



<b>"Kazakh University of Technology and Business named after K.Kulazhanov" JSC</b>	
<b>QUALITY MANAGEMENT SYSTEM</b>	
<b>Regulations on the procedure of actions</b>	
Regulations on postgraduate education	<b>MC ISO 9000:2015</b> <b>MC ISO 9001:2016</b> <b>MC ISO 37001:2016</b>
<b>KazUTB-DEP-RPA-8.1/8.3-2025-40</b>	Date of implementation: « 18 » 06 2025.

**APPROVED**  
Rector of "KazUTB named after K.Kulazhanov" JSC  
L.K. Baibolova  
" 18 " June 20 25



**Regulations on the procedure of actions**  
**QUALITY MANAGEMENT SYSTEM**  
**REGULATIONS ON POSTGRADUATE EDUCATION**  
**KazUTB-DEP-RPA-8.1/8.3-2025-40**

**AGREED**  
Vice-Rector for AA  
E.B. Askarbekov  
" 18 " June 20 25

Astana, 2025

## **FOREWORD**

These Regulations have been developed by the Department of Educational Programs and the Department of Postgraduate Education of the "K. Kulazhanov Kazakh University of Technology and Business" JSC.

These Regulations shall be approved by the Rector's personal signature on the title page.

These Regulations are mandatory for all structural subdivisions of the "K. Kulazhanov KazUTB" JSC regarding their activities related to the QMS.

Periodic review of these Regulations shall be performed by the Head of the Department of Postgraduate Education at intervals not exceeding 3 years.

Amendments to these Regulations shall be developed based on the results of their implementation within the activities of the "K. Kulazhanov KazUTB" JSC.

The Head of the Department of Postgraduate Education shall be responsible for organizing and coordinating activities related to the execution of specific stages of the documentation management process.

The Regulations on Postgraduate Education (PD 21-09.146-2022, Revision No. 1, dated June 28, 2024) shall be considered null and void.

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**1. DOCUMENT TITLE**

1.1 Regulations on postgraduate education KazUTB-DEP-RPA-8.1/8.3-2025-40.

**2. DEVELOPER**

2.1 Department of Educational Programs and Department of Postgraduate Education.

**3. PURPOSE OF DOCUMENT DEVELOPMENT**

3.1 These Regulations establish general requirements for the structure, formatting rules, and organizational procedures across all postgraduate training programmes. These Regulations are intended for Master’s students, academic supervisors, heads of departments, and staff of the Postgraduate Education Department (hereinafter referred to as the PGED) of the "K. Kulazhanov Kazakh University of Technology and Business" Joint-Stock Company (hereinafter referred to as the University).

3.2. These Regulations shall serve as a mandatory guide for the officials Department of Postgraduate Education.

3.3. These Regulations are part of the set of internal documentation adopted by the University.

**4. NORMATIVE REFERENCES**

4.1 These Regulations reference the following regulatory legal acts of the Republic of Kazakhstan (RK):

4.2 Budget Code of the Republic of Kazakhstan No. 171-VIII dated March 15, 2025.

4.3 Civil Code of the Republic of Kazakhstan No. 268-XIII dated December 27, 1994, as amended and supplemented as of April 9, 2025.

4.4 Labor Code of the Republic of Kazakhstan No. 414-V dated November 23, 2015, as amended and supplemented as of May 19, 2025.

4.5 Law of the Republic of Kazakhstan "On Education" No. 319-III dated July 27, 2007, as amended and supplemented as of April 15, 2025.

4.6 Law of the Republic of Kazakhstan "On Science and Technology Policy" No. 103-VIII dated July 1, 2024, as amended and supplemented as of May 19, 2025.

4.7 Law of the Republic of Kazakhstan "On Anti-Corruption" No. 410-V dated November 18, 2015, as amended and supplemented as of May 19, 2025.

4.8 Law of the Republic of Kazakhstan "On Amendments and Additions to Certain Legislative Acts of the Republic of Kazakhstan on the Expansion of Academic and Managerial Autonomy of Higher Education Institutions" No. 171-VI dated July 4, 2018.

