APPROVED
Rector of «KazUTB named after K.Kulazhanov» JSC
_____ L.K. Baibolova
«12» 10 2026.

REGULATIONS ON RESEARCH (EXPERIMENTAL RESEARCH) WORK OF A MASTER'S STUDENT KazUTB-DEP-RPA-8.5-2026-44

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 Programmes 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 on all structural units of «KazUTB named after K. Kulazhanov» JSC with respect to their activities related to the Quality Management System (QMS).

These Regulations shall be reviewed periodically 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 research (experimental research) work of a master's student KazUTB-DEP-RPA-8.5/8.6-2025-45, dated 18 June 2025, shall be deemed null and void.

CONTENTS

Foreword 2
1. Terms and definitions 4
2. Abbreviations and designations used 5
3. General provisions and procedure description 5
4. Planning of the MSRW (ERW) process 5
5. Requirements for MSRW (ERW) 7
6. Reporting and analysis of MSRW (ERW) 7
7. Procedure for academic assessment of master's students 8
8. Process-related risks and risk mitigation actions 8
9. Responsibility and authority 9
Approval sheet F.DSD-7.5-2026-01-02 (mandatory) 11
Familiarization sheet F.DSD-7.5-2026-01-03 (mandatory) 11
Change registration sheet F.DSD-7.5-2026-01-04 (mandatory) 12
Periodic inspection record sheet F.DSD-7.5-2026-01-05 (mandatory) 12

1. TERMS AND DEFINITIONS

Term	Definition
Master's Student Academic Assessment	Assessment of the master's student's completion of the individual work plan at the end of the academic year.
Master's Student Individual Work Plan	A student's work plan, independently developed for the entire period of study under the guidance of a scientific supervisor based on the educational program.
Individual Study Plan	A student's study plan, independently formed for each academic year with the assistance of an advisor based on the educational program and the catalog of elective disciplines; it constitutes one of the sections of the Master's student's individual plan.
Master's Student	A person enrolled in a Master's degree program.
Master's Degree Programme	A level of postgraduate education aimed at training specialists and leading to the award of a Master's degree under the relevant educational programme, requiring the completion of at least 60–120 academic credits.
Master's Thesis	The final work of a student in a scientific and pedagogical Master's program, representing an independent scientific research containing theoretical and/or practical developments of an urgent problem in the field of the chosen educational program, based on modern theoretical, methodological, and technological achievements in science and technology.
Master's Project	The final work of a student in a profile-based Master's program, representing an independent research containing theoretical and (or) experimental results that allow for the solution of an applied problem of an urgent issue within the chosen educational program.
Research Work	Work associated with scientific inquiry, conduct of research, and experiments aimed at expanding existing knowledge and acquiring new knowledge, testing scientific hypotheses, establishing patterns of development in nature and society, scientific generalization, and scientific justification of projects. Research work includes the execution of the main sections and subsections of the Master's thesis/project using modern scientific research methods based on technical achievements in science and practice.
Experimental Research Work	Work involving the execution of methodological and practical aspects of a Master's thesis, the application of mathematical and economic methods, as well as specific methods of scientific research, sociological research, experimentation, observation, etc.
Research Internship	A form of a master's student's research activity undertaken as part of the Master's Student's Research Work (Experimental Research Work) at a research organization and/or an organization operating in the relevant industry or field.
Research Supervisor	A person appointed by order of the Rector to provide academic supervision of the Master's Student's Research Work (Experimental Research Work) and the preparation of the master's thesis (project).

2. ABBREVIATIONS AND DESIGNATIONS USED

Abbreviation	Full Title
AA	Academic Affairs
SCS	State Compulsory Standard of Higher and Postgraduate Education
MSIWP	Master's Student Individual Work Plan
ISP	Individual Study Plan
MSRW	Master's Student Research Work
DPE	Department of Postgraduate Education
DSD	Department of Strategic Development
EP	Educational Program
TS	Teaching Staff
QMS	Quality Management System
SU	Structural Unit
ERW	Experimental Research Work

3. GENERAL PROVISIONS AND PROCEDURE DESCRIPTION

3.1 These Regulations on the Research Work (Experimental Research Work) of Master's Students have been developed to establish requirements for managing the MSRW (ERW) of master's students at «KazUTB named after K. Kulazhanov» JSC (hereinafter referred to as the University).

