations shall be developed based on the results of their application in the activities of «KazUTB named after K. Kulazhanov» JSC.

The Head of the Postgraduate Education Department shall be responsible for organising and coordinating activities related to the implementation of specific stages of the document management process.

The Regulations on postgraduate education KazUTB-DEP-RPA-8.1/8.3-2025-40 dated 18 June 2025 shall be deemed null and void.

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1. TERMS AND DEFINITIONS

Term	Definition
University Component (UC)	A list of academic disciplines and corresponding minimum academic credits determined independently by the University for the completion of an educational programme.
Individual Study Plan (ISP)	A student's work plan, independently compiled for the entire period of study under the guidance of an academic supervisor based on the educational programme.
Elective Component (EC)	A list of academic disciplines and corresponding minimum academic credits offered by the University, independently selected by students in any academic period, taking into account their prerequisites and post-requisites.
Competencies	The ability to practically apply the knowledge, skills, and abilities acquired during the learning process in professional activities.
Master's Degree Programme	A level of postgraduate education aimed at personnel training with the award of a "Master" degree upon completion of the relevant educational programme, requiring a mandatory minimum of 60–120 academic credits.
Master's Student	A person enrolled in a Master's degree programme.
Master	A degree awarded to persons who have successfully completed Master's degree educational programmes.
Master's Thesis (Dissertation)	A graduation thesis of a student in a research and pedagogical Master's programme, representing an independent scientific study containing theoretical and/or practical developments of a relevant problem in the field of the chosen educational programme, based on modern theoretical, methodological, and technological achievements in science and technology.
Master's Project	A graduation thesis of a student in a professional Master's programme, representing an independent study containing theoretical and/or experimental results that provide solutions to applied tasks of a relevant problem within the chosen educational programme.
Research Work	Work related to scientific search, conducting research, and experiments aimed at expanding existing knowledge and acquiring new knowledge, testing scientific hypotheses, establishing patterns in the development of nature and society, scientific generalization, and scientific justification of projects.
Educational Programme	A unified complex of fundamental educational characteristics, including goals, results, and content of instruction, organization of the educational process, methods and techniques of implementation, and criteria for assessing learning outcomes.
Compulsory Component	A list of academic disciplines and corresponding minimum academic credits established by the State Compulsory Standard of Education (SCS), which are mandatory for students to study under the educational programme.
Plagiarism	The use of another person's text, in whole or in part, or any other materials belonging to a specific author without proper attribution.
Working Study Plan (WSP)	An educational document developed independently by the Higher and (or) Postgraduate Education Institution (HPEI) based on the educational programme and individual study plans of the students.

2. ABBREVIATIONS AND DESIGNATIONS USED

Abbreviation	Full Title
AC	Attestation Commission
UC	University Component
HEI	Higher Educational Institution
SCS	State Compulsory Standard of Higher and Postgraduate Education
IWPM	Individual Work Plan of a Master Student
ISP	Individual Study Plan
CED	Catalog of Elective Disciplines
MSHE RK	Ministry of Science and Higher Education of the Republic of Kazakhstan
MSRW	Master's Student Research Work
STC	Scientific and Technical Council
DSD	Department of Strategic Development
EP	Educational Program
PGE	Postgraduate Education
DPE	Department of Postgraduate Education
TS	Teaching Staff
QMS	Quality Management System
QMSD	Quality Management System Department
ACS	Academic Council
EMC	Educational and Methodological Council
EMD	Educational and Methodological Department
University	"Kazakh University of Technology and Business named after K. Kulazhanov" Joint-Stock Company
ERW	Experimental Research Work

3. GENERAL PROVISIONS AND PROCEDURE DESCRIPTION

3.1 These Regulations establish general requirements for the structure, formatting rules and organisation of procedures applicable to all academic programmes. These Regulations are intended for Master's students, their academic supervisors, heads of departments and employees of the Postgraduate Education Department (hereinafter referred to as the DEP) of «KazUTB named after K. Kulazhanov» Joint-Stock Company (hereinafter referred to as the University).

3.2 These Regulations shall be binding upon officials of the University's structural units involved in the organisation and delivery of the educational process under postgraduate education programmes.

