

**APPROVED**  
by Order №575  
dated on December “22”, 2021  
of the Chairman of the Board – Rector  
of the Non-Profit Joint Stock Company  
“Al-Farabi Kazakh National University”  
(amended by Order of the Rector №591  
dated on November “21”, 2022)

## **REGULATION**

### **"On qualification requirements for scientific supervisors of master's theses/projects at Al-Farabi Kazakh National University"**

#### **1. General Provisions**

1.1. This Regulation, “On the qualification requirements for scientific supervisors of master's theses/projects at Al-Farabi Kazakh National University” (hereinafter — the Regulation), has been developed in accordance with the state compulsory standard of postgraduate education, approved by Order №604 of the Minister of education and science of the Republic of Kazakhstan dated October 31, 2018, Order №391 of the Minister of education and science of the Republic of Kazakhstan dated June 17, 2015 “On the approval of qualification requirements for educational activities and the list of documents confirming compliance therewith”, and the National qualifications framework.

1.2. Key terms and definitions used in this Regulation:

Master's thesis – the final qualifying work of a student enrolled in a scientific and pedagogical master's program. It represents an independent scientific study that includes theoretical and/or practical developments addressing a current issue within the chosen educational program. The research is based on modern theoretical, methodological, and technological achievements in science and technology.

Master's project – the final qualifying work of a student enrolled in a professional master's program. It represents an independent research study that includes theoretical and/or experimental results aimed at solving an applied problem relevant to the chosen educational program.

1.3. The implementation of a postgraduate educational program by a student is carried out under the supervision of a scientific advisor in accordance with the individual work plan

1.4. Scientific advisors for master's students are approved by the rector's order upon the recommendations of the faculty Academic councils within the first two months of study.

1.5. The work of the scientific advisor is included in the academic workload and is remunerated in accordance with the established norms.

## **2. Qualification requirements for scientific supervisors of master's theses/projects**

2.1. The academic supervision of a student enrolled in a master's program is carried out by a faculty member holding an academic degree of candidate of sciences, doctor of sciences, doctor of philosophy (PhD), or doctor of profile (professional doctorate) corresponding to the relevant field of study, and having at least three years of scientific and pedagogical experience.

2.2. A scientific supervisor must have authored five (5) scientific articles over the past five years in journals included in the List of scientific publications recommended for publishing the main results of research activities, approved by the authorized body in the field of education and science, and at least one (1) scientific article in an international peer-reviewed journal with an impact factor according to JCR (Journal Citation Reports), or indexed in one of the Science Citation Index Expanded, Social Science Citation Index, or Arts and Humanities Citation Index within the Web of Science Core Collection, or with a CiteScore percentile of at least 25 in the Scopus database.

## **3. Duties of the scientific supervisor**

3.1. Scientific supervisors of master's students participate in the development and approval of individual work plans, guide their research and/or experimental work, and are responsible for the timely and high-quality completion of all tasks stipulated in the student's individual plan.

3.2. Scientific supervisors establish a schedule of consultations and carry out ongoing monitoring of the student's compliance with the individual work plan during these meetings.

3.3. Scientific supervisors conduct assessments of the student's progress at least twice a year, make adjustments to the individual work plan if necessary, and communicate relevant information to the graduating department and the faculty dean's office.

3.4. Scientific supervisors of master's students report at least twice a year at meetings of the graduating department on the progress of students' research activities and the implementation of their individual study plans.

3.5. Scientific supervisors ensure the completion of the master's thesis/project, adherence to the principles of academic integrity, and the timely submission of the thesis for defense.

## **4. Procedure for the appointment and replacement of scientific supervisors**

4.1. Scientific supervisors of master's students are approved by the rector's order upon the recommendations of the faculty Academic councils within the first two months of study.

4.2. If necessary, students may be assigned consultants in related fields of science. The appointment of such consultants may take place at any stage of the master's program.

4.3. Heads of the graduating departments where the master's students are trained are responsible for the timely submission of supervisor nominations to the faculty Academic council for consideration, as well as for ensuring that the proposed supervisors meet the requirements established by this Regulation.

4.4. Decisions on the replacement of a scientific supervisor, the appointment of consultants in related fields, and other similar matters are made by the university Academic council upon the recommendation of the graduating department and the petition of the faculty Academic council. Replacement of a scientific supervisor without a valid reason is not permitted, except in cases of force majeure.