APPROVED BY
Decision of the Board of
International University of
Information Technologies
Joint Stock Company
_____ ____,2023.
Minutes No. _____

REGULATIONS ON PhD DOCTORAL STUDENTS RESEARCH SCIENTIFIC TRAINING

P – 117

Revision 1

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1 GENERAL PROVISIONS

1.1 This Regulation describes the procedure for organizing and conducting research scientific training of PhD doctoral students (hereinafter referred to as the Regulations) of International University of Information Technologies JSC (hereinafter referred to as the University) was developed in accordance with the Law of the Republic of Kazakhstan "On Education", the State Compulsory Standard for Postgraduate Education (Order of the Ministry of Education and Science of the Republic of Kazakhstan dated 20.07.2022 No. 2), by orders of the Chairman of the Board-Rector, decrees, regulations and other regulatory documents of the University.

1.2 The coordination of the University's activities within the framework of these Regulations is carried out by the Vice-Rector for Research Activities.

1.3 The Regulations are an internal regulatory document of the University.

2 SCOPE

2.1 These Regulations determine the procedure for organizing and conducting research scientific training for PhD doctoral students of the University.

2.2 This Regulation is a mandatory guide for doctoral students, scientific supervisors of training, officials and employees of structural divisions of the University involved in the process of training Doctors of Philosophy (PhD).

3 TERMS, NOTATIONS AND ABBREVIATIONS

3.1 The following concepts are used in these Regulations:

SCSE – State compulsory standard of postgraduate education;

Doctoral programme – postgraduate education, educational programs of which are aimed at training personnel for scientific, pedagogical and (or) professional activities, with the award of the degree of Doctor of Philosophy (PhD) (doctor in the field) with the mandatory completion of at least 180 academic credits;

Doctoral student – a person studying for a doctoral programme;

Doctoral dissertation – scientific work, which is an independent study in which theoretical principles have been developed, the totality of which can be qualified as a new scientific achievement, or a scientific problem of important socio-cultural or economic significance has been solved, or scientifically based technical, economic or technological solutions have been outlined;

Doctor of Philosophy (PhD) – a degree awarded to persons who have completed a doctoral program in a scientific and pedagogical direction or in a relevant field of professional activity and have defended a dissertation in the Republic of Kazakhstan or abroad, recognized in the manner established by the legislation of the Republic of Kazakhstan;

EP – educational program;

Credit – a unified unit of measurement for the volume of academic work of a doctoral student; one credit is equal to 1 academic hour of classroom work by a doctoral student per week during the academic period (semester);

Competencies – the ability to practically use the knowledge, skills and abilities acquired during the educational process in professional activities;

Individual work plan for a doctoral student (IPDS)	– a plan for the doctoral student's educational and research work is drawn up for the entire period of study under the guidance of scientific consultants;
Scientific consultant	– a specialist in the field of scientific research of a doctoral student who has an academic degree (title) / degree of Candidate of Sciences, Doctor of Science, Doctor of Philosophy (PhD), corresponding to the field of preparation of the doctoral student.

4 RESPONSIBILITY

4.1 The head of the graduating department is responsible for coordinating activities regarding the formation, updating and familiarization of faculty members, doctoral students and scientific consultants with these Regulations.

4.2 PhD doctoral student is responsible for compliance with the requirements of this Regulation.

5 BASIC PROVISIONS

5.1 Research scientific training of PhD doctoral students is a mandatory component of the educational program and is a type of practical activity to conduct research on the topic of a doctoral dissertation.

5.2 The research scientific training program for doctoral students is designed to assist doctoral students in drawing up an individual training program for conducting scientific research, correctly preparing scientific documentation, and drawing up a report on training. The program is also intended for use by doctoral dissertation consultants and faculty providing training to doctoral students.

5.3 Research scientific training is carried out at the place where the doctoral dissertation is being completed and ends with the preparation of a report on the training and its defense.

