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"Approved"
 By Order of the Chairman
 of the Management Board
 No. 533-N dated October 14, 2020
 Reissued
 By Order of the Chairman
 of the Management Board - Rector
 No. 342-N dated September 21,
 2023

INTERNAL REGULATORY DOCUMENTS
Position


**ABOUT THE RESEARCH WORK OF STUDENTS KAZAKH
 AGROTECHNICAL UNIVERSITY NAMED AFTER S. SEIFULLIN**

PNIRS IRD 03.3007-2020

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Astana 2023

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Introduction

1 DEVELOPED AND INTRODUCED by the Department of Science and Innovation in cooperation with the Quality Committee.

name of the structural division that developed the NIRC

2 RE-ISSUED by the Quality Committee in accordance with the Order of the Chairman of the Management Board-Rector No. 342-N dated 21.09.2023.

(name, date and number of the approving organizational and administrative document)

3 APPROVED AND PUT INTO EFFECT BY the Chairman of the Management Board Order No. 533-N of 14.10.2020 (official approving the document)

(name, date and number of the approving organizational and administrative document)

4 DEVELOPERS:

- Director of the Department of Science- S. A. Nukusheva

Full name

- Head of the Quality Service-S. S. Aldabergenova

Full name

-Specialist of the Quality Service-M. T. Zhagalbayeva .

Full name


**5 FIRST REVIEW PERIOD
VERIFICATION PERIODICITY**

2025

IS 5 years


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1 Scope of application

This regulation defines the functions and tasks of research work of students of the S. Seifullin Kazakh Agrotechnical Research University С.Сейфуллина (hereinafter referred to as S. Seifullin KATU).)

This regulation is included in the quality management system documentation package (hereinafter referred to as IRD). S. Seifullin KATU.

2 Normative references

This regulation uses references to the following regulatory documents:

Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education" (with amendments and additions as of 07.07.2020);

Law of the Republic of Kazakhstan dated February 18, 2011 No. 407-IV "On Science" (with amendments and additions as of 28.10.2019)

SO IRD 01.1011-2017 Internal regulatory documents. The organization's standard. Rules for creating, presenting, and executing documentation for a quality management system.

SO IRD 01.1014-2020 Internal regulatory documents. The organization's standard. Rules for developing, approving, and approving the division's regulations.

DP IRD 01.1006-2020 Internal regulatory documents. Documented procedure. Document management.

DP IRD 01.1007-2020 Internal regulatory documents. Documented procedure. Manage records by quality.


3 Definitions

3.1 This regulation applies terms and definitions in accordance with MS ISO 9000: 2005.

4 Designations and abbreviations

The following abbreviations are used in this regulation:

- S. Seifullin KATU – NCJSC "S. Seifullin Kazakh Agrotechnical University";
- Ministry of Education and Science of the Republic of Kazakhstan – Ministry of Education and Science of the Republic of Kazakhstan;
- PNIRC-regulations on research work of students of the Kazakh Agrotechnical University named after S. Seifullin;
- PRK-representative of the quality management;
- DS – Department of Science.
- Research institute – research institute;
- NIL – research laboratory;

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- Teaching staff – teaching staff;
- QRMC – Committee for Quality Management.

5 Responsibilities and powers

5.1 The Member of the Management Board – the Vice-Rector for Research and Innovation-is responsible for the development of the regulation, namely for its content, structure, design, approval and introduction инновационной деятельности.

5.2 The draft regulations on PSRW NCJSC "S. Seifullin KATU" should be approved by the Member of the Management Board-Vice-Rector for Operations, Director of the Legal Service, Department of Science and Innovation, and the Chief Manager of the Quality Committee (hereinafter K referred to as), who are noted in the " Approval List "(Appendix A).

5.3 The Department of Science and Innovation is responsible for transferring the original document for storage Комитету to the Quality Committee несет департамент науки.

5.4 The Executive Committee prepares an order on its entry into force, which is approved P by the Chairman of the Management Board-the Rector.

5.5 The head of the division is responsible for familiarizing the employees of the division with these regulations. Familiarization should be made out in the " Familiarization Sheet"(Appendix B).

6 Goals and objectives –of students ' research work


6.1 Research work of students is one of the important components of higher education, an effective way to improve the quality of training specialists.

Research work of students should be aimed at developing students ' skills in research work, developing creative initiative and the ability to apply the achievements of scientific and technological progress in practice, which meets the requirements for training a modern specialist as a researcher (scientist), manager (manager) and practitioner.