3.3 These Regulations form part of the documentation adopted by the University.

3.4 The Regulations on Postgraduate Education of «KazUTB named after K. Kulazhanov» JSC (hereinafter referred to as the Regulations) have been developed in accordance with the Law of the Republic of Kazakhstan "On Education", the Law of the Republic of Kazakhstan "On Science and Technology Policy", the State Compulsory Standards for Higher and Postgraduate Education approved by Order No. 2 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 20 July 2022, as well as orders and regulatory legal acts of the Ministry of Science and Higher Education of the Republic of Kazakhstan.

3.5 These Regulations establish mandatory requirements and procedures for the delivery of professional postgraduate education programmes leading to a Master's degree, including scientific and pedagogical Master's programmes and specialised Master's programmes, under the credit-based learning system at the University.

3.6 These Regulations shall be binding upon all structural units, including faculties, departments, financial and research units, and other units involved in the life cycle of training specialists with postgraduate qualifications.

3.7 The principal objective of the University's educational policy in delivering postgraduate education programmes is to train highly qualified specialists holding Master's degrees who possess advanced professional expertise and are competitive in both domestic and international labour markets. This objective entails the integration of research and teaching within the educational process and the delivery of education under the credit-based learning system in accordance with the principles of interdisciplinarity and the competency-based approach.

3.8 The principal organisational unit responsible for delivering postgraduate education programmes shall be the graduating department of the relevant faculty. The Postgraduate Education Department shall coordinate and monitor the delivery of Master's programmes at the University level.

3.9 Master's programmes shall be delivered with due regard to the research areas pursued by the graduating departments.

3.10 Admission to Master's programmes shall be carried out in accordance with the Model Rules for Admission to Educational Organisations Implementing Professional Postgraduate Education Programmes.

3.11 Master's degree programmes shall be provided under the state educational order and on a tuition-fee basis pursuant to an agreement concluded between the University and the recipient of educational services.

4. ADMISSION REGULATIONS FOR MASTER'S DEGREE PROGRAMMES

4.1 Admission to Master's programmes at higher and postgraduate education organisations (hereinafter referred to as HPEOs) shall be carried out through the placement of the state educational order for the training of personnel in scientific and pedagogical and specialised fields, as well as through the payment of tuition fees from students' own funds and other sources.

4.2 Applicants to scientific and pedagogical Master's programmes shall take Comprehensive Testing (hereinafter referred to as CT), which includes a foreign language test (English, German or French, at the applicant's choice), a test in the subject area of the relevant group of educational programmes, and a test assessing readiness for study, taken in either Kazakh or Russian at the applicant's choice.

Applicants to specialised Master's programmes taught in Kazakh or Russian shall take CT comprising a test in the subject area of the relevant group of educational programmes.

Applicants to specialised Master's programmes taught in English shall take CT comprising a test in the subject area of the relevant group of educational programmes in English.

Registration for CT shall be completed through the applicant's personal account in the digital system of the National Testing Centre (NTC).

A practice test for CT is available on the NTC website.

The minimum threshold scores for scientific and pedagogical Master's programmes shall be as follows:

75 points for participation in the educational grant competition;

75 points for admission on a tuition-fee basis.

The minimum threshold scores for specialised Master's programmes shall be as follows:

30 points for participation in the educational grant competition;

30 points for admission on a tuition-fee basis.

Applicants participating in the state educational grant competition may select one group of educational programmes and three higher education institutions.

4.3 With regard to applicants to Master's programmes, the Admissions Committee shall:

advise applicants on the selection of a group of Master's educational programmes and familiarise them with the procedures for CT and the creative examination;

organise creative examinations for the relevant groups of Master's educational programmes;

organise the receipt and verification of documents submitted by applicants to Master's programmes.

Applications for admission to Master's programmes shall be accepted by the admissions committees of HPEOs and/or through the NTC digital system within the following periods:

from 1 June to 8 July of the relevant calendar year;

from 28 October to 10 November of the relevant calendar year.

Applicants holding international certificates confirming proficiency in a foreign language—IELTS, TOEFL iBT (Test of English as a Foreign Language, Internet-Based Test), DSH (Deutsche Sprachprüfung für den Hochschulzugang), TestDaF-Prüfung, TFI (Test de français international™), DELF (Diplôme d'études en langue française), DALF (Diplôme approfondi de langue française) or TCF (Test de connaissance du français)—shall enter the certificate details electronically when applying to participate in CT and the competition.

