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Мәдениет және ақпарат  
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«Құрманғазы атындағы Қазақ  
ұлттық консерваториясы» РММ



RSI Kurmangazy  
Kazakh National Conservatory  
Ministry of Culture and information  
of the Republic of Kazakhstan

## ЕРЕЖЕ

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Алматы қаласы

## REGULATION

П-23-25

Almaty c.

### APPROVED

By the decision of the Academic Council  
RSI «Kurmangazy Kazakh National  
Conservatory»  
Ministry of Culture and Information  
of the Republic of Kazakhstan  
Chairman



G. Tasbergenova

Protocol No. 02 «24» 09 2025

### ON ACADEMIC ADVISERS TO PhD STUDENTS

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## 1. GENERAL PROVISIONS

1. The Regulations on Scientific Consultants of PhD Doctoral Students (hereinafter – the Regulations) are developed in accordance with the regulatory legal acts governing the activities of higher education institutions in the field of postgraduate education, orders and instructions of the Ministry of Science and Higher Education of the Republic of Kazakhstan, internal regulations and documents of the Kurmangazy Kazakh National Conservatory (hereinafter – KNC), with the aim of increasing the responsibility for the completion of doctoral dissertations by PhD doctoral students and their scientific consultants.

The Regulations are developed in accordance with the following regulatory legal acts:

- 1) Law of the Republic of Kazakhstan “On Education” dated July 27, 2007 No. 319–III (as amended and supplemented as of January 11, 2025);
- 2) Law of the Republic of Kazakhstan “On Science” (with subsequent amendments and supplements);
- 3) Law of the Republic of Kazakhstan “On Combating Corruption” dated November 18, 2015 No. 410-V (as amended and supplemented);
- 4) Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V (as amended and supplemented as of January 1, 2025);
- 5) Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 “On Approval of the Model Rules for the Activities of Organizations of Higher and Postgraduate Education”;
- 6) State Compulsory Standard of Higher and Postgraduate Education, approved by the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2;
- 7) Rules for Organizing the Educational Process under the Credit Technology of Education, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152;
- 8) Qualification requirements for educational activities of organizations of higher and/or postgraduate education and the list of documents confirming their compliance, approved by the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated January 5, 2024 No. 4;
- 9) Model Regulations on the Dissertation Council, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 126;
- 10) 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;
- 11) The Regulations are developed with the aim of increasing the responsibility of doctoral students and their scientific consultants for the completion of doctoral dissertations, and in accordance with the internal rules and documents of the Kurmangazy Kazakh National Conservatory (hereinafter – KNC).



1.1 These Regulations regulate issues concerning the qualification requirements for domestic and foreign scientific consultants, the procedure for the appointment and replacement of consultants for PhD doctoral students of KNC, as well as the rights and duties of scientific consultants.

1.2 Scientific supervision of a doctoral student applying for the degree of Doctor of Philosophy (PhD) is carried out by consultants from among Doctors of Sciences, Candidates of Sciences, or Doctors of Philosophy (PhD), consisting of two persons, one of whom must be a scholar from a foreign higher education institution.

1.3 The candidacies of scientific consultants are approved by the order of the Rector on the basis of the decision of the Academic Council of KNC.

1.4 In the PhD doctoral program, no more than two PhD doctoral students may be supervised simultaneously by one domestic scientific consultant. If necessary, from among the Candidates of Sciences and Doctors of Philosophy (PhD) of the university, who have the potential for scientific supervision of PhD doctoral students, co-supervisors and consultants may be appointed.

1.5 Payment to scientific consultants is carried out in accordance with the standards established by the Conservatory. The remuneration of a foreign scientific consultant is carried out on the basis of an agreement "On the Provision of Paid Services by a Foreign Scientific Consultant to a PhD Doctoral Student of KNC.

## 2. BASIC TERMS AND ABBREVIATIONS

### 2.1 Terms and definitions used in the document:

Term	Definition
<b>Doctoral studies</b> (Докторантура)	Postgraduate education for scientific, pedagogical and/or professional activity in the corresponding field, with the awarding of the Doctor of Philosophy (PhD) (Doctor in profile) degree, upon successful completion of at least 180 academic credits of educational programs.
<b>Doctoral student</b> (Докторант)	A person studying in doctoral studies.
<b>Doctor of Philosophy</b> (PhD)	A degree awarded to persons who have completed the doctoral studies program in the scientific and pedagogical track and defended a dissertation in the Republic of Kazakhstan (RK) or abroad, recognized in accordance with the legislation of the RK.
<b>Doctor in profile (Doctor of Arts, Doctor of Education)</b>	A degree awarded to persons who have completed the doctoral studies program in the field of professional activity in arts or pedagogy, and defended a dissertation in the Republic of Kazakhstan (RK) or abroad, recognized in accordance with the legislation of the RK.
<b>Scientific consultant</b> (Научный консультант)	A specialist in the field of the doctoral student's research, holding a degree of Doctor of Sciences / Candidate of Sciences / Doctor of Philosophy (PhD), actively engaged in scientific research and having scientific publications in the doctoral student's research area.