6 GOALS AND OBJECTIVES OF RESEARCH SCIENTIFIC TRAINING

6.1 The goal of research scientific training is for doctoral students to study the latest theoretical, methodological and technological achievements of domestic and foreign science, as well as to consolidate practical skills, apply modern methods of scientific research, process and interpret experimental data in dissertation research.

6.2 Objectives of research scientific training:

- consolidation of the knowledge, skills and abilities acquired by doctoral students while studying the disciplines of the educational program;
- developing skills in conducting scientific research, researching modern methods of organizing and conducting research work;
- studying and mastering new methods of scientific research and processing of their results;
- collection, processing and analysis of experimental (empirical) data to assess the activity of the research object;
- acquiring practical experience in research work.

During the period of research scientific training, the doctoral student must fulfill all the requirements and tasks of this program.

7 COMPETENCIES FORMED AS A RESULT OF SCIENTIFIC TRAINING

7.1 As a result of completing research scientific training, a doctoral student must:

a) know:

- modern trends, directions and patterns of development of domestic science;
- achievements of world and Kazakhstani science in the relevant area;
- research methods;

– forms of organizing scientific work at a university / achievements of the organization - bases of scientific training;
– modern methods of processing the results of scientific research and analyzing their results.

b) be able to:
– plan and implement the scientific research process;
– analyze, evaluate and compare different theoretical concepts in the field of study 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 their knowledge and ideas to the scientific community, expanding the boundaries of scientific knowledge;
– choose and effectively use modern research methodology.

c) have the skills of:
– critical analysis, evaluation and comparison of various scientific theories;
– scientific communication;
– planning, coordinating and implementing scientific research processes;
– independent conduct of scientific research using modern methods.

8 PROCEDURE FOR COMPLETING RESEARCH SCIENTIFIC TRAINING

8.1 Research scientific training of doctoral students is carried out in accordance with the approved academic calendar and the individual work plan of the doctoral student to the extent established by the SCSE and the work educational plan of the educational program.

8.2 The total volume of research scientific training is 10 credits in accordance with the SCSE.

8.3 The duration of the research scientific training is 10 weeks and covers the 2nd and 4th semesters of doctoral students of 1st and 2nd years of study.

8.4 The scientific training is carried out in scientific and other departments of the university or in a research institute, which can be considered as a research base on the research topic. The scientific training is carried out on the basis of agreements between IITU JSC (hereinafter referred to as the University) and enterprises (organizations) that provide places for doctoral students to undergo scientific trainings.

8.5 A doctoral student can independently find a place of training, relying on the recommendations of a scientific consultant and the assistance of the graduating department, or contact the Career Center.

8.6 An agreement for conducting research scientific training is concluded between the University, the doctoral student and the scientific training base. Based on the agreement, the graduating department prepares a submission addressed to the Chairman of the Board - Rector / Vice-Rector for Research Activities on sending doctoral students to scientific training and appointing scientific supervisors from the graduating department.

8.7 The organization of the scientific training is carried out by the graduating department. Individual supervision of the doctoral student’s training is carried out by his scientific supervisor, who is also the scientific consultant of the doctoral dissertation.

8.8 Before the start of the scientific training, an introductory seminar is held, which is attended by PhD doctoral students, an educational program advisor and scientific consultants to doctoral students. At the introductory seminar, all the necessary information on conducting research scientific training is provided.

8.9 The supervision of research scientific training is entrusted to the doctoral student’s scientific consultants. Together with the scientific consultant, the doctoral student draws up an individual plan for completing the scientific training. The doctoral student’s work schedule is drawn up in accordance with the work day schedule of the organization where the scientific training is conducted.

8.10 The responsibilities of the graduating department responsible for organizing scientific training are:
– methodological guidelines for organizing and conducting scientific training;

- coordination of the scientific training program with enterprises (departments) that are places of scientific training;
- preparing a submission for an order on the placement of doctoral students into scientific training;
- providing scientific training supervisors from universities, host organizations and doctoral students of program scientific training;
- holding an organizational meeting of doctoral students and training supervisors to explain the goals, content, procedure and control over the progress of the training.

