



COLLEGE OF
HUMAN SCIENCES
AND EDUCATION
KIMEP UNIVERSITY

DOCTOR OF PHILOSOPHY (PHD)

HANDBOOK FOR STUDENTS





TABLE OF CONTENTS

ABBREVIATIONS AND/OR DEFINITIONS	3
1. WELCOME AND INTRODUCTION	4
2. GENERAL INFORMATION.....	4
3. PROGRAM ACCREDITATION	4
4. AIMS.....	5
5. PROGRAM STRUCTURE	5
5.1 TEACHING METHODS.....	5
5.2 PHD DISSERTATION.....	6
6. ADMISSION AND REGISTRATION.....	7
6.1 APPLICATION PROCESS	7
6.2 ELIGIBILITY CRITERIA	7
6.3 REQUIRED DOCUMENTS	7
6.4 ADDITIONAL ADMISSION REQUIREMENTS	8
6.5 APPLICATION PROCESS	8
6.6 IMPORTANT ADMISSION DEADLINES	8
7. FINANCIAL AID ELIGIBILITY	8
7.1 SCHOLARSHIPS	8
7.2 ASSISTANTSHIPS AS STIPEND SUPPORT	8
8. STUDENT CONDUCT.....	9
8.1 ATTENDANCE	9
8.2 ACADEMIC INTEGRITY AND ACADEMIC MISCONDUCT	9
8.3 POLICY ON THE USE OF ARTIFICIAL INTELLIGENCE.....	9
8.4 COMMUNICATION WITH PEERS.....	10
8.5 EMAIL ETIQUETTE	10
8.6 TERMINATION FROM THE DOCTORAL PROGRAMS.....	10
9. STUDENT SUPPORT SERVICES	10
10. FREQUENTLY ASKED QUESTIONS (FAQ)	11
11. LIBRARY SERVICES AND LEARNING MATERIALS.....	14
12. LINKS TO IMPORTANT MINISTERIAL WEBSITES.....	15



KEY ABBREVIATIONS AND/OR DEFINITIONS

Abbreviation/ definition	Description
College Council	Determine and enforce policies and practices that are of college-wide significance, related to the College's stated strategic priorities and in the overall best interest of the College
CHSE (or 'the College')	College of Human Sciences and Education
FIBAA	Foundation for International Business Administration Accreditation
Internship Coordinator	Refers to the person in the College who will be responsible for the coordination of the process from the initial application until completion of the internship. This role is normally assumed by the chair of the department or another person appointed by the chair
International Host Institution	The international institution where the internship will be completed.
KIMEP Catalog	The purpose of the KIMEP Catalog is to provide students, faculty members, administrators and all other interested persons with the details of policies and auxiliary services at KIMEP University
SOP	Standard Operating Procedure
Student	Refers to a student who is registered with KIMEP University for the current year and is enrolled and active during a specific academic year for a PhD
Primary Supervisor	Refers to a person who is employed as a faculty member of KIMEP University who has been appointed to give guidance to a student who has registered for the PhD degree. The primary supervisor is primarily responsible for overseeing the completion of the academic life cycle of the student and keeps record of research supervision provided to the student
Co-Supervisor	Refers to a local and/or international supervisor, who will provide additional support during the supervision process
Moodle	The official e-learning platform used by KIMEP



1. WELCOME AND INTRODUCTION

Welcome to the Doctor of Philosophy (PhD) program in the College of Human Sciences and Education. This handbook has been designed to assist students, chairs, supervisors and administrative staff in interpreting relevant University regulations. Furthermore, this handbook will guide PhD students through every stage of the program, from registration to graduation. It outlines the College of Human Sciences and Education's (CHSE) procedures and guidelines as they relate to graduate doctorate students. Throughout your PhD journey within the College, you will be expected to contribute to coursework and innovative research, with the support of experienced faculty committed to your success. Beyond academics, we encourage you to engage with diverse resources, networks, and collaborative opportunities.

2. GENERAL INFORMATION

It is important to acknowledge the role of the Ministry of Science and Higher Education in setting academic and research standards for PhD programs in Kazakhstan. It is the responsibility of the student to stay updated with the latest Ministry of Science and Higher Education requirements, as these requirements may change regularly (see list of documents at the end of this handbook). The College will, however, undertake to provide information to students according to the latest Ministry of Science and Higher Education requirements.

A PhD at KIMEP University signifies that the holder has completed a course of training in research and pedagogy under academic supervision and has submitted a thesis that the examiners have declared to be a significant and original contribution to knowledge, demonstrating the student's capacity to carry out independent research.

A PhD student must be an enrolled student of the University and is required to carry out a prescribed program of research for a specified period under the guidance of at least two supervisors, i.e. a primary supervisor and co-supervisor. The student, together with the supervisor(s), are responsible for developing the research program to be followed.

