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«Approved»
by Order of the Chair of the
Board
№75-N dated Feb. 21, 2023.
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Board – Rector
№342-N dated Sep. 21, 2023

INTERNAL REGULATORY DOCUMENTS

REGULATIONS

ON THE PHD DOCTORAL PROGRAM AT «S. SEIFULLIN KAZAKH AGROTECHNICAL RESEARCH UNIVERSITY»


RPDP IRD 02.2036 - 2023

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FOREWORD

1 DEVELOPED AND SUBMITTED BY the Department of Science jointly with the Department for Academic Affairs.

(Name of the structural subdivision that developed the regulatory document)

2 REISSUED BY the Quality Committee in accordance with Order №342-N dated September 21, 2023, of the Chair of the Board – Rector.

(Title, date, and number of the approving administrative document)

3 APPROVED AND IMPLEMENTED Approved by the Academic Council (Minutes №4 dated February 6, 2023) and put into effect by Order №75-N dated February 21, 2023, of the Chair of the Board – Rector.

(Official approving the document)

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academic degree, academic title, full name


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5 FIRST REVIEW DATE
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1 Scope of Application

This Regulation on the Doctoral Program of S. Seifullin Kazakh Agrotechnical Research University (hereinafter referred to as the Regulation) establishes the requirements for the state-mandated minimum content of doctoral educational programs and the level of training of graduates of S. Seifullin Kazakh Agrotechnical Research University (hereinafter referred to as the University).

The Regulation is mandatory for implementation and compliance by all departments, faculties, and other structural units involved in the training of PhD doctors.

This Regulation is part of the internal regulatory documentation of S. Seifullin Kazakh Agrotechnical Research University.

2 Normative References

Documented procedure “Regulation on Doctoral Studies” is developed based on regulatory documents of the Republic of Kazakhstan:

This Regulation uses references to the following regulatory documents:

Law of the Republic of Kazakhstan dated July 27, 2007 “On Education”;

Model Rules for the Activities of Organizations of Corresponding Types of Education, Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595;

State Mandatory Standard of Higher and Postgraduate Education, Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2;

Classifier of Training Areas for Personnel with Higher and Postgraduate Education, Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 13, 2018 No. 569;

Rules for Organizing the Educational Process by Credit Technology, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152;


Model Rules for Admission to Education Organizations Implementing Higher and Postgraduate Educational Programs, Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600;

Rules for Organizing the Educational Process by Credit Technology. Approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152;

Model Regulation on the Dissertation Council. Approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 26 with amendments dated May 18, 2012;

Rules for Awarding Academic Degrees. Approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31,

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2011 No. 127;

Order of Acting Minister of Education and Science of the Republic of Kazakhstan dated August 7, 2009 No. 374 “On Approval of Financial Norms for Higher and Postgraduate Education”;

Resolution of the Government of the Republic of Kazakhstan dated May 11, 2018 No. 256 “On Approval of the Rules for Reimbursement of Expenses for Official Business Trips at the Expense of Budget Funds, including to Foreign Countries”;

Charter of NPJSC “Kazakh Agro-Technical Research University named after S. Seifullin”;

OS IRD 02.2079-2022 Internal Regulatory Documents. Organization Standard. Organization of Performance Monitoring during Final Certification of Students;

OS IRD 01.1011-2020 Internal Regulatory Documents. Organization Standard. Rules for Structuring, Presentation and Design of Quality Management System Documentation;

DP IRD 01.1006-2020 Internal Regulatory Documents. Documented Procedure. Document Management;

DP IRD 01.1007-2020 Internal Regulatory Documents. Documented Procedure. Quality Records Management.

3 Definitions

In this Regulation, the following key terms and definitions are used in accordance with the State Compulsory Educational Standard of the Republic of Kazakhstan:


Doctoral Studies (PhD Program): A professional postgraduate educational program aimed at training scientific and pedagogical personnel leading to the award of the academic degree of Doctor of Philosophy (PhD) or Doctor in Profile, with a standard period of study of not less than three years.

Doctoral Student (PhD Candidate): An individual enrolled in a doctoral program.

Doctoral Dissertation: A scientific research work representing an independent study in which theoretical provisions are developed, the totality of which can be qualified as a new scientific achievement or as a solution to a scientific or practical problem that has significant socio-cultural or economic importance, or which presents scientifically substantiated technical, economic, or technological solutions.

Credit: A standardized unit of measurement of a doctoral student’s academic workload; one credit corresponds to one academic hour of classroom instruction per week during an academic term (trimester).

Credit-Based Learning Technology: A form of education based on the student's choice and independent planning of the sequence of disciplines to be studied, using the credit as a standardized unit for measuring the academic workload

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of both the student and the instructor.

Doctoral Educational Program: A general description of the content of doctoral training, expressed mainly through a list of disciplines and types of academic and research work, grouped into corresponding cycles with an indication of their volume.


Academic Mobility: The movement of students or teaching-research staff for a specific academic period (including academic or research internships), usually for a trimester or an academic year, to another higher education institution (either within the country or abroad) for the purpose of studying or conducting research, with mandatory credit transfer of completed educational components in accordance with established procedures at their home university.

Advisor: A faculty member who serves as an academic mentor to a student in a relevant specialty, assisting in the selection of the educational trajectory (formation of an individual study plan) and in mastering the educational program during the study period.

4 Symbols and Abbreviations

The following abbreviations are used in this Regulation:

- NPJSC – Non-Profit Joint Stock Company;
- MSHE RK – Ministry of Science and Higher Education of the Republic of Kazakhstan;
- SCES – State Compulsory Educational Standard;
- DP – Documented Procedure;
- S. Seifullin KATRU – S. Seifullin Kazakh Agrotechnical Research University;
- EP – Educational Program;
- DD – Dissertation Defense;
- FA – Final Assessment;
- SAC – State Attestation Commission;
- RWD – Research Work of Doctoral Student;
- BD – Cycle of Basic Disciplines;
- PD – Cycle of Major (Profile) Disciplines;
- RW – Research Work;
- UC – University Component;
- EC – Elective Component;
- WEP – Working Educational Plan;
- FAS – Faculty and Academic Staff;
- QC – Quality Committee;
- OS – Organization Standard;
- QA – Quality Assurance;
- STRK – State Standard of the Republic of Kazakhstan;
- DAA – Department for Academic Affairs;

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- DP&EEP – Department for Planning and Organization of the Educational Process.