4.9 State Compulsory Standard for Higher and Postgraduate Education No. 2 dated July 20, 2022, as amended and supplemented as of April 22, 2025.

4.10 On Approval of the Classifier of Training Areas for Personnel with Higher and Postgraduate Education No. 569 dated October 13, 2018, as amended and supplemented as of July 21, 2023.

4.11 On Approval of the List of Training Areas for Personnel with Higher and Postgraduate Education for which External and Online Learning is Not Permitted No. 530 dated October 2, 2018, as amended and supplemented as of September 13, 2022.

4.12 Rules for the Organization of the Educational Process under Credit-Based Technology in Higher and (or) Postgraduate Education Institutions No. 152 dated May 27, 2011, as amended and supplemented as of March 26, 2025.

4.13 Model Rules for the Activities of Higher and Postgraduate Education Institutions No. 595 dated October 30, 2018, as amended as of June 24, 2024.

**5. TERMS AND DEFINITIONS**

<b>Term</b>	<b>Definition</b>
<b>University Component (UC)</b>	A list of academic disciplines and corresponding minimum academic credits determined independently by the University for the completion of an educational programme.

<b>Individual Study Plan (ISP)</b>	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.
<b>Elective Component (EC)</b>	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.
<b>Competencies</b>	The ability to practically apply the knowledge, skills, and abilities acquired during the learning process in professional activities.
<b>Master's Degree Programme</b>	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.
<b>Master's Student</b>	A person enrolled in a Master's degree programme.
<b>Master</b>	A degree awarded to persons who have successfully completed Master's degree educational programmes.
<b>Master's Thesis (Dissertation)</b>	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.
<b>Master's Project</b>	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.
<b>Research Work</b>	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.
<b>Educational Programme</b>	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.
<b>Compulsory Component</b>	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.
<b>Plagiarism</b>	The use of another person's text, in whole or in part, or any other materials belonging to a specific author without proper attribution.
<b>Working Study Plan (WSP)</b>	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.

#### 6. ABBREVIATIONS USED

Abbreviation	Full Title
UC	University Component
HEI	Higher Educational Institution
SCS	State Compulsory Standards of Higher and Postgraduate Education
IWPM	Individual Work Plan of a Master Student

<b>ISP</b>	Individual Study Plan
<b>KC</b>	Key Competencies
<b>CED</b>	Catalog of Elective Disciplines
<b>MSHE RK</b>	Ministry of Science and Higher Education of the Republic of Kazakhstan
<b>RWM</b>	Research Work of a Master Student
<b>STC</b>	Scientific and Technical Council
<b>MC</b>	Mandatory Component
<b>DQAA</b>	Department of Quality Assurance and Accreditation
<b>EP</b>	Educational Program
<b>PGE</b>	Postgraduate Education
<b>DPE</b>	Department of Postgraduate Education
<b>TS</b>	Teaching Staff
<b>QMR</b>	Quality Management Representative
<b>QMS</b>	Quality Management System
<b>AC</b>	Academic Council
<b>EMC</b>	Educational and Methodological Council
<b>EMD</b>	Educational and Methodological Department
<b>University</b>	"K. Kulazhanov Kazakh University of Technology and Business" Joint-Stock Company
<b>MERW</b>	Master's Experimental Research Work

## 7. GENERAL PROVISIONS

7.1. These Regulations on Postgraduate Education of the "K. Kulazhanov Kazakh University of Technology and Business" Joint-Stock Company (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 Technological Policy," the State Compulsory Standards for Higher and Postgraduate Education approved by Resolution No. 2 of the Government of the Republic of Kazakhstan dated July 20, 2022 (as amended and supplemented on April 22, 2025), as well as orders and regulatory acts of the Ministry of Science and Higher Education of the Republic of Kazakhstan.

7.2 These Regulations define the mandatory requirements and the procedure for the implementation of professional postgraduate curricula for Master's degree programs (scientific-pedagogical and profile Master's programs) within the framework of the credit-based learning technology at the University.