CT for admission to Master's programmes shall be conducted within the following periods:

from 20 July to 10 August of the relevant calendar year;

from 18 November to 11 December of the relevant calendar year.

Enrolment in Master's programmes shall take place within the following periods:

from 15 to 28 August of the relevant calendar year;

from 26 December to 10 January of the relevant calendar year.

Persons who have completed higher education programmes shall be eligible for admission to Master's programmes.

4.4 Foreign nationals shall be admitted to Master's programmes on a tuition-fee basis. The eligibility of foreign nationals to receive free postgraduate education on a competitive basis under the state educational order shall be determined by international treaties of the Republic of Kazakhstan, except for admission under scholarship programmes for Master's studies.

Foreign nationals shall be admitted to the University on a tuition-fee basis following an interview conducted by the University's Admissions Committee during the calendar year. Foreign nationals shall be enrolled in accordance with the academic calendar no later than five (5) days before the commencement of the next academic period.

Education documents issued by foreign educational organisations shall undergo the recognition procedure following enrolment and during the first academic period. Documents issued in a foreign language shall be submitted together with a notarised translation into Kazakh or Russian.

4.5 Persons who have completed compulsory military service shall be admitted to specialised Master's programmes on a tuition-fee basis within three years following the completion of such service, without entrance examinations and based on the results of an interview conducted by the University's Admissions Committee during the calendar year. Such persons shall be enrolled in accordance with the academic calendar no later than five (5) days before the commencement of the next academic period.

CT shall be conducted by the National Testing Centre of the Ministry of Science and Higher Education of the Republic of Kazakhstan at CT centres designated by the Ministry.

Based on the CT results, an electronic certificate shall be issued and verified through the website of the National Testing Centre of the Ministry of Science and Higher Education of the Republic of Kazakhstan.

Retaking entrance examinations, creative examinations or CT during the period in which they are administered shall not be permitted.

4.6 Applicants shall be admitted to scientific and pedagogical Master's programmes on a tuition-fee basis according to their CT results and the 150-point CT grading scale for Master's programmes taught in Kazakh or Russian, as set out in Appendix 7 to the Rules (hereinafter referred to as Appendix 7). Applicants shall obtain at least 75 points overall, including at least 25 points in the foreign language test, at least 7 points in the first subject-specific discipline, at least 7 points in the second subject-specific discipline and at least 7 points in the test assessing readiness for study.

Applicants shall be admitted to specialised Master's programmes taught in Kazakh or Russian on a tuition-fee basis according to their CT results and the 70-point CT grading scale for specialised Master's programmes taught in Kazakh or Russian, as set out in Appendix 7-1 to the Rules

(hereinafter referred to as Appendix 7-1). Applicants shall obtain at least 30 points overall, including at least 7 points in the first subject-specific discipline and at least 7 points in the second subject-specific discipline within the subject area of the relevant group of educational programmes.

4.7 Applicants who have obtained the highest scores in CT and/or an entrance examination and/or creative examinations shall be admitted on a competitive basis under the state educational order, subject to the following minimum requirements:

for scientific and pedagogical Master's programmes: at least 75 points overall, including at least 25 points in the foreign language test, at least 7 points in the first subject-specific discipline, at least 7 points in the second subject-specific discipline within the subject area of the relevant group of educational programmes, and at least 7 points in the test assessing readiness for study, in accordance with Appendix 7;

for specialised Master's programmes taught in Kazakh or Russian: at least 30 points overall, including at least 7 points in the first subject-specific discipline and at least 7 points in the second subject-specific discipline within the subject area of the relevant group of educational programmes, in accordance with Appendix 7-1.

4.8 For applicants holding a valid international certificate specified in the Model Admission Rules, the certificate score shall be converted into the corresponding CT foreign language test score in accordance with the established conversion scale. The certificate details shall be entered when submitting an application to participate in CT and the competition.

When documents are submitted for participation in the educational grant competition and upon enrolment in an HPEO, the authenticity and validity periods of the certificates presented shall be verified by the University's Admissions Committee.