5 Responsibilities and Authorities

5.1 The Director of the Department of Science and the Director of the Department for Academic Affairs are responsible for the development of this Regulation.

5.2 The Director of the Department of Science and the Director of the Department for Academic Affairs are responsible for the implementation and management of the processes specified in this Regulation.

5.3 The draft of this Regulation must be agreed upon with the Member of the Board – Vice-Rector for Operational Activities, the Director of the Department for Academic Affairs (hereinafter – DAA), the Director of the Department of Science and Innovation, and the Director of the Legal Service, who provide their approval in the “Approval Sheet” (Appendix D).

5.4 The Head of the relevant subdivision is responsible for communicating the approved Regulation to the respective university staff. The record of acknowledgment must be completed in the “Acknowledgment Sheet” (Appendix E).

6 General Provisions

The process of postgraduate education (doctoral studies) is aimed at training Doctors of Philosophy (PhD) in scientific and pedagogical fields and Doctors in Profile based on the university’s academic and research capacity.

Process Owner: Chairman of the Board of S. Seifullin Kazakh Agrotechnical Research University.


Process Participants: Scientific supervisors, international research consultants, deans and heads of departments, the Department of Science and Innovation, and the Director of the Department for Academic Affairs.

The objectives of doctoral educational programs are as follows:

- to establish, based on the integration of education and science, an effective system for training scientific and scientific-pedagogical personnel of a new generation capable of addressing issues related to the development of society, the economy, and production;

- to harmonize national technologies for the training of highly qualified scientific and pedagogical personnel with international standards, and to ensure proactive solutions to their scientific, methodological, legal, financial, economic, human resource, and material-technical support needs.

- implementation of the educational process in accordance with the principles of international practice of training highly qualified scientific and pedagogical personnel that are competitive in the modern labor market. For this purpose, the student takes a course of theoretical training and carries out independent original

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scientific research, characterized by significant relevance and practical significance. The results of the research are issued in the form of a doctoral dissertation, which is defended in accordance with the established procedure.

The objectives of doctoral programs are to train domestic PhDs who are competitive both within the country and in the international labor market, and to integrate national doctoral programs into the global educational space.

7 Structure of the Doctoral Educational Program

The structure of the doctoral program contains two equivalent components: academic and scientific. Accordingly, it is formed from various types of work (educational and research). The content of the educational program reflects the relationship, measurement and consideration of these two components. The load intensity of academic and scientific work is determined by the amount of material mastered and is measured in credits. The doctoral program has a cumulative credit system that takes into account previously mastered credits at previous levels of education. When organizing an educational process based on credit technology of training, the volume of the discipline must be at least 3 credits.

The academic year in the doctoral program of S. Seifullin KATRU consists of academic periods, including research work (experimental research), a period of intermediate certification/final control, internships, final certification and vacations. If necessary, to meet the needs of doctoral students, it is allowed to introduce a summer semester.

Academic period: the period of theoretical training established by S. Seifullin KATRU – trimester.

Educational programs of doctoral studies are approved by the Chairman of the Board in accordance with the direction of doctoral studies and contain:


- theoretical training, including basic and specialized courses;
- scientific (experimental) research work and foreign scientific internship;
- intermediate or final state certification;
- practical training of students, including various types of practices.
- implementation and defense of a doctoral dissertation.

The internship of doctoral students is conducted in accordance with the approved study curriculum in accordance with the academic calendar of S. Seifullin KATRU.

The scientific component of the educational program is formed from the research work of a doctoral student, scientific publications, a foreign scientific internship and writing a doctoral dissertation.

Training of a Doctor of philosophy (PhD) is carried out in the doctoral program with the award of the academic degree of Doctor of philosophy (PhD) with a period of study of at least three years, only in full-time.

Doctoral students who have completed the full course of theoretical training in the doctoral program, but have not completed the DRW (EDRW), are given the

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opportunity to re-master the academic credits of the DRW (EDRW) and defend their dissertation in subsequent years on a paid basis.

A doctoral student who has completed a full course of theoretical training in a doctoral program, who has completed an DRW (EDRW), but has not defended his / her doctoral dissertation, is awarded the results of training and academic credits and is given the opportunity to defend his / her dissertation within two years after graduation on a free basis, and in subsequent years on a paid basis in the amount of at least 4 academic credits.

Moreover, after 3 years from graduation, the doctoral candidate defends his dissertation only after re-approval of the scientific justification of the dissertation research (research proposal) on a paid basis.

8 Requirements for the Content of Doctoral Educational Programs and Academic Load of Doctoral Students

The educational program for training a Doctor of philosophy (PhD) has a scientific and pedagogical orientation and involves fundamental educational, methodological and research training and in-depth study of disciplines in the relevant areas of science for the system of higher and postgraduate education and the scientific sphere.

Educational programs of doctoral studies should be developed in terms of professional training on the basis of studying the experience of highly rated foreign universities and research centers that implement accredited training programs for PhD students or PhDs in the profile.


Theoretical training consists of a cycle of basic and core disciplines. The cycle of basic subjects includes subjects of the university component and/or elective component. The cycle of profile disciplines consists only of the disciplines of the university component and (or) the elective component.

The list of elective subjects and the corresponding minimum amounts of credits are set by the authors of educational programs in accordance with the requests of employers, the needs of the labor market and regulatory documents.

Training under the doctoral program is carried out on the basis of the state mandatory standard of education of the Republic of Kazakhstan, working curricula, syllabuses and teaching complexes of disciplines, practical programs (research, production and/or pedagogical) and individual curricula of doctoral students.

The main criterion for completing the educational process for training doctors of philosophy (PhD) (doctors by profile) is the completion of at least 180 academic credits, including all types of academic and scientific activities.

In case of early completion of the doctoral program and successful defense of the dissertation, the doctoral candidate is awarded the degree of Doctor of Philosophy (PhD) or doctor in the profile, regardless of the period of study.

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9 Academic Load of Doctoral Students

Academic load is measured by the time required for a doctoral student to study a discipline, module, or entire doctoral program and is required to achieve the specified learning outcomes in the doctoral program.

