



"Kazakh University of Technology and Business named after K.Kulazhanov" JSC	
QUALITY MANAGEMENT SYSTEM	
Regulations on the procedure of actions	
Regulations on research (experimental research) work of a master's student	MC ISO 9000:2015 MC ISO 9001:2016 MC ISO 37001:2016
KazUTB-DEP-RPA-8.5/8.6-2025-45	Date of implementation: « <i>18</i> » <i>06</i> 20 <i>25</i> .

**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 RESEARCH (EXPERIMENTAL RESEARCH)
WORK OF A MASTER'S STUDENT
KazUTB-DEP-RPA-8.5/8.6-2025-45

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 "K. Kulazhanov KazUTB" JSC.

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

These Regulations are mandatory for all structural units of "K. Kulazhanov KazUTB" JSC in terms of their activities related to the Quality Management System (QMS).

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

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

Responsibility for the organization and coordination of activities regarding the execution of specific stages of the documentation management process rests with the Head of the Department of Postgraduate Education.

The Regulations on Research (Experimental Research) Work of a Master's Student PD 21-09.143-2022, Revision No. 1 dated June 28, 2024, shall be considered null and void.

CONTENTS

Foreword.....	2
1. Document title.....	4
2. Developer.....	4
3. Scope of application.....	4
4. Normative references.....	4
5. Terms and definitions.....	4
6. Abbreviations used.....	6
7. General provisions.....	6
8. Planning of the "Master's Student RWM (ERWM)" Process.....	7
9. Requirements for Master's Student RWM (ERWM).....	8
10. Reporting and analysis of Master's Student RWM (ERWM).....	9
11. Procedure for academic assessment of students.....	10
12. Process-related risks and risk mitigation actions	10
13. Confidentiality.....	10
Approval sheet.....	11
Acknowledgment record.....	11
Revision record log.....	12
Periodic review log.....	12

1. DOCUMENT TITLE

1.1. Regulations on Research (Experimental Research) Work of a Master's Student KazUTB-DEP-RPA-8.5/8.6-2025-45.

2. DEVELOPER

2.1 Department of Educational Programs and the Department of Postgraduate Education.

3. SCOPE OF APPLICATION

3.1 These Regulations on Research (Experimental Research) Work of Master's Students have been developed to establish requirements for the management processes of research (experimental research) work of Master's students at "K. Kulazhanov Kazakh University of Technology and Business" JSC (hereinafter referred to as the University).

3.2 These Regulations are intended for use by Faculty Educational Program Committees, the Science and Innovation Office, the Academic Affairs Office, and Departments.

4. NORMATIVE REFERENCES

4.1 This Job Description makes reference to the following regulatory legal acts of the Republic of Kazakhstan:

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

4.3 The 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 The 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 The 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 The 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 The Law of the Republic of Kazakhstan "On Combating Corruption" No. 410-V dated November 18, 2015 (as amended and supplemented as of May 19, 2025).

4.8 The Law of the Republic of Kazakhstan "On Amendments and Additions to Certain Legislative Acts of the Republic of Kazakhstan on the Issues of Expanding Academic and Managerial Autonomy of Higher Educational 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 Directions 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 Directions for Personnel with Higher and Postgraduate Education, for which External and Online Learning is Prohibited 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 Technology of Education in Organizations of Higher and (or) Postgraduate Education 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 Organizations No. 595 dated October 30, 2018 (as amended as of June 24, 2024).

5. TERMS AND DEFINITIONS

5.1 The following terms are applied in this regulatory document:

Term	Definition
University Component	A list of academic disciplines and corresponding minimum volumes of academic credits independently determined by the university for the mastery of an educational program.

