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**CORPORATE STANDARD ISM
JOINT-STOCK COMPANY "KAZAKHSTAN-BRITISH TECHNICAL UNIVERSITY"**

**REGULATIONS ON THE DISSERTATION
COUNCIL KBTU**

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Almaty

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PREFACE

Real corporate standard "POSITION ABOUT DISSERTATION ADVICE" is composite part documentation integrated systems management (further - ISM) joint stock societies "Kazakh-British technical university" And corresponds requirements international standards series ISO 9001:2015, ISO 14001:2015, ISO 45001:2016.

GENERAL INTELLIGENCE

DEVELOPED AND SUBMITTED

Center postgraduate education

APPROVED AND INTRODUCED IN ACTION

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1. PURPOSE

1.1. Real corporate standard "POSITION ABOUT DISSERTATION COUNCIL OF KBTU" (hereinafter referred to as the Regulation) regulates the process and generally accepted acceptable requirements for admission to defense for the degree of Doctor philosophy (PhD) And doctor By profile on consideration Dissertation advice KBTU.

2. REGION APPLICATIONS

2.1. The procedure is mandatory for all structural divisions to comply with. JSC KBTU in the preparation and admission to the defense of a doctoral student's dissertation in within the framework implementations professional educational programs postgraduate education Byprogram training of doctors (PhD).

3. TERMS, DEFINITIONS AND ABBREVIATIONS

3.1. IN present In order are applied next terms, definitions And Abbreviations:

Certification case - plastic bag documents submitted For awards degrees doctors philosophy (PhD), doctors By profile V Committee By provision qualities V sphereof Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter referred to as Committee);

The dissertation council is a collegial body that conducts the defense of dissertations. doctoral students and petitions the authorized body - the Control Committee in the field of education and science of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter referred to as the Committee) - on the award of the academic degree of Doctor of Philosophy (PhD), Doctor By profile;

Doctoral candidate – an applicant for the academic degree of Doctor of Philosophy (PhD) or Doctor of Science in the field, who has completed training in a professional educational program postgraduate education in JSC "KBTU";

Domestic scientific consultant - specialist in the field of scientific research doctoral student holding an academic degree (candidate of science, doctor of science, doctor of philosophy (PhD), doctor By profile) or academic degree doctors philosophy (PhD), doctors By profile or doctorate degree Philosophy (PhD), doctors by profile;

Foreign scientific consultant - specialist in areas scientific research doctoral student holding an academic degree (candidate of science, doctor of science, doctor of philosophy (PhD), doctor by profile) or academic degree doctors philosophy (PhD), doctors By profile or doctorate degree Philosophy (PhD), doctors by profile;

Thesis - qualification scientific Job, protected in Republic Kazakhstan Byspecific specialties V within the framework educational programs / directions preparations PhD, doctor of the profile, or abroad, representing itself is independent scientific study, containing new scientific results;

Doctor philosophy (PhD), doctor By profile - degrees, awarded persons, having mastered program doctoral studies by scientific and pedagogical direction or relevant to the field of professional activity and having defended a dissertation in Republic Kazakhstan or for her beyond, recognized in order to established legislation Republic of Kazakhstan;

Impact factor is a quantitative measure by ranking, categorization And comparison peer-reviewed journals, calculated as the frequency of citations to the average scientific publication (article) in magazine for a certain period of time;

A scientific journal is a periodical publication (printed or electronic) related to scientific literature And being one from main sources scientific information.

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How rule, such magazines are peer-reviewed (or refereed). This means that before publication, all articles sent by authors for publication in journal, are reviewed by independent experts in areas close to the subject matter articles.

Scientific research - applied, fundamental, strategic scientific research, carried out subjects scientific And (or) scientific and technical activities in within the framework research, experimental design And technological works, proper scientific methods And by means in purposes achievements results scientific and (or) scientific and technical activities;

Research work is work related to scientific research, conducting research, experiments in order to expand existing and obtain new knowledge, testing scientific hypotheses, establishing patterns of development of nature and society, scientific generalizations, scientific substantiation of projects;

Scientific article - finished author's work, describing results original scientific research (primary scientific article) or dedicated review of previously published scientific articles related to a common topic (review scientific article); result scientific and (or) scientific and technical activities - new knowledge or solutions obtained in the course of carrying out scientific and (or) scientific and technical work activities And recorded on any informational carrier, implementation scientific developments And technologies in production, A Also models, layouts, samples new products, materials and substances;

National Center for State Scientific and Technical Expertise (NCSSTE) - Center expertise, providing unity administration, independence, transparency and publicity of scientific, scientific-technical and innovative examination projects And programs.

Expert advice - consultative and advisory organ at Committee By the relevant scientific direction, which carries out the examination of the dissertation on correspondence requirements Rules awards degrees;

Doctoral students who defended their dissertations in dissertation councils of universities that do not have special status, degrees doctors philosophy (PhD), doctors By profile awards The Committee, taking into account the conclusion of the Expert Council and in the manner established in the Rules awards degrees;

Q (Quartile) - category scientific magazines, relevant certain bibliometric indicators level citations, which must reflect level his in demand from the scientific side communities.

4. GENERAL POSITION

4.1. This Regulation on the Dissertation Council of the Kazakh -British Technical University (KBTU) was developed in accordance with the Model Regulations on dissertation advice, approved by order Minister education And sciences Republic of Kazakhstan dated March 31, 2011 No. 126 and the Rules for awarding degrees, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 127 (further - Rules awarding of degrees).

4.2. The regulation defines the mandatory criteria and conditions for admission to defense dissertation work of a doctoral student within the framework of training at professional educational institutions postgraduate education programs for the preparation of doctors (PhD) in accordance with credit technology training in JSC "KBTU".