Term	Definition
<b>Kazakhstan (domestic) scientific consultant</b>	A scientific consultant representing an organization of higher and/or postgraduate education or a research organization of the Republic of Kazakhstan.
<b>Foreign scientific consultant</b>	A specialist in the field of the doctoral student's research, holding a PhD degree, scientific publications in the doctoral student's research area, and actively engaged in scientific activity.
<b>Individual work plan of the doctoral student</b>	The learning trajectory of the student for the entire period of study, indicating the disciplines and number of credits to be mastered, as well as the topic and direction of the doctoral dissertation, research plans, internships and scientific training, deadlines, and forms of reporting.
<b>Scientific justification of the dissertation research (research proposal)</b>	A document containing the purpose, objectives, and methodology of the research, its relevance, scientific novelty, theoretical and practical significance, as well as a literature review and the expected results of the student's research.

### 3. REQUIREMENTS FOR THE DOMESTIC SCIENTIFIC CONSULTANT

3.1 Scientific supervision of the dissertation work of PhD doctoral students is assigned to full-time faculty members and staff of the Kurmangazy Kazakh National Conservatory (KNC) who meet the following requirements:

- 1) an academic degree / academic title, as a rule, Doctor of Sciences, Doctor of Philosophy (PhD), Candidate of Sciences (Professor/Associate Professor) in the profile of doctoral training. If necessary, consultants in related fields of science may be appointed to students;
- 2) scientific works (at least 7–10 scientific publications) on the topic of the doctoral student's dissertation research, including publications in domestic and international peer-reviewed scientific journals.

3.2 A domestic scientific consultant must have knowledge of:

- 1) the laws of the Republic of Kazakhstan "On Education," "On Science";
- 2) the regulatory legal acts of the Republic of Kazakhstan in the field of higher and postgraduate education;
- 3) the priority areas of development of science in the Republic of Kazakhstan;
- 4) modern innovative methods of scientific research;
- 5) the latest world achievements in the field of his/her scientific specialization;
- 6) skills in conducting theoretical and experimental scientific research;
- 7) modern IT technologies and the relevant skills;
- 8) the ability to work with computer and other office equipment;
- 9) proficiency in one of the foreign languages at a level sufficient for preparing scientific publications, maintaining scientific cooperation with the foreign consultant of the PhD doctoral student, and conducting independent correspondence;
- 10) fluency in the language of instruction in which the dissertation is written (Kazakh, Russian, or English).



#### **4. REQUIREMENTS FOR THE FOREIGN SCIENTIFIC CONSULTANT**

4.1 As a rule, foreign scientific consultants of PhD doctoral students are appointed from among leading scholars of higher education institutions and research organizations of far-abroad partner institutions of the Kurmangazy Kazakh National Conservatory (KNC) within the framework of cooperation agreements (responsibility for concluding agreements lies with the Department of International Cooperation).

4.2 Foreign scientific consultants of PhD doctoral students may also be appointed from among scholars of research organizations and universities – partners from CIS countries, who have experience working in a foreign university engaged in the training of PhD doctors, provided that they have supervised graduates at the level of Master's and/or Candidate of Sciences.

4.3 A person appointed as a foreign scientific consultant of a PhD doctoral student Must have:

- 1) a PhD/Doctor of Sciences degree or an equivalent degree in a specialty corresponding to the profile of the doctoral student's dissertation research, as well as experience in scientific supervision;
- 2) scientific works on the topic of the doctoral student's dissertation research, including publications in international scientific journals indexed in international databases such as Web of Science (Thomson Reuters), Scopus, etc.;
- 3) a permanent position at a leading university or leading research organization actively engaged in scientific research in the field of the doctoral student's specialization and with experience in scientific supervision.

4.4 As a rule, no more than two PhD doctoral students may be assigned to one Foreign scientific consultant at the same time.

#### **5. DUTIES AND RIGHTS OF THE SCIENTIFIC CONSULTANT (DOMESTIC AND FOREIGN)**

5.1 Duties of the domestic consultant:

- 1) assist the doctoral student in determining the topic and plan of the dissertation research for submission to the Committee on Science and for subsequent approval by the Academic Council of the Conservatory;
- 2) jointly with the doctoral student, develop the Individual Work Plan of the Doctoral Student (IWP);
- 3) systematically provide consultations on research work and monitor the implementation of the IWP;
- 4) effectively organize the work on the implementation of the IWP by the doctoral student;
- 5) jointly with the doctoral student, develop a program of research practice, recommend the base for internship and scientific training;
- 6) develop a program of pedagogical practice (in case of being appointed as supervisor of pedagogical practice);

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- 7) systematically (at least twice during the academic year) conduct an assessment of the doctoral student's research work and submit the results to the head of the PhD doctoral program;
- 8) ensure the timely and high-quality performance of research work by the doctoral student and submission of reports on research work;
- 9) report at the meeting of the Faculty Academic Council on the progress of doctoral students' research work (copies of reports approved by the Academic Council are submitted to the PhD Doctoral Program);
- 10) assist in the preparation and publication of research results in scientific journals;
- 11) promote the doctoral student's participation in international conferences for the purpose of presenting research results;
- 12) provide a review (written and oral) of the doctoral student's dissertation work;
- 13) be present at the public defense of the doctoral dissertation of the doctoral student;
- 14) responsibly fulfill assignments of the Rector and the administration of KNC regarding the preparation of doctoral dissertations of PhD doctoral students;
- 15) provide a report on the completed work on the doctoral student's research work (upon request of the administration);
- 16) observe ethical standards and rules of interpersonal relations in official communication with colleagues and the doctoral student.