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.
Competencies	The ability to practically apply knowledge, skills, and abilities acquired during the learning process in professional activities.
Elective Component	A list of academic disciplines and corresponding minimum volumes of academic credits offered by the university, independently chosen by students in any academic period, taking into account their prerequisites and post-requisites.
Credit Technology of Education	Education based on the student's choice and independent planning of the sequence of studying disciplines and (or) modules with the accumulation of academic credits
Master	A degree awarded to individuals who have mastered Master's degree educational programs.
Master's Student	A person enrolled in a Master's degree program.
Master's Degree Program	A level of postgraduate education aimed at personnel training with the award of a "Master" degree in the relevant educational program, requiring the mandatory 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.
Compulsory Component	A list of academic disciplines and corresponding minimum volumes of academic credits established by the State Compulsory Standard (SCS), which are mandatory for students to study under the educational program.
Educational Program	A unified complex of core educational characteristics, including goals, learning outcomes and content, organization of the educational process, methods and modes of their implementation,

	and criteria for evaluating learning outcomes.
Post-requisites	Disciplines and (or) modules and other types of academic work that require knowledge, skills, abilities, and competencies acquired upon completion of the study of the current discipline and (or) module.
Prerequisites	Disciplines and (or) modules and other types of academic work containing the knowledge, skills, abilities, and competencies necessary for the mastery of the discipline and (or) module being studied.
Elective Disciplines	Academic disciplines included in the university component and the elective component within the established academic credits, introduced by educational organizations to reflect the student's individual training and to account for the specifics of regional socio-economic development, regional needs, and established scientific schools.
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.

6. ABBREVIATIONS USED

Abbreviation	Full Title
UC	University Component
HEI	Higher Educational Institution
SCS	State Compulsory Standards of Higher and Postgraduate Education
MSIWP	Master's Student Individual Work Plan
ISP	Individual Study Plan
KC	Key Competencies
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
CC	Compulsory Component
DPE	Department of Postgraduate Education
QAAA	Quality Assurance and Accreditation Administration
EP	Educational Program
TS	Teaching Staff
QMR	Quality Management Representative
QMS	Quality Management System
AMC	Academic and Methodological Council
AC	Academic Council
MSERW	Master's Student Experimental Research Work

7. GENERAL PROVISIONS

7.1 All activities under this procedure shall be monitored by the DPE, Heads of Departments, and Scientific Supervisors.

7.2 Control over the management of the "Master's Student Research (Experimental Research) Work" process shall be exercised by the Vice-Rector for Academic Affairs, the Head of the DPE, Heads of Departments, and the faculty members responsible for research work (Scientific Supervisors).

7.3 These Regulations are mandatory for compliance by all categories of personnel (teaching staff, Master's students, and University employees).

7.4 Annually, upon completion of the academic year, the Master's student shall undergo an academic assessment regarding the fulfillment of their individual work plan. The procedure for conducting the academic assessment of the Master's student is determined by these Regulations.

8. PLANNING OF THE "MASTER'S STUDENT RWM (ERWM)" PROCESS

8.1 The organization of research, planning, and management of the Master's Student RWM/ERWM for postgraduate students is carried out based on the Educational Program (EP) and the research topic.

8.2 Mandatory components of the Master's program include:

Practical training of Master's students, encompassing various types of internships, scientific or professional placements;

Research work, including the completion of a Master's thesis for the scientific and pedagogical track, or experimental research work, including the completion of a Master's project for the profile-based track.

8.3 In the EP, RWM (ERWM) is planned concurrently with other types of academic work or during a dedicated period.

8.4 When planning the academic process, the University is guided by the established standards for the distribution of the scientific and pedagogical Master's program (2-year term of study) and the profile-based Master's program (1-year term of study) in accordance with the State Compulsory Standard (SCS) of postgraduate education.

8.5 Master's student research work accounts for 24 credits for the scientific and pedagogical track, and at least 13 credits for the profile-based track with a 1-year term of study. One (1) academic credit is equal to 30 academic hours. The periods and duration of RWM (ERWM) within an academic term are determined according to the EP and the academic calendar. At the end of each completion period, the results of the research or experimental research work shall be formalized by the Master's student in the form of a report.