Participation in research contributes to the better assimilation of students ' core disciplines, expanding their scientific, technical and social horizons, teaches them to independently master new ideas, quickly and effectively navigate the flow of scientific information.

6.2 The main objectives of students ' research work are:

- improving the quality of training of specialists with higher education, ensuring their demand in a market economy;
- formation of creative professional thinking skills by mastering scientific methods of cognition and research;
- ensuring the unity of educational (educational and educational), scientific and practical processes;

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- creation and development of conditions (legal, economic, organizational, resource, etc.) that allow each student to exercise their right to creative personal development, participation in scientific research and scientific and technical creativity-ful – fledged, equal and accessible to everyone in accordance with their needs, goals and abilities.

6.3 Main tasks of the Research and Development Center:

- mastering (within the framework of a single educational and scientific process) a system of concepts, judgments and conclusions in the field of profession (specialty), based on knowledge, skills, skills and experience of activity.

- students ' mastery of scientific methods of cognition;

- familiarizing students with the methods of scientific research, the methodology of conducting experiments and the theory of decision-making;

- acquisition of skills to independently solve scientific and practical problems;

- acquisition of skills in working in research teams, familiarization with the methods of organizing their work;

- education of students ' need for creativity, self-education, continuous improvement of their knowledge, in-depth and creative development of educational material;

- formation of skills and needs for permanent work with domestic and foreign literature, the ability to work with the patent fund;

- mastering modern information technologies and methods of information communication (Internet, e-mail, etc.);

- formation of a scientific approach to assessing the relevance of scientific areas (works) that ensure real economic, social or spiritual progress of society.

- establishing close links between the student's interests and the scientific and educational direction of the department, strengthening his creative contacts with the teacher in the binary learning process.


7 Form of student participation in research projects

Competitions of students 'research papers, student scientific conferences, exhibitions of students' scientific and technical creativity, and Olympiads play an important role in the development, improvement, organization and summing up of research results.

7.1 Organization and planning of students ' research work.

Research work of students is organized directly at the departments and scientific divisions of the university: the research institute at the university (hereinafter referred to as the Research Institute), the research laboratory (hereinafter referred to as the NIL), and the training center.

Scientific guidance is provided by the teaching staff of the university departments. Leading researchers of third-party scientific organizations and masters can also be involved in the management of research projects.

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Research work of students is divided into academic and research work, which is included in the educational process, and research performed during extracurricular hours.

7.1.1 Students' research work included in the educational process includes:

- work on in-depth study of individual sections of the curriculum with the preparation of students' essays;
- performing tasks, laboratory work, term papers and diploma projects (works) containing elements of scientific research;
- performing specific non-standard tasks of a research nature during academic, industrial and pre-graduate internships;
- study of the theoretical foundations of the methodology, setting up, organizing and performing scientific research, planning and organizing a scientific experiment, processing scientific data, etc. in the course "Fundamentals of Scientific Research".

The most important type of research and development in the educational process is conducting scientific research in the course and thesis work (projects).

7.1.2 Students' research work performed during extracurricular hours is organized in the form of:

- works in student scientific circles;
- participation of students under an individual contract in the implementation of state budget or household contract topics;
- lecturing work on the dissemination of knowledge in the field of science, technology and culture.


7.1.3 Student scientific circles are the main, most popular form of attracting students to scientific work outside of school hours. A student's scientific circle is a relatively small creative team, united by work on one or several scientific tasks (problems).

7.1.4 Student scientific circles are organized in general scientific and graduate departments. In these circles, students carry out research on topical issues and prepare essays, annotations, conduct experiments and experiments, processing the results obtained, design and produce visual aids, laboratory installations and technical training tools, prepare messages that they deliver at meetings of circles, scientific seminars of the department. The best-trained students are involved in solving more complex scientific and technical problems. As a rule, students' research work in groups ends with the submission of a corresponding report on the work performed and the results obtained.

A scientific circle can be formed as a subject or specialty.

The subject research circle aims to solve problems of higher complexity than those solved in the order of normal study of a particular discipline according to the curriculum. Members of the circle can be students from the 1st to the 5th year.

In the specialty research circle, students perform research on scientific topics of departments. Scientific circles in the specialty are organized mainly at graduate and profile departments.

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Tasks for scientific research by students should meet the general didactic requirements of scientific content, relevance, novelty, and correspond to the student's experience, knowledge, and skills.

