

APPROVED BY
Chairman of the Management Board -
Rector of NAO "Karaganda University
named after academician E.A.Buketov"
Prof. N.O. Dulatbekov



**Regulations for the Organization and Conduct of Final Certification
of Students in Master's and Doctoral Programs**
(with amendments dated December 28, 2023, Scientific Council
protocol No. 7)

1. Regulatory Basis of the Regulations

1.1 These regulations define the procedure for organizing and conducting the final certification of students in Master's and Doctoral programs and apply to all faculties, the Department of Academic Affairs.

1.2 The final certification of students in Master's programs is conducted in accordance with the forms established by the State Mandatory Standard of Education of the Republic of Kazakhstan and the Model Regulations for the Activities of Educational Organizations of the respective types.

1.3 The organization and conduct of the defense of doctoral dissertations are carried out in accordance with the State Mandatory Standard of Education of the Republic of Kazakhstan, the Rules for Awarding Academic Degrees, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan.

2. Format of Final Certification

2.1 The final certification of students in Master's and Doctoral programs includes the writing and defense of a dissertation.

3. Conditions for Admitting Students to Final Certification

3.1 Students who have fully completed the educational process in accordance with the requirements of the educational program, the work and individual curriculum plans, and the work study programs, as well as those who have fulfilled the following publication requirements, are admitted to the final certification:

for Master's students, at least one publication on the dissertation (project) topic in scientific publications, journals, and (or) one presentation at a scientific-practical conference during the entire period of study;

for Doctoral students, publications on the main results of scientific research in scientific, scientific-analytical, and scientific-practical publications in accordance with the Rules for Awarding Academic Degrees and Titles, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan, the State Mandatory Standard of Postgraduate Education;

3.2 A student in the graduating course who has not fulfilled the requirements of the educational program, the work and individual curriculum plans, and the

work study programs, remains for a repeated course of study without taking the summer semester.

3.3 In order to obtain admission to the defense, a Master's student must submit a dissertation work (project) and an abstract for preliminary review three months before the start of the final certification.

3.4 The Master's dissertation undergoes preliminary review:

1. verification for anti-plagiarism in accordance with the "Regulations on Conducting Checks of Educational, Scientific, Diploma Works, Master's and Doctoral Dissertations for the Presence of Plagiarism in NAO "Karaganda University named after E.A. Buketov". If the uniqueness of the text is below the established standard, the dissertation is not allowed for defense; this fact is discussed at a department meeting, and the decision is recorded in the minutes.

2. verification for compliance with the requirements for the technical оформлении dissertation (norm control) in accordance with the Regulations for Preparing the Graduate Work of a Student at NAO "Karaganda University named after E.A. Buketov". In case of выявления несоответствий, the dissertation is returned to the Master's student for revision within 3 academic days.

3. pre-defense, which takes place one month before the start of the final certification within the framework of an open department meeting with the mandatory presence of the Master's student, the научногоруководителя; the results of the pre-defense are recorded in the minutes;

4. evaluation of the scientific supervisor/scientific consultant (if available), who writes a review on the dissertation in form 1 and gives a conclusion of the type "allowed or not allowed for defense"; the review(s) is/are submitted to the head of the department; in case of a negative review, the научныйруководитель does not sign the dissertation and sends a written justification for its non-admission to the defense to the head of the department; the review(s) is/are provided to the Master's student within 10 (ten) days after the pre-defense.

5. making a decision by the head of the department on the admission of the dissertation to the defense; the decision is reflected on the title page of the dissertation in the form of an entry "admit or not admit to defense", date and signature. The negative decision of the head of the department must be considered at a special department meeting with the mandatory participation of the Master's student and the scientific supervisor; the decision of the department must be recorded in the minutes;

6. sending the dissertation for review if there is an admission to the defense.

3.4 Admission to the defense of a Master's dissertation (project) is оформляется by order of the Chairman of the Board-Rector of the university on the basis of the submission of the dean of the faculty and an ~~выписки~~ from the decision of the department meeting on the recommendation of the Master's dissertation (project) for defense, signed by the head of the выпускающейкафедрой. The draft order for the admission of Master's students is prepared by the Department of Academic Affairs.

3.5 A Master's student defends the Master's dissertation (project) in the presence of a positive review from the Scientific director and one review from a specialist corresponding to the profile of the defended dissertation (project).