7.3 These Regulations are binding upon all structural units (faculties, departments, financial and scientific divisions, etc.) involved in the life cycle of training specialists with postgraduate education.

7.4 The primary objective of the University's educational policy regarding the implementation of postgraduate programs is the training of highly qualified specialists—Master's degree holders with advanced professional training who are competitive in the domestic and international labor markets. This objective entails the integration of research activities and teaching within the educational process, as well as the implementation of the educational process via credit-based learning technology based on the principles of interdisciplinarity and a competence-based approach.

7.5 The primary organizational unit ensuring the implementation of postgraduate educational programs is the Graduate Department of the faculty. The coordination and monitoring of the Master's educational process at the university level are performed by the Postgraduate Education Department.

7.6 The implementation of Master's educational programs is carried out with due regard to the research areas of the respective Graduate Departments.

7.7 Admission to Master's programs is conducted in accordance with the Model Rules for Admission to educational organizations implementing professional post-graduate curricula.

7.8 The training of specialists in profile Master's programs is carried out within the framework of the state educational order; Master's training may also be conducted on the basis of a paid educational services agreement concluded between the University and the customer of educational services.

## 8. ADMISSION REGULATIONS FOR MASTER'S DEGREE PROGRAMMES

8.1 Admission of Master's students to higher and postgraduate education institutions (hereinafter – HEIs) is carried out through the allocation of the state educational order for personnel training in scientific-pedagogical and specialized areas, as well as through tuition fees funded by the students' own resources and other sources.

8.2 Applicants to scientific-pedagogical Master's programs shall take the Comprehensive Testing (CT), which includes a foreign language test (English, German, or French at the applicant's choice), a subject profile test corresponding to the group of educational programs, and a learning readiness test in either Kazakh or Russian.

Applicants to profile Master's programs with Kazakh or Russian as the language of instruction shall take the CT, which includes a subject profile test and a learning readiness test in either Kazakh or Russian.

Applicants to profile Master's programs with English as the language of instruction shall take the CT, which includes a subject profile test in English and a learning readiness test in Kazakh, Russian, or English.

Registration for the Comprehensive Testing is conducted via the website of the National Testing Center (NTC) (<http://testcenter.kz/>). A practice CT session is also available on the NTC website.

Minimum passing scores for scientific-pedagogical Master's programs:

To participate in the state grant competition: 75 points;

For fee-based admission: 75 points.

Minimum passing scores for profile Master's programs:

To participate in the state grant competition: 50 points;

For fee-based admission: 50 points.

In the state grant competition, applicants may select one group of educational programs and up to three higher education institutions.

8.3 For Master's degree applicants, the Admission Commission shall:

Provide consultations regarding the chosen group of educational programs and familiarize applicants with the CT and creative examination procedures;

Organize creative examinations for specific groups of Master's educational programs;

Organize the reception and verification of application documents.

Application submission is conducted by the University Admission Commission and/or through the NTC information system within the following periods:

June 1 to July 10 of the calendar year (Summer admission);

October 25 to November 10 of the calendar year (Winter admission).

Individuals holding international certificates confirming foreign language proficiency (IELTS, TOEFL IBT, DSH, TestDaF, TFI, DELF, DALF, TCF) or international certificates of standardized GRE (Graduate Record Examinations) results must enter the certificate data when applying for the CT and the grant competition.

Comprehensive Testing (CT) for Master's programs is conducted:

From August 1 to August 15 of the calendar year;

From November 19 to December 11 of the calendar year.

Enrollment in Master's programs is conducted within the following periods:

From August 15 to August 28 of the calendar year;

From December 26 to January 10 of the calendar year.

Individuals who have completed higher education programs are eligible for admission to Master's programs.

8.4 Admission of foreign nationals to Master's programs is conducted on a fee-based basis. The eligibility of foreign nationals for free postgraduate education on a competitive basis under the state educational order is determined by international treaties of the Republic of Kazakhstan, excluding the scholarship program for Master's degrees.