5. CONTENT REQUIREMENTS FOR EDUCATIONAL PROGRAMMES FOCUSED ON LEARNING OUTCOMES

5.1 Master's programmes are aimed at providing the education and science system with highly qualified personnel capable of performing professional tasks in an innovative environment and prepared for independent research and managerial activities.

5.2 Master's degree training shall be provided through educational programmes in the relevant fields of study in accordance with the licence to conduct educational activities and the annexes thereto.

The content of a Master's educational programme shall comprise:

1. theoretical studies, including the study of cycles of basic and major disciplines;
2. practical training of Master's students in the form of professional practice;
3. research work, including the preparation of a Master's thesis, for scientific and pedagogical Master's programmes, or experimental research work, including the preparation of a Master's project, for specialised Master's programmes;
4. final attestation.

The venue and duration of Master's students' classroom-based studies shall be governed by the timetable approved by the Vice-Rector for Academic Affairs. Theoretical studies shall be conducted in accordance with the academic calendar.

5.3 The cycles of basic and major disciplines shall include disciplines of the university component and the elective component.

When developing an educational programme, the general characteristics of the programme being designed shall be determined first. The principal requirements of the labour market, employers' needs and Master's students' interests shall be taken into account when formulating the programme's goals and objectives.

5.4 The structure of Master's educational programmes in the relevant fields of study shall be determined in accordance with Appendices 1, 2, 3 and 4 to the State Compulsory Standard for Postgraduate Education.

5.5 Scientific and pedagogical Master's programmes shall provide postgraduate education for the training of research and academic personnel for HPEOs and research organisations, with advanced scientific, pedagogical and research expertise.

5.6 Specialised Master's programmes shall provide postgraduate education for the training of managerial personnel with advanced professional expertise for sectors of the economy, medicine, law, education, the arts, services and business, defence and national security, and law enforcement.

5.7 A scientific and pedagogical Master's educational programme shall include the following two types of professional practice, which shall be undertaken concurrently with theoretical studies or during a separate period:

1. teaching practice within the cycle of basic disciplines;
2. research practice within the cycle of major disciplines.

Teaching practice shall be undertaken to develop practical skills in teaching and learning methodology. At the discretion of the University, Master's students may be engaged in teaching classes within Bachelor's programmes.

A Master's student's research practice shall be undertaken to familiarise the student with the latest theoretical, methodological and technological achievements of national and international science, as well as modern methods of scientific research and the processing and interpretation of experimental data.

5.8 A specialised Master's educational programme shall include industrial practice within the cycle of major disciplines.

Industrial practice within the cycle of major disciplines shall be undertaken to consolidate the theoretical knowledge acquired during studies; develop practical skills and competencies; gain professional experience relevant to the Master's educational programme; and acquire advanced professional practices.

The content of research or industrial practice shall be determined by the topic of the thesis or project research.

5.9 As part of a MSRW (ERW), the student's individual work plan shall provide for mandatory completion of a research internship at a research organisation and/or an organisation operating in the relevant industry or field of activity in order to familiarise the student with innovative technologies and new types of production.

The host organisation for the research internship shall correspond to the academic field of the educational programme and the research topic. The research internship shall last at least 14 calendar days.

MSRW (ERW) shall be scheduled concurrently with other types of academic work or during a separate period. At the end of each period of research or experimental research work, the Master's student shall prepare a report on the results thereof.

5.10 Upon completion of each academic year, the Master's student shall undergo academic attestation to assess the fulfilment of their individual work plan.

5.11 The final outcome of a Master's student's research or experimental research work shall be a Master's thesis or project.

5.12 The principal results of the Master's thesis or project shall be presented in at least one publication and/or one presentation at a scientific and practical conference.

5.13 Mandatory requirements for the structure, content and formatting of Master's theses and projects shall be established by the Regulations on the Master's Thesis/Project.

5.14 A graduate of a specialised Master's programme may engage in teaching activities after additionally completing a pedagogical Master's educational programme.

5.15 The content of the pedagogical Master's educational programme for graduates of specialised Master's programmes shall be established in accordance with Appendix 5 to this Standard.