4.3. Dissertation advice KBTU - collegial organ, which conducts protection dissertations works doctoral students And petitions before By the Committee O awarding of a degree doctors Philosophy (PhD), doctors by profile.

4.4. Dissertation councils are created for 3 (three) calendar years, subject to availability in KBTU state educational order for the relevant specialties / directions personnel training programs doctoral studies.

5. ORGANIZATION ACTIVITIES DISSERTATION TIPS

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5.1. IN compound dissertation advice enters no more than 7 (seven) people. All members of the dissertation council have an academic degree (Doctor of Science, Candidate of Science, Doctor of Philosophy (PhD), Doctor of Science in the field) or the academic degree of Doctor of Philosophy (PhD), Doctor of Science in the field or the degree of Doctor of Philosophy (PhD), Doctor of Science in the field.

5.2. At least 3 (three) members of the dissertation council are representatives of other higher education institutions, scientific and (or) other organizations.

5.3. The dissertation council consists of 4 (four) members who are permanent members, including the chairman, deputy chairman and academic secretary of the dissertation council who are permanent members.

5.4. As part of the dissertation council, 3 (three) members of the dissertation council are appointed temporarily for the period of the doctoral student's defense, depending on the area of doctoral research.

5.5. As part of the dissertation councils at the OHPE, one of the council members is a foreign scientist.

5.6. At least 4 (four) members of the dissertation councils at the OHPE have publications in peer-reviewed international scientific journals:

1) by fields of education 8D05 Natural sciences, mathematics and statistics, 8D06 Information and communication technologies, 8D07 Engineering, manufacturing and construction industries, 8D08 Agriculture and bioresources, 8D09 Veterinary science, 8D10 Health care and social security (medicine), 8D11 Services - at least 3 (three) publications in publications included in the first three quartiles according to Journal Citation data Reports (Journal Tsiteishen Reports) of the company Clarivate Analytics (Clarivate Analytics) or having in the Scopus database a CiteScore (SiteScore) percentile indicator of at least 35 (thirty-five) in one of the scientific fields corresponding to the areas of personnel training over the past 5 (five) years;

of Science Core Collection database (Arts and Science sections) Humanities Citation Index (Arts and Humanities Citation Index), Science Citation Index Expanded (Science Citation Index Expanded), Social Sciences Citation Index (Social Sciences (Citation Index) and included in the first three quartiles according to Journal Citation Reports (Journal Tsiteishen Reports) of the company Clarivate Analytics (Clarivate Analytics) or having in the Scopus database a CiteScore (SiteScore) percentile indicator of at least 35 (thirty-five) in one of the scientific fields corresponding to the field of study.

Counts as 2 (two) scientific articles in international peer-reviewed scientific journals, a monograph that was published in the last 5 (five) years in trusted publishers or in a university press from the top 100 (one hundred) US News Best Global Universities ranking Rankings (US News Best Global Universities Rankins) or Academic Ranking of World Universities (Academician Rankin of the World Universities) or Times Higher Education World University (Times Higher Education World University). If there is a chapter in the above-mentioned monograph (the applicant owns at least 3 (three) printed sheets), it is counted as 1 (one) article in an international peer-reviewed scientific journal.

5.7. IN compound dissertation advice Not included:

1) rector University;
2) employees Ministries education And sciences Republics Kazakhstan;
3) specialists who served as scientific consultants, managers dissertations defended in the Republic of Kazakhstan or abroad, which received negative solution Committee for the last 5 (five) years.

5.8. The composition, as well as changes in the composition of the dissertation council, are approved by order of the rector based on the decision of the Academic Council of KBTU upon the submission of the first vice-rector.

5.9. The dissertation council elects from among the council members a chairman, a deputy chairman and a scientist secretary of the council.

5.10. All expenses, related With activities dissertation advice, V volume numberbusiness trips expenses members dissertation advice, are reimbursed for check KBTU.

6. FUNCTIONS DISSERTATION COUNCIL

6.1. IN functions dissertation advice includes:

- 1) reception documents To protection dissertations;
- 2) appointment dates protection And official reviewers By dissertation work;
- 3) creation of a commission from among the members of the dissertation council (hereinafter referred to as the Commission dissertation advice) For checks dissertations on usage doctoral student borrowed material without links on author And source borrowings (plagiarism);
- 4) carrying out public protection doctoral dissertations;
- 5) making a decision on the dissertation.

6.2. Functions of the academic secretary of the dissertation council:

- 1) organization of procedures for admission to defense and defense of a dissertation;
- 2) sending the dissertation for verification using the Antiplagiat system to the library of the OVPO, the National Academic Library of the Republic of Kazakhstan and the National Library of the Republic of Kazakhstan, to official reviewers;
- 3) sending correspondence on the activities of the dissertation council;
- 4) posting materials and information on the website of the dissertation council in 3 languages;
- 5) preparation for the meeting of the dissertation council, including software and technical means;
- 6) preparation of documents for the dissertation council;
- 7) preparation of a package of documents for submission to the Committee (to OHPEs that do not have a special status).

Correspondence is sent from the official corporate email of the academic secretary. It is not permitted to assign the duties of the academic secretary to other persons, including the doctoral student.

7. RESPONSIBILITIES DISSERTATION COUNCIL

7.1. IN ethical responsibilities dissertation advice includes:

- provide objective, full and reliable intelligence;
- Not allow concealment data, related To protection dissertations;
- react on facts violations scientific ethics;
- when making decisions, they are free from the influence of public opinion, one of sides or third persons;
- accept measures by prevention and settlement conflict interests;
- during the course of activities, do not use rude or offensive expressions, accusations that damage the honor and dignity of other members of the council, doctoral students, scientific consultants and official reviewers.