Admission of foreign citizens on a fee-based basis is conducted based on interview results held by the University Admission Commissions throughout the calendar year. Enrollment of foreign citizens is carried out in accordance with the academic calendar five (5) days prior to the start of the next academic period.

8.5 Admission of individuals who have completed compulsory military service to profile Master's programs on a fee-based basis within three years after service is conducted without entrance examinations, based on interview results. Enrollment is carried out in accordance with the academic calendar five (5) days prior to the start of the next academic period.

The CT is administered by the National Testing Center of the Ministry of Science and Higher Education (MSHE) of the Republic of Kazakhstan at designated testing centers. Based on CT results, an electronic certificate is issued, verifiable on the NTC website. Retaking entrance (creative) exams or the CT within the same year is not permitted.

8.6 Enrollment in scientific-pedagogical Master's programs on a fee-based basis is based on CT results according to the 150-point scale (Appendix 7): a minimum of 75 points, including at least 25 points in the foreign language, 7 points in each profile discipline, and 7 points in the learning readiness test.

Enrollment in profile Master's programs (Kazakh/Russian instruction) on a fee-based basis is based on the 100-point scale (Appendix 7-1): a minimum of 50 points, including at least 7 points in the learning readiness test and 7 points in each profile discipline.

8.7 Admission to the state educational order on a competitive basis is granted to individuals with the highest scores:

Scientific-pedagogical Master's: Minimum 75 points (Foreign language  $\geq 25$ ; Profile disciplines  $\geq 7$  each; Learning readiness  $\geq 7$ );

Profile Master's (Kazakh/Russian): Minimum 50 points (Learning readiness  $\geq 7$ ; Profile disciplines  $\geq 7$  each).

8.8 Individuals with international certificates confirming foreign language proficiency in accordance with the Common European Framework of Reference for Languages (CEFR) are exempt from the foreign language portion of the CT. The University Admission Commission verifies the authenticity and validity of all submitted certificates during the grant competition and enrollment.

## **9. CONTENT REQUIREMENTS FOR EDUCATIONAL PROGRAMMES FOCUSED ON LEARNING OUTCOMES**

9.1 Master's programs are aimed at providing the education and science systems with highly qualified personnel capable of performing professional tasks in innovative environments and prepared for independent research and management activities.

9.2 Master's training at the University is implemented through Educational Programs (EP) in accordance with the license supplements for specific fields of personnel training.

The content of a Master's educational program consists of:

- 1) theoretical training, including the study of basic and major discipline cycles;
  - 2) practical training: various types of internships, scientific, or professional placements;
  - 3) research work, including the completion of a Master's thesis (for scientific-pedagogical programs), or experimental research work, including the completion of a Master's project (for profile programs);
- final certification.

The location and duration of classroom work are regulated by the schedule approved by the Vice-Rector for Academic Affairs. Theoretical training is conducted in accordance with the Academic Calendar.

9.3 The cycles of basic and major disciplines include university component disciplines and elective components. During the development of an EP, its general characteristics are defined first. Labor market requirements, employer requests, and student interests are considered when defining the program's goals and objectives.

9.4 The structure of the Master's educational program in the respective fields is determined in accordance with Appendices 1 (dated 04.03.2025) and 3 (dated 04.03.2025) of these State Compulsory Educational Standards (SCES).

9.5 The scientific-pedagogical Master's track implements postgraduate educational programs to train scientific and teaching personnel for HEIs and research organizations, providing advanced scientific-pedagogical and research training.

9.6 The profile Master's track implements postgraduate educational programs to train management personnel for economic sectors, medicine, law, education, art, services and business, defense and national security, and law enforcement, providing advanced professional training.

9.7 Mandatory components of the Master's program include:

- 1) practical training, including various types of internships and professional placements;
- 2) research work (Master's thesis) for the scientific-pedagogical track or experimental research work (Master's project) for the profile track.