The academic load includes all the doctoral student's academic activities – lectures, seminars, group classes, group exercises, practical and laboratory work, studio classes, industrial practice, scientific or professional internship, research work (experimental research work), writing and defending a doctoral thesis, independent work, including under the guidance of scientific director.

Doctoral students are trained on the basis of an individual work plan, which is compiled under the guidance of scientific consultants.

The individual work plan of a doctoral student is drawn up for the entire period of study and includes the following sections:

- 1) research, experimental research work (subject, research direction, terms and form of reporting);
- 2) practical training(including teaching), internship (program, base, terms and form of reporting);
- 3) the topic of the doctoral dissertation with justification and structure;
- 4) implementation plan for the doctoral dissertation;
- 5) plan of scientific publications, participation in scientific and practical (scientific and theoretical conferences).

In order to develop practical skills of scientific and professional activity in a particular branch of science, a doctoral student passes an internship (pedagogical, research), which is implemented in accordance with an individual plan, within the time frame determined by the curriculum.


The individual work plan of the doctoral student and the topic of the dissertation are approved no later than 2 months from the moment of enrollment in S. Seifullin KATRU .

After the topic of dissertation is approved, the individual work plan of the doctoral student is reviewed and discussed at the department meeting and approved at the Faculty meeting.

A person who has not completed an individual work plan and has not prepared a doctoral dissertation within the established time frame is expelled from the doctoral program by order of the Chairman of the University’s Board with the issuance of an academic certificate indicating the credits they have mastered.

Academic achievements of doctoral students are evaluated using various forms of monitoring and certification, determined by the Rules for conducting current monitoring of academic performance, intermediate and final certification of students in higher educational institutions.

To ensure recognition of the results of monitoring students’ academic achievements in the international educational space, knowledge assessment is carried out using a point-based letter grading system.

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The form of the doctoral student's individual work plan is given in Appendix A.

10 Requirements for Conditions of Implementation and Staffing of Doctoral Training

Requirements for the content and format of doctoral dissertations, writing and defense are determined by the regulatory legal acts of the CQASHE MES RK.

Departments that implement educational programs for doctoral studies should have a material and technical base that provides all types of theoretical and practical training provided for in the curriculum, as well as providing a workplace with a computer and Internet access for the effective implementation of dissertation work.

Availability of foreign scientists with the following degrees: Doctor of Philosophy – PhD) – at least one; doctor of the corresponding specialty – at least one. At the same time, doctors and candidates of sciences, doctors of Philosophy (PhD), doctors in the profile should conduct training and advise on the implementation of the dissertation.

Teaching staff should be proficient in modern interactive teaching methods and technologies, and use them in the educational process.

Research schools should be recognized nationally or internationally. Indicators of recognition include publications in scientific journals with a non-zero impact factor and international and domestic scientific projects carried out jointly with foreign partners.

11 Time Norms for Types of Academic Work in Doctoral Studies

The full academic load of one academic year corresponds to 60 academic credits and corresponds to 1,800 academic hours in one academic year. At the same time, during one semester, a doctoral student masters 30 academic credits.

One academic credit corresponds to 30 academic hours.


The main criterion for the completion of the educational process for the preparation of doctors of philosophy (PhD) (doctors by profile) is mastering of at least 180 academic credits, including all types of academic and scientific activities.

In case of early completion of the doctoral program and successful defense of the dissertation, the doctoral candidate is awarded the degree of Doctor of Philosophy (PhD) or doctor in the profile, regardless of the period of study.

12 Requirements for Learning Outcomes and Graduate Competency Levels

A doctoral student must:

- demonstrate a systematic understanding of the field of study, mastery of the skills and research methods used in this area;

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- plan, develop, implement and adjust the research process;
- contribute their own original research to the expansion of the boundaries of the scientific field, which may deserve publication at the national or international level;
- critically analyze, evaluate, and synthesize new and complex ideas.
- communicate the knowledge and achievements to colleagues, the scientific community and the general public;
- promote the development of a knowledge-based society.

General competencies:

have an idea:

- about the main stages of development and changing paradigms in the evolution of science;
- about scientific schools of the relevant branch of knowledge, their theoretical and practical developments;
- about scientific concepts of world and Kazakh science in the relevant field;
- on the mechanism of implementation of scientific developments in practical activities;
- about the norms of interaction in the scientific community;
- on the pedagogical and scientific ethics of a research scientist.

know and understand:


- current trends, trends and patterns of development of Russian science in the context of globalization and internationalization;
- methodology of scientific knowledge;
- achievements of world and Kazakh science in the relevant field;
- (realize and accept) the social responsibility of science and education;
- a foreign language for scientific communication and international cooperation;

be able to:

- organize, plan and implement the research process;
- analyze, evaluate and compare various theoretical concepts in the field of research and draw conclusions;
- analyze and process information from various sources.
- conduct independent scientific research, characterized by academic integrity, based on modern theories and methods of analysis;
- generate own new scientific ideas, communicate the knowledge and ideas to the scientific community, expanding the boundaries of scientific knowledge;
- choose and effectively use modern research methodology;
- plan and forecast their further professional development.

have the following skills:

- critical analysis, evaluation and comparison of various scientific theories and ideas;
- analytical and experimental scientific activities;
- planning and forecasting of research results;

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- public speaking and public speaking at international scientific forums, conferences and seminars;
 - scientific writing and scientific communication;
 - a systematic understanding of the field of study and demonstrate the quality and effectiveness of the selected scientific methods;
 - participation in scientific events, fundamental scientific domestic and international projects;
 - leadership and team management;
 - responsible and creative attitude to scientific and scientific-pedagogical activities;
 - conducting patent search and experience in transmitting scientific information using modern information and innovative technologies;
 - protection of intellectual property rights to scientific discoveries and developments;
 - free communication in a foreign language.
- be competent:*
- in the field of scientific and scientific-pedagogical activity in the conditions of rapid updating and growth of information flows;
 - in conducting theoretical and experimental scientific research;
 - in setting and solving theoretical and applied problems in scientific research;
 - to conduct a professional and comprehensive analysis of problems in the relevant field;
 - interpersonal communication and human resource management;
 - in matters of university training of specialists;
 - in carrying out the expertise of scientific projects and research;
 - to ensure continuous professional growth.

