

**Approved by
the Academic council
of the Non-Profit Joint Stock Company
Al-Farabi Kazakh National University
(Protocol № ____
dated «____» _____ 2025)**

REGULATION ON MASTER’S DEGREE PROGRAM OF AL-FARABI KAZAKH NATIONAL UNIVERSITY

1. GENERAL PROVISIONS

1.1. This Regulation on the master’s degree program at Al-Farabi Kazakh National University (hereinafter – the Regulation) has been developed in accordance with the Law of the Republic of Kazakhstan “On education”, the Law of the Republic of Kazakhstan “On science and technological policy”, the State compulsory standard of postgraduate education, approved by Order №2 of the Minister of science and higher education of the Republic of Kazakhstan dated July 20, 2022, as well as other orders and regulatory acts of the Ministry of education and science of the Republic of Kazakhstan.

1.2. This Regulation defines the mandatory requirements and procedures for the implementation of educational programs of scientific and pedagogical and professional master’s degree programs within the framework of the credit-based learning system at Al-Farabi Kazakh National University.

1.3. This Regulation is mandatory for all structural units (faculties, departments, financial and research divisions, etc.) involved in the life cycle of postgraduate specialist training.

1.4. The main objective of Al-Farabi Kazakh National University’s educational policy in the implementation of master’s degree programs is to train highly qualified specialists with advanced professional competence who are competitive in both the national and international labor markets. This objective presupposes the integration of research activities and learning within the educational process, the implementation of the credit-based learning system, and adherence to the principles of interdisciplinarity and the competence-based approach.

1.5. In the scientific and pedagogical master’s programs, postgraduate educational programs are aimed at training scientific and academic personnel for institutions of higher and postgraduate education as well as research organizations. Graduates acquire advanced research and pedagogical competencies necessary for professional activity in the field of science and education.

1.6. In the professional master’s programs, postgraduate educational programs are focused on training managerial personnel for sectors such as the economy, medicine, law, education, arts, services and business, defense and national security, and law enforcement. The programs provide students with advanced professional preparation and practical skills relevant to their field.

1.7. The main organizational unit responsible for the implementation of postgraduate educational programs is the graduating (academic) department of the faculty. Coordination and monitoring of the master's program implementation at the university level are carried out by the Department for academic affairs (DAA), while coordination and oversight of the research component are performed by the Office for the training and certification of research personnel (OTCRP) of Al-Farabi Kazakh National University.

1.8. The implementation of master's degree programs takes into account the research areas and topics pursued by the graduating departments.

1.9. Admission to master's programs is carried out in accordance with the Model rules for admission to educational organizations implementing postgraduate educational programs.

1.10. The training of master's students is conducted within the framework of the state educational order as well as on a contractual (fee-paying) basis, according to agreements for the provision of educational services concluded between the university and the clients (customers) of such services.

2. STRUCTURE AND CONTENT OF MASTER'S DEGREE PROGRAMS

2.1. The implementation of the educational process within the postgraduate education system is carried out in accordance with the National qualifications framework, professional standards, Dublin descriptors, and the European qualifications framework.

2.2 Master's degree programs are developed in specific fields of study in accordance with the Classifier of fields of study for higher and postgraduate education, based on the State compulsory standard of postgraduate education, and are approved by the Chairman of the Board – rector of the university.

2.3 The development and implementation of master's degree programs are carried out by the graduating department, which is responsible for ensuring that the educational process complies with the State compulsory standard of postgraduate education and with the qualification requirements established for educational institutions.

2.4. For each field of study, the graduating department develops a competence model of the master's program graduate.

2.5. The graduating department implementing the master's degree programs (hereinafter – the programs) must ensure the following:

- delivery of academic courses by faculty members holding academic degrees such as candidate of sciences, doctor of sciences, doctor of philosophy (PhD), or doctor of profile (professional doctorate), and/or academic titles of associate professor (docent) or professor (with at least four faculty members holding doctoral or PhD degrees, including at least one doctor of sciences or PhD, whose main place of employment is the university, corresponding to the relevant educational program and field of study);

- existence of valid agreements for students' internships with domestic organizations or for international scientific internships in accordance with the relevant fields of study;
- availability of a specialized scientific, technical, methodological, clinical, or experimental base that supports the implementation of the educational program;
- presence of a scientific and innovative ecosystem and a research environment providing access to the university's research and information resources;
- participation in funded research and experimental-design projects in cooperation with organizations and enterprises.