IN case detection facts non-compliance requirements, specified in present point, member of the dissertation council is excluded from it composition.

7.2. Functions dissertation advice:

- reception documents to protection dissertations;
- appointment dates protection and official reviewers by dissertation work;
- creation of a commission from among the members of the dissertation council (hereinafter referred to as the Commission dissertation advice) For checks dissertations on usage doctoral student borrowed material without links on author and source borrowings (plagiarism);
- appointment independent experts by dissertations;
- carrying out public protection doctoral dissertations;
- removal dissertation works with protection;
- other functions, established real regulation.

7.3. Chairman dissertation advice:

- carries out general management activities dissertation advice;

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- conducts meetings advice;
- carries out reception to protection dissertation works, defines deadlines conducting protection;
- provides compliance legality conducting protection dissertations in accordance with established requirements;

– carries responsibility for activity And organization works dissertation advice.

7.4. Deputy chairman dissertation advice:

- performs functions chairman dissertation advice by conducting meetings of the council in cases where the chairman of the council is a scientific consultant for protected dissertations, also at absence chairman dissertation advice.

7.5. Scientist secretary dissertation advice provides:

- together With Center accompaniment postgraduate programs (CSPO) check correspondence documents, presented doctoral student, established requirements;
- formation certification affairs doctoral student after protection dissertations;
- quorum on meetings scientist advice;
- preparation documentation, necessary For conducting meetings dissertation advice;
- preparation quarterly report O accepted dissertation advice decisions petition by award (refusal in awarding) degrees doctors philosophy (PhD) and report O dissertation work advice for calendar year;
- control for protection procedure;
- organization technical equipment dissertation advice;
- timely provision documents And materials doctoral students in TSPO.

7.6. KBTU provides verification of dissertations in licensing systems detection borrowings, V volume number By international bases data.

At availability 2 (two) negative solutions Committee By dissertation works defended in the dissertation council of KBTU, KBTU approves a new composition dissertation advice.

If there are more than 2 (two) negative decisions of the Dissertation Committee, protected in this advice, dissertation advice stops my activity and not is functioning in flow 3 (three) years after closings.

At violation more 3-x (three) once dissertation advice requirements, established in this Regulation, the chairman, deputy and scientist Secretary of the dissertation council.

8. PROCEDURE PRELIMINARY CONSIDERATIONS DISSERTATIONS

8.1. Extended meeting faculty / schools / REC asnd (or) structural divisions (further - structural subdivision) is being carried out in University, V which the doctoral student was trained. At the same time, after 3 years from graduation, the dissertation is allowed for consideration at an extended meeting of the structural unit and to subsequent protection only after repetitive statements scientific justifications dissertation research proposal) on paid basis.

8.2. One (1) month before the extended meeting, the dissertation is sent for review to two (2) specialists with an academic degree (Doctor of Science, Candidate of Science, Doctor of Philosophy (PhD), Doctor of Science in the field) or an academic degree of Doctor of Philosophy (PhD), Doctor of Science in the field or a degree of Doctor of Philosophy (PhD), Doctor of Science in the field of scientific research of the doctoral student.

8.3. At least 2/3 (two thirds) of the members of the relevant (structural) division, reviewers, members of the academic or scientific council of the structural division, scientific consultants, as well as representatives of related (related) departments and (or) structural divisions of the OHPE, scientific and other organizations, and practicing specialists (for dissertations of an applied nature) take part in the extended meeting. The decision to recommend a dissertation for defense is made by a simple majority of votes.

8.4. Comments on the dissertation recommended for defense are eliminated by the doctoral student if he/she agrees with them before submitting the dissertation to the dissertation council.

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8.5. At absence consultants their reviews by dissertations doctoral student on meeting reads out Head of Structural divisions KBTU.

8.6. Discussion dissertations on meeting departments by place execution dissertations includes following:

- performance chairman structural divisions (illuminates dates approval of the topic of the dissertation research and scientific advisers, deadlines and place of scientific internships within the framework of the doctoral program, completeness of publication materials dissertations in seals);

- performance doctoral student;
- questions participants meetings structural divisions - answers doctoral student;
- performance scientific consultants, V case absence foreign consultant, announcement his reviews;

- performance reviewers;
- the doctoral student's responses to the reviewers' comments and conclusions based on their wishes and recommendations;

- discussion participants meetings of the structural divisions;

- reception conclusions is carried out open by voting, simple by the majority votes.

8.7. The procedure discussions dissertations on meeting structural divisions KBTU and preliminary expertise doctoral students from others Universities pass in mandatory in order. at this doctoral students from others Universities pay protection dissertations in amounting to 4 academic credits.

8.8. Conclusion on the dissertation on recommendation or non-recommendation for defense is being processed V view extracts from protocol meetings structural divisions, subscribes Chairman meetings, is certified leader TSPO And it is stated first Vice-Rector.

8.9. Conclusion should contain: relevance topics research, scientific results and their validity, practical and theoretical significance of scientific results, the completeness of the publication of the dissertation materials in print in accordance with The rules for awarding degrees and this Regulation, comments and suggestions, conclusion about the recommendation or Not recommendations To protection.

8.10. After receipt positive conclusions extended meetings structural unit, the doctoral student submits an application to the Center for SPO addressed to the rector of KBTU about choice dissertation advice, V which He will defend oneself. IN case, If the doctoral student specifies the dissertation council another university, doctoral student forms a package of documents in accordance with the requirements of this dissertation council, and within 10 (ten) workers days documents With accompanying by letter on form university for signature first Vice-rectors are sent V dissertation advice.