13 Scientific (Experimental) and research work (DRW\EDRW) and research (production) internship of a doctoral student


Research work of doctoral students includes:

- research (experimental) work;
- field research trips (including an internship at a basic university of a foreign scientific consultant);
- scientific publications;
- writing a doctoral dissertation.

As part of the implementation of research and development activities, the department draws up a schedule of consultations with the scientific supervisor;

Doctoral students have the opportunity, in accordance with their training profile, to perform an experimental part of work in research institutes and scientific organizations with which bilateral agreements are concluded.

The doctoral dissertation must:

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- correspond to the main issues of the doctoral educational program under which the dissertation is defended;
- be carried out within the framework of funded fundamental, applied, and other state budget, contractual, or registered initiative research projects;
- be relevant, contain scientific novelty, and have practical significance;
- be based on modern theoretical, methodological, and technological achievements of both domestic and international science and practice;
- employ modern scientific research methods;
- be based on up-to-date methods of data processing and interpretation using computer technologies;
- include theoretical (methodological, practical) sections consistent with the scientific propositions defended in the dissertation.

The main scientific results of a dissertation for the degree of Doctor of Philosophy (PhD) or Doctor in the field must be published prior to the dissertation defense in scientific journals included in the List of scientific publications recommended for the publication of main scientific results, approved by the authorized body in accordance with subparagraph 121) of paragraph 16 of the Regulation on the Ministry of Education and Science of the Republic of Kazakhstan, approved by the Resolution of the Government of the Republic of Kazakhstan dated October 28, 2004, No. 1111 (hereinafter referred to as the List of Publications), and/or in an international peer-reviewed scientific journal.


1. Articles published in international peer-reviewed scientific journals are considered depending on the field of study, specifically:

For the following fields: 8D05 – Natural Sciences, Mathematics and Statistics; 8D06 – Information and Communication Technologies; 8D07 – Engineering, Manufacturing and Construction Industries; 8D08 – Agriculture and Bioresources; 8D09 – Veterinary Medicine; 8D10 – Healthcare and Social Welfare (Medicine); 8D11 – Services;

— the articles must be published in journals included in a specific quartile according to the Journal Citation Reports (JCR) by Clarivate Analytics, or in journals indexed in the Scopus database with a CiteScore percentile indicator.

2. For other fields of study – in journals that have an impact factor according to the Journal Citation Reports (JCR) or are indexed in the Web of Science Core Collection database (Arts and Humanities Citation Index, Science Citation Index Expanded, Social Sciences Citation Index) by Clarivate Analytics, as well as journals included in the Scopus database with a specific CiteScore percentile.

If there is one (1) article published in an international peer-reviewed scientific journal that has an impact factor according to JCR (or is indexed in the Web of Science Core Collection: Arts and Humanities Citation Index, Science Citation Index Expanded, or Social Sciences Citation Index), or has a CiteScore percentile of at least 25 in the Scopus database, then the required number of articles in journals from the approved List of Publications is three (3).

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If there is one (1) article in a journal with an impact factor according to JCR or a CiteScore percentile of at least 25 in Scopus and one (1) article in a journal ranked in the top three quartiles of the JCR database or having a CiteScore percentile of at least 50 in Scopus, then no additional publications in journals from the List of Publications are required.

If there is one (1) scientific article published in a journal ranked in the first quartile (Q1) of the JCR database, no other publications are required.

Articles in international peer-reviewed scientific journals must match the thematic focus of the journal as stated in the respective databases and must be published in current issues. At the time of the article’s publication or the dissertation defense, the journal must have a CiteScore percentile in the Scopus database or an impact factor (or be indexed) in the Web of Science Core Collection in at least one scientific field that corresponds to the dissertation content.

If the number of articles published in international peer-reviewed scientific journals exceeds the required amount, the additional articles may be counted as publications in journals from the approved List of Publications.

Foreign patents indexed in the Web of Science database by Clarivate Analytics are recognized as publications in international peer-reviewed scientific journals.

The educational program for the Doctor of Philosophy (PhD) degree must include research practice.

The research practice of a doctoral student is conducted in order to study the latest theoretical, methodological, and technological achievements of domestic and international science, as well as to reinforce practical skills in applying modern scientific research methods, and processing and interpreting experimental data within the dissertation research.

Research practice is carried out by doctoral students at scientific institutions, enterprises, and organizations that have signed bilateral agreements for conducting research.


The educational program for the Doctor in the field (profile doctorate) must include industrial (professional) practice.

The purpose of industrial practice is to consolidate theoretical knowledge acquired during the course of study and to enhance the doctoral student’s professional level.

The content of both research and industrial practice is determined by the topic of the doctoral dissertation.

To fulfill part of the academic component of the doctoral educational program and conduct research, doctoral students undertake academic internships abroad at educational and scientific institutions no more than twice during the entire period of study, with each stay lasting up to 3 months.

Longer stays for conducting research on the topic of the doctoral dissertation are permitted at the doctoral student’s own expense or through other sources of funding.

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At S. Seifullin Kazakh Agrotechnical Research University (KATRU), research internships abroad are scheduled for the 2nd and 3rd years of study, and are also allowed during vacation periods.

A doctoral student's report is reviewed at the end of each academic period.

Attestation of doctoral students is conducted at the end of the academic year for promotion to the next year of study by decision of the department and faculty.

A doctoral student at S. Seifullin KATRU may participate in international conferences at their own expense starting from the second year of study, not more than once per year.

Participation in international conferences is also allowed during research internships abroad.

Based on the submitted documents, the University's Academic and Technical Council (ATC) makes a decision regarding the attestation of the doctoral student and either promotion to the next year or admission to the final state certification.

The final result of the Research and Development Work (R&D) or Experimental Research and Development (ER&D) is the doctoral dissertation.

14 Organization of the Work of Scientific Advisors in Supervising Doctoral Dissertations

14.1 A doctoral student is assigned scientific supervision within two months after enrollment.


PhD dissertation supervision is carried out by at least two scientific advisors, one of whom must be a domestic (Kazakhstan) advisor, and the second — a scholar from a foreign university.

14.2 It is permissible to appoint two domestic scientific advisors in accordance with the Workload Norms for planning academic, methodological, organizational-methodological, and research activities.