2.6. A master's degree program consists of academic and research components. The workload of students' academic and research activities is determined by the volume of material mastered and is measured in credits.

2.7. The content of the master's degree program includes:

1) theoretical training, which comprises the study of basic and specialized disciplines;

2) practical training of master's students, including various types of internships and professional or research placements;

3) research work, which includes the completion of a master's thesis for scientific and pedagogical programs, or experimental research work, which includes the completion of a master's project for professional programs;

4) final assessment (attestation).

2.8. The internship component of master's programs is designed to develop practical skills in research, pedagogical, and professional activities.

2.9. The scientific and pedagogical master's program includes two types of internships — pedagogical and research.

The pedagogical internship is aimed at developing practical teaching and instructional skills, during which master's students participate in conducting undergraduate classes.

The research internship is intended to familiarize students with the latest theoretical, methodological, and technological advances in domestic and international science, as well as with modern methods of scientific research, data processing, and interpretation of experimental results.

2.10. The professional master's program includes a production (industrial) internship, which aims to consolidate theoretical knowledge acquired during the course of study, develop practical skills, competencies, and professional experience within the master's educational program, and assimilate best practices relevant to the field.

2.11. The content of the research (or industrial) internship is determined by the topic of the dissertation (or project) research.

2.12. The research component of the postgraduate educational program consists of research work (for scientific and pedagogical programs) or experimental research work (for professional programs), preparation of scientific publications, participation in a research internship, and completion of a master's thesis for the conferral of the master's degree.

2.13. The final outcome of a master's student's research or experimental research work is the master's thesis (or project).

2.14. Interim and final assessments of students enrolled in postgraduate educational programs are conducted to evaluate the volume and level of academic and research achievements, as well as the degree to which the required skills, abilities, and competencies have been formed.

2.15. The final assessment comprises 12 academic credits and is conducted in the form of writing and defending a master's thesis or project, in accordance with the schedule established by the academic calendar and the curricula of the master's programs.

2.16. The primary criterion for completion of the master's program is the successful acquisition of the required number of academic credits:

- for scientific and pedagogical programs – not fewer than 120 credits;
- for professional programs – not fewer than 60 credits (for a one-year program) and not fewer than 90 credits (for a one-and-a-half-year program).

2.17. Individuals who have completed the master's program and successfully passed the final assessment are awarded the academic degree of master and receive a postgraduate education diploma with an academic transcript.

3. ORGANIZATION OF THE ACADEMIC WORK OF MASTER'S STUDENTS

3.1. The training of specialists in master's programs is carried out on the basis of higher education programs.

3.2. In cases where the profile of the master's degree program does not correspond to that of the student's previous higher education program, prerequisite courses are established, along with a schedule for their completion.

3.3. A master's student studies in accordance with an individual work plan, developed under the supervision of a scientific supervisor.

3.4. The individual work plan of a master's student is prepared for the entire period of study and includes the following sections:

- 1) IWP (revised annually, if necessary);
- 2) research (or experimental research) work – including the topic, research direction, deadlines, and reporting format;
- 3) internship – including the program, base, schedule, and reporting format;
- 4) topic of the master's thesis (or master's project), with justification and structure;
- 5) plan for the completion of the master's thesis (or project);
- 6) plan for scientific publications and internships.

3.5. Theoretical training comprises 84 academic credits within the total volume of the scientific and pedagogical master's program, and 35–60 credits within the professional master's program. It consists of cycles of basic and specialized

disciplines, including university component and elective component courses, as well as practical training.

3.6. The total academic workload for one academic year corresponds to 60 academic credits, while during one semester a master's student completes 30 academic credits.

3.7. The requirements for the level of preparation of a master's student are determined based on the Dublin descriptors of the second cycle of higher education (master's level) and reflect the competencies acquired, as expressed through the achieved learning outcomes.