8.11. The preliminary examination procedure is carried out at the request of the doctoral student. Dissertation advice appoints expert from composition advice By specialties / direction protected dissertations, which V flow 5 (five) workers days With at the time of appointment, submits a conclusion to the dissertation council, based on whom dissertation council takes one from the following solutions:

- Recommend dissertation to public protection;

- Recommend the dissertation for public defense after eliminating the identified shortcomings comments;

- Reject the dissertation to eliminate the comments of the dissertation council and repetitive considerations in the structural division of place execution.

8.12. If the dissertation council for the relevant specialty / direction preparations frames is functioning in friend University, doctoral student, after receiving a positive conclusion from a structural unit, forms a package documents according to p.9.2 of this Provisions, and with accompanying by letter on form university signed by the first vice-rector / the rector applies to the university where a dissertation council has been formed for this specialty /direction of training

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frames. IN flow 10 (ten) workers days University, in which doctoral student passed education, directs his documents in dissertation advice.

8.13. Doctoral students KBTU, defending in dissertations advice, formed in others Universities, after receipt positive conclusions structural divisions transmit in scientific library KBTU final version dissertations in solid and electronic view. Reference seems to be in TSPO.

8.14. The Center for Scientists and Practitioners oversees the organization of theoretical training for doctoral students, passage additional species training (practices, R&D/E&R/ internships), checks the doctoral student's publications for compliance, checks the documents for compliance, presented doctoral student for dissertation advice, organizes accompanying letters and performances, forms certification case doctoral student And transmits to his academic secretary of the dissertation council.

8.15. For checks correspondence scientific publications rules awards degrees doctoral student takes exams TSPO next documents:

- list of published scientific papers in electronic and printed form with confirmation of the presence of impact factors for journals in the Web of Science databases (Clarivate Analytics) and/or log indexing V Scopus ;
- extracts from orders university, in which doctoral student passed education, about approval topics dissertations And scientific consultants, O admission To protection dissertations;
- copy transcript about development professional educational programs doctoral studies, certified by the place of study;
- copies diplomas O higher And postgraduate education With applications.
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9. ORGANIZATION PROTECTIONS DISSERTATIONS

9.1. TO protection dissertation works are allowed doctoral students, fully who have completed doctoral educational programs and submitted dissertations works, completed in accordance with requirements Rules awards scientists' degrees.

9.2. The basis for preliminary considerations and further protection in dissertation council, is a cover letter on the university letterhead, in which doctoral student passed education and the next one package of documents:

- 1) statement on Name chairman dissertation advice O reception To protection;
- 2) dissertation in hardcover, in 3 (three) copies and in electronic format carrier (CD-disk);
- 3) annotation of the dissertation in three languages (at least 2 (two) pages in length) each language) - state, Russian, English, in electronic and printed form view;
- 4) reviews of domestic and foreign scientific consultants, certified by place works consultant. Translation reviews foreign consultant must be notarially certified. For dissertations, containing state secrets, reviewdomestic consultant;
- 5) minutes of the meeting of the structural unit where the dissertation was carried outwith a positive conclusion and recommendation for defense, approved supervising vice-rector;
- 6) list scientific works, certified scientist secretary University, in which doctoral student passed education and theirs copies;
- 7) private leaflet, certified By place studies personnel service University;
- 8) conclusion Ethical commissions University, in which studied doctoral student, about absence violations in the process planning, ratings, selection, conducting and distribution results scientific research, including protection right, security and well-being objects research (objects alive nature and Wednesday habitat).

The documents are accepted by the academic secretary of the dissertation council, which registers and represents them V dissertation council.

KBTU doctoral students cover letter to KBTU dissertation councils not represent.

9.3. Thesis seems to be on one from three languages: state, Russian or English. All accompanying documents, guided V Committee, should be on state or Russian language.

9.4. Registration of documents specified in paragraph 9.2 is carried out by the academic

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secretary. dissertation council and within a period of not less than 2 (two) working days submits them to dissertation advice.

9.5. Chairman dissertation advice appoints two independent experts from composition dissertation advice For familiarization With dissertation And preparations expert opinion. Each expert prepares a separate expert opinion and sends it to the dissertation council within a period of no more than 10 (ten) working days from the date appointments.

Expert conclusion should contain next points:

- correspondence topics and dissertations specialties, by which studied doctoral student;
- correspondence dissertation requirements rules awards degrees.

Experts V mandatory in order conduct check dissertations And all publications doctoral student, V which published main scientific results dissertations, on availability incorrect And illegal borrowings (plagiarism) by means of verification programs on plagiarism.

Based on the conclusion of the experts of the dissertation council, the dissertation the council at its meeting makes a decision on accepting or refusing to accept the dissertation to protection.

If doctoral student denied in reception dissertations to protection in connections with presence in the text of the dissertation of illegal borrowings, the scientific secretary of the dissertation advice directs doctoral student motivated conclusion about refusal in reception dissertations to protection.

At necessity Chairman dissertation advice Maybe appoint in quality independent expert's specialists, not being members dissertation advice, in including, from third-party organizations.

9.6. Not later 10 (ten) workers days with days reception documents dissertation advice defines date protection dissertations and appoints two official reviewers, having scientist degree (doctors sciences, candidate sciences, doctors of philosophy (PhD), doctors by profile) or academic degree doctors d'philosophy (PhD), doctorate in the field or the degree of Doctor of Philosophy (PhD), doctorate inprofile and Not less 5 (five) scientific articles in areas of research doctoral student.

9.7. The defense date does not exceed more than 3 (three) months from the date of the date protection. When setting the date of the defense, the order of receipt of documents is observed doctoral students.