#### 5.2 Duties of the foreign consultant:

- 1) carry out consulting and scientific supervision on the approved dissertation topic of the doctoral student via email, personal meetings, and online consultations (Skype meetings);
- 2) coordinate and provide recommendations on the plan of the dissertation work and research methods. If necessary, make adjustments and corrections to the doctoral student's dissertation plan and content, and timely inform about comments;
- 3) assist in the preparation and publication of articles in scientific journals which, according to the information database of Thomson Reuters (ISI Web of Knowledge), have a non-zero impact factor or are included in the Scopus database;
- 4) provide assistance in the doctoral student's foreign research internship and his/her participation in international conferences and other scientific forums;
- 5) monitor the progress of the doctoral student's research work within the established deadlines;
- 6) at the end of each academic year, provide the PhD doctoral program administration with written information on the services rendered, as well as a review and evaluation of the doctoral student's research work for the academic period in accordance with his/her Individual Work Plan;
- 7) provide a written review of the completed dissertation work of the doctoral student;



8) if possible, be present at the public defense of the doctoral dissertation of the doctoral student.

5.3 Scientific consultants have the right to:

- 1) in agreement with the doctoral student, make adjustments to the individual work plans;
- 2) make proposals regarding the organization of the doctoral student's research practice;
- 3) involve the doctoral student in scientific projects in the field of the conducted research;
- 4) recommend that the doctoral student attend scientific seminars, round table meetings, conferences, the topics of which are directly related to the doctoral student's research work;
- 5) schedule working meetings with the doctoral student to discuss the progress of the IWP implementation;
- 6) inform the PhD doctoral program administration about problems and circumstances affecting the doctoral student's fulfillment of the IWP.

## **6. APPOINTMENT AND REPLACEMENT OF SCIENTIFIC SUPERVISORS**

6.1 PhD doctoral students, with the assistance of the graduating department, within two months after enrollment in the program, determine the candidacies of scientific consultants (domestic and foreign) for subsequent approval.

6.2 The candidacies of proposed scientific consultants must undergo preliminary discussion at the meetings of the graduating departments.

6.3 For supervision of the doctoral dissertation, a scientific supervisor shall be Appointed within two months after the doctoral student's enrollment.

6.4 Scientific supervision is approved by order of the Rector of the Kurmangazy Kazakh National Conservatory on the basis of the decision of the Academic Council.

6.5 For the approval of domestic and foreign scientific consultants, the Graduating departments submit to the PhD doctoral program the following documents for each doctoral student:

- 1) an extract from the minutes of the graduating department meeting on the discussion of the candidacies of the PhD doctoral student's scientific supervisors;
- 2) a résumé of the scientific supervisors containing their main academic and scientific achievements, a list of scientific works, and full contact details;
- 3) a letter of consent to carry out scientific supervision of the PhD doctoral student (on the organization's official letterhead).

6.6 Replacement of an approved scientific consultant may be carried out in exceptional cases, such as the impossibility of carrying out scientific supervision for objective reasons (due to transfer to another job, health condition, etc.) or force majeure circumstances.

6.7 Responsibility for replacing the domestic scientific supervisor of a PhD doctoral student lies with the head of the graduating department.

6.8 Responsibility for replacing the foreign scientific consultant lies with the

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domestic scientific supervisor of the PhD doctoral student and the head of the graduating department.

6.9 Replacement of a scientific supervisor is carried out by order of the Rector of the university upon submission and justification by the graduating department.

6.10 Replacement of PhD doctoral students' scientific supervisors during the final year of study is not permitted.

6.11 In case of improper performance of obligations by the domestic Scientific consultant, disciplinary measures are applied up to and including removal of the consultant from further scientific supervision of PhD doctoral students.

6.12 A foreign scientific consultant who has committed improper performance of obligations undertaken under the service agreement is subsequently excluded from further cooperation with the KNC.

## **7. FINAL PROVISIONS**

7.1 This Regulation shall enter into force from the moment of its signing.

7.2 All responsible persons for the process of organizing and ensuring scientific Supervision and consulting of the doctoral student's research work, including the completion of the dissertation work, bear responsibility for compliance with the requirements set forth in this Regulation on Scientific Consultants of PhD Doctoral Students.

## CHANGE REGISTRATION SHEET

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## ACKNOWLEDGEMENT SHEET

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