3.5 In the event that the научный руководитель gives a negative conclusion "not allowed for defense", the Master's student does not defend the Master's dissertation (project).

3.6 A student is admitted to the defense of a Master's dissertation (project) both with a positive and with a negative conclusion from the reviewer.

3.7 No later than three working days before the start of the final certification, the Master's student submits the following to the attestation commission:

1. an abstract in Kazakh, Russian, and English;
2. a certified list of works;
3. an extract from the protocol of the extended department meeting with the decision on admission to the defense;
4. a review from a specialist;
5. a review from the Scientific director of the Master's dissertation;
6. the results of the verification in the anti-plagiarism program;
7. the results of the norm control in the form provided for in the Regulations on Graduate Works.

Responsibility for the accuracy of the submitted documents is borne by the head of the graduate department, the Scientific director, and the Master's student.

3.8 The Doctoral dissertation must be considered at an extended meeting of the department at the place of study. The extended meeting is attended by at least 2/3 (two thirds) of the department members, Scientific director, as well as representatives from related (related) departments and (or) structural subdivisions of the university, scientific and other organizations. In the absence of consultants, their reviews on the Doctoral dissertation are read at the meeting by the head of the department. One month before the extended meeting, the dissertation is sent to two specialists with an academic degree (Doctor of Sciences, Candidate of Sciences, Doctor of Philosophy (PhD), Doctor by профилю) or an academic degree of Doctor of Philosophy (PhD), Doctor by профилю or a degree of Doctor of Philosophy (PhD), Doctor by профилю in the field of scientific research of the Doctoral student.

3.9 For Doctoral students, the verification of the absence of violations in the process of planning, evaluation, selection, conducting, and dissemination of research results, including the protection of rights, safety, and well-being of research objects (objects of living nature and environment), is carried out by the University's Ethics Commission. To this end, the graduate department sends a submission to the Department of Science on the admission of the Doctoral dissertation to the consideration of the University's Ethics Commission in accordance with the requirements of the "Regulations on the Ethics Commission".

3.10 After receiving a positive conclusion from the extended department meeting and the University's Ethics Commission, the Doctoral student submits an application to the Chairman of the Board-Rector of the university on the choice of the dissertation council in which he will defend.

3.11 On the basis of the Doctoral student's application and the decision of the Ethics Commission, an order is issued by the Chairman of the Board-Rector on the admission of the Doctoral student to the defense. The draft order on the admission of Doctoral students to the defense is prepared by the Department of Science.

3.12 If the Doctoral student indicates a dissertation council of another university, then within 10 (ten) working days, the university in which the Doctoral student studied sends his documents to the dissertation council in accordance with the requirements of the Model Regulations on the Dissertation Council.

3.13 The procedure for registering the documents of the applicant in the dissertation council, organizing and conducting the defense of doctoral dissertations is carried out in accordance with the Model Regulations on the Dissertation Council, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan, the Regulations on the Dissertation Councils of NAO "Karaganda University named after E.A. Buketov".

4. Attestation Commission

4.1 For the purpose of conducting the final certification of students in Master's programs, an attestation commission is created at the university for educational programs or fields of study.

4.2 The competence of the attestation commission includes:
verification of the level of compliance of the theoretical and practical training of graduates with the established

4.3 The Chairman and members of the attestation commission are approved by order of the Chairman of the Board-Rector based on the decision of the Academic Council of the faculty no later than January 10 of the current academic year and are valid during the current calendar year.

4.4 The chairman of the attestation commission for master's degree programs is appointed by a person with a scientific degree or academic title, or a degree of candidate of sciences, doctor of philosophy (PhD) or doctor of science, or practical work experience of at least 5 years, corresponding to the profile of graduates, and not working at the university. Amendments were made at the meeting of the

technical secretary of the attestation commission is appointed by order of the university rector.

4.7 The meeting of the attestation commission is held according to the schedule, which is brought to the general attention no later than two weeks before the start of the attestation commission.

5. Reviewers

5.1 Reviewers of master's theses (projects) are approved by order of the Chairman of the Board-Rector by a general list upon the submission of the head of the graduating department, indicating the place of work, position held and education (scientific or academic degree in the specialty, basic education¹ according to the diploma of higher education).