3.2 These Regulations shall be binding upon the structural units and employees of the University involved in organizing, supporting and monitoring the research and experimental research work of master's students, as well as upon master's students.

3.3 The Department of Postgraduate Education (DPE) shall coordinate and oversee the organization of the MSRW (ERW). The graduating department shall organize the planning, implementation and monitoring of MSRW (ERW), and shall review master's students' reports and academic assessment results. The research supervisor shall provide academic supervision, advise the master's student, monitor the implementation of the individual work plan and evaluate the results of MSRW (ERW).

4. PLANNING OF THE MSRW (ERW) PROCESS

4.1 The planning, organization, and conduct of MSRW (ERW) shall be carried out in accordance with the educational program, the master's student's individual work plan, the approved research topic, and the academic calendar.

4.2 The mandatory components of a master's degree program shall include:

1) theoretical studies comprising cycles of core and major disciplines;

2) practical training of master's students, including professional practice;

3) research work, including the preparation of a master's thesis, for research and pedagogical master's degree programs, or experimental research work, including the preparation of a master's project, for specialized master's degree programs;

4) final attestation.

4.3 Within the educational program, MSRW (ERW) shall be scheduled concurrently with other types of academic work or during a separate period.

4.4 The academic process shall be planned in accordance with the structure of master's degree educational programs prescribed by the State Compulsory Standard for Postgraduate Education of the Republic of Kazakhstan.

4.5 The scope of the research work of a master's student enrolled in a research and pedagogical master's degree program, including a research internship and the preparation of a master's thesis, shall comprise 24 academic credits. The scope of the experimental research work of a master's student enrolled in a specialized master's degree program, including a research internship and the preparation of a master's project, shall comprise at least 13 academic credits for a standard period of study of one year and 18 academic credits for a standard period of study of one and a half years.

At the end of each period during which the MSRW (ERW) is undertaken, the master's student shall document its results in the form of a report.

4.6 A master's student shall pursue their studies on the basis of the Master's Student's Individual Work Plan (MSIWP), which shall be developed under the guidance of the research supervisor.

4.7 The structure and format of the Master's Student's Individual Work Plan shall be determined by the University. The MSIWP shall be developed for the entire period of study and shall include:

1) an individual curriculum, to be updated annually where necessary;

2) research work (experimental research work), specifying the topic, area of research, timeframe, and reporting format;

3) professional practice, specifying the program, host organization, timeframe, and reporting format;

4) the topic of the master's thesis (master's project), together with its rationale and structure;

5) a plan for the preparation of the master's thesis (master's project);

6) a research publication plan;

7) a research internship plan specifying the program, host organization, timeframe, and reporting format.

4.8 The purpose of MSRW (ERW) shall be to prepare the master's student to conduct independent research work (experimental research work) and to write and successfully defend a master's thesis (project).

4.9 The objectives of MSRW (ERW) shall be:

4.9.1 to develop skills in conducting research work (experimental research work) and competencies in bibliographic research;

4.9.2 to formulate and address tasks arising in the course of research work (experimental research work);

4.9.3 to modify the necessary research methods and develop new methods based on specific research objectives, including the completion of assignments given by the research supervisor in relation to the topic of the master's thesis (project);

4.9.4 to apply modern information technologies in conducting research;

4.9.5 to process and analyze the results obtained and present them in the form of completed research outputs, including a research report, conference abstracts, research articles, and a master's thesis (project).

4.10 The procedure for approving the topic of a master's thesis (project) shall be as follows:

4.10.1 The master's student shall submit an application addressed to the Rector of the University for approval of the thesis topic and appointment of a research supervisor. The topic shall be stated in Kazakh, Russian, and English.

4.10.2 Following the submission of the application, the topic of the master's thesis (project) and the proposed research supervisor shall be considered at a department meeting, during which the master's student shall present the rationale for the selected topic. Based on the results of the consideration, the department shall decide whether to recommend the topic of the master's thesis (project) and the proposed research supervisor for approval.

4.10.3 On the basis of the department's decision, the Vice-Rector for Academic Affairs shall submit the topics of master's theses (projects) and the proposed research supervisors of master's students to the Academic Council of the University for consideration.

4.10.4 On the basis of the decision of the Academic Council of the University, the topic of the master's thesis (project) shall be approved and the research supervisor shall be appointed by order of the Rector within two months of the master's student's enrollment. The topic of the master's thesis (project) may be revised in light of the results of MSRW (ERW).