9.8 The scientific-pedagogical Master's EP includes two types of internships, conducted concurrently with theoretical training or during a separate period:

- 1) Pedagogical internship within the basic discipline (BD) cycle;
- 2) Research internship within the major discipline (PD) cycle.

Pedagogical internship is conducted to develop practical skills in teaching and learning methods. Master's students may be involved in teaching undergraduate classes at the University's discretion. Research internship is conducted to familiarize students with the latest theoretical, methodological, and technological achievements in domestic and foreign science, as well as modern methods of research and data interpretation.

9.9 The profile Master's EP includes a professional internship within the major discipline (PD) cycle. This internship aims to consolidate theoretical knowledge, acquire practical skills, competencies, and professional experience, and adopt advanced practices. The content of the research (professional) internship is determined by the topic of the thesis (project).

9.10 As part of the Master's research or experimental research work (MRW/MERW), the individual work plan shall include a mandatory scientific internship at research organizations or relevant industry entities to study innovative technologies and new types of production. The internship site must correspond to the scientific direction of the EP and the research topic.

9.11 Annually, upon completion of the academic year, the Master's student undergoes academic certification regarding the fulfillment of their individual work plan.

9.12 The final result of the research or experimental research work is the Master's thesis (project).

9.13 The main results of the Master's thesis must be presented in at least one publication and/or one presentation at a scientific-practical conference.

9.14 Mandatory requirements for the structure, content, and formatting of Master's theses/projects are defined by the Regulations on the Master's Thesis/Project.

9.15 A Master's graduate from a profile track may engage in pedagogical activity only after completing additional educational modules in the pedagogical profile. The content of such modules is established in accordance with Appendix 5 of this standard. Graduates who complete this additional profile are issued a corresponding certificate to their main diploma.

9.18 Final certification accounts for at least 8 academic credits of the total Master's EP volume and is conducted in the form of a Master's thesis (project) defense.

9.19 The objective of the final certification is to assess the achieved learning outcomes and mastered competencies upon completion of the Master's educational program.

9.20 Master's training is based on undergraduate (higher education) programs. If the profiles of the undergraduate and Master's programs match, prior learning outcomes are recognized automatically. If the profiles do not match, the student must complete prerequisites on a fee-paying basis.

## **10. REQUIREMENTS FOR THE MAXIMUM ACADEMIC WORKLOAD OF A MASTER'S STUDENT**

10.1 Academic workload is measured by the time required for a Master's student to study an academic discipline, a module, or the entire Master's educational program, which is necessary to achieve the established learning outcomes of the program.

10.2 Academic workload encompasses all educational activities of a Master's student, including lectures, seminars, group sessions, group exercises, practical classes, term papers (projects), practical and laboratory work, studio classes, internships, scientific or professional placements, research work (experimental research work), completion of the Master's thesis (project), and independent study, including independent work under the guidance of an instructor (TSW).

10.3 Master's students shall study on the basis of an Individual Work Plan (IWP), developed under the guidance of a scientific supervisor.

10.4 The Individual Work Plan of a Master's student is formulated for the entire period of study and includes the following sections:

- 1) Individual Study Plan (ISP);
- 2) Research or experimental research work (topic, research direction, deadlines, and reporting format);
- 3) Internship plan (type of internship, program, host organization, deadlines, and reporting format);
- 4) Master's thesis (project) topic with justification and structure;
- 5) Master's thesis (project) completion schedule;
- 6) Scientific publications plan and participation in scientific-practical (scientific-theoretical) conferences;
- 7) Scientific internship plan (program, host organization, deadlines, and reporting format).

10.5 The academic year consists of academic periods (semesters of 15 weeks each).

10.6 A full academic workload for one academic year corresponds to at least 60 academic credits, which is equivalent to at least 1,800 academic hours per year. In this regard, a student shall complete at least 30 academic credits during one semester.

10.7 One academic credit is equivalent to 30 academic hours.

10.8 The primary criterion for the completion of Master's degree programs is the acquisition by the student of:

- 1) At least 120 academic credits for the entire period of study in a scientific-pedagogical Master's program, including all types of educational and scientific activities;
- 2) 60 academic credits in a profile Master's program.

