APPROVED

Acting Chair of the Management Board – Rector
Karaganda Buketov National Research University
Non-profit Joint-Stock Company

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"27" 10 2026

Regulations on the Organisation and Conduct of Final Assessment for Master's and Doctoral Students

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

1. Regulatory Basis of the Regulations

1.1 These Regulations establish the procedure for organising and conducting final assessment for master's and doctoral students and apply to all faculties and the Department for Academic Affairs.

1.2 Final assessment for master's students shall be conducted in the forms established by the State Compulsory Education Standard of the Republic of Kazakhstan and the Model Rules for the Activities of Educational Organisations of the Relevant Types.

1.3 The organisation and conduct of doctoral dissertation defences shall be governed by the State Compulsory Education Standard of the Republic of Kazakhstan and the Rules for Awarding Academic Degrees approved by order of the Minister of Education and Science of the Republic of Kazakhstan.

2. Final Assessment Format

2.1 Final assessment for master's and doctoral students shall involve the preparation and defence of a dissertation.

3. Conditions for Admitting Students to Final Assessment

3.1 Students who have fully completed the educational process in accordance with the educational programme, working and individual study plans, and course syllabi, and who meet the following publication requirements, shall be admitted to final assessment:

– for master's students – at least one publication on the dissertation (project) topic in a scholarly publication or journal and/or one presentation at a scientific and practical conference during the entire period of study;

– for doctoral students – publications presenting the principal research results in scholarly, analytical, and applied research publications in accordance with the Rules for Awarding Academic Degrees and Academic Titles approved by order of the Minister of Science and Higher Education of the Republic of Kazakhstan and the State Compulsory Standard for Postgraduate Education;

3.2 A final-year student who has not fulfilled the educational programme, working and individual study plans, and course syllabi shall repeat the year on a fee-paying basis without completing a summer semester.

3.3 To obtain admission to defence, a master's student shall submit the dissertation (project) and abstract for preliminary review 1.5 months before the start of final assessment (amended at the meeting of the Academic Council, Minutes No. 11 dated 27 February 2025).

3.4 A master's dissertation shall undergo preliminary review:

1) a check for plagiarism, use of artificial intelligence technologies, and text originality in accordance with the Regulations on Checking Academic, Research, and Diploma Works and Master's and Doctoral Dissertations for Plagiarism, Use of Artificial Intelligence Technologies, and Text Originality at Karaganda Buketov National Research University, no later than two weeks before the preliminary defence.

If text originality is below the established threshold, the dissertation shall not be admitted to defence; the matter shall be discussed at a department meeting and the decision recorded in the minutes.

Students may check the dissertation for plagiarism, use of artificial intelligence technologies, and text originality in an automated system free of charge no more than twice (amended at the meeting of the Academic Council, Minutes No. 11 dated 27 February 2025).

2) verification of compliance with technical formatting requirements in accordance with the Regulations on Preparing a Student's Graduation Work at Karaganda Buketov National Research University. If non-compliance is identified, the dissertation shall be returned to the master's student for revision within 3 (three) academic days;

3) a preliminary defence held no later than one month before final assessment at an open department meeting with the mandatory attendance of the master's student and academic supervisor; the results shall be recorded in the minutes;

4) an assessment by the academic supervisor/research consultant, if any, who shall prepare a review using Form 1 and conclude whether the dissertation is "admitted or not admitted to defence". The review(s) shall be submitted to the head of department. A supervisor issuing a negative review shall not sign the dissertation and shall provide written justification. The review(s) shall be provided to the master's student within 10 (ten) days after the preliminary defence;

5) a decision by the head of department on admission to defence, recorded on the dissertation title page as "admitted or not admitted to defence", with the date and signature. A negative decision shall be considered at a special department meeting with the mandatory participation of the master's student and academic supervisor and recorded in the minutes;

6) referral of the dissertation for external review where admission has been granted.

3.5 Admission to defend a master's dissertation (project) shall be formalised by order of the Chair of the Management Board – Rector, based on a submission by the faculty dean and an extract from the department meeting decision recommending the dissertation (project) for defence, signed by the head of the graduating department. The Department for Academic Affairs shall prepare the draft order.

3.6 A master's student shall defend a dissertation (project) where there is a positive review from the academic supervisor and one review from a specialist whose qualifications correspond to the dissertation (project) profile.

3.7 If the academic supervisor issues a negative conclusion stating "not admitted to defence", the master's student shall not defend the dissertation (project).