3.8. Learning outcomes are formulated both at the level of the entire master's degree program and at the level of individual modules or academic disciplines.

3.9. The descriptors reflect learning outcomes that characterize the student's ability to:

1) demonstrate developing knowledge and understanding in the field of study, based on advanced expertise in that field, and to apply and/or develop ideas within a research context;

2) apply their knowledge, understanding, and skills at a professional level to solve problems in new environments or within a broader interdisciplinary context;

3) collect and interpret information to form judgments that take into account social, ethical, and scientific considerations;

4) communicate information, ideas, conclusions, problems, and solutions clearly and unambiguously to both specialist and non-specialist audiences;

5) possess learning skills necessary for independent and continuous professional development within the chosen field of study.

3.10. Classes within master's degree programs should primarily be conducted in active and creative formats (case studies, business games, trainings, debates, etc.) using modern educational technologies based on the application of information and communication technologies.

3.11. To implement the principle of integration of science, education, and industry, it is recommended that part of the master's academic activities be conducted at external facilities, including departmental branches established at enterprises and employer organizations. With the approval of the Academic council of the faculty and the university, elements of online learning may also be used — both as blended learning formats and for the transfer (recognition) of academic credits.

3.12. At the end of each academic year, a master's student undergoes academic attestation to assess the fulfillment of the individual work plan.

4. ORGANIZATION OF SCIENTIFIC RESEARCH AND EXPERIMENTAL RESEARCH WORK OF MASTER'S STUDENTS (SRWM/ERWM)

4.1. Requirements for SRWM/ERWM

4.1.1. The volume of a master's student's scientific research work (SRWM) within the scientific and pedagogical master's program amounts to 24 academic credits in the total scope of the program. The volume of experimental research work (ERWM) within the professional master's program constitutes 13–18 academic credits.

4.1.2. The requirements for the scientific research work of a master's student in the scientific and pedagogical master's program are as follows:

1) it must correspond to the profile of the master's degree program under which the master's thesis is completed and defended;

2) it must be relevant, contain elements of scientific novelty, and demonstrate practical significance;

3) it must be based on modern theoretical, methodological, and technological achievements of science and practice;

4) it must be conducted using modern scientific research methods;

5) it must include research (methodological or practical) sections supporting the main defended provisions;

6) it must rely on advanced international experience in the corresponding field of knowledge.

4.1.3. The requirements for the experimental research work of a master's student in a professional master's program are as follows:

1) it must correspond to the profile of the master's degree program under which the master's project is completed and defended;

2) it must be based on modern achievements in science, technology, and industry, and include specific practical recommendations and independent solutions to managerial tasks;

3) it must be carried out using advanced information technologies;

4) it must include experimental research (methodological or practical) sections related to the main defended provisions.

4.2. Organization of scientific research and experimental research work

4.2.1. The organization of scientific research and experimental research work (SRWM/ERWM) is carried out by the graduating departments of the university and research institutes (RIs) within the framework of the integration program.

4.2.2. The topic of the master's thesis is discussed at meetings of the graduating department/research institute, the faculty Academic council, and the university Academic council, and is approved by a university order within the first two months of study. At the same time, a scientific supervisor is appointed to guide the student's research or experimental research work and the completion of the thesis for the award of the master's degree. In cases where the master's thesis is conducted at the intersection of different specialties, co-supervisors may be appointed. The appointment of scientific supervisors must comply with the requirements of the

Regulation “On the qualification requirements for scientific supervisors of master’s theses/projects at Al-Farabi Kazakh National University.”

4.2.3. Graduating departments and research institutes must ensure that the topics of master’s thesis research correspond to the research directions of the academic schools of departments and faculties, and must involve students in scientific projects implemented by the departments and research institutes.

4.2.4. Graduating departments and research institutes are responsible for providing master’s students with the necessary laboratory, technical, and information resources for their research work and for conducting continuous monitoring of the research process.

4.2.5. A master’s student studies in accordance with an individual work plan developed under the supervision of the scientific supervisor. The individual work plan is approved by the head of the department and the dean of the faculty within the first three (3) months of study. Adjustments to the plan may be made if necessary.