8.11 Doctoral student supervisor (university representative):

- coordinates the doctoral student's individual research scientific training program and calendar dates for its implementation with the training supervisor from the organization;
- carries out the necessary organizational measures to implement the training program;
- carries out setting tasks for the research work of doctoral students during the training period;
- conducts individual consultations, recommends literature on the research topic;
- carries out systematic monitoring of the progress of training and the work of the doctoral student on the research topic;
- analyzes doctoral students' reports on training, gives feedback and conclusions about the quality of the training.

8.12 The review of the scientific supervisor of the training - the university representative should reflect:

- characterization of a doctoral student as a specialist who has mastered a set of professional competencies that allow him to carry out research activities, the ability for creative thinking, initiative and discipline;
- possible areas for further improvement, shortcomings and gaps in the training of doctoral students;
- differentiated assessment of the doctoral student's performance of work provided for by the individual training program.

The review is reflected in the training diary or attached to the report.

8.13 The host party:

- provides a place and conditions for training that ensure its greatest effectiveness;
- conducts general work instructions, introduces the rules of the enterprise;
- creates the necessary conditions for doctoral students to obtain knowledge and skills, practical abilities in the profile of the educational program during their training;
- provides trainees with the opportunity to obtain data and materials (not representing a trade secret) necessary to perform work in accordance with the training program and contribute to the high-quality writing of a report and doctoral dissertation;
- appoints a training supervisor from the enterprise from among highly qualified specialists of certain structural divisions;
- provides the necessary methodological assistance, advises doctoral students;
- monitors (controls) the process of doctoral students' internship (compliance with deadlines and implementation of the training program);
- at the end of the training, gives a description for each trainee about the quality of the internship, which reflects: the doctoral student's attitude to work, level of preparedness for practical activities, discipline;
- checks and signs the training diary.

The host party has the right to inform the training supervisor from the graduating department about all violations, comments and non-compliance by doctoral students with internal regulations established at the enterprise; take part in the work of the report protection committee.

8.14 Based on the results of the internship, the training supervisor, a representative of the host party, prepares a review from the enterprise (organization) about the doctoral student, which is reflected in the appropriate section of the training diary or attached to the report.

The training supervisor's review from the host organization should reflect:

- characterization of a doctoral student as a specialist who has mastered a set of professional competencies that allows him to carry out research activities;

– possible directions for further training of a doctoral student, shortcomings and gaps in the preparation of a doctoral student;
– differentiated assessment of the doctoral student's performance of work provided for by the individual training program.

The review is presented in the training diary or attached to the report.

8.15 The doctoral student:

– no less than 10 days before the start of the training, must agree with the training supervisor from the university on an individual program and assignment for the training, a schedule for completing assignments and a report form on the results of the training and the place of its completion;
– must arrive at the place of the training at the appointed time and make the appropriate note in the diary and direction;
– fully completes the assignments provided for in the training program;
– complies with the agreed calendar schedule of work on research scientific training;
– obeys the internal labor regulations in force on the basis of training;
– strictly adheres to labor protection, safety and industrial sanitation rules;
– collects the necessary material for writing a report in accordance with the received individual assignment and writing a dissertation;
– periodically reports to the supervisor on the work done and presents the results obtained;
– promptly informs the supervisor about emerging problems and objective situations that may lead to disruption of previously agreed deadlines for completing work;
– takes part in scientific seminars, round tables, conferences, symposiums and other events that promote professional discussion of issues, intermediate and final research results;
– keeps the training diary in which daily entries are made about the work performed;
– at the end of the training, submits to the supervisor a written report on the training, a completed training diary and a testimonial (review), signed by the supervisor from the host organization and certified by the seal.