It is also allowed to engage one of the two scientific advisors on a contractual basis from an external organization.

14.3 Appointed scientific advisors must meet the following qualification requirements:

- Hold an academic degree such as: Candidate of Sciences, Doctor of Sciences, Doctor of Philosophy (PhD), or Doctor in the Field (Profile Doctorate);
- Have at least three years of scientific and pedagogical experience;
- Specialize in a field corresponding to the doctoral student's area of study;
- Be the author of scientific publications as follows:
 - For the following fields: 8D05 – Natural Sciences, Mathematics and Statistics; 8D06 – Information and Communication Technologies; 8D07 – Engineering, Manufacturing and Construction Industries; 8D08 – Agriculture and Bioresources; 8D09 – Veterinary Medicine 8D10 – Healthcare and Social Welfare (Medicine); Must be the author of at least two articles in international peer-reviewed scientific journals included in Quartiles 1, 2, or 3 of the JCR (Journal Citation

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Reports) in the Web of Science Core Collection, or with a CiteScore percentile of at least 35 in Scopus, or have a Hirsch index of 2 or higher.

- For all other fields of study: Must be the author of five scientific articles in profile journals included in the List of publications recommended for publishing results of scientific activity, and one article in an international peer-reviewed scientific journal having an impact factor according to JCR, or indexed in one of the following databases within the Web of Science Core Collection: Science Citation Index Expanded; Social Sciences Citation Index; Arts and Humanities Citation Index or with a CiteScore percentile of at least 35 in the Scopus database.

- The head of the graduating (responsible) department is responsible for ensuring that the scientific advisors meet the established qualification requirements.

14.4 In order to ensure high-quality doctoral training, it is recommended that one domestic scientific advisor supervise only one doctoral student per cohort.

14.5 Priority for supervising doctoral students is given to academic staff who are project managers or team members of funded research programs/projects, or who are actively engaged in scientific research. Such staff may be allowed to supervise more than two doctoral students in the same academic year.

14.6 Foreign scientific advisors must be engaged from leading international research organizations and universities ranked within the top 1000 in international university rankings or within the top 200 by subject area (by Subject).

Partnership agreements must be concluded with universities offering doctoral programs in the relevant field of study. These agreements should cover scientific exchange, involvement of foreign consultants, and implementation of joint scientific projects.

14.7 Scientific advisors are responsible for ensuring and monitoring the progress of the doctoral dissertation, compliance with principles of academic integrity, and timely submission of the dissertation for defense.


They must ensure that the dissertation research content is aligned with national priorities, state programs, and demonstrates scientific novelty and practical relevance, is based on modern theoretical, methodological, and technological achievements, and employs contemporary scientific research methods.

Scientific advisors, primarily the domestic advisor, are obliged to:

- Monitor the doctoral student's research activities;
- Provide methodological assistance in writing the dissertation;
- Discuss research findings with the doctoral student;
- Edit scientific articles and conference abstracts;
- Assist in and ensure timely publication of articles in accordance with the Rules for Degree Conferment;

Provide reviews for the doctoral student's annual research reports (the domestic advisor for all years, the foreign advisor in the final third year) and for the dissertation;

- Facilitate research practice placements in scientific institutions;
- Support the organization of international scientific internships;

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Ensure the doctoral student’s readiness for dissertation defense.

Responsibility for fulfilling the individual work plan and successful defense of the doctoral dissertation lies with the doctoral student, the domestic scientific advisor, and the graduating department.

14.8 In cases of poor quality or untimely completion of any tasks outlined in the individual work plan, the domestic scientific advisor and the department may deny the doctoral student permission for interim attestation.

If the domestic scientific advisor fails to properly fulfill their supervisory duties, the department is obligated to take timely action to remove and replace the advisor.

14.9 If a domestic advisor has supervised doctoral students in the past three years who have not defended their dissertations, they may not be assigned new doctoral students until those previous students have successfully defended their dissertations.

14.10 Changes to the title of the doctoral dissertation are allowed only during the first year of study.

14.11 To fulfill the obligations of supervising a doctoral student and to provide payment for services, a service agreement is concluded with the foreign scientific advisor (a standard contract template is provided in Appendix B).

The service agreement with the foreign scientific advisor is signed upon official approval by the order of the Chairman of the University Board, and payment is made upon completion of the doctoral student’s final year of study.

The head of the graduating department is responsible for ensuring timely contract execution and payment for the services of the foreign advisor.


14.12 Scientific advisors and doctoral dissertation topics are reviewed at the meetings of the departments, faculties, Scientific and Technical Council, and the Academic Council, and are approved by order of the Chairman of the University Board.

15 Procedure for Final Certification

Final certification of doctoral students at the university is conducted within the timeframes specified in the academic calendar and the working curricula of the educational programs, in the form of a doctoral dissertation defense.

Doctoral students who have completed the educational process in accordance with the requirements of the working curriculum and course syllabi are eligible for final certification.

A doctoral student who has completed the full course of theoretical training within the doctoral program and has fulfilled the Research and Development Work (R&D or ER&D), but has not defended the doctoral dissertation, will be awarded 168 academic credits for the completed coursework. The doctoral student is granted the opportunity to defend the dissertation free of charge within one year after graduation, and on a paid basis in subsequent years, by enrolling for no less than 4

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academic credits. Upon successful defense and issuance of the diploma, the doctoral student is awarded a transcript including 12 academic credits for the final certification.

Graduating students who have not fulfilled the requirements of the working and individual educational plans and course syllabi will be required to repeat the academic year, without taking the summer semester.

Members of the State Attestation Commission (SAC) must hold an academic degree or the academic title and degree of Doctor of Philosophy (PhD), and must correspond to the field of the graduating doctoral program.

The Chairperson and members of the SAC are approved by the Academic Council of the university and are formally appointed by an order of the Chairman of the University Board no later than January 10 of the current year. The commission’s authority is valid for the entire calendar year.

Admission to final certification is formalized by an order of the Chairman of the University Board based on a list of eligible doctoral candidates, issued no later than two weeks before the beginning of the final certification period and submitted to the SAC.

Admission to dissertation defense is formalized by an order of the Chairman of the University Board of KATRU based on a submission from the Chairperson of the SAC.