8.6 The Master's student studies on the basis of the MSIWP (Master's Student Individual Work Plan), which is developed under the guidance of a scientific supervisor.

8.7 The MSIWP is compiled for the entire period of study and includes the following sections:

Individual Study Plan (ISP) (updated annually if necessary);

Research (experimental research) work (topic, research area, deadlines, and reporting format);

Internship/Practice (program, host organization, deadlines, and reporting format);

Master's thesis (Master's project) topic with justification and structure;

Master's thesis (Master's project) implementation plan;

Scientific publications plan;

Scientific internship plan (program, host organization, deadlines, and reporting format).

8.8 The formation of the MSIWP, as well as the planning, execution, and reporting on professional internships, is overseen by the Vice-Rector for Academic Affairs; these processes are regulated by the University's Rules for the Organization and Conduct of Professional Internships.

8.9 The topic, area of research, deadlines, and reporting format of the RWM (ERWM) are determined in accordance with clauses 9.1 (9.2) of Section 9 of these Regulations.

8.10 The goal of the RWM (ERWM) is to prepare the Master's student for independent research (experimental research) work, and the writing and successful defense of a Master's thesis (project).

8.11 Objectives of the RWM (ERWM):

8.11.1 To develop skills for performing research (experimental research) work and to cultivate qualifications for conducting bibliographic work;

8.11.2 To formulate and solve problems arising during the course of research (experimental research) work;

8.11.3 To modify necessary research methods and develop new methods based on specific research tasks (under the guidance of the scientific supervisor regarding the thesis/project topic);

8.11.4 To apply modern information technologies in scientific research;

8.11.5 To process and analyze result data and present them in the form of completed scientific developments (research reports, conference abstracts, scientific articles, Master's thesis/project).

8.12 Procedure for the approval of the Master's thesis (project) topic:

8.12.1 The Master's student submits an application addressed to the University Rector for the approval of the dissertation topic and scientific supervisor (the topic shall be specified in Kazakh, Russian, and English).

8.12.2 Upon submission, applications are reviewed at Department meetings, where the justification for the chosen topics is heard and a decision is made to recommend the topics for approval.

8.12.3 Based on the Department's decision, the Vice-Rector for Academic Affairs submits the Master's thesis (project) topics and scientific supervisors to the University Academic Council for consideration.

8.12.4 Based on the decision of the Academic Council, the Rector issues an order approving the topics and supervisors. The order shall be issued within 2 (two) months after enrollment in the Master's program.

8.13 Within the framework of the RWM (ERWM), the Master's student's individual work plan provides for mandatory scientific internship.

8.14 The host for the scientific internship may be a partner university with which an agreement has been concluded, or any other university or research institute (subject to agreement with the scientific supervisor), provided that a contract is signed with said institution prior to the start of the internship. Scientific internships are planned for the 2nd semester for the profile-based track and the 4th semester for the scientific and pedagogical track, during periods that do not coincide with the examination session.

8.15 Scientific publications must correspond to the topic of the Master's thesis.

8.16 The main results of the Master's thesis must be presented in at least one (1) publication and/or one (1) presentation at a scientific and practical conference.

8.17 When planning the Master's student's research work, Heads of Departments shall carry out the following activities:

8.17.1 Determination of the direction and content of the RWM (ERWM) jointly with the scientific supervisor;

8.17.2 Development of the Master's thesis implementation plan;

8.17.3 Development of a plan for scientific publications and internships;

8.17.4 Consultation of the Master's student by the scientific supervisor on issues of planning, methodology, formatting, and presentation of research results.

9. REQUIREMENTS FOR MASTER'S STUDENT RWM (ERWM)

9.1 Requirements for Research Work (RWM) in a scientific and pedagogical Master's program:

1) It must correspond to the profile of the Master's educational program under which the thesis is being completed and defended;

2) It must be topical and contain scientific novelty and practical significance;

3) It must be based on modern theoretical, methodological, and technological achievements in science and practice;

4) It must be performed using modern scientific research methods;

5) It must contain research (methodological, practical) sections covering the main points submitted for defense;

6) It must be based on advanced international experience in the relevant field of knowledge.