## **11. REQUIREMENTS FOR THE COMPETENCY LEVEL OF A MASTER'S STUDENT**

11.1 Requirements for the level of preparation of a Master's student are defined based on the Second Cycle Dublin Descriptors (Master's level) and reflect the acquired competencies expressed through achieved learning outcomes.

Learning outcomes are formulated both at the level of the entire Master's educational program and at the level of individual modules or academic disciplines.

11.2 The descriptors reflect learning outcomes characterizing the student's ability to:

1) Demonstrate developing knowledge and understanding in the field of study, based on advanced knowledge in that field, during the development and/or application of ideas within a research context;

2) Apply knowledge, understanding, and problem-solving abilities at a professional level in new environments or within broader multidisciplinary contexts;

3) Collect and interpret information to form judgments that take into account 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 necessary to independently continue further study in the field.

11.3 Upon successful completion of the Master's educational program, the University shall issue a diploma of its own design (diploma of an established format) along with a transcript.

## **12. REQUIREMENTS FOR THE DURATION OF MASTER'S DEGREE PROGRAMMES**

12.1 The duration of study in Master's programs is determined by the volume of acquired academic credits. A Master's educational program is considered fully completed once the student has acquired the established volume of academic credits and achieved the expected learning outcomes required for the conferral of the Master's degree.

12.2 Personnel training in Master's programs is conducted on the basis of educational programs in two directions:

1) Scientific-pedagogical track: requiring the acquisition of at least 120 academic credits with a study duration of 2 years;

2) Profile track: requiring the acquisition of 60 academic credits with a study duration of 1 year.

## **13. PROCEDURES FOR ORGANIZING AND CONDUCTING INTERIM AND FINAL ASSESSMENT**

13.1 Interim assessment is conducted in written, oral, test, or combined forms, as well as in the form of a creative examination. The format and procedure for the examination (during interim assessment) for each academic discipline are determined independently by the departments and approved in the established manner.

A Master's student may be dismissed from the University in the following cases:

1) for academic failure;

2) for violation of the principles of academic integrity;

3) for violation of the Internal Regulations and the University Charter;

4) for breach of the terms of the educational services agreement, including non-payment of tuition fees;

5) at the student's own request.

13.2 Final certification of graduates is aimed at assessing the learning outcomes and competencies acquired by Master's students during the completion of the respective educational program.

Final certification is conducted within the deadlines set by the academic calendar in the form of a Master's thesis/project defense. Master's students who have fully completed the educational process in accordance with the requirements of the State Compulsory Standard of Postgraduate Education, the educational program, and the working and individual study plans are admitted to the final certification.

13.3 The schedule for Master's thesis/project defenses is approved in accordance with the academic calendar. The defense is conducted at an open meeting of the Attestation Commission (AC) with the participation of at least two-thirds of its members; otherwise, the meeting shall not be held.

13.4 The Master's thesis/project must undergo a mandatory plagiarism check at the Department of Technical Support and Digitalization.

13.5 The formatting procedure, content requirements, and organization of the defense process are detailed in the methodological guidelines for Master's thesis/project preparation developed and approved by the departments.

13.6 Mandatory requirements for the structure, content, and formatting of Master's theses/projects are defined by the Regulations on the Master's Thesis/Project.

13.7 The duration of a single Master's thesis/project defense shall not exceed 50 minutes. To defend the work, the student shall present a report to the AC for at least 15 minutes.

13.8 A Master's thesis/project defense is permitted subject to the availability of:

13.8.1 a positive review from the scientific supervisor;

13.8.2 at least one publication on the thesis topic in scientific journals or a presentation at an international or national scientific conference;

13.8.3 a resolution from the graduate department recommending the work for defense (an extract from the minutes of the department meeting);

13.8.4 one review from a reviewer whose qualifications (academic or professional degree) correspond to the profile of the work, providing a comprehensive characterization and a reasoned conclusion on the possibility of awarding the Master's degree.