4.11 As part of MSRW (ERW), the Master's Student's Individual Work Plan shall provide for the mandatory completion of a research internship at a research organization and/or an organization operating in the relevant industry or field. The research internship host organization shall correspond

to the research area of the educational program and the research topic. The duration of the internship shall be at least 14 calendar days. The University and the host organization shall jointly approve the research internship program and plan.

4.12 The research internship host organization shall be selected by the master's student in consultation with the research supervisor. Before the commencement of the internship, the University shall conclude an agreement with the host organization. The internship dates shall be specified in the educational program, the Master's Student's Individual Work Plan, and the academic calendar.

The dates of the research internship shall be determined by the educational program, the Master's Student's Individual Work Plan, and the academic calendar.

4.13 Research publications shall correspond to the topic of the master's thesis (project).

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

4.15 The University shall assist the master's student in publishing the research results.

4.16 In organizing MSRW (ERW), the graduating department shall:

4.16.1 determine, jointly with the research supervisor, the focus and content of the master's student's research work;

4.16.2 monitor the development and implementation of the plan for preparing the master's thesis (project);

4.16.3 monitor the implementation of the research publication plan and completion of the research internship;

4.16.4 monitor the implementation of the Master's Student's Individual Work Plan;

4.16.5 facilitate consultations between the master's student and the research supervisor on the planning, methodology, preparation, and presentation of the research results.

5. REQUIREMENTS FOR MSRW (ERW)

5.1 Requirements for MSRW in Research and Pedagogical Master's Degree Programs

The MSRW work shall:

1) correspond to the field of the master's degree educational program under which the master's thesis is prepared and defended;

2) address a relevant topic and demonstrate scientific novelty and practical significance;

3) be based on contemporary theoretical, methodological, and technological advances in science and practice;

4) be conducted using modern research methods;

5) include research-oriented, methodological, and practical sections addressing the principal propositions submitted for defense;

6) be based on advanced international practices in the relevant field of knowledge.

5.2 Requirements for the Experimental Research Work of Master's Students in Specialized Master's Degree Programs

The ERW shall:

1) correspond to the field of the master's degree educational program under which the master's project is prepared and defended;

2) be based on contemporary advances in science, technology, and industry and contain specific practical recommendations and independently developed solutions to management issues;

3) be conducted using advanced digital technologies;

4) include experimental research, methodological, and practical sections addressing the principal propositions submitted for defense.

6. REPORTING AND ANALYSIS OF MSRW (ERW)

6.1 The implementation of the master's student's MSRW (ERW) plan shall be discussed at a department meeting. The department's decision as to whether the master's student has fulfilled or failed to fulfill the plan shall be recorded as a formal conclusion in the minutes of the meeting.

6.2 At the end of each academic period, the master's student shall document the results of MSRW (ERW) in the form of a report. The report may be accompanied by research articles, presentations, conference materials, video materials, models, and other research outputs. Based on the review of the report and the assessment of the implementation of the Master's Student's Individual Work Plan, the master's student shall be awarded a final grade for MSRW (ERW).

6.3 Based on the results of MSRW (ERW), the research supervisor shall prepare a written conclusion indicating the completion of the planned stages of work, the results obtained, and compliance with the established deadlines. The results of MSRW (ERW) shall be evaluated using a point-rating system.

A grade shall be awarded at the end of each academic period (semester) in accordance with the Master's Student's Individual Work Plan and the academic calendar.

6.4 The final outcome of MSRW shall be a master's thesis, while the final outcome of ERW shall be a master's project, prepared in accordance with the methodological guidelines for the preparation of master's theses/projects approved by the respective departments.

6.5 The formatting procedure, content requirements, and organization of the master's thesis defense procedure shall be set out in the methodological guidelines for the preparation of master's theses/projects developed and approved by the respective departments.

6.6 The requirements for the content and formatting of a master's thesis (project), as well as the procedure for its preparation, submission, and defense, shall be determined by the Regulations on the Master's Thesis/Project.

6.7 A master's thesis/master's project shall be subject to mandatory verification for compliance with the permissible text-matching thresholds. The grounds for admission to the defense shall be determined by Rules for Reviewing Written Works for Textual Borrowing and Depositing Them in the MARC-SQL Automated Library Information System, which governs the verification of written works for textual borrowing.