5.16 A graduate of a specialised Master's programme who has completed a pedagogical Master's educational programme shall be issued a corresponding certificate supplementary to the principal diploma. The form of the certificate confirming completion of the pedagogical Master's

educational programme shall be determined independently by the HPEO and shall be recognised by all HPEOs, irrespective of their form of ownership or administrative subordination.

5.17 Final attestation shall account for at least eight academic credits within the total volume of scientific and pedagogical and specialised Master's educational programmes and shall be conducted in the form of the defence of a Master's thesis or project.

5.18 The purpose of final attestation shall be to assess the learning outcomes achieved and competencies acquired upon completion of the Master's educational programme.

5.19 Master's degree training shall be provided on the basis of higher education programmes. Upon admission, where the field of the Master's educational programme corresponds to that of the completed higher education programme, the learning outcomes achieved at the previous level shall be recognised automatically. Where the fields do not correspond, the Master's student shall be assigned prerequisite courses to be completed on a tuition-fee basis.

6. REQUIREMENTS FOR THE MINIMUM ACADEMIC WORKLOAD OF A MASTER'S STUDENT

6.1 Academic workload shall be measured by the time required for a Master's student to complete an academic discipline, module or the entire Master's educational programme and to achieve the learning outcomes established by the programme.

6.2 Academic workload shall include all types of a Master's student's academic activities, including lectures, seminars, group classes, group exercises, practical classes, term papers or projects, practical and laboratory work, studio classes, professional practice, research or professional internships, research or experimental research work, preparation of a Master's thesis or project, and independent study, including independent study under the supervision of an instructor.

6.3 A Master's student shall study in accordance with an individual work plan developed under the guidance of their academic supervisor.

6.4 A Master's student's individual work plan shall be developed for the entire period of study and shall include the following sections:

1. an individual study plan;

2. a plan for research or experimental research work, specifying the topic, area of research, time frame and reporting format;

3. a professional practice plan, specifying the type of practice, programme, host organisation, time frame and reporting format;

4. the topic of the Master's thesis or project, together with its rationale and structure;

5. a plan for the preparation of the Master's thesis or project;

6. a plan for scholarly publications and participation in scientific and practical or scientific and theoretical conferences;

7. a research internship plan, specifying the programme, host organisation, time frame and reporting format.

A sample format of the master's student individual work plan is provided in the Appendices (Master's student individual work plan form).

6.5 The academic year shall consist of academic periods, with each semester lasting 15 weeks.

6.6 The full academic workload for one academic year shall amount to at least 60 academic credits, corresponding to at least 1,800 academic hours per academic year. A student shall complete at least 30 academic credits during each semester.

6.7 One academic credit shall correspond to 30 academic hours.

6.8 The principal criterion for completing a Master's programme shall be the student's successful completion of:

1. at least 120 academic credits throughout the entire period of study in a scientific and pedagogical Master's programme, including all types of the student's academic and research activities;

2. 60 academic credits in a specialised Master's programme.

7. REQUIREMENTS FOR THE COMPETENCY LEVEL OF A MASTER'S STUDENT

7.1 The requirements for the level of preparation of a Master's student shall be determined on the basis of the Dublin Descriptors for the second cycle of higher education (Master's level) and shall reflect the competencies acquired, as demonstrated through the learning outcomes achieved. Learning outcomes shall be formulated both at the level of the Master's educational programme as a whole and at the level of individual modules or academic disciplines.

7.2 The descriptors shall reflect learning outcomes demonstrating the student's ability to:

1. demonstrate developing knowledge and understanding in the field of study, based on advanced knowledge in that field, when developing and/or applying ideas in a research context;
2. apply their knowledge, understanding and problem-solving abilities at a professional level in new environments and within broader interdisciplinary contexts;
3. collect and interpret information to formulate judgements that take into account relevant social, ethical and scientific considerations;
4. communicate information, ideas, conclusions, problems and solutions clearly and unambiguously to both specialist and non-specialist audiences;
5. demonstrate the learning skills required to continue further study in the relevant field independently.

7.3 The University shall issue graduates who have completed a Master's educational programme with a University-issued education document and a supplement thereto.

8. REQUIREMENTS FOR THE DURATION OF MASTER'S DEGREE PROGRAMMES

8.1 The duration of study in a Master's programme shall be determined by the number of academic credits completed. A Master's educational programme shall be deemed fully completed once the prescribed number of academic credits has been earned and the expected learning outcomes required for the award of a Master's degree have been achieved.

