APPROVED

Acting Chair of the Management Board – Rector
Karaganda Buketov National Research University
Non-profit Joint-Stock Company
_____ M.Ye. Tumurkulova
"__" _____ 2026

Regulations
on the Organisation of the Teacher Training Programme for Graduates of Professionally Oriented Master's Programmes

(as amended on 23 October 2026, Academic Council Minutes No. 4)

1. General Provisions

1.1 These Regulations have been prepared in accordance with Clauses 35, 36, 37, and 67 of the State Compulsory Standard for Postgraduate Education approved by order of the Minister of Science and Higher Education of the Republic of Kazakhstan (amended at the meeting of the Academic Council, Minutes No. 11 dated 27 February 2025).

1.2 These Regulations set out the procedure for organising a teacher training programme for persons who have completed a professionally oriented master's programme and wish to engage in teaching activities in educational organisations or continue their studies in a doctoral (PhD) programme.

1.3 Graduates of professionally oriented master's programmes admitted to the teacher training programme shall have the status of programme participants.

1.4 Graduates of professionally oriented master's programmes admitted to doctoral studies shall complete the teacher training programme as prerequisite coursework.

1.5 The duration of the teacher training programme shall be one academic period, or 15 weeks.

1.6 Upon completion of the teacher training programme, a certificate confirming completion of the educational programme for a pedagogically oriented master's degree shall be issued. The certificate shall be recognised by higher education institutions regardless of their form of ownership or departmental affiliation.

2. Programme Structure

2.1 The teacher training programme shall be developed on the basis of the current educational programme for the training of master's students in the

scientific and pedagogical field and shall include theoretical study, a teaching placement, and final assessment.

2.2 Theoretical study shall involve courses from the university and elective components of the educational programme for a scientific and pedagogical master's degree. The compulsory core courses shall include "History and Philosophy of Science" (3 credits) and "Higher Education Pedagogy" (3 credits).

2.3 The 6-credit teaching placement shall be completed at a higher education institution in order to develop practical skills in applying teaching and learning methods.

2.4 Final assessment shall be conducted after completion of the courses.

2.5 The teacher training programme shall comprise 30 ECTS credits.

3. Organisational Support for the Programme

3.1 An applicant shall submit an application addressed to the Chair of the Management Board – Rector requesting admission as a participant in the teacher training programme. A copy of the master's diploma with transcript and a tuition-payment receipt shall be attached.

3.2 The applicant's application shall be endorsed by the faculty dean, the Director of the Department for Academic Affairs, and the Vice-Rector for Academic Affairs, forwarded to the Student Services Office, and kept in the participant's personal file.

3.3 On the basis of a positive resolution by the Chair of the Management Board – Rector, the Student Services Office shall issue an order admitting the participant to the programme and an educational services agreement shall be concluded. For doctoral students, the Chair of the Management Board – Rector shall issue an order on completion of prerequisite courses, specifying the list of students and the deadlines.

3.4 The personal data of an admitted participant shall be entered into the information system of the Ministry of Science and Higher Education of the Republic of Kazakhstan (amended at the meeting of the Academic Council, Minutes No. 11 dated 27 February 2025).

3.5 Organisational support for the participant's learning process shall be provided in accordance with the established procedure.

3.6 Organisational documents shall include the academic calendar, the participant's individual study plan, the working curriculum of the teacher training programme, the participant's class and examination timetable, syllabi, and the teaching placement programme.

4. Recording Learning Outcomes

4.1 The participant's academic achievements shall be recorded by the Registrar's Office in accordance with the established procedure.

4.2 When the participant has fully completed the working curriculum and received positive final grades for all types of academic activity, the Chair of the

Management Board – Rector shall issue an order confirming completion of study, and a certificate in the format established by Karaganda Buketov National Research University shall be issued (Appendix 1).

If a participant receives an "unsatisfactory" examination grade corresponding to FX, the participant may retake the final assessment no more than once.

If a participant receives an "unsatisfactory" examination grade corresponding to F, the grade shall be final regardless of the admission rating for the course, and the participant shall be dismissed without receiving a certificate of completion of the pedagogically oriented master's programme (amended at the meeting of the Academic Council, Minutes No. 11 dated 27 February 2025).

4.3 The certificate shall state the participant's academic achievements, the code and title of the scientific and pedagogical educational programme, and the period of teacher training.

4.4 The certificate shall be assigned a registration number, which shall be recorded in a special register maintained by the Student Services Office.

5. Procedure for Approval and Revision of the Regulations

5.1 These Regulations shall be approved by the Chair of the Management Board – Rector of Karaganda Buketov National Research University.

5.2 These Regulations may be revised or supplemented in connection with amendments to the State Compulsory Standard for Postgraduate Education or other external requirements for master's degree training.

Approved at the meeting of the Academic Council, Minutes No. 4 dated 12 February 2025.