8.16 During the research scientific training, the doctoral student must formulate in final form the topic of the doctoral dissertation in the profile of his field of study from among the current scientific problems being developed in the department, justify the feasibility of its development and agree on it with the supervisor.

8.17 Upon completion of the training, the doctoral student submits a report in accordance with the requirements specified in clauses 10 and 11, a certificate of completion of the training (Appendix 2) and a diary (Appendix 3).

8.18 If the supervisor's review is positive, the report on the training is heard at a meeting of the graduating department. The results of defending the report are assessed differentially according to the established point-rating letter system, taking into account the amount of work performed, the completeness and content of the submitted report, and answers to questions.

8.19 When evaluating the report, the following points are taken into account:

– Amount of work performed;
– Independence of the conducted practical research;
– Review from the supervisor from the graduating department;
– Review from the supervisor from the place of training;
– The ability to apply the results obtained in scientific research, practical work or in the educational process;
– Literacy and clarity of presentation of material;
– The quality of design and its compliance with the requirements.

8.20 The results of the defense of training reports are documented in the minutes of the department's meeting for accepting reports on doctoral students' research scientific training and are announced on the day of the training.

8.21 Assessments in research scientific training have the same status as assessments in other disciplines of the educational plan (equated to assessments in theoretical training disciplines and are taken into account when summing up overall performance). The assessment for research scientific training is reflected in the doctoral student's individual plan and in the training report.

8.22 Receiving an unsatisfactory grade or failure to submit a report will result in re-doing the research scientific training. The terms and conditions for repeated internships are established on a case-by-case basis by the dean.

9 RESEARCH SCIENTIFIC TRAINING PROGRAM

9.1 The content of research scientific training is determined by the topic of the doctoral dissertation. The main purpose of research scientific training is to develop the ability of a doctoral student to independently, at a professional level, conduct scientific research on topics corresponding to the direction of his training. During the training, doctoral students participate in all types of scientific activities of the university or organization (at the place of training).

9.2 The research scientific training program is developed by the training supervisor and doctoral student in accordance with the topic of the dissertation research.

9.3 The training begins with getting to know the enterprise (organization), its regulations, forms and directions of scientific research, labor regulations, and the training manager from the organization. An individual internship schedule is agreed upon with the training supervisor from the enterprise (organization.

9.4 The research scientific training program may include the following types of work for a doctoral student:

- develop a program (concept) of scientific research;
- clarify the logic of scientific research (by chapters and paragraphs);
- study methods of applying modern information technologies in an organization;
- develop a scientific research methodology;
- collect, process, systematize information on the research topic and analyze the organization's activities (base of training), management and control systems, analyze the financial condition;
- describe the empirical basis of the research:

1) general characteristics of the researched areas of activity of the research object;
2) analyze the information base (in tables, diagrams);
3) description of the structure and field of research, methods of obtaining empirical information, methodology and research methods.

- writing and publishing a scientific article, preparing an analytical review or speaking at an international conference with a presentation of the research results;
- provide information about the scientific and publication activity of the doctoral student (the results of participation in scientific events of the university and other organizations, scientific competitions, projects, scientific conferences are presented). Information about the publication of scientific and educational works on the topic of the dissertation is reflected.

The doctoral student, if necessary, additionally completes individual assignments for an in-depth analysis of a particular topic, agreed upon with the supervisor of the doctoral dissertation.

10 STRUCTURE AND CONTENT OF THE RESEARCH SCIENTIFIC TRAINING REPORT

10.1 The volume of the report with all applications is 15-20 pages of computer text.

10.2 The structural elements of the report are:

- Title page (Appendix 1)
- Introduction
- Main part
- Conclusion
- List of references used
- Appendices.

10.3 The introduction indicates the name of the organization in which the doctoral student underwent research scientific training, formulates the purpose and objectives of the research activity during the period of internship, relevance, and the object of research scientific training.