8.2 Master's degree training shall be provided in the following two fields:

1. scientific and pedagogical Master's programmes, requiring students to complete at least 120 academic credits over a period of two years;
2. specialised Master's programmes, requiring students to complete 60 academic credits over a period of one year.

9. PROCEDURES FOR ORGANIZING AND CONDUCTING INTERIM AND FINAL ASSESSMENT

9.1 Interim assessment shall be conducted in written, oral, test-based or combined formats, as well as in the form of a creative examination. The format and procedure for conducting the examination in each academic discipline as part of interim assessment shall be determined independently by the relevant department and approved in accordance with the established procedure.

9.2 A Master's student may be expelled from the University on the following grounds:

1. academic underachievement;
2. violation of the principles of academic integrity;
3. violation of the Internal Regulations or the Charter of the University;
4. breach of the educational services agreement, including failure to pay tuition fees;
5. at the student's own request.

9.3 The final attestation of graduates shall be aimed at assessing the learning outcomes achieved and competencies acquired by Master's students during the completion of the relevant educational programme.

The final attestation of Master's students shall be conducted within the periods specified in the academic calendar and shall take the form of the defence of a Master's thesis or project. Master's students who have fully completed the educational process in accordance with the requirements of

the State Compulsory Standard for Postgraduate Education, the educational programme, the working curriculum and their individual study plans shall be admitted to final attestation.

9.4 The schedule for the defence of Master's theses and projects shall be approved in accordance with the academic calendar. The defence of a Master's thesis or project shall be conducted at an open meeting of the Attestation Commission (AC), attended by at least two-thirds of its members. In the absence of the required quorum, the meeting shall not be held.

9.5 A Master's thesis or project shall undergo mandatory plagiarism screening.

9.6 The formatting requirements, content requirements and procedure for organising the defence of Master's theses and projects shall be set out in the methodological guidelines for the preparation of Master's theses and projects developed and approved by the relevant departments.

9.7 Mandatory requirements for the structure, content and formatting of Master's theses and projects shall be established by the Regulations on the Master's Thesis/Project.

9.8 The defence of a Master's thesis or project shall not exceed 50 minutes. During the defence, the Master's student shall deliver a presentation to the AC lasting at least 15 minutes.

9.9 A Master's thesis or project may be defended subject to the availability of the following:

9.9.1 a favourable evaluation from the academic supervisor;

9.9.2 at least one publication on the research topic in a scholarly publication or one presentation at a scientific and practical conference;

9.9.3 a decision of the graduating department recommending the thesis or project for defence, documented by an extract from the minutes of the department meeting;

9.9.4 one review prepared by a reviewer whose qualifications, namely an academic title or degree, correspond to the field of the work being defended. The review shall provide a comprehensive evaluation of the thesis or project and a reasoned conclusion regarding whether the Master's degree in the relevant educational programme may be awarded.

9.10 If the academic supervisor and/or the graduating department issues an adverse conclusion stating that the Master's student is "not admitted to the defence" or "not recommended for the defence", the student shall not defend the Master's thesis or project. If the reviewer issues an adverse conclusion, the Master's thesis or project may nevertheless be admitted to the defence.

9.11 The results of the defence of a Master's thesis or project shall be documented in separate minutes for each Master's student.

9.12 Based on the results of each defence, the AC shall decide whether to award the Master's student a Master's degree in the relevant educational programme.

9.13 A Master's student who receives an "unsatisfactory" grade in the final attestation shall be expelled from the University by order of the Rector on one of the following grounds: "failure to fulfil the requirements of the educational programme: failure to defend the Master's thesis or project" or "failure to fulfil the requirements of the educational programme".

10. PROCESS-RELATED RISKS AND RISK MITIGATION ACTIONS

10.1 Risks associated with:	10.2 Risk mitigation actions:
- the non-compliance of educational program implementation with the current regulatory requirements of the Ministry of Science and Higher Education of the Republic of Kazakhstan	- regular monitoring of legislation, updating internal regulatory documents (IRD), and providing staff training on legislative amendments;
- declining quality in Master's student training due to the insufficient integration of research activities and the educational process;	- development and oversight of the integration of research projects into the educational process, and ensuring the participation of Master's students in research and development (R&D) activities;
- inadequate oversight by the departments regarding the implementation of Master's educational programs in terms of competency	- establishment of reporting deadlines, monitoring of research topics and progress for MSRW (ERW) and holding regular department meetings.

development and the relevance of thesis topics.	