The verification results shall be taken into account when deciding whether to admit the master's thesis/master's project to the defense.

7. PROCEDURE FOR ACADEMIC ASSESSMENT OF MASTER'S STUDENTS

7.1 Upon completion of the academic year, first-year master's students enrolled in research and pedagogical master's degree programs and master's students enrolled in specialized master's degree programs with a period of study of one and a half years shall undergo academic assessment to determine their progress in implementing the Master's Student's Individual Work Plan. The academic assessment shall be conducted at a meeting of the graduating department within the timeframe specified in the academic calendar and shall be documented in the minutes of the meeting.

7.2 The academic assessment shall review the results of the MSRW (ERW), completion of professional practice, and the availability of research publications and/or presentations delivered at scientific and practical conferences.

8. PROCESS-RELATED RISKS AND RISK MITIGATION ACTIONS

8.1 Risks associated with:	8.2 Risk mitigation actions:
- inconsistency between the research or experimental research topic and the Educational Program (EP) profile;	- approval of the thesis/project topic at the Department meeting, and mandatory consultations with the research supervisor and the Head of Department during the topic selection process;
- insufficient scientific novelty and practical significance of the work;	- instruction of the master's student to substantiate the research novelty, develop practical recommendations, and engage in specialized scientific consultations;
- failure to employ modern methods and technologies in the course of the research;	- conducting training seminars, providing methodological guidelines for research supervisors, and upgrading the research facilities and resources;

- non-compliance with deadlines (delays) for the completion of MSRW (ERW)	- strict adherence to the academic calendar, regular monitoring of deadlines by the Department, and the implementation of interim progress reviews.

9. RESPONSIBILITY AND AUTHORITY

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

9.2 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; – provides overall oversight within the scope of the authority granted.
Vice-Rector for AA	– provides overall oversight and control over the organization of MSRW/ERW; – coordinates the activities of structural units; – makes management decisions concerning the implementation of these Regulations within the scope of the authority granted.
DPE	– coordinates the organization of MSRW/ERW; – ensures that MSRW/ERW is incorporated into educational programs, working curricula, and the academic calendar; – monitors the implementation of master's students' individual work plans; – monitors the timely submission of reporting documentation; – provides organizational and methodological support to departments and research supervisors.
Deans of Faculties	– oversee the organization of MSRW/ERW at the departments of their respective faculties; – coordinate interaction between departments and other structural units; – consider matters related to the implementation of master's students' individual work plans within the scope of their authority.
Graduating Departments	– organize the planning, conduct, and assessment of MSRW/ERW; – review and recommend the topics of master's theses and projects, as well as proposed research supervisors; – review master's students' individual work plans and reports; – conduct academic assessments; – document adopted decisions in the minutes of meetings; – ensure that documentation is retained in accordance with the established procedure.
Research Supervisors of Master's Students	– provide academic supervision of MSRW/ERW; – participate in the development of the Master's Student's Individual Work Plan; – provide consultations; – monitor compliance with deadlines and the quality of the research conducted; – evaluate the results obtained; – prepare a written conclusion at the end of each academic period; – ensure that the master's student complies with the principles of academic integrity and research ethics.

Master's Students	– complete the individual work plan and the prescribed stages of MSRW/ERW in a timely manner and in full; – comply with the requirements of academic integrity, research ethics, and the internal documents of the University; – submit reliable research results, reports, and supporting materials to the research supervisor and the department within the established deadlines.

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	
Dean of the fac. of Techn.	Satuani Zh. Ye.	12.10.2026	
Specialist of DPE	Tabyldy D.A.	12.10.2026	
Lead spec. of DPE	Urekeshova A.B	12.10.2026	
Dean of the fac. of EB	Mukysh M.K.	12.10.2026	
Dean of the fac. of EIT	Serimbetov B.A.	12.10.2026	
Head of the dep. of TS	Mashanova M.S.	12.10.2026	
Head of the dep. LITD	Kozhabergenova K.D.	12.10.2026	
Head of the dep. of CERH	Nurtai 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 EF	Bekbussinova G.K.	12.10.2026	
Head of the dep. of SFL	Kanafieva K.K.	12.10.2026	
Head of the IT dep.	Abdukarimova A.A.	12.10.2026	
Head of the dep. of CEA	Akishev K.M.	12.10.2026	
Head of the dep. of SHD	Magauyanov 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