Dissertation Councils are established at higher education institutions that hold a state educational order for doctoral programs, in accordance with the “Model Regulation on the Dissertation Council”, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan No. 26, dated March 31, 2011 (hereinafter – the Model Regulation).


Each university develops and approves its own regulation on the Dissertation Council.

16 Procedure for Sending Doctoral Students for International Scientific Internships

16.1 As part of their research and development work (R&D), doctoral students undertake international scientific internships in scientific and educational organizations and/or institutions in relevant industries or fields, in order to familiarize themselves with innovative technologies and new types of production.

16.2 The internship location must correspond to the scientific direction of the educational program, the topic of the doctoral dissertation, and the place of employment of the foreign advisor, which should generally be a leading foreign scientific institution or a university ranked in the top 1000 in international rankings or top 200 by subject area (by Subject).

Scientific internships abroad are conducted within the framework of Memorandums, Agreements, or Contracts of Cooperation.

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Information on existing memorandums, agreements, cooperation contracts, and visa and consular services is provided by the Department of International Relations.

16.3 The minimum duration of the internship must be no less than 30 calendar days.

16.5 Doctoral students are eligible for internships if they have preliminary research results and/or publications related to their dissertation topic. As a rule, internships are planned during the 2nd or 3rd year of study.

16.6 When the internship is conducted in a foreign language, a language proficiency certificate is required:

English – acceptable test scores include:

- TOEFL ITP (Test of English as a Foreign Language, Institutional Testing Program): minimum score – 163;
- TOEFL iBT (Internet-based Test): minimum score – 60;
- TOEFL PBT (Paper-based Test): minimum score – 498;
- TOEFL PDT (Paper-delivered Testing): minimum score – 65.
- IELTS (International English Language Testing System): minimum score – 6.0;
- German (and/or):
 - DSH (Deutsche Sprachprüfung für den Hochschulzugang): Level C1;
 - TestDaF (Test Deutsch als Fremdsprache): Level C1;
- French (and/or): TFI (Test de Français International): not below level B1 in the reading and listening sections; DELF (Diplôme d'Études en Langue Française): Level B2; DALF (Diplôme Approfondi de Langue Française): Level C1;

16.7 To arrange an international scientific internship, the following documentation must be processed with the Department of Science no later than one month prior to departure (document templates are provided in Appendix B):

- an application from the doctoral student addressed to the Chairman of the Board, endorsed by the scientific supervisor, head of the department, and dean of the faculty;


- a memorandum from the head of the department addressed to the Chairman of the Board of S. Seifullin Kazakh Agrotechnical Research University (KATRU) indicating all details regarding the scientific internship;

- an invitation from the host organization (the host organization being the place of work of the foreign consultant) for the scientific internship, specifying the doctoral student's full name, internship period, language of the internship, and including a price list for the cost of the internship in case of paid services;

- an internship program with a weekly plan including educational and research components, approved jointly with the organization hosting the internship;

- a business trip request, which must be completed by the doctoral student in the "Business Trips" information system on the University's educational portal.

In the case of paid services, a contract for the scientific internship shall be concluded in accordance with public procurement regulations. If it is not possible to

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conclude a contract under public procurement rules, a direct contract with the foreign organization shall be signed by the Chairman of the University’s Board.

The documents listed in Clause 16.7 shall be submitted by the department through the Documentologist system, and approved by the dean of the respective faculty, the Head of the Department of Science, the Head of the Department of Economic Analysis and Forecasting, the Head of the Department of Legal Support (if coordination of the draft contract is required), the Deputy Chairman of the Board for Science and Innovation, and the Deputy Chairman of the Board for Corporate Finance. Upon the Chairman of the Board’s resolution via internal document circulation, the documents shall be forwarded to the Administrative Department for issuing an order on the scientific internship (and, in the case of contracts under public procurement, also to the Head of the Department of Public Procurement for contract execution).

16.8 When sending a doctoral student on a scientific internship, the following expenses are subject to reimbursement:

- 1) payment to the host organization for conducting the scientific internship;
- 2) daily subsistence allowance for the entire internship period;
- 3) accommodation expenses during the internship period;
- 4) transportation expenses (travel to and from the internship location).

All of the above expenses are reimbursed by the University in accordance with the regulations on limits and standards of the NPJSC “S. Seifullin Kazakh Agrotechnical Research University.”

If the actual internship expenses exceed the established reimbursement limits, the excess amount shall be covered by the doctoral student’s own funds.

The transfer of funds to the doctoral student’s personal account to cover travel expenses shall be made no later than five (5) days from the date of the order issuance.

Upon issuance of the order for the scientific internship, the doctoral student must undergo: a safety briefing at the Faculty of Engineering; a briefing on the submission of travel expense documents in the Accounting Department; a briefing on the rules of stay abroad in the Department of International Relations.

Upon returning from the foreign internship, the doctoral student must:


- within three (3) days from the date of return, submit a financial report with supporting documents to the University’s Accounting Department;
- within one (1) week from the date of return, present at the department’s research seminar a detailed report on the internship results in accordance with the approved Scientific Internship Program.

The supporting document for the internship is a certificate of completion of the scientific internship.

17 Financial Norms for Doctoral Training

Financing of expenses for the training of doctoral students is carried out in accordance with the requirements of the Regulation on Limits and Standards of the

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NPJSC “S. Seifullin Kazakh Agrotechnical Research University.”

Upon admission to the PhD doctoral program, the admissions committee directs the PhD applicant to the respective department, where the possibility of mastering the prerequisite courses is determined in accordance with the structure of the educational program in the pedagogical profile for individuals who have completed a specialized master’s degree, as specified in Appendix 5 of the State Compulsory Educational Standard (SCES) (hereinafter – the Structure). In the case of a positive decision by the department, the PhD applicant shall submit an application (Appendix G) and a payment receipt for the credits in accordance with the Structure. The study period lasts for one academic year – from one to three trimesters.

18 Procedure for Making Amendments

18.1 Amendments to this Regulation may be made only with the authorization of the Member of the Board – Vice-Rector for Operational Activities and must be properly documented with his (their) signature(s). The pages removed from the amended version of the Regulation shall be kept together with the document granting permission to make the amendments.

18.2 The introduction and approval of amendments to the Regulation shall be carried out in accordance with the requirements of the Documented Procedure DP IRD 01.1006-2023, Clause 8.4.1.