4.2.6. The planning of research and experimental research work is carried out by semester in accordance with the working curricula of the educational programs. At the end of each semester, during the interim attestation, students present a progress report on their research results at a meeting of the graduating department or research institute in the presence of their scientific supervisors.

4.2.7. The attestation of research work results for master’s students enrolled in the scientific and pedagogical program is carried out in accordance with the Procedure “Scientific research work of a master’s student (SRWM)”.

4.3. Research Internship of Master’s Students

4.3.1. The research internship is organized to familiarize students with innovative technologies and new types of production in research institutions and/or organizations of relevant industries or fields of activity, including abroad.

4.3.2. The place of internship must correspond to the scientific direction of the educational program and the topic of the research.

4.3.3. The duration of the internship shall be not less than 14 calendar days.

4.3.4. The research internship for master’s students, including in online format, funded by the republican budget and extrabudgetary funds of the university, is organized provided that both students and host organizations meet the following requirements:

Requirements for master’s students applying for participation in international research internships:

- Availability of preliminary research results and/or publications on the topic of study;

- A valid certificate of foreign language proficiency (TOEFL, IELTS for English, or equivalent certificates for other foreign languages) at a level not lower than B2 of the Common European Framework of Reference for Languages (CEFR) (the list of accepted language certificates is provided in Appendix 1 to this Regulation);

- Active participation in the university’s social and academic life.

Requirements for foreign organizations:

- The internship must be conducted in leading research institutions and higher education institutions included in international rankings, including those within the relevant field of study (QS World University Rankings Top-1000 and QS by Subject Top-200).

- If the host institution is a research center or institute that is not a structural subdivision of a university, it must have at least 20 publications by its staff members in journals indexed in the Scopus and/or Web of Science databases within the preceding year, in the field corresponding to the master's student's specialization.

- The host organization must have an active research group working on the master's thesis topic, publishing research results in international peer-reviewed journals ranked in Q1 or Q2 quartiles in Scopus and/or Web of Science databases.

Requirements for Kazakhstani organizations:

- Recommended host organizations for research internships include: Nazarbayev University, research institutes and centers, scientific laboratories, national universities, and other higher education institutions with an appropriate legal status, provided they have a research group and the necessary research infrastructure relevant to the master's student's thesis topic. Other organizations that correspond to the profile of the student's research work may also serve as internship bases.

Requirements for the research internship program:

- The research internship program must correspond to the Master's level, and align with the topic and content of the master's thesis (or project). It is recommended that the program include lectures on research methodology, academic writing, research ethics, working with abstract and full-text databases, and principles of selecting scientific journals for publishing research results, among other topics.

- The program must specify all types of activities planned within the internship (lecture topics, research seminars, laboratory work, etc.) and designate the responsible person or lecturer.

- An online research internship program typically consists of theoretical and practical modules.

- The theoretical module includes video lectures (both live and asynchronous) and online courses offered by the partner university, corresponding to the master's level and internship objectives.

- The practical module includes webinars, presentations of master's dissertation research, preparation of individual and group projects, tutorials, and independent student work.

- The research internship program and the weekly internship plan must be jointly approved by the university and the host organization.

- At the university level, the program and weekly plan are endorsed by the Head of the Department, the Deputy Dean for Research, Innovation, and International Relations, and approved by the Dean of the Faculty / Director of the Research Institute.

4.3.5. Upon completion of an international research internship, the student presents a report on the outcomes of the internship at meetings of the graduating

department and the faculty Academic council. Graduating departments conduct an annual analysis of the effectiveness of international internships and, if necessary, implement corrective measures to improve their organization and outcomes.

4.3.6. The funding standards for international internships and the requirements for foreign language proficiency are established by the relevant regulatory documents of the Ministry of science and higher education of the Republic of Kazakhstan (MSHE RK) and by the Regulation on the Procedure for sending students and academic staff abroad adopted by the university.

4.4. Publication of the Main Results of the Master's Thesis

4.4.1. The main results of the master's thesis must be presented in at least one publication and/or one presentation at a scientific or scientific-practical conference.