5.2 Reviewing master's theses (projects) is carried out only by external specialists with scientific degrees, academic titles, an academic degree of doctor of philosophy (PhD), doctor by profile or master from third-party organizations whose qualifications correspond to the profile of the defended master's thesis (project). The appointment of reviewers is carried out by order of the Chairman of the Board-Rector on the basis of the submission of the head of the graduating department no later than two months before the start of the final certification.

5.3 The reviewer assesses the quality of the content of the master's thesis (project) in form 2. A copy of the review is provided to the master's student 10 (ten) days before the start of the final certification.

6. Procedure for Defending a Master's Thesis (Project)

6.1 The defense of a Master's thesis (project) is held publicly in an open session of the attestation commission with the participation of at least 50% of its members.

6.2 The defense can be conducted in Russian, Kazakh, English, and in some cases, other foreign languages.

6.3 The duration of the defense of one Master's thesis (project) should not exceed 30 minutes per student.

6.4 A master's student is given no more than 15 minutes to make a presentation. The report must be pre-checked by the supervisor, contain an overview of the relevance and main conclusions of the work. The presentation itself may be accompanied by visual materials or slides. At the end of the presentation, the master's student must answer questions from members of the attestation commission and/or those present.

6.5 The secretary of the attestation commission announces the supervisor's review and the review of an external expert. If the supervisor is present, he/she speaks personally. For all comments in the review and the review, the master's student must give reasoned explanations on their essence, or agree with these comments.

6.6 Based on the results of the defense of the master's work (project), an assessment is made according to the point-rating letter system based on the level of theoretical, scientific and practical training of the master's student, the supervisor's review and the assessment of an external expert.

6.7 The results of the defense of the master's thesis (project) are recorded in the minutes of the meeting of the attestation commission for each master's student separately and are announced on the same day at the end of the meeting.

7. Evaluation of students' results, re-defense

7.1 Based on the results of the defense of the master's thesis (project), assessments are made according to the point-rating system of evaluating students' knowledge, taking into account the level of theoretical, scientific and practical training of the student, as well as the reviews of the supervisor and the reviewer.

7.2 The results of the defense of the master's thesis (project) are announced on the day of the defense. The attestation commission awards a master's degree on the day of the defense. The technical secretary fills out individually for each graduate a single protocol of the meeting of the attestation commission for the review of the master's thesis and the award of a master's degree.

7.3 Re-defense of a master's thesis (project) in order to increase a positive assessment is not allowed.

7.3 Re-defense of a master's thesis (project) in order to increase a positive assessment is not allowed.

7.4 A person who received an unsatisfactory assessment or did not appear for the defense of a master's thesis has the opportunity to pass it again in the next academic period. The admission of a person is carried out on the basis of his personal application and the order of the Chairman of the Board-Rector of the university. The application must be submitted during the summer or winter

master's degree by the decision of the attestation commission and is issued a diploma with an appendix free of charge. (with changes from 28.12.2023, protocol of the Academic Council No. 7)

8.3 A student who receives an "unsatisfactory" grade in the final certification is expelled from the university by order of the Chairman of the Board-Rector as "not fulfilling the requirements of the educational program" and "not defending the master's thesis (project)."

8.4 Persons who have mastered the doctoral program and defended a doctoral dissertation, with a positive decision of the Committee for Control in the Sphere of Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan based on the results of the examination, are awarded the degree of Doctor of Philosophy (PhD) or Doctor by profile and are issued a diploma with an appendix (transcript).

8.5 In the case of early completion of the doctoral program and successful defense of the dissertation, the doctoral student is awarded the degree of Doctor of Philosophy (PhD) or Doctor by profile, regardless of the term of study.

9. Documenting the Work and Decisions of the Attestation Commissions, Sending to the Archive

9.1 At the end of the work of the attestation commission in the master's program, its chairman writes a report on the final certification of master's students, which is discussed and approved at a meeting of the Faculty Council within a month from the date of completion of the commission's work.

9.2 The report of the chairman of the attestation commission on the final certification of master's students includes tables and an explanatory note, which reflects:

- the level of training of masters in this specialty;
- the characteristics of the knowledge of master's students identified at the comprehensive exam;
- the quality of the master's theses (project);
- the relevance of the topics of master's theses (project) to the current state of production, technology, science, and culture, and the needs of society;
- analysis of the quality of training of masters in this specialty;
- shortcomings in the training of masters;
- the correspondence of the department's conclusion, the supervisor's review, and the review to the level of defense of the master's thesis (project);
- specific recommendations for further improvement of master's training.