3.8 A student shall be admitted to defend a master's dissertation (project) whether the reviewer's conclusion is positive or negative.

3.9 No later than 3 (three) working days before final assessment, the master's student shall submit to the attestation committee:

1) an abstract in Kazakh, Russian, and English;

2) a certified list of publications;

3) an extract from the minutes of the extended department meeting containing the decision on admission to defence;

4) the specialist's review;

5) the academic supervisor's review of the master's dissertation;

6) the plagiarism-check results;

7) the standards-compliance review results in the form specified in the Regulations on Graduation Works.

The head of the graduating department, academic supervisor, and master's student shall be responsible for the accuracy of the documents submitted.

3.10 The doctoral dissertation shall be considered at an extended meeting of the department where the doctoral student studied. At least two-thirds of the department members, research consultants, and representatives of related departments and/or University units and other research organisations shall participate. If consultants are absent, the head of department shall read out their reviews. One month before the extended meeting, the dissertation shall be sent to two specialists holding an academic or research degree relevant to the doctoral student's field.

3.11 For doctoral students, the University Ethics Committee shall verify the absence of violations in the planning, assessment, selection, conduct, and dissemination of research results, including protection of the rights, safety, and well-being of research objects. The graduating department shall submit a request to the Department of Science for the dissertation to be considered by the Ethics Committee in accordance with the Regulations on the Ethics Committee.

3.12 After receiving positive conclusions from the extended department meeting and the University Ethics Committee, the doctoral student shall apply to

the Chair of the Management Board – Rector to select the dissertation council before which the defence will take place.

3.13 Based on the doctoral student's application and the Ethics Committee decision, the Chair of the Management Board – Rector shall issue an order admitting the doctoral student to defence. The Department of Science shall prepare the draft order.

3.14 If the doctoral student selects a dissertation council at another university, the university at which the student studied shall forward the documents to that council within 10 (ten) working days in accordance with the Model Regulations on a Dissertation Council.

3.15 Registration of the applicant's documents with the dissertation council and the organisation and conduct of the doctoral dissertation defence shall be governed by the Model Regulations on a Dissertation Council approved by order of the Minister of Education and Science and the Regulations on Dissertation Councils of Karaganda Buketov National Research University.

4. Attestation Committee

4.1 An attestation committee shall be established by educational programme or field of study to conduct final assessment for master's students.

4.2 The attestation committee shall be responsible for:

– verifying that the theoretical and practical preparation of graduates meets the established requirements of educational programmes;

– awarding the graduate a master's degree under the relevant educational programme;

– developing proposals aimed at further improving the quality of graduate training.

4.3 The chair and membership of the attestation committee shall be approved by order of the Chair of the Management Board – Rector on the basis of a decision of the Faculty Academic Council no later than 10 January of the current academic year and shall serve throughout the current calendar year.

4.4 The chair of an attestation committee for master's programmes shall hold an academic degree or title, a Candidate of Sciences degree, a Doctor of Philosophy (PhD) or professional doctorate, or have at least five years of relevant professional experience, correspond to the profile of the graduates, and not work at Karaganda Buketov National Research University (amended at the meeting of the Academic Council, Minutes No. 7 dated 30 November 2022).

4.5 Members of the attestation committee for master's programmes shall hold an academic degree, title, or qualification corresponding to the graduate profile. Qualified practitioners may be included for professionally oriented master's programmes. The committee shall comprise no more than 4 (four) persons.

4.6 A technical secretary shall be appointed by order of the Rector to keep individual minutes for each master's student, prepare graduate documents for

committee meetings and completion of the committee's work, and prepare reporting documentation.

4.7 Meetings of the attestation committee shall be held according to a timetable made public no later than two weeks before the committee begins its work.

5. Reviewers

5.1 Reviewers of master's dissertations (projects) shall be approved as a consolidated list by order of the Chair of the Management Board – Rector upon submission by the head of the graduating department, indicating place of work, position, and academic or research degree (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

5.2 Master's dissertations (projects) shall be reviewed only by external specialists from other organisations holding relevant academic degrees or titles, a PhD or professional doctorate, or a master's degree. Reviewers shall be appointed by order of the Chair of the Management Board – Rector upon submission by the head of the graduating department no later than 1.5 months before final assessment (amended at the meeting of the Academic Council, Minutes No. 11 dated 27 February 2025).

5.3 The reviewer shall assess the quality of the master's dissertation (project) using Form 2. A copy of the review shall be provided to the master's student 10 (ten) days before final assessment.