18.3 Amendments to the Regulation shall be made by the Senior Manager of the Quality Committee (QC) with a mandatory entry recorded in the “Change Registration Sheet” (Appendix G).

19 Storage and Distribution

19.1 The head of the subdivision that developed this Regulation is responsible for transferring the approved original document for storage to the Quality Committee (QC).

19.2 The Quality Committee (QC) is responsible for storing and distributing the Documented Procedures (DPs) to the relevant subdivisions.

19.3 All Documented Procedures (DPs) shall be registered in electronic format in the electronic document management system and distributed to all university subdivisions.

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Appendix A

(Mandatory)

MINISTRY OF AGRICULTURE OF THE REPUBLIC OF KAZAKHSTAN

"KAZAKH AGROTECHNICAL RESEARCH UNIVERSITY NAMED AFTER
S. SEIFULLIN" NPJSC

«AGREED»

Deputy Chairman of the Board
for Scientific and Innovation Activities –
I. T. Tokbergenov

_____ full name
«__» _____ 202_ y.

«APPROVED»

Decan of the Faculty

_____ full name
«__» _____ 202_ y.

INDIVIDUAL WORK PLAN OF THE DOCTORAL STUDENT

Full Name of the Doctoral Student

Department

Educational Program


Period of Study in Doctoral Program from «__» __ 20__ y. to «__» __ 20__ y.

The topic of the doctoral dissertation (highlight in bold the language in which the dissertation defense is planned)

In _____ Russian

In _____ Kazakh

In _____ English

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Scientific Advisors:

1.

2.

3.

IRN (Registration Number) and the title of the research project in which the doctoral candidate participates (if applicable)

Project Supervisor (if applicable)


Deadline for Submission of the Doctoral Dissertation for Defense
«___» _____ 20__ y.

Discussed at the Department Meeting _____ protocol № ___ dated «___»
_____ 202__ y.

Approved at the Faculty Council Meeting _____ protocol № ___ dated
_____» _____ 202__ y.

Astana, 202__ y.

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Dissertation Topic: « _____ »

1. Research actuality
2. Scientific novelty
3. Research purpose and objectives
4. Research materials and methods
5. Literature review of the topic under study
6. Dissertation work schedule

№	Work contents	Timeframe for the work (month, year)	Expected results
	1 year of study		
1			
2			
3			
	2 year of study		
4			
5			
6			
	3 year of study		
7			
8			
9			


7. Expected results
8. References

III. Practice plan

Practice types	Semester	Credits	Practice base (name and location)	Practice program	Reporting deadlines and forms	Completed mark
Pedagogical						
Research						

IV. Research Internship Plan

№	Work contents:	Country, Research Institute, University	Deadlines	Results	Completed mark

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V. Scientific Publication Plan

№	Title of the article/abstract/patent	Full name, position, academic degree of the authors	The title of the publication (included in the CQAES of MES RK list, in the international Scopus databases. Web of Science)	Deadlines	Completed mark

VI. Plan for submitting reports on research work

Reporting type	Approval date of the report by the department	Approval date of the report by the Academic Council of the Faculty
Report on completion of the first year of study		
Report on completion of the second year of study		
Report on completion of the third year of study		

VII. Defense plan

Event	Time schedule
Documents submission for a doctoral dissertation to an extended department meeting	
Documents submission for a doctoral dissertation at a meeting of the Research Ethics Review Committee	
Documents submission to the dissertation council	

VIII. Participation in a research project

IRN (registration number) project name	Implemented within the framework of the PTF/GF/international	Full name of the scientific supervisor,	Implementation deadlines	Project Position



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	project/contractual work	position, degree		

Doctoral student:

Full name

«_____» _____202_ .

Agreed:

Scientific consultant:

Full name

«_____» _____202_ .

Foreign consultant:

Full name

«_____» _____202_ .

Head of research (in case of participation in a scientific project)


Full name

«_____» _____202_ .

Head of Department:

Full name

«_____» _____202_ .

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- issue a certificate upon completion of the program;
- abstain from publishing information directly or indirectly related to the results obtained during rendering the services under the Contract without Customer's approval for publishing in any means of mass communication or in any other way;
- not to disclose any information to which he gained access at the conclusion of the Contract by any possible ways (to make accessible to any third parties) during the term of the Contract and also within 2 (two) calendar years from the date of expiry of the Contract term;

2.4. The Contractor has the right to:

- to require the doctoral student to perform the activities specified in the technical specification of this Contract in order to perform the dissertation work;
- to demand qualitative and timely fulfillment of the Customer's obligations under the Contract.

3. Total sum of the contract and payments

3.1 The total amount of this agreement is ____ (_____) tenge.

3.2 Payment is made by transferring funds to the Contractor's account specified in this agreement on the basis of the Act of performed works (services rendered).

3.3 Payment is made by deductions, in accordance with the current legislation of the Republic of Kazakhstan.

3.4. In case of breach by the Contractor of a term of rendering the services specified in clause 1.2 of this Contract, the Customer has the right to withhold a penalty at a rate of 0.1% for each delayed day, but not more than 5% of the sum of the Contract without the consent of the Contractor.

3.5. The fact of payment is considered to be the receipt by the Contractor of payment documents confirming the receipt of non-cash funds to his / her bank account.

4. Responsibility of the parties


4.1 The measures of liability of the parties shall be applied in accordance with the norms of the current legislation of the Republic of Kazakhstan.

5. Force-majeure

5.1 The parties don't bear responsibility for full or partial default of any obligation if this default was a consequence of the force-majeure circumstances, resulting extreme character after the conclusion of the present contract, which parties couldn't expect or prevent.

5.2. Party that fails to perform its obligations under the present of Contract shall immediately notify the other Party of Force Majeure nature, beginning and termination periods, and within 5 (five) days period starting from the date of the relevant Force Majeure starting to send notice by electronic means, and/or fax, and/or mail service with the relevant documents provision issued by authorized body in the field of Force Majeure circumstances informing that contractual obligations performance will be continued as soon as the effect of Force Majeure circumstances is over.

6. The order of the disputes resolution

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6.1 Disputes and disagreements, which can arise at execution of the present contract, will be resolved whenever possible by negotiations between the parties.