9.8. At appointment official reviewers dissertation advice is guided by principle independence Friend from friend reviewers, scientific consultants. Representatives of various organizations with the degree and at least 5 scientific articles in the field of research of the doctoral student, one of who is not an employee of the university where the dissertation center operates advice, or University, in which the doctoral student passed education.

9.9. Official reviewers Not are appointed:

- 1) employees Committee;
- 2) co-authors doctoral student by work, published by topic dissertations;
- 3) heads and employees of structural divisions of KBTU and (or) scientific organizations, where was carried out thesis and (or) are being conducted scientific research works, by which doctoral student is by the customer or performer (co-executor).

9.10. Reviewers on basis studies dissertations and published works represent in dissertation advice writing review, in which is being evaluated relevance chosen topics, correspondence principles novelty, independence, reliability, internal unity, practical value, academic honesty, degree validity scientific provisions, conclusions and recommendations, formulated in dissertations, and also is given reasoned conclusion about possibilities awards scientist degrees doctors (PhD), doctors by profile by relevant specialty / directions preparations frames.

9.11. At inconsistency requirements p. 9.9 dissertation advice has right in return the review to the reviewer no later than 10 (ten) working days before the defense for additional considerations dissertations and writing new reviews or replacereviewer.

9.12. The replacement of official reviewers is also carried out in the case of a written

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refusal or impossibility of reviewing. In the event that the decision on replacement official reviewer accepted less how for 15 (fifteen) workers days, that the defense date is postponed.

Copies reviews reviewers are awarded doctoral student not later, how for 15 (fifteen) days before the dissertation defense.

9.13. The Dissertation Council posts the following on the KBTU Internet resource materials about protections doctoral students and activities advice (except materials and dissertations, containing state secrets or intelligence for official use):

1) notification of the upcoming defense with the address, date and time (for 1 (one) month before the established date of defense);

2) dissertation (for 1 (one) month to established dates protection, available in flow not less 5 (five) months after dissertation defense);

3) annotation in the state, Russian, English languages with a total volume of not less 1 (one) printed sheet (for 1 (one) month up to the established dates of protection);

4) list publications doctoral student (for 1 (one) month to established dates protection);

5) reviews scientific consultants (for 1 (one) month to established dates protection), which available in flow not less 5 (five) months after protection;

6) reviews official reviewers (for 15 (fifteen) workers days to established dates of protection);

7) full video recording of the defense, editing is not allowed (posted in flow 5 (five) workers days after protection and available in flow not less 5 (five) months after protection);

8) conclusion of the dissertation council on refusal to award a doctorate degree philosophy, doctorate in the field (posted within 5 (five) working days after protection and available V flow Not less 5 (five) months after protection);

9) the decision of the appeal commission (if any, posted within 5 (five) workers days after acceptance solutions and available in flow not less 5 (five) months after acceptance solutions);

10) report on the work of the dissertation council in accordance with Appendix 1 to this Regulations (placed in flow 15 (fifteen) workers days by at the end calendar years);

11) announcements about changes in the date, time, place of the defense and about replacement official reviewers (if availability);

13) information about composition dissertation advice and order activities dissertation advice;

14) information about availability licensed systems detection borrowings, in volume number according to international bases data from indication validity periods.

9.14. At placement dissertations on Internet resource KBTU is provided copyright protection, technologies for protection against illegal copying are used and further use of the dissertation materials. After posting the dissertation on Internet resource KBTU changes in in the text of the dissertation not are allowed.

9.15. On Internet resource KBTU is provided opportunity placements unofficial reviews by content dissertations with further presentation of them on protection. Informal reviews, by which impossible install authorship and absent email address author, on no protection are introduced.

9.16. Notification of the upcoming defense is sent by the dissertation council to Committee in flow 5 (five) working days from the day of admission to protection.

9.17. The notice of defenses in dissertation councils at KBTU is posted also on the Committee's Internet resource within 5 (five) working days from the date of receipt (except for materials and dissertations containing state secrets or information for official use).

9.18. Within 10 (ten) working days after acceptance for defense of the dissertation the council sends the dissertation for checking for plagiarism by the doctoral student domestic and international bases data in Joint Stock society "National Center for State Scientific and Technical Expertise" (hereinafter referred to as NCSSTE). Title sheet and a list of used sources on plagiarism is not are being checked.

9.19. Instance dissertations on paper and (or) electronic carriers transmitted in library

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KBTU. IN flow 7 (seven) workers days after protection instances dissertations on electronic carrier are transmitted scientist secretary dissertation advice in National academic library Republics Kazakhstan and National library Republics Kazakhstan (except dissertations, containing state secrets and information for official use).

9.20. If available facts of plagiarism indicated in the NCSTE certificate, in reviews official reviewers and unofficial reviews on Internet resource KBTU Commission dissertation advice carries out check dissertations on plagiarism. The conclusion on the results of the check is submitted to the dissertation council no later than 8 (eight) working days before the dissertation defense.

9.21. The Dissertation Council, based on the conclusion of the Dissertation Commission the council (no later than 7 (seven) working days before the defense) makes a decision on admission doctoral student to defend or withdraw the dissertation with protection.