9.2 Experimental Research Work (ERWM) shall be conducted in the 2nd semester in accordance with the EP and the academic calendar. Requirements for Experimental Research Work of a Master's student in a profile-based Master's program:

1) It must correspond to the profile of the Master's educational program under which the Master's project is being completed and defended;

2) It must be based on modern achievements in science, technology, and production, and contain specific practical recommendations and independent solutions to management tasks;

3) It must be performed using advanced information technologies;

4) It must contain experimental research (methodological, practical) sections covering the main points submitted for defense.

10. REPORTING AND ANALYSIS OF MASTER'S STUDENT RWM (ERWM)

10.1 The fulfillment of the Master student's Research Work (RWM) or Experimental Research Work (ERWM) plan shall be reviewed by a commission at a meeting of the Department. The Department's decision regarding the fulfillment or non-fulfillment of the plan shall be recorded as a formal conclusion in the minutes of the meeting.

10.2 At the conclusion of each academic period (semester), the results of the RWM and ERWM shall be compiled by the Master student into a report, which shall serve as the basis for a final grade. Reporting formats for RWM (ERWM) include presentations, articles, poster reports, video materials, and layouts.

10.3 Based on the results of the RWM (ERWM), the research supervisor shall issue a formal conclusion (specifying the actual completion of chapters and sections within the scheduled timeframe and noting any delays). The research supervisor shall evaluate the performance indicators of the Master student's RWM (ERWM) using a point-rating system. The grade is assigned at the end of each academic period (semester) in accordance with the student's Individual Research Work Plan (IRWP) and the academic calendar.

10.4 The final outcome of the Master student's research and experimental research work is the Master's Thesis / Master's Project, developed in accordance with the methodological guidelines for the preparation of Master's theses approved by the departments.

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

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

10.7 Every Master's thesis/Master's project must undergo a mandatory plagiarism check.

11. PROCEDURE FOR ACADEMIC ASSESSMENT OF STUDENTS

11.1 Annually, upon completion of the academic year, postgraduate students shall undergo academic certification to verify the fulfillment of their individual work plans. The academic certification of students is conducted at a meeting of the graduating department within the timeframes established by the Educational Program (EP) meeting schedule and is formally documented in the minutes.

11.2 The certification process involves an evaluation of the students' research (experimental research) activities, the completion of professional internships, and the publication of articles or presentations at research-to-practice conferences

12. PROCESS-RELATED RISKS AND RISK MITIGATION ACTIONS

12.1 Risks associated with:	12.2 Risk mitigation actions:
- inconsistency between the research or	- approval of the thesis/project topic at the

experimental research topic and the Educational Program (EP) profile;	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 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 RWM/ERWM.	- strict adherence to the academic calendar, regular monitoring of deadlines by the Department, and the implementation of interim progress reviews.

13. CONFIDENTIALITY.

13.1 These Regulations constitute an internal regulatory document of the University and shall not be disclosed to third parties, with the exception of certification body experts during certification audits, as well as consumers and partners, 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.	18.06.2025	
Head of EdM department	Bekbulimova G.K.	08.09.2025	
Head of CETE department	Nurtal Zh.	08.09.2025	
Dean of EB faculty	Marysh M.K.	08.09.2025	
Head of IT department	Abduraimova A.	08.09.2025	
Head of TS department	Baytukenova S.B.	08.09.2025	
Head of TLID department	Baizhanova Z.H.B.	08.09.2025	
Dean of Technology faculty	Safuanov Zh. Ye.	08.09.2025	
Dean of EIT faculty	Serimbetov B.A.	08.09.2025	
Head of CEH department	Arisher K.M.	08.09.2025	
Head of FA department	Mukashay A.B.	08.09.2025	

F.DQAaA-7.5-2025-05-04
(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