6.2 All disputes shall be resolved in accordance with the regulations of the Republic of Kazakhstan in the city of Astana.

7. Final provisions

7.1 This Contract shall enter into force upon its signing and shall remain in force until the parties have fully performed their obligations.

7.2 Any amendments and additions to this Contract shall be valid only if made in writing and signed by duly authorized representatives of the parties. The annexes to this Contract constitute its integral part.

7.3 This Contract is drawn up in two copies in Russian and English. Both copies are identical and have equal force. Each of the parties has one copy of this contract.

7.4 In the case of discrepancies between the texts in Russian and English, the Parties shall be guided by the text of the Contract in Russian.

8. Addresses and bank details of the parties

CUSTOMER

NC JSC « Kazakh Agrotechnical Research University named after Saken Seifullin »
Republic of Kazakhstan, 010000, Астана,
62 Zhenis avenue.

BIN: 070740004377

IBAN: KZ 536010111000212490

Bank: «HalykBank»

SWIFT: HSBKKZKX

Seal

CONTRACTOR




Appendix B

**Technical Specification for the Work
of the Foreign Consultant**

_____ *Full name*
of the doctoral student _____
Full name

No	Direction of work	Period	Event (tasks)	Form of completion	Number of hours
1.	Research activity of a doctoral student in accordance with an individual curriculum	1st academic year _____			
			Coordination of the individual curriculum of the doctoral student	Individual curriculum	5 hours
			Coordination of the methodology of the research work of the doctoral dissertation	Methodology of research work	5 hours
			Consultation on the implementation of a doctoral dissertation	Sections of the dissertation work	5 hours
		2nd academic year _____			
			Assistance in undertaking a foreign scientific internship and preparing an article for publication in peer-reviewed foreign journals	Foreign scientific internship, article	10 hours
			Consultation on the implementation of the doctoral dissertation	Dissertation sections	5 hours
		3rd academic year _____			
			Assistance in the publication of articles in peer-reviewed foreign journals	Publications	5 hours
			Consultation on the preparation of the doctoral dissertation	Dissertation work	5 hours
			Preparation of a review of a doctoral dissertation as a foreign consultant	Review of the annual report of the doctoral	5 hours

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				student for the final certification, as well as a review of the doctoral dissertation by the time of the defense	
Total					45 hours

Reporting form: Certificate of completed works

CUSTOMER

NJSC “Kazakh Agrotechnical University
 named after Saken Seifullin”
 Republic of Kazakhstan, 010000, Astana,
 62 Zhenis Avenue
 BIN: 070740004377
 IBAN: KZ536010111000212490
 Bank: “Halyk Bank”
 SWIFT: HSBKKZKX

CONTRACTOR

Seal



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Appendix C
Form of Documents for Sending to Scientific Internship

To the Chairman of the Board
NJSC “Kazakh Agrotechnical
University named after S. Seifullin”

Full name
Doctoral student of the ____ year of
the educational program

code, title

Full name
Enrolled on a grant-funded / fee-
paying basis


mobile phone

Application

I kindly request permission to undertake a scientific internship
at _____
(name of the organization, country, city)
on the topic of my doctoral dissertation: «_____»
_____»
for the period from _____ and to cover the internship costs / travel
expenses.

Signature:

Date:

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Form of Memorandum for Scientific Internship

To the Chairman of the Board
NJSC “Kazakh Agrotechnical
University named after S. Seifullin”

Memorandum

According to the individual plan of the doctoral student, a mandatory scientific internship is required in order to complete the doctoral dissertation.

We kindly request permission for the doctoral student of the ___ year,
_____, enrolled in the educational
program *(Full Name)*

(code, title)


to undertake a scientific internship on the topic:
“_____” for the period
_____. The cost of the internship amounts to _____, and travel
expenses amount to _____.

The planned internship includes conducting research on
_____.

An invitation letter from the host organization is attached.

Head of Department _____ (Full Name)

Scientific Supervisor _____ (Full Name)

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Form of the Doctoral Research Internship Program

APPROVED BY

Deputy Chairman of the Board
Non-profit Joint Stock Company “S.
Seifullin Kazakh Agrotechnical
University”

_____ Full name
«_____» _____ 20__ .

APPROVED

—
*position of the representative of the
host organization*

name of the host organization
_____ Full name
«_____» _____ 20__ .

Doctoral Research Internship Program _____
Full name

Educational program:

Course:

Thesis topic:

Academic supervisor:


Foreign supervisor:

Place of the research internship (organization, country, city):

Period of the internship:

Weekly Work Plan for the Internship

No	Name of work	Completion deadline	Expected results

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Reviewed at the faculty meeting

Protocol No. _____ dated _____ 20 __.

Reviewed at the meetings of the Scientific Board of the University

Protocol No. _____ dated _____ 20 __.

Dean of the Faculty _____ Full name

signature

Head of the Department _____ Full name

signature

Academic Supervisor _____ Full name

signature

Foreign Supervisor _____ Full name

signature

PhD Doctoral Student _____ Full name

signature



Appendix D

Form F.02.2036–03

To the Rector-Deputy Chairperson
of the Board for Academic Affairs
NJSC «Kazakh Agrotechnical
University named after Saken
Seifullin» A.M. Abdyrov

(Full name of the applicant)

IIN: _____

Contact phone number: _____

Email: _____

Application

I request to register me for the educational program


_____ (number and name of the
educational program)

of the *pedagogical profile* for persons who have completed a *specialized master's degree program* for the academic year 20__–20__.

Payment receipt is attached.

Educational program: _____
of the *pedagogical profile* for persons who have completed a *specialized master's degree program*.

№ n/n	Name of cycles of disciplines and types of activities	Total workload	
		in academic hours	in academic credits
1	2	3	4
1.	Theoretical training	600	20
1.1	Cycle of basic disciplines (BD)	600	20
1)	University component (UC):		
	including:		
	History and Philosophy of Science		
	Pedagogy of Higher Education		

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	Pedagogical Practice		
2)	Elective Component (EC)		
1.2	Cycle of Major Disciplines (MD)	300	10
1)	University Component (UC)		
2)	Elective Component (EC)		
	Total	Not less than 900	Not less than 30

Date of completion:

Student's signature:

_____ (signature)

Advisor's signature:

_____ (signature)

«_____» _____ 20____ .