10.4 The main part of the report describes the activities of the organization - the base of training, and describes the work done by the doctoral student during the training. In the same part of the report,

the collected materials are systematized and analyzed, the research conducted by the doctoral student and the results obtained are summarized. The doctoral student presents his original proposals on the topic under research and expresses ideas for solving problems that arose during the research process.

10.5 In the final part, the doctoral student outlines the main conclusions he made during the internship, evaluates his activities and acquired competencies, including research skills.

10.6 The Appendices to the training report include various documents, graphic and other materials on the topic under research, developments in the creation of which the doctoral student took part. The text part of the training report must contain links to the relevant Appendices.

10.7 The training report is signed by the doctoral student, checked and endorsed by the training supervisor.

10.8 The report is accompanied by a certificate of completion of the training (Appendix 2) and a training diary (Appendix 3). All stamps and signatures from the host party must be affixed to the certificate of completion of the internship and in the training diary.

11 REQUIREMENTS FOR PREPARATION OF A REPORT ON RESEARCH SCIENTIFIC TRAINING

11.1 The report is prepared on standard A4 sheets (210x297) and filed in a binder.

11.2 The report is prepared in accordance with the document – Rules for the preparation of written work.

Annex 1
Sample Research Scientific Training Report

APPROVED BY
Head of the department
_____
International University of
Information Technologies JSC
_____(Full name)
_____ _____,20__.

Research Scientific Training
REPORT

PhD Doctoral Student _____
(Full name)

Educational program _____

Academic year _____ Training period from _____ ____,20___ to _____ ____,20.

Graduating department _____
(Department name)

Place of training _____
(Name of educational institution, department/organization)

Grade _____

PhD Doctoral Student _____ _____
(signature) *(print full name)*

Training supervisor
(academic degree, title) _____ _____
(signature) *(print full name)*

Training supervisor
from the organization _____ _____
(signature) *(print full name)*

Almaty, 20__

official seal of the organisation

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Appendix 2

SENDING TO TRAINING

International University of Information Technologies JSC sends for research scientific training, doctoral student of_____ course in the scientific and pedagogical direction of the full-time department of the educational program _____

(Code and name of EP)

_____

(Full name of the doctoral student)

to_____

(Name of training base)

from _____ _____ to _____ _____, 20_____.

Dean _____ ____ _____

(signature) (full name)

CERTIFICATE OF TRAINING COMPLETION

Doctoral student_____

(Full name of the doctoral student)

completed a research scientific training at

_____

_____

Start date of training _____,20_____.
End date of training _____,20_____.

Training supervisor _____

(full name, position held)

Official Seal

Head of the enterprise _____

(signature)

Doctoral student _____

(signature)

Appendix 3
Sample Research Scientific Training Diary

RESEARCH SCIENTIFIC TRAINING DIARY

PhD Doctoral Student _____
(Full name)

Educational program _____

Academic year _____ Training period from _____ ____,20___ to _____ ____,20.

Graduating department _____
(Name)

Place of training _____
(Name of educational institution, department/organization)

PhD Doctoral Student _____ _____
(signature) *(print full name)*

Training supervisor_____
(full name, academic degree, title)

Training supervisor
from the organization_____
(full name, position held)

Almaty, 20__

1. Individual research scientific training program

S No.	Name of work performed by the trainee	Number of hours	Period of execution	Supervisor's note on execution
1	2	3	4	5

2. Records of work performed in training

Month and date	Brief summary of completed work	Signature of the supervisor of the research scientific training
1	2	3

3. Materials collected during the research scientific training

_____
_____
_____
_____
_____
_____

4. Brief report and proposals based on the results of research scientific training

_____
_____
_____
_____
_____
_____

5. Conclusion, supervisor of the research scientific training
(indicating the degree of theoretical training of the trainee, the quality of the work performed, compliance with labor discipline and any shortcomings)

_____
_____
_____
_____
_____
_____

Training supervisor _____