It is recommended that publications be made in scientific journals indexed in the Scopus and/or Web of Science databases, or in journals included in the list of publications recommended by the Committee for Quality Assurance in the Field of Education and Science (CQAFES) of the Ministry of science and higher education of the Republic of Kazakhstan (MSHE RK) for publishing the main results of scientific research. Participation in conferences indexed in Scopus and/or Web of Science, with subsequent publication of the presentation in the conference proceedings, is also encouraged.

4.4.2. Patents included in the Web of Science database are recognized as equivalent to scientific articles published in international peer-reviewed journals.

5. RIGHTS AND RESPONSIBILITIES OF MASTER'S STUDENTS

5.1. Master's students at Al-Farabi Kazakh National University have rights and responsibilities defined by the Law of the Republic of Kazakhstan "On education", the Law "On science", the regulatory acts of the Ministry of science and higher education of the Republic of Kazakhstan (MSHE RK), as well as by the Charter and Internal Regulations of Al-Farabi Kazakh National University.

5.2. Master's students are required to complete all types of work stipulated in their individual work plan in a timely and high-quality manner.

5.3. Master's students must:

- submit all required written materials at the end of each stage of work specified in their individual plans;
- maintain records of comments and feedback received from their scientific supervisors or consultants;
- comply with established deadlines for submitting reports (on academic progress, research/experimental work, international internships, etc.);
- promptly inform the relevant administrative departments of the university of any changes in surname, address, or contact information;
- regularly discuss emerging issues with their supervisors, consultants, and advisors, and take initiative in resolving them;
- complete the writing of the master's thesis within the established timeframe.

5.4. Master's students admitted under the state educational order within the framework of targeted training are required to conclude a tripartite contract for targeted training and fulfill its conditions.

5.5. Master's students have the right to apply to the heads of graduating departments for assistance in finding scientific supervisors, consultants, and resolving other organizational matters.

5.6. In the event of a conflict between a master's student and their scientific supervisor, the student has the right to apply to the conciliation commission for dispute resolution. If necessary, the faculty Academic council may decide to dismiss the scientific supervisor and appoint a new one.

5.7. Master's students have the right to work part-time, but not exceeding 0.5 of a full-time position, during non-study hours.

5.8. Master's students studying under the state educational order are required to fulfill the employment obligations established by the legislation of the Republic of Kazakhstan.

5.8.1. If a student has a permanent place of employment that meets the requirements for mandatory employment, final-year master's students enrolled under the state educational order may submit a certificate of employment to the career and professional development Office of Al-Farabi KazNU before graduation and, after the official placement procedure, receive a formal assignment to continue employment in the same organization.

5.8.2. If a student does not have permanent employment or if the existing employment does not meet the requirements of the legislation of the Republic of Kazakhstan, final-year master's students must obtain a referral from the career and professional development Office of Al-Farabi KazNU for registration with the local Employment Center at their place of residence.

5.9. All disputes arising in the process of implementing master's programs are resolved in accordance with the legislation of the Republic of Kazakhstan.

5.10. Other rights and responsibilities of master's students at Al-Farabi Kazakh National University not specified in this Regulation are governed by the regulatory legal acts of the Republic of Kazakhstan.

List of foreign language proficiency certificates required for participation in international research internships

- English language: test of English as a Foreign Language Institutional Testing Program (TOEFL ITP) — minimum score: 163; test of English as a Foreign Language Internet-based Test (TOEFL iBT) — minimum score: 60; test of English as a Foreign Language Paper-based Test (TOEFL PBT) — minimum score: 498; test of English as a Foreign Language Paper-delivered Test (TOEFL PDT) — minimum score: 65; international English Language Testing System (IELTS) — minimum overall band score: 6.0.
- German language: deutsche Sprachprüfung für den Hochschulzugang (DSH) — Level C1; testDaF-Prüfung (TestDaF) — Level C1.
- French language: test de Français International (TFI) — not lower than Level B1 in both reading and listening sections; diplôme d'Études en Langue Française (DELFL) — Level B2; diplôme Approfondi de Langue Française (DALF) — Level C1; test de Connaissance du Français (TCF) — minimum score: 50.