About the adopted dissertation solution advice reports doctoral student within 2 (two) working days

9.22. TSPO places on Internet resource KBTU next materials about protections doctoral students and activities advice (except materials and dissertations, containing state secrets or information for official use):

- notice about upcoming protection with indication addresses, dates and time (for 1 (one) month before the established date of defense);
- dissertation (for 1 (one) month to established dates protection, available in flow 5 (five) years after dissertation defense);
- annotation in the state, Russian, English languages according to the established requirement (for 1 (one) month before the established date of defense);
- list publications doctoral student (for 1 (one) month to established dates protection);
- reviews scientific consultants (for 1 (one) month to established dates protection), which available in flow not less 5 (five) years after protection;
- reviews official reviewers (for 15 (fifteen) workers days to established dates of protection);
- full video recording of the defense, editing is not allowed (posted in within 5 (five) working days after protection and is available for 5 (five) years after protection);
- information O petition awards degrees doctors of philosophy (PhD), doctors by profile in flow 3 (three) working days from the day official protection;
- conclusion of the dissertation council on the refusal of the petition for award degrees doctors of philosophy, doctors by profile (placed in flow 5 (five) workersdays after protection and accessible in flow 5 (five) years after protection);
- the decision of the appeal commission (if any, posted within 5 (five) working days after the decision is made and is available for 5 (five) years after the decision is made. solutions);
- announcements about changes in the date, time, place of the defense and about replacement official reviewers (if availability);
- information O composition dissertation advice And order activities dissertation advice;
- information on the availability of a licensed system for detecting plagiarism, in volume number according to international bases data from indication validity periods

9.23. At placement dissertations on Internet resource KBTU Department informational technologies are provided protection copyright right, are applied technologies protection from illegal copying and further use materials dissertations. After placements dissertations on Internet resource KBTU changes V the text of the dissertation does not are allowed.

On Internet resource university is provided opportunity placements unofficial reviews by content dissertations with further presentation of them on protection. Informal reviews, by which impossible install authorship and absent email address author, on no protection are introduced.

9.24. A doctoral student has the opportunity to withdraw his dissertation from defense, but no later than 7 (seven) working days up to her protection.

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9.25. Chairman, deputy chairman and scientist secretary dissertation advice Not can fulfill their responsibilities on meeting dissertation advice in case, when is being considered thesis doctoral student, which They are scientific consultants. Execution responsibilities chairman dissertation advice is assigned on deputy chairman, the duties of the deputy chairman and academic secretary are assigned to members solution dissertation council.

9.26. IN cases simultaneous absence chairman, deputy chairman and scientific secretary meeting dissertation advice not is being carried out.

9.27. The dissertation council ensures video recording of the dissertation defense in full volume, installation is not allowed.

9.28. Meeting dissertation advice counts legitimate, if in his work accepted participation Not less $2/3$ (two third) his members, at mandatory participation in meeting not less 3 (three) specialists by each specialty (direction (training of personnel) from among members of the dissertation committee advice.

9.29. Participation members dissertation advice on meeting by protection dissertations on-line in the form of a video conference is also taken into account (no more than $1/3$ (one third) of composition dissertation council).

9.30. At absence (by respectful reason) one from official reviewers his review is being read scientist secretary. Official to reviewers allowed to perform on this meeting dissertation advice by protection in mode on-line in form video conferences.

9.31. Dissertation advice at KBTU conducts secret vote for acceptance one of the following solutions:

1) petition the Committee to award a doctorate to a doctoral student philosophy (PhD) or doctors by profile;

2) Not to petition before by the Committee for awards doctoral student degrees doctors Philosophy (PhD) or doctors by profile.

9.32. Members dissertation advice, which are scientific consultants, immediate supervisors or are closely related to doctoral student, in voting not participate.

9.33. The decision of the dissertation council is considered positive if for him voted $2/3$ (two thirds) and more members dissertation advice, participated in the meeting. If less than $2/3$ voted for a positive decision (two thirds) of the members of the dissertation council who participated in the meeting, is accepted negative solution.

9.34. If a negative decision is made, the dissertation council draws up a a conclusion that reflects the requirements of this Regulation, the Model provisions about dissertation advice, Rules awards degrees, approved by order Minister education And sciences Republics Kazakhstan, Not corresponds thesis.

If a negative decision is made on the Internet resources of the Committee and KBTU (there, where was prepared and accepted to protection thesis), is placed information with indication reasons acceptance such solutions, and also intelligence about scientific consultants, dissertation advice and official reviewers.

At acceptance negative solutions by dissertations, containing state secrets, information on Internet resources Committee and KBTU Not is placed. At acceptance positive solutions by the Committee after repeated protection dissertations information about negative decision is being removed with Internet- resource KBTU and Committee.

9.35. On one meeting dissertation advice is being carried out protection 1 (one) dissertations, in flow 1 (one) days are not spent more 4 (four) meetings.

9.36. Procedure meetings dissertation advice by protection dissertations includes following:

– introductory word chairman about quorum, legality conducting meetings, performance doctoral student, specialties / directions preparations frames by which studied and specialties / directions preparations frames by which defends itself and dissertation topics;

– performance scientist secretary for announcements correspondence documents doctoral student normative requirements, with indication completeness and correspondence

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scientific publications;

- performance doctoral student (report to 20 minutes);
- questions to doctoral student, answers doctoral student;
- speeches scientific consultants;
- speeches reviewers;
- answers doctoral student on comments reviewers and conclusions by their

recommendations;

- discussion members dissertation advice;
- final word doctoral student;
- elections of the counting commission in the amount of 3 (three) persons from the composition dissertation advice, for exception chairman;
- holding a secret vote on the issue of a petition for the award of an academic degrees;
- performance chairman counting commissions O results secret voting, statement protocol counting commission;
- announcement results public protection;
- acceptance conclusions dissertation advice by dissertations on basis protection.