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

6.1 The defence shall be conducted publicly at an open meeting attended by at least 50% of the attestation committee.

Persons with special educational needs and persons unable to attend for health reasons may defend online upon presentation of supporting documents and written consent from the committee chair. To obtain consent, the master's student shall submit an application with supporting documents (amended at the meeting of the Academic Council, Minutes No. 11 dated 27 February 2025).

6.2 The defence may be conducted in Russian, Kazakh, or English and, in individual cases, in other foreign languages.

6.3 The defence of one master's dissertation (project) shall not exceed 30 minutes per student.

6.4 The master's student shall be given no more than 15 minutes for the report. The report shall be checked in advance by the academic supervisor and shall review the relevance and main conclusions. The presentation may be accompanied by visual materials or slides. After the report, the student shall answer questions from committee members and/or those present.

6.5 The committee secretary shall read out the academic supervisor's review and the external expert's review. If the supervisor is present, the supervisor shall speak in person. The master's student shall provide reasoned explanations concerning all comments or agree with them.

6.6 The defence shall be graded using the point-rating letter system based on the student's theoretical, scientific, and practical preparation, the supervisor's review, and the external expert's assessment.

6.7 The defence results shall be recorded in separate minutes for each master's student and announced on the same day at the end of the meeting.

7. Assessment of Student Results and Repeat Defence

7.1 Based on the defence results, grades shall be awarded using the point-rating system, taking into account theoretical, scientific, and practical preparation and the reviews of the supervisor and reviewer.

7.2 Defence results shall be announced on the day of the defence. The committee shall award the master's degree on that day. The technical secretary shall complete an individual consolidated protocol for each graduate concerning consideration of the dissertation and award of the degree.

7.3 A repeat defence to improve a positive grade shall not be permitted.

7.4 A person who received an unsatisfactory grade or failed to attend the defence may repeat it in the next academic period. Admission shall be based on a personal application and an order of the Chair of the Management Board – Rector. The application shall be submitted no later than one month before final assessment under the current academic calendar for the summer admission period (amended at the meeting of the Academic Council, Minutes No. 11 dated 27 February 2025).

7.5 A student who fails to attend final assessment for a valid reason during the committee's period of work shall submit an application with supporting evidence to the committee chair and, with permission, defend the dissertation (project) on another meeting date.

7.6 The diploma supplement (transcript) shall list grades under the point-rating letter system for all courses, course papers (projects), research or experimental research work, professional placements, and final assessment, indicating the number of academic credits and hours.

8. Decision of the Attestation Committee

8.1 Decisions on defence grades and award of the degree shall be made at a closed meeting by open vote and simple majority of members present. If votes are equal, the chair shall have the casting vote.

8.2 A student who passes final assessment and confirms completion of the postgraduate educational programme shall be awarded a master's degree and issued a diploma with supplement free of charge within 15 (fifteen) working days after the graduation order.

8.3 A student receiving an Unsatisfactory grade at final assessment shall be dismissed by order of the Chair of the Management Board – Rector as having failed to fulfil the educational programme requirements and failed to defend the master's dissertation (project).

8.4 Persons who complete a doctoral programme and defend a doctoral dissertation before a dissertation council based at Buketov University shall, upon a

positive council decision, be awarded a Doctor of Philosophy (PhD) or professional doctorate and issued a diploma with supplement (transcript).

8.5 If a doctoral programme is completed early and the dissertation is successfully defended, the doctoral student shall be awarded the relevant doctoral degree regardless of the duration of study.

9. Recording Committee Work and Decisions and Transfer to the Archive

9.1 After the master's attestation committee completes its work, the chair shall prepare a final assessment report, which shall be discussed and approved by the Faculty Council within one month.

9.2 The chair's report shall include tables and an explanatory note describing:

– the level of master's training in the speciality;

– the quality of master's dissertations (projects);

– the relevance of dissertation topics to the current state of science, technology, culture, and industry needs;

– analysis of the quality of master's training in the speciality;

– shortcomings in master's training;

– whether the department conclusion, supervisor's review, and external review correspond to the level of the defence;

– specific recommendations for further improving master's training.

9.3 Minutes of committee meetings shall be kept in the University archive in accordance with the Law of the Republic of Kazakhstan dated 22 December 1998, "On the National Archival Fund and Archives".