11. RESPONSIBILITY AND AUTHORITY

11.1 These Regulations shall be approved by the Rector and shall enter into force on the date of their approval.

11.2 Responsibility and authority among the structural units and officials for the implementation and effective operation of these Regulations shall be allocated as follows:

Structural Unit	Responsibilities
Rector	- approves these Regulations and any amendments thereto; - makes decisions concerning the organisation and development of postgraduate education.
Vice-Rector for Academic Affairs	- provides overall leadership in organising the educational process within Master's programmes; - coordinates the activities of structural units; - monitors compliance with the legislation of the Republic of Kazakhstan, the State Compulsory Educational Standards, educational programmes and the University's internal regulatory documents.
QMSD	- provides methodological support for these Regulations as an internal regulatory document; - monitors their formatting, registration and updating, as well as their compliance with QMS requirements.
Department of Educational Programs	- coordinates the development, updating and implementation of Master's educational programmes; - provides methodological support for planning the educational process; - facilitates cooperation among the PED, faculties and graduating departments in matters concerning the implementation of educational programmes.
DPE	- coordinates the educational process within Master's programmes; - plans the educational process, develops working curricula and the academic calendar, and calculates and allocates the academic workload within the scope of its authority; - monitors the fulfilment of individual work plans, completion of professional practice and research internships, conduct of MSRW (ERW), and interim and final attestation; - monitors compliance with the requirements of these Regulations; - prepares draft administrative and other documents concerning postgraduate education.
Deans of Faculties	- organise and monitor the educational process for Master's programmes within their respective faculties; - coordinate the activities of graduating departments.
Graduating Departments	- ensure the direct implementation of Master's educational programmes; - participate in the development and updating of educational programmes and teaching and methodological support materials.

Academic Supervisors of Master's Students	- provide academic supervision to Master's students; - participate in the preparation of individual work plans and monitor their fulfilment; - advise students on conducting research, preparing publications, completing research internships and preparing Master's theses or projects; - evaluate the results of MSRW (ERW); - provide a conclusion on the readiness of the work and whether the Master's student may be admitted to the defence.
Admissions Committee	- organises the receipt of documents and provides guidance to applicants; - arranges interviews, entrance examinations and creative examinations in cases prescribed by law; - verifies the documents and certificates submitted; - ensures compliance with the established rules and deadlines for admission to Master's programmes.
AC	- conducts the final attestation of Master's students; - evaluates learning outcomes and the quality of Master's theses and projects; - makes decisions on the results of defences and the award of Master's degrees in accordance with the relevant educational programmes;
Master's Students	- fulfil the requirements of the educational programme, individual study plan and individual work plan; - complete professional practice and research internships and undergo interim and final attestation within the prescribed time frames; - complete MSRW (ERW); - comply with the principles of academic integrity and the requirements of the University's internal regulatory documents.

11.3 Amendments and additions to this regulatory document shall be introduced as necessary, taking into account any new requirements adopted under the legislation of the Republic of Kazakhstan in the field of education.

ANNEXES

F.DEP-8.5-2026-40-01 (mandatory)

MASTER'S STUDENT INDIVIDUAL WORK PLAN FORM

Ministry of Science and Higher Education of the Republic of Kazakhstan
"Kazakh University of Technology and Business named after K.Kulazhanov" JSC

"Agreed"
Head of the Department

_____ _____
Full Name Signature
«_____» _____ 20_____.

"Approved"
Vice-Rector for Academic Affairs

_____ E.B. Askarbekov

«_____» _____ 20____.

MASTER'S STUDENT'S INDIVIDUAL WORK PLAN

_____
Full Name:

Faculty _____

Specialization _____

Track of Study (please check as appropriate)
Profile _____
Scientific and Pedagogical _____

Research Supervisor _____
Master's Thesis Topic_____
Period of Study 20__. – 20__.