9.37. Scientist secretary dissertation advice KBTU forms certification the doctoral student's file, which is sent to the Committee within 30 (thirty) calendar days days after protection doctoral dissertations on dissertation advice. IN certification business doctoral students are attached next documents:

1) accompanying letter of petition on form KBTU, signed Chairman dissertation advice, with indication dates dispatches dissertations in NCGNTE (for exception dissertations, containing state secrets or intelligence for official use only);

2) thesis on electronic carrier;

3) list and copies scientific publications by topic dissertations;

4) copy document, certifying personality;

5) reference NCGNTE By check dissertations on plagiarism. By dissertations, containing state secrets or intelligence for official use, seems to be reference commissions in military, special educational establishments and (or) scientific organizations, subordinate organs national security Republics Kazakhstan, the Ministry of Internal Affairs of the Republic of Kazakhstan, the prosecutor's office Republics Kazakhstan and To the Ministry defense Republics Kazakhstan, about check dissertations on plagiarism;

6) attendance sheet of the members of the dissertation council in the form according to Appendix 2 to real Position;

7) reviews scientific consultants;

8) reviews 2 (two) reviewers;

9) the video recording in full and the minutes of the meeting of the dissertation council on protection dissertations, signed Chairman And scientist secretary;

10) copy transcript about development professional educational programs doctoral studies;

11) copies diplomas about higher and postgraduate education, applications to him (copies transcript);

12) intelligence about doctoral student by form according to the application 3 To real Position.

13) private leaflet, certified by place studies personnel service KBTU / University.

14) conclusion Ethical commissions University, in which studied doctoral student, about absence violations V in the process planning, ratings, selection, conducting and dissemination of scientific research results, including protection of rights, safety and well-being objects research (objects alive nature And Wednesday habitat).

9.38. Second instance certification affairs is stored at scientist secretary Dissertation council for a period of not less than 2 (two) months, then transferred to the archive KBTU. Responsibility for execution this norms carries scientist secretary dissertation advice, department

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storage documents And issuance archival data, A AlsoTSPO.

9.39. IN flow 5 (five) workers days with days protection scientist secretary dissertation advice directs on state registration in NCGNTE: instance dissertations in unbound view on paper and electronic carriers, two copies of the dissertation registration card in the state and Russian languages, list works on electronic carrier (in (Word format).

9.40. At acceptance negative solutions dissertation advice By Based on the results of the defense, this dissertation may be submitted for re-defense in recycled view Not previously how through year after removals negative solutions.

9.41. Appeal on negative solution dissertation advice is served doctoral student in any form within 2 (two) months from the date of the decision at KBTU (Where the defense was carried out dissertations).

9.42. IN flow 10 (ten) workers days with days feeds appeals by order the rector of KBTU creates an appeals commission (hereinafter referred to as the commission). The commission is composed of are included 3 (three) specialist, having scientist degree By corresponding specialties. Scientific consultants, reviewers, members dissertation council or Expert Council of the Committee.

9.43. The Commission is guided in its activities by this Regulation, typical position about dissertation advice and rules awards degrees.

9.44. The commission examines the appeal, dissertation, and materials dissertation council for the defense of the dissertation and prepares a conclusion on the results appeals in flow 30 (thirty) calendar days from her day creation.

9.45. Conclusion appeal commissions accepted members commissions on on the basis of an open vote by majority vote and signed by all members commissions. At positive in conclusion commissions copies protocols commissions, conclusion and thesis are heading in Committee in flow 15 (fifteen) calendar days for acceptance final solutions.

9.46. Solution appeal commissions in flow 15 (fifteen) workers days with days his acceptance reported to the doctoral student and is located on Internet resource KBTU.

9.47. In case of refusal by the Committee to award an academic degree, the dissertation may be presented to repeated protection in recycled view, but not previously, how through year after previous protection, in order, established in chapter 8-9 real Provisions.

9.48. At presentation dissertations on repeat protection dissertation advice appoints 3 (three) members dissertation advice, which make up conclusion on the elimination of previously established violations in the dissertation. Conclusion is posted on the KBTU Internet resource no less than 10 (ten) working days before protection and is being read on defense of the dissertation.

9.49. Term considerations certification affairs, represented in Committee dissertation advice in accordance Typical position O dissertation, makes up 4 (four) months with days their registration in Committee. At invitation doctoral candidate to the meeting of the Expert Council, the period of consideration is extended by 1 (one) month. The Committee shall notify the dissertation council of the extension of the review period in flow 7 (seven) working days from the date extensions.

9.50. IN flow 10 (ten) workers days with days acceptance conclusions Expert The Committee issues a corresponding order on the award (refusal to award) doctoral student Doctor of Philosophy (PhD) degrees, doctor of the profile. The doctoral student gets acquainted with the negative conclusion of the Expert Council on dissertations within 1 (one) month after the Committee's decision to refuse awarding doctorate degrees Philosophy (PhD), doctors by profile.

9.51. At identification violations procedures protection dissertations, established V In the standard regulations on the dissertation council, the Committee within 2 (two) working days sends comments to the dissertation council. In this case, the certification file subject to consideration V in order, established Rules awards degrees.

9.52. Certification case is being removed With considerations Committee in flow 1 (one) months With moment his receipts at availability personal statements (in arbitrary form) doctoral student or petitions dissertation advice (in arbitrary form). IN case removals With

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considerations certification case seems to be in Committee after repeated protection.

9.53. Correspondence dissertations requirements Rules awards degrees being installed V Committee on basis conclusions Expert advice By appropriate directions preparations frames.

10. RESPONSIBILITY

10.1. Responsibility for monitoring compliance with the organization's requirements and The chairman, deputy chairman and academic secretary are responsible for conducting the dissertation defense dissertation advice KBTU.

10.2. Responsibility for compliance with minimum security clearance requirements dissertations for the degree of Doctor of Philosophy (PhD) or Doctor of Science The profile is borne by the doctoral student, the scientific supervisor.

