

APPROVED

Rector of

 "International Information Technology
 University" JSC

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September 29, 2020

REGULATION ON CONDUCTING ACADEMIC ATTESTATION OF PhD AND MASTER'S STUDENTS

P -73

Edition 1

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1 General Provisions

- 1.1 This Regulation defines the procedure for conducting academic attestation of PhD students and master's degree students at International Information Technology University JSC (hereinafter referred to as the University).
- 1.2 Attestation is a form of control over the work of PhD students and master's students and is carried out in accordance with the "State Compulsory Standard of Postgraduate Education", approved by order of May 5, 2020 No. 182, for amendments and additions, see the order of the Minister of Education and Science of the Republic of Kazakhstan
- 1.3 The purpose of Attestation of PhD and master's students is to monitor their implementation of an individual work plan.
- 1.4 Attestation objectives:
 - determine the actual state of the dissertation research and its compliance with the requirements for dissertations;
 - provide the PhD student, master's student and his/her supervisor (consultant) with the necessary assistance in preparing the dissertation;
 - create the necessary conditions for defending the dissertation on time.
- 1.5 Attestation is a mandatory form of reporting for PhD and master's students on the work completed during the first year of study (final Attestation).
- 1.6 The requirements for the content and procedure for conducting Attestation apply to PhD students and master's students (hereinafter referred to as students) studying both on a state education grant and on a fee-paying basis.

2 Procedure for Attestation of PhD and Master's Students

- 2.1 Midterm assessment is carried out at the end of the first half of each academic year (for doctoral students after 1, 3, 5 and for master's students after 1, 3 semester).
- 2.2 During the attestation of a PhD, a doctoral student and a master's student report at a department meeting on the work done for the first half of the academic year, briefly present the results of the implementation of the types of work provided for in the individual plan for this period, and justify the reasons for the failure to implement the planned activities.

3 Department Decisions

- 3.1 Certify (work in accordance with the individual plan has been completed in full).
- 3.2 Certify conditionally (the work is partially completed, the student is scheduled for re-Attestation).
- 3.3 Do not certify (the work is not completed, it is insufficiently completed, the PhD student or master's student cannot be transferred to the next semester or year of study).

4 Interim Report

- 4.1 An interim report of PhD students and master's students on the work done for the first half of the academic year, certified by the academic supervisor and the head of the department, an extract from the minutes of the department meeting are submitted to the Department of Postgraduate Education within 2 days after the department meeting. Reporting materials and a statement of grades are submitted by the person responsible for doctoral studies and the adviser of master's students or the head of the department.
- 4.2 PhD and master's students who fail the midterm assessment without a valid reason remain for the summer semester.

5 Final Attestation of PhD and Master's Students

- 5.1 Conducted at the end of each academic year (depending on the start date of studies) on the basis of a point-rating system (based on the Credit Technology of Education) for assessing the performance of PhD students and master's students.
- 5.2 The results of the work of PhD students and master's students for the current period are presented in the form of a Statement and a Minutes, which is certified by the scientific supervisor and the head of the department (Appendix 2).
- 5.3 Attestation is carried out on the basis of a PhD student's and master's student's report on the implementation of their annual individual plan of academic and research work, obtained scientific results, published or prepared for publication works, participation in scientific and practical conferences, etc., taking into account the opinion of the scientific supervisor.
- 5.4 The results of the Attestation of PhD students and master's students are reflected in the individual plan and certified by the academic supervisor and head of the department.
- 5.5 During the PhD Attestation, the doctoral and master's student reports on the work done at a department meeting, briefly presents the results of the types of work provided for in the individual plan for the given period, and justifies the reasons for the failure to complete the planned activities.
- 5.6 The following documents are submitted for Attestation:
 - individual work plan for PhD and master's students;
 - final report on the work done;
 - list of scientific works and reprints in the established form;
 - report on teaching practice (based on the results of the first, second or third year of study).
- 5.7 Reporting materials of PhD students and master's degree students (final report on the work done during the academic year, individual work plan for the next academic year (if there is a change in the individual work plan), list of scientific papers and reprints for the current period, extract from the minutes of the department meeting), certified by the academic supervisor and the head of the department, are submitted to the Department of Postgraduate Education within 2 days after the department meeting. Reporting materials are submitted by the person responsible for doctoral studies and the adviser of master's degree students or the head of the department.
- 5.8 In the event of a long-term (more than 1 month) illness of a PhD student or master's student, in the presence of supporting medical documents, the Attestation period may be postponed by order of the Vice-Rector for Academic and Methodological Affairs.
- 5.9 Attestation of PhD students completing their studies should be carried out taking into account the discussion of the dissertation work at an extended meeting of the department. Based on the results of the department meeting, a report sheet and an extract from the minutes are submitted to the Department of Postgraduate Education, which should contain information on the recommendation of the dissertation for defense or the need for its revision, indicating the deadline.
- 5.10 The statement of Attestation of students is filled in the DL system and submitted in printed form to the DPO on the basis of the Minutes of the department meeting, certified by the scientific supervisor and the head of the department after providing the relevant supporting information: a

list of scientific papers and reprints, dissertation materials in printed form, a report on the completion of pedagogical practice, applications for participation in competitions, grants, etc.

- 5.11 If the total score received by students at the end of the year is below the minimum (threshold) value, the results of the assessment are considered unsatisfactory. At the request of the department, the Vice-Rector for Academic and Methodological Affairs may order a date for re-assessment. Students who fail re-assessment are subject to expulsion.
- 5.12 Students who fail the final assessment without a valid reason are expelled from the PhD, doctoral and master's programs by order of the rector.

Appendix 1
Criteria for assessing the activities of PhD and master's students

Performance indicators	Number of points
Participation in additional education programs, projects, seminars organized by the university	5
Teaching practice 0.5 workload	10
Publication of article 1 article in CQASE journals	5
Publication of article 2 articles in CQASE journals	10
Publication of article 3 articles in CQASE journals	15
Publication of an article based on materials from an international or Kazakhstan conference (volume over 3 pages)	6
Publication of an article based on materials from an international or Kazakhstan conference, seminar (up to 3 pages)	4
Publication of an article in intra-university, inter-university, republican, regional publications (volume over 3 pages)	5
Publication of abstracts of reports based on materials from intra-university, inter-university, republican, regional conferences (volume up to 3 pages)	3
Participation in international or grant competitions of research works	5
1 article in a journal from the top three quartiles of Web of Science or with a CiteScore percentile in Scopus of 50 or higher	50
Web top quartile journal of Science	
Diplomas, letters of gratitude and other awards received at international or all-Russian competitions of scientific works	10
Participation in republican and regional competitions of scientific works	3
Diplomas, letters of thanks and other awards received at republican and regional competitions of scientific works	6
Submission of applications for grants of various levels	5
Grant applications supported by ministries, scientific foundations, organizations, etc.	10
Participation in cultural, sports, etc. events organized by the university	4
A chapter of the dissertation submitted in printed form and approved by the supervisor	10
Successful pre-defense of the dissertation at the department	20
Completion of theoretical courses (12) and defense of Proposal (15) preparation of one article as required by IEEE	

Note : not only published works are taken into account, but also works accepted for publication (if supporting documents are available).

ATTESTATION SHEET

Scientific supervisor _____ //

Head of Department _____ //