7.1.5 The organization of student research circles is mandatory in all departments of the University.

7.1.6 Participation of students in the performance of contractual and state-funded works is carried out in accordance with the regulations on the Department of Science . At the same time, performing students can be enrolled in the positions of laboratory assistant, technical or engineering staff, depending on the work they perform and the course of study at the university.

7.1.7 Research, design and creative works successfully completed by students during extracurricular hours and meeting the requirements of academic programs can be counted as relevant laboratory and course work, as well as other academic tasks.

7.1.8 Research work of students is included in individual work plans of teachers and general plans of educational and scientific work of the department. The results of students 'research work are covered in the annual report of the university (faculties, departments) in the section "Students' research work".

The report of departments should contain complete information:

- about the work of scientific circles (topics of circles, information about circle leaders and students, completed work);
- information about course and diploma design on scientific topics (or with elements of scientific research);
- information about competitions, Olympiads, conferences, participation of students in state-funded and contractual works;
- information about publications, submitted applications for inventions and received patents, as well as information about other research results.


7.1.9 The organization and planning of research work at departments should meet the requirements of an integrated approach and close interrelation of all forms and methods of scientific work of students implemented in the educational process and during extracurricular hours, as well as the unity of goals and continuity of research work during the transition of a student from course to course.

The organization of research and development activities should ensure continuous participation of students in scientific work during the entire period of study at the university.

In the junior years, students, along with research in social sciences and fundamental disciplines, can perform small independent research and creative tasks in the scientific areas of the graduating department.

At 3-5 years, students study core disciplines and have a closer contact with the teachers of the graduating department, which allows them to attract students to more serious scientific research, perform course design on scientific topics and, as the final stage of study at the university, a scientific diploma project (work).

7.1.10 Material and technical support of students ' research work:

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- students participating in research use the equipment, instruments and tools of educational laboratories of departments and scientific divisions of the university, where they perform their work.

- the necessary material costs associated with conducting scientific work are covered in accordance with the established procedure at the expense of the university or at the expense of customers with whom contracts are concluded.

8 Measures to encourage students and managers of research institutes

In accordance with the established procedure, students and their supervisors can be recommended for awarding monetary prizes, memorable gifts, diplomas, certificates and letters of thanks of the university for success in research work.

Students-laureates of the republican contest of scientific works of students are awarded by the Ministry of Education and Science of the Republic of Kazakhstan in accordance with the Regulations on the competition.

Students who combine active research work with high academic performance can study according to individual schedules for the implementation of the curriculum, approved by the dean of the faculty.

Students who have shown an aptitude for research work can be recommended for admission to the master's program.

Students who participate in funded and initiative teaching staff projects throughout their entire period of study at the university are rewarded with diplomas, certificates and valuable prizes at the end of the university.


9 Duties of the scientific supervisor and responsible for research and development at the department

- the research supervisor forms a research circle, determines its orientation, draws up a work plan for the circle and tasks for students, assists students in developing a research plan and methodology, recommends literature, supervises and advises students, checks and evaluates the abstract (scientific report) , assists in preparing materials for publication of research results and registration of applications for inventions;

- the scientific supervisor of the Research Institute is responsible for the correct scientific and methodological formulation and effective organization of work of each student; ensures the participation of students in scientific conferences of the university, and when significant results are obtained, their publication and submission of applications for inventions;

- the scientific supervisor of the Research Institute should periodically (at least once a year) report on his / her work at the meeting of the department;

- the person responsible for research and development at the department forms together with the head of the department a plan of work of the department on research

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and development, determines the number and focus of scientific circles. The head of the department provides general management of research and development, coordinates the work of scientific supervisors.

The choice of the scientific direction of the department and, as a result, the research work of students should be determined by the priority and "breakthrough" areas of science approved for the near future, have a close connection with academic and various levels of scientific and technical programs and projects, production requests.

The person responsible for R & D at the department (faculty) organizes student scientific conferences, Olympiads and competitions, ensures active participation of students in faculty, university and national competitions (Olympiads), maintains the necessary documentation on R & D at the department, makes references and reports on R & D at the department (faculty).

Scientific conferences at departments (faculties), Olympiads and competitions are held independently by the faculties. The schedule and procedure for conducting the event on the recommendation of the faculties is approved by the Dean of the Faculty.

10 Scientific and Student Conference

The scientific and student conference "Seifullin readings" is held once a year. The conference days are announced as student science days, during which breakout sessions are held, where students make presentations based on their own research materials.