9.3 The minutes of the meeting of the attestation commission are stored in the university archive in accordance with the requirements of the Law of the Republic of Kazakhstan of December 22, 1998 "On the National Archival Fund and Archives."

9.4 Deans of faculties, within five working days after the completion of the attestation commission's work, organize the work on the formation of an electronic archive of master's graduates on electronic disks for transfer to the university archive and the university's scientific library.

9.5 The electronic archive of a master's graduate includes:

1. an individual work plan of the master's student;
 2. a master's thesis/project with a thesis abstract (in a format that excludes copying of the material);
 3. a report on the verification of the thesis/project in the anti-plagiarism program;
 4. a list of published works;
 5. a review of the supervisor of the master's thesis/project;
 6. a review of a specialist (internal and external);
 7. an act of examination of the thesis;
 8. an extract approved by the vice-rector for academic affairs from the extended meeting of the department on the recommendation of the master's thesis/project for defense; (amendments were made at the meeting of the Academic Council protocol No. 7 of 28.12.2023).
 9. a transcript;
 10. a student's transcript with a calculation of the average grade point average (GPA) for the entire period of study;
 11. the minutes of the meeting of the attestation commission on the
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10.5 Amendments to these regulations are made at the initiative of the Department of Academic Affairs after согласования with the member of the Board-Vice-Rector for Academic Affairs in order to improve the procedure within the academic freedom of the university or in connection with the introduction of new requirements of the Ministry of Education and Science of the Republic of Kazakhstan for the organization of final certification of students. The amended regulations are approved by the Chairman of the Board-Rector of the university.

Structure of the Supervisor's Review on the Master's Thesis (Project)

Review

on the thesis (project) of Full Name of the Master's Student of the _ Course of the educational program Code – Name Name of the Faculty of Karaganda University named after E.A. Buketov on the topic "Full Title"

1. Rationale for the choice of topic
2. Rationale for the chosen work structure
3. Evaluation of the validity of conclusions and proposals
4. Evaluation of the work done by the master's student, their ability to conduct research independently
5. Positive aspects of the work
6. Supervisor's conclusion: 1) corresponds or does not correspond to the requirements for the master's work (project); 2) is allowed or not allowed for defense at the meeting of the attestation commission.

Supervisor:
Position at the Department,
Academic degree, title
Signature, Full Name

M.P.
Faculty

«__»____202__ г.

Technical requirements:

Times New Roman
14 point
Single interval.

Note:

- M.P. stands for "Seal Place" (местопечати) and is used to indicate where the official seal of the faculty should be affixed.
- The underscore "_" after "Full Name of the Master's Student" and "Course" is meant for you to fill in the appropriate information. The same applies to the date and the supervisor's information.

Structure of the Review on the Master's Thesis (Project)**Review**

on the thesis (project) of Full Name of the Master's Student of the _ Course of the educational program Code – Name Name of the Faculty of Karaganda University named after E.A. Buketov on the topic "Full Title"

1. Assessment of the conformity of the thesis work to the profile of the educational program.
2. Assessment of the relevance of the topic.
3. Assessment of the logical unity of the work (project), the degree of problem-solving, and the completeness of the research.
4. Assessment of the degree of independence of the student in conducting the research.
5. Assessment of the degree of validity of the conclusions and proposals made in the work (project).
6. Assessment of the level of scientific language of the work (project).
7. Controversial issues, shortcomings of the work (if any).
8. Conclusion: contains 1) an assessment of the thesis work according to the grade point average system; 2) a recommendation on awarding the master's degree to the master's student in the educational program (specialty). For example, Smagulov A.T.'s thesis work can be assessed with an A "excellent" grade (100 points), and its author deserves the desired master's degree in pedagogical sciences in the educational program 7M01101 "Pedagogy and Psychology."

Reviewer:

Position, place of work

Academic degree/title (if available)

Signature, Full Name

M.P.

«__» ____ 202__ г.

I certify the signature of the reviewer:

Signature, Full Name of the head/specialist of the personnel service

«__» ____ 202__ г.

Note:

1. The review should contain detailed evaluative judgments of the expert on the quality of the work;
2. Technical requirements:
 - TimesNewRoman
 - 14 point
 - Singleinterval.