9.4 Within 5 (five) working days after the committee completes its work, faculty deans shall arrange the creation of an electronic archive of master's graduates on electronic media for transfer to the University archive and research library.

9.5 The master's graduate electronic archive shall include:

1) the master's student's individual work plan;

2) the master's dissertation/project with dissertation abstract in a format preventing copying;

3) the plagiarism-check report;

4) the list of published works;

5) the supervisor's review of the dissertation/project;

6) the specialist's review (internal and external);

7) a dissertation expert-review report signed by a three-person expert committee established by order of the head of the graduating department, comprising a chair and two experienced instructors corresponding to the master's programme profile, and a secretary (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026);

8) an extract from the extended department meeting recommending the dissertation/project for defence, approved by the Vice-Rector for Research;

9) the transcript of proceedings;

10) excluded (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026);

11) excluded (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026);

9.6 The technical secretary of the attestation committee shall be responsible for transferring the electronic archive to the University archive and research library and preparing the transfer certificate.

10. Issuance of the Graduation Order, Registration in the Ministry Information System, and Publication

10.1 Based on final assessment results, the Chair of the Management Board – Rector shall issue an order on the graduation of master's students who completed the relevant programme and successfully passed final assessment, awarding the master's degree in the relevant speciality.

10.2 Persons who defend a dissertation before a dissertation council based at Karaganda Buketov National Research University shall be awarded a PhD degree and issued a University-format education document (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).

10.3 Within one month after education documents are issued, the Department for Academic Affairs shall enter graduate data into the Unified Education Information System of the Ministry of Science and Higher Education.

10.4 Within one month after the graduation order, the Department for Academic Affairs shall submit to the Ministry and publish on the University website a list of postgraduate graduates signed by the Chair of the Management Board – Rector. The list shall include surname, first name, patronymic (if any), educational programme code and title, and diploma number.

10.5 These Regulations may be amended at the initiative of the Department for Academic Affairs after coordination with the Member of the Management Board for Academic Affairs – Vice-Rector, to improve the procedure within the University's academic freedom or in connection with new Ministry requirements. The amended Regulations shall be approved by the Chair of the Management Board – Rector.

Form 1

Structure of the Academic Supervisor's Review
of a Master's Dissertation (Project)

Review

of the dissertation (project) by Full Name of the Year __ master's student
Educational Programme Code – Title
Faculty of Karaganda Buketov National Research University Non-profit Joint-Stock Company
entitled "Full Title"

1. Justification for the choice of topic
2. Justification for the selected structure of the work
3. Assessment of the validity of conclusions and proposals
4. Assessment of the work completed by the master's student and the ability to conduct research independently
5. Strengths of the work
6. Academic supervisor's conclusion: 1) complies or does not comply with the requirements for a master's work (project); 2) is admitted or not admitted to defence at a meeting of the attestation committee.

Academic Supervisor:
Position in the Department,
Academic Degree and Title
Signature, Full Name

"___" _____ 202__

М.П.
факультета

Technical Requirements:
Times New Roman
14 pt
Single spacing.

Form 2

Structure of the Review of a Master's Dissertation (Project)

Review

of the dissertation (project) by Full Name of the Year __ master's student
Educational Programme Code – Title
_____ Faculty of Karaganda Buketov National Research University Non-profit Joint-Stock Company
entitled "Full Title"

1. Assessment of whether the dissertation corresponds to the educational programme profile.
2. Assessment of the relevance of the topic.
3. Assessment of the logical unity of the work (project), the extent to which the problem has been solved, and completeness of the research.
4. Assessment of the student's independence in conducting the research.
5. Assessment of the validity of the conclusions and proposals.
6. Assessment of the academic quality of the language.
7. Contentious points and shortcomings, if any.
8. Conclusion: shall contain 1) a grade for the dissertation under the point-rating system; and 2) a recommendation to award the master's degree under the educational programme. Example: Smagulov A.T.'s dissertation may be awarded an A (Excellent), 100 points, and its author deserves the degree of Master of Pedagogical Sciences under educational programme 7M01101 Pedagogy and Psychology.

Reviewer:
Position and Place of Work
Academic Degree/Title, if any
Signature, Full Name

"___" _____ 202__

М.П.

I certify the reviewer's signature and full name:
Signature and Full Name of the Head/HR Specialist
"____" ___ 202__

Note:

1) The review shall contain detailed evaluative judgements by the expert concerning the quality of the work.
2) Technical Requirements:
   - Times New Roman
   - 14 pt
   - Single spacing.