Two weeks before the conference, section leaders must submit the program of the scientific student conference to the scientific section. Students' reports should be based on the results of independent research and should be characterized by:


- relevance and novelty of this direction;
- sufficient illustrative material;
- the reliability of the results obtained.

The responsibility for drawing up and implementing the conference program is assigned to the heads of the University's Research and Development departments, deans of faculties, and heads of research and development departments.

11 Competitive works

11.1 An important element of students' scientific work is their participation in various Olympiads, competitions, and exhibitions. These activities allow you to:

- stimulating research and educational activities of students;
- identify more talented and gifted students;
- identify and evaluate the best scientific works of students;
- to teach students the skills of generalization, presentation and design of the results of scientific work;
- promote the formation of the intellectual potential of the Republic of

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Kazakhstan.

11.2 In, accordance with the regulations of the Ministry of Education and Science of the Republic of Kazakhstan on the organization and conduct of the annual PRepublican contest of research works of students in natural, technical, social, humanitarian and economic sciences, the first stage of the Republican contest of research projects is held at the Kazakh Agrotechnical University named after S. Seifullin.

By order of the Chairman of the Management Board, an organizing committee and a commission are created to conduct the first stage of the Republican Research and Development Competition, and the terms of the competition are approved. The organizing committee consists of the Director of the Department of Science, responsible for research and Development of the University, responsible for research and development of faculties.

Members of the competition commission can be heads of departments, leading professors, associate professors, senior teachers according to the competition profile.

The competition commission of the University has the right to organize sections with the participation of scientists of the corresponding profile, instruct individual departments and specialists of universities and scientific organizations to review works with subsequent submission of reviews to the commission.

The Deputy Chairman of the Management Board for Science, Innovation and International Relations is responsible for executing this order.


11.3 Form, content and procedure for performing competitive works.

Independent completed research works of students and student collectives in priority areas and topical problems of natural, technical, social, humanitarian and economic sciences are submitted to the R & D competition.

In the competition work, the student should reflect the following points:

- scientific and practical significance;
- relevance of the problem under consideration;
- new offers.
- originality of the work, compliance of the results of the work with modern trends in the development of science;
- the depth of studying the problem state.
- use of modern scientific literature in the preparation of the work and modern methods of analysis and processing of the results obtained;
- conclusions and suggestions.

The first copies of students' scientific papers printed at one and a half intervals are submitted to the Research and Development competition. Font Size (Times New Roman) - kegel: 14. Text without forced hyphenation. Paragraph indent 1.25, margins on the right - 3 cm, margins (top, bottom, left) - 2 cm, page numbering is solid, starting from the first one. The amount of work should not exceed 20-40 pages. Models and natural exhibits are not allowed to be presented. Drawings and illustrations attached to the work should be arranged onax standard size sheets.

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Scientific work may be accompanied by acts (copies of acts) on the implementation of the results of scientific work, copies of patents, scientific articles. Theses, term papers and projects can be submitted to the competition if they have a scientific novelty or provide for the implementation of their results in production or in the educational process.

Students' research papers submitted to the competition will not be returned. Registration of competitive works is carried out within the requirements set out in the recommendations of the Ministry of Education and Science of the Republic of Kazakhstan and in accordance with the standard SO IRD 02.2003-2019

"Standard of organization for the preparation, examination and publication of educational and methodical literature at S. Seifullin KATU" and MI IRD 02.2012-2019 "General requirements for the organization, conduct and design of a thesis (project)". These documents provide examples of how tables figures and parameters are arranged etc

Competitive works of students of 3-5 courses who do not have an element of scientific research, i.e. of an abstract nature, are not encouraged by the competition commission with diplomas and certificates.

Those scientific papers whose materials have been tested at the conference are sent to the Republican competition.

11.4 Management of students' research work.


During the entire academic period, students' research work is conducted under the guidance of the department. Management of independent work of each student is carried out by the supervisor, who is approved by the decision of the department meeting. The work of groups created by departments is coordinated and directed by the Dean's Office and the Faculty Research Council.

The supervisor draws up a comprehensive work plan for the entire academic period and develops a research methodology. At least twice during the semester, the supervisor informs the department about the progress of individual student work plans, and upon completion of the work, submits a written report to the department.

The supervisor should be a scientist who is actively working in this field of science and technology. At the same time, the student must be an experienced teacher who is able to direct the student's efforts to carry out scientific work in close connection with his / her education and upbringing. The supervisor is fully personally responsible for all types of work with students to complete the assignment.