10.3. Responsibility for acceptance or deviation protection doctoral dissertations doctoral student for the scientific degree degrees Doctor of Philosophy (PhD) or doctors by profile carries the dissertation KBTU Council.

11. LINKS ON DOCUMENTS

11.1. The present Position developed V in accordance with next normative documents:

- 1) Law Republics Kazakhstan "About education" 27 July 2007 years No. 319-III SAM;
- 2) State compulsory standard education all levels education, approved by order Minister education And sciences Republics Kazakhstan October 31, 2018 No. 604;
- 3) "Rules for organizing the educational process using credit technology of education" approved by order Minister education And sciences Republics Kazakhstan from 20 April 2011 years No. 152;
- 4) Typical rules activities organizations education, implementing educational programs higher and (or) postgraduate education, approved by order Minister education And sciences Republics Kazakhstan from 30 October 2018 years No. 595;
- 5) Typical position O dissertation Advice, approved by order Minister education And sciences Republics Kazakhstan from 31 Martha 2011 years No. 126;
- 6) Order Minister education And sciences Republics Kazakhstan "ABOUT introduction changes And additions V some orders Minister education And sciences Republics Kazakhstan" No. 170 from 30 April 2020 years contributed changes And additions in row normative legal acts.
- 7) Order Minister education And sciences Republics Kazakhstan "ABOUT introduction changes and additions in some orders Minister education and sciences Republics Kazakhstan" from 28.09.2018 No. 512.
- 8) Rules awards scientists degrees" approved by order Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 127 as amended on May 18, 2012 and by order No. 214 of 30.05.2013 of the Ministry of Education and Science of the Republic of Kazakhstan "On amendments and additions to the order MON RK dated 31.03.2011 No. 127".;
- 9) Position about Ministry education And sciences Republics Kazakhstan, approved by the Decree of the Government of the Republic of Kazakhstan dated October 28, 2004 years No. 1111
- 10) Classifier of training areas for personnel with higher and postgraduate education education, approved by order Minister education And sciences Republics Kazakhstan from October 13, 2018 No. 569.

12. FINAL PROVISIONS

12.1. Real Order enters V strength after acceptance by the Board JSC "KBTU" decisions on its approval. Changes and additions to this Procedure may be contributed by decision of the Board.

12.2. If in result changes legislation Republics Kazakhstan, Charter JSC KBTU

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individual provisions of this Regulation will conflict with them, until the moment of bringing the Procedure into line with the legislation and the Charter it is necessary be guided by in force normative legal acts Republics Kazakhstan.

12.3. Issues not regulated by this Regulation are regulated in accordance with the current legislation of the Republic of Kazakhstan and regulatory documents of JSC "KBTU".

ПРИЛОЖЕНИЕ
Report O work dissertation advice

Dissertation advice _____
at _____
(Name University)

By specialties (direction preparations frames) _____

Report contains next intelligence:

- 1) Data about quantity conducted meetings.
- 2) Surnames, name, surname (at his (in stock) members dissertation advice, visited less half of the meetings.
- 3) List doctoral students with indication organizations training.
- 4) Brief analysis dissertations, considered advice in flow reporting years, with allocation the following sections:
 - 5) Analysis topics considered works;
 - 6) Connection topics dissertations with directions development sciences, which formed by the Higher Scientific and Technical Commission under the Government of the Republic Kazakhstan in accordance with point 3 articles 18 Law "ABOUT science" and (or) state programs;
 - 7) Analysis level implementations results dissertations in practical activity.
 - 8) Analysis works official reviewers (with examples most of poor quality reviews).
 - 9) Offers by further improvement systems preparations scientific frames.
 - 10) Quantity dissertations on competition degrees doctors of philosophy (PhD), doctors by profile in the section specialties (areas of training frames):
 - dissertations accepted for defense (in volume number doctoral students from others Universities);
 - dissertations withdrawn from consideration (in volume number of doctoral students from others Universities);
 - dissertations, by which received negative reviews reviewers (in volume number doctoral students from others Universities);
 - dissertations with negative solution by results protection (in volume number doctoral students from others Universities).

Chairman dissertation advice

(signature, surname And initials)

Scientist secretary dissertation advice

(signature, surname And initials)

Print date «__» _____ 20__ years

ПРИЛОЖЕНИЕ
The official sheet members dissertation advice

Meeting advice from " ____ " _____ 20 __ years old, protocol No. _____

Protection doctoral dissertations _____
(surname, Name, surname (at his in stock))

By specialties (direction preparations frames) _____

Last name, first name, patronymic (if any) members dissertation advice	Degree	Attendance at the meeting (signature)
1	2	3

Scientist secretary dissertation advice

(signature, surname And initials)

ПРИЛОЖЕНИЕ

Intelligence O doctoral student

_____ (surname, Name, surname (at his in stock))



1	Date And place birth, citizenship, nationality			
2	Intelligence about training in doctoral studies (University and period training)			
3	Speciality / direction preparations frames doctoral studies			
4	Place protection and date protection dissertations			
5	Topic and language dissertations			
6	Scientific consultants (Full name (at his availability), job title, scientists degrees, scientists titles, citizenship)			
7	Official reviewers (Full name (at his availability), job title, scientists degrees, scientists titles, citizenship)			
8	Quantity publications, in total, in volume number:			
	in publications, recommended By the Committee			
	in foreign edition from bases Web of Science (Web off Sainz) or Scopus (Scopus)			
	in materials international conferences, V volume number:			
9	in materials foreign conferences			
	Labor activity			
		Date	Place works, job title	Location institutions
	reception	dismissals		
10	Place residence, contact data			

Scientist secretary dissertation advice

_____ (signature, surname And initials)

Seal, date «__» _____ 20 __ years