13.9 If the scientific supervisor and/or the graduate department provides a negative conclusion ("not admitted to defense" or "not recommended for defense"), the student shall not proceed to the defense. In the event of a negative review from the external reviewer, the Master's thesis/project is still permitted for defense.

13.10 The results of the Master's thesis/project defense are recorded in a protocol individually for each student.

13.11 Based on the defense results, the AC issues a decision on awarding the student the degree of Master of Science / Master.

13.12 A Master's student who receives an "unsatisfactory" grade during the final certification shall be dismissed by the Rector's order as "having failed to fulfill the requirements of the educational program: failed to defend the Master's thesis (project)" or "having failed to fulfill the requirements of the educational program."

#### **14. PROCESS-RELATED RISKS AND RISK MITIGATION ACTIONS**

<b>14.1 Risks associated with:</b>	<b>14.2 Risk mitigation actions:</b>
- 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 development and the relevance of thesis topics.	- establishment of reporting deadlines, monitoring of research topics and progress for MRW (Master's Research Work) and MERW (Master's Experimental Research Work), and holding regular department meetings.

#### **15. RESPONSIBILITY AND AUTHORITY**

15.1 These Regulations shall be approved by the decision of the Rector of the University and shall enter into force on the date of approval.

14.2 The Head of the Department of Postgraduate Education, Deans of Faculties, scientific supervisors, and Heads of Graduate Departments shall be responsible for the implementation and functioning of these Regulations.

14.3 Amendments and additions to this regulatory document shall be made as necessary, taking into account the adoption of new requirements in the legislation of the Republic of Kazakhstan in the field of education.

#### **16. CONFIDENTIALITY**

16.1 These Regulations are an internal regulatory document of the University and shall not be disclosed to third parties, with the exception of experts from certification bodies during certification audits, and partner-consumers, subject to the prior authorization of the Rector.

F.DQAaA-7.5-2025-05-02  
(mandatory)

APPROVAL SHEET

Position	Full name	Date	Signature
Vice-Rector for RI	Aibuldinov E.K.	18.06.2025	
Vice-Rector for EaSA	Berdigaliuly S.	18.06.2025	
Head of the DQAaA	Nurbayeva M.Z.	18.06.2025	
Head of the DACLS	Baiuzakova A.S.	18.06.2025	
Head of the DHRM	Kazieva A.T.	18.06.2025	
Head of the DEP	Bayadilova B.M.	18.06.2025	
Head of the DPE	Gordeyeva Ye.A.	18.06.2025	

F.DQAaA-7.5-2025-05-03  
(mandatory)

ACKNOWLEDGMENT RECORD

Position	Full name	Date	Signature
Head of DPE	Gordeyeva Ye.A.	18.06.2025	
Lead specialist DPE	Urekeshova A.B.	18.06.2025	
Specialist of DPE	Tabyldy A.A.	11.08.2025	
Head of EIT department	Bekbolisynov G.K.	08.09.2025	
Head of CTE department	Nurtaev Zh. I.	08.09.2025	
Dean of EB faculty	Mughn M.K.	08.09.2025	
Head of IT department	Sholukon'nyeva	08.09.2025	
Head of TS department	Bayturenova S.B.	08.09.2025	
Head of TLID department	Mazhanova Zh.B.	08.09.2025	
Dean of Technology faculty	Safuayin Zh. Je	08.09.2025	
Dean of EIT faculty	Serimbetov S.A.	08.09.2025	
Head of CEA department	Arshin R.M.	08.09.2025	
Head of FA department	Mukushev A.B.	08.03.2025	

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(mandatory)

**REVISION RECORD LOG**

Amendment number	Change notification number	Page Number(s)				Total number of pages (after amendments)	Date of amendment	Full name of the person responsible for the amendments	Signature of the person making the amendments
		Amended	Replaced	New	Revoked				

F.DQAaA-7.5-2025-05-05  
(mandatory)

**PERIODIC REVIEW LOG**

Date of review	Full name of the reviewer	Signature of the reviewer	Formulation of the remark