The supervisor provides comprehensive control over the student's work within the framework of academic work and reports to the department, and in some cases - to the faculty council. The time required for conducting research and development activities is taken into account in the individual plans of the teacher within the hours planned for educational, methodological and scientific work.

12 Research Council

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R & D is organized by the university – the R & D council, at faculties – the R & D council of the faculty.

The Research and Development Council is approved by the order of the Chairman of the Management Board consisting of:

- Chairman (Deputy Chairman of the Management Board for Research and Development), research supervisor of the University's Research and Development departments, scientific supervisors of research and development departments.

The Research and Development Council of the Faculty is created by the Faculty Council and approved by the Dean for a period of one year, consisting of:

- Chairman (Dean), research supervisor of the Faculty of Research and Development, scientific supervisors of research and development departments.

The R & D Council of the University is a body that provides general guidance on the research work of university students.

NIRS advice:

- develops and determines the main directions and development of research and development projects;

- coordinates the work of research and development services;

- exercises general control over the activities of the research and development system units;

- reviews and approves annual plans and reports of the Council of Research Institutes and the Council of Research faculties;

- combines the nomenclature and timing of the main research and development activities (conferences, reviews, competitions, exhibitions, etc.) and coordinates their implementation.

Faculty Research Council:

- develops, in relation to the specifics of the faculty, a program for covering students with various forms of research and development at departments;

- jointly with the departments organizes all research and development activities (conferences, reviews, competitions, etc.);


- provides communication with other universities and research institutes;

- holds events to promote student scientific work.

13 Measures to encourage students and managers of research institutes

Also important are the issues of moral and material incentives for students who actively participate in research projects. At the same time, the volume and quality of scientific work performed and the significance of the results obtained must be taken into account. The following measures are provided for encouraging students: bonuses, granting a preferential right to use the library fund, awarding diplomas, the right to receive a business trip to participate in scientific student conferences of other universities, and an advantage in job placement.

At the end of the conference, the jury members determine the best reports and

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distribute prizes depending on the number of participants in the conference.

The materials of the prize-winning reports are published in the "Bulletin of Science of S. Seifullin KATU", awarded with a certificate of honor of the university or valuable gifts, and the authors can take part in scientific and student conferences of other universities of the Republic of Kazakhstan.

Special attention is paid to encouraging students who participate in the work step-by-step in the faculty, intra-university and then in the republican rounds of the competition for the best scientific and student work.

The number of prizes in the context of faculties based on the results of the intra-university competition of student works is set at 25% of the total number of submitted works. The number of acknowledgements is 10% of the total number of works. The distribution of prizes for the student work competition corresponds to the structure of incentives for participation in the student conference: 1st place – 14%, 2nd place-29%, 3rd place-57% of the total number of prize works (for example, only 50 student works are submitted to the competition, then the number of prizes will be 13 (50x0. 25); 1st place – 2 works (13x0. 14), 2nd place-4 works (13x0.29), 3rd place – 7 works (13x0. 57); in addition,5 commendations are announced (50x-0.10).

According to the decision of the competition committee at the intra-university stage, works that have won prizes and received a commendation are sent to the Republican Competition.

According to the results of the intra-university competition of scientific and student works, authors who have won prizes are rewarded дипломами with diplomas of I, II, III degrees and certificates of appreciation.

Heads of students who took the first, second, and third places are awarded a commendation with entry in their personal file.


Heads of student councils, curators of research and development departments, curators of research and development departments of the University who showed high activity in preparing students for participation in the competition and at the conference are awarded with certificates of appreciation.

When passing the examination of scientific papers and summing up the results of the competition, strictly follow the "Regulations on holding the Republican Competition for the best scientific student work" of the Ministry of Education and Science of the Republic of Kazakhstan.

14 Procedure for making changes

14.1 Amendments to the Regulations are made only with the permission of a Member of the Management Board-the Vice-Rector for Operations, and must be documented with his (their) signature. The sheets removed from the amended version of the regulation are kept with a document on permission to make changes.

14.2 Amendments and approvals to the regulation are made in accordance with the requirements of DP IRD 01.1006.1006-2023 in clause 8.4.1 .

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14.3 Changes to the regulation are made by the senior QC Manager with a mandatory mark in the "Change Registration Sheet"

15 Xwounding and mailing

15.1 Responsibility for the transfer of the approved regulation (original) for storage in the CC is borne by the head of the development department.

15.2 The CC is responsible for storing and distributing the PSRDS to its divisions
 возлагается на КК

15.3 PNIRRS are registered in electronic format in the electronic document management system and distributed to all departments.