I. MASTER'S STUDENT RESEARCH / EXPERIMENTAL RESEARCH WORK

№	Topic	Research Focus	Timeline	Type of Reporting
1				
2				
3				
4				

II. INTERNSHIP PLAN

№	Type of Internship	Internship Program	Host Organization	Timeline	Type of Reporting
1	**Industrial Internship**				

III. MASTER'S THESIS/PROJECT TOPIC

« _____ »

Approved by the Academic Council (Minutes No. ____ dated «_» ____ 20__)

Justification for the Choice of the Thesis Topic

Relevance _____

Objective _____

Tasks _____

Novelty_____

Scientific and Practical Significance_____

Structure of the Thesis_____

IV. MASTER'S THESIS/PROJECT COMPLETION PLAN

Abstract and Scope of Work	Completion Deadlines and Reporting Forms

V. SCIENTIFIC PUBLICATIONS PLAN

№	Title of Publications	Journal (newspaper, collection of papers)	Period	Printed sheets
1				
2				

VI. FOREIGN INTERNSHIP PLAN

№	Internship Program	Host Organization	Period	Reporting Form
1				Written Report
2				

Dean of the Faculty _____
Signature

Scientific Supervisor _____
Signature

Master's Student _____
Signature

PRE-DEFENSE OF THE MASTER'S THESIS/PROJECT

_____

Department

_____

Date (Day, Month, Year)

Percentage of completion_____
Minutes № _____ «___» _____ 20_____.

Signature of the Head of the Department _____ _____

Signature of the Dean of the Faculty _____ _____

DEFENSE OF THE MASTER'S THESIS/PROJECT

_____

Department

_____

Date (Day, Month, Year)

Grade _____
Minutes № _____ «___» _____ 20_____.

Signature of the Head of the Department _____ _____

Signature of the Dean of the Faculty _____ _____

F.DSD-7.5-2026-01-02 (mandatory)

APPROVAL SHEET

Position	Full name	Date	Signature
Vice-Rector for SA&SD	Berdigaliuly S.	12.10.2026	
Director of the DSD	Orazalina D.K.	12.10.2026	
Head of the QMSD	Ernst A.	12.10.2026	
Head of the DEP	Bayadilova B.M.	12.10.2026	
Head of the DPE	Zhunusbekova G.Zh.	12.10.2026	

F.DSD-7.5-2026-01-03 (mandatory)

FAMILIARIZATION SHEET

Position	Full name	Date	Signature
Head of DPE	Zhunusbekova G.Zh.	12.10.2026	
Lead spec. of DPE	Urekeshova A.B	12.10.2026	
Specialist of DPE	Tabyldy A.A	12.10.2026	
Dean of the fac. of Technology	Safiulani Zh.Ye.	12.10.2026	
Dean of the fac. of EB	Makysh M.K.	12.10.2026	
Dean of the fac. of EIT	Serimbetov B.A.	12.10.2026	
Head of the dep. of TS	Mashanova N.S.	12.10.2026	
Head of the dep. of SMD	Kozhabergenova K.D	12.10.2026	
Head of the dep. of CEREM	Kuntai Zh.T.	12.10.2026	
Head of the dep. of Tourism and S.	Zhunusova A.A.	12.10.2026	
Head of the dep. of Manag.	Abdildinova N.E.	12.10.2026	
Head of the dep. of ET	Bekbussinova Z.K.	12.10.2026	
Head of the dep. of FL	Kanafieva K.K.	12.10.2026	
Head of the dep. of IT	Abdukarimova A.A.	12.10.2026	
Head of the dep. of CEA	Akishev K.M.	12.10.2026	
Head of the dep. of SHD	Maganyanov D.A.	12.10.2026	

F.DSD-7.5-2026-01-04 (mandatory)

CHANGE REGISTRATION SHEET

Change Number	Change Notice Number	Number of sheets (pages)				Total sheets (after changes)	Date of entry	Full name of the person making the changes	Signature of the person who made the changes
		modified	Replaced	New	cancelled				

F.DSD-7.5-2026-01-05 (mandatory)

PERIODIC INSPECTION RECORD SHEET

Verification Date	full name of the person, who performed the check	Signature who performed the Verification	Formulation Comments