3. PROGRAM ACCREDITATION

Our DEPM program has received accreditation from the Foundation for International Business Administration Accreditation (FIBAA); an agency that awards a premium seal for programs exhibiting exceptional academic quality, and which emphasizes internationality, employability, and industry relevance, aligned with the Bologna Process standards. FIBAA is listed in the European Quality Assurance Register for Higher Education (EQAR).





4. AIMS

The PhD programs aim to train researchers and educational leaders who have systemic and critical understanding of the discipline, have excellent research skills, and who are able to make an original and significant contribution to knowledge in their field, as well as being capable of qualitatively transforming the education system at the level of an organization, region, or country.

5. PROGRAM STRUCTURE

Standard time to complete the program is three years, with the option to extend to a maximum of seven years. No distinction is made between parttime and fulltime. KIMEP employees are allowed to take two courses each semester and an additional course during summer. However, the additional summer course is 100% payable by the employee. Please note that scholarships for non-KIMEP employees are only available for three years.

The programs are taught in English. Upon completion of the program, graduates will possess:

Subject-Specific Skills:

Students are provided with opportunities to develop a comprehensive understanding of their specific subject and focus area. This includes critical analysis, organizational leadership, as well as the ability to design and implement innovative solutions to challenges in education systems.

Transferable Skills:

These skills are applicable across various professional and everyday contexts, including advanced problem-solving, critical thinking, data analysis, policy advocacy, and professional communication (e.g., delivering impactful presentations, drafting policy briefs, and collaborating with stakeholders).

Soft Skills:

Students enhance their individual and interpersonal skills, essential for their specific focus area. This includes fostering resilience, maintaining intrinsic motivation, demonstrating emotional intelligence, managing team dynamics, and effectively navigating cross-cultural and interdisciplinary environments.

Green Skills:

These skills emphasize integrating sustainability and environmental considerations into education policy and management. Students develop expertise in designing education initiatives that promote socio-environmental responsibility, addressing the intersection of education and sustainability, and acting as change agents for environmentally sustainable education systems.

These skills will be developed through coursework, internships, research projects, and seminars.

5.1 TEACHING METHODS

Teaching methods include the following:

Required and Elective Course Work (fast tracking is available to students who have obtained corresponding courses on master's level)

Courses are presented on campus and consist of 15 contact hours per credit per semester.

Seminars

Seminar topics will be listed on the program website during the registration period prior to the start of the semester. The content of the seminars is determined by the specific instructor for the semester. Seminars (3 credits each) include contact hours and independent study.

Research Projects 1-5

Projects (6 credits each) mostly consist of independent work and include conducting research, participating in research seminars and conferences, and publishing articles to meet MES requirements for PhD candidates.



Dissertations 1-3

Students will use these periods (4 credits each) to advance their dissertation writing and research work with the input of their research supervisors during these three opportunities. The PhD dissertation is a scholarly research work, involving the analysis of a specific problem in the area of specialization, evaluation of the results of the analysis, which serves as a basis for developing specific proposals and implementing the appropriate solution to the problem.

Teaching Internship¹

Teaching internship: Educational Leadership (TFL/EPM6203; 3 credits) The internship includes a theoretical component and a practical component. The teaching internship (<https://shorturl.at/bPr7A>) gives PhD students an opportunity to put into practice the knowledge acquired during their studies, get some management, policy development, and academic experience and be better prepared for their future career. Students learn to develop their own leadership style and successfully manage curricula and educational institutions. Students may be required to conduct classes mainly in undergraduate programs. Students are allowed to conduct their teaching internship at the place of their main work, in case it is a Higher Education Institution. Alternatively, agreements can be made with other institutions who meet the necessary institutional and Ministry of Science and Higher Education requirements. Please familiarize yourself with the latest Ministry of Science and Higher Education requirements.

Research Internship

During the research internship (<https://shorturl.at/bPr7A>) students will gain first-hand experience in data collection and analysis under the supervision of both local and international supervisors. Students will also have the opportunity to further develop their literature review and methodological skills at a national/international host institution for a period no less than 30 calendar days. In addition, students with KIMEP scholarships will have the opportunity to work as research assistants for 20h/week during their first year and 10h/week during their second and third year of studies.

5.2 PHD DISSERTATION

The student's PhD dissertation is to be conceived from the outset as clearly achievable within 3 years. The student may request an extension to a maximum of seven years. If not completed after seven years, an additional six months can be requested to finalize the dissertation. The student must give evidence of adequate progress in the program. The request must be endorsed by the College Council and the Registration Office should be informed. If the dissertation is not completed after this time, studies will be terminated.

Supervisors are assigned to students during the first year of study. The dissertation process will typically comprise the following stages:

- Research proposal defense within the first six months of registration
- Ethical Approval of research proposal within the first years of registration
- Dissertation defense
- Graduation

Please use the following link for additional information on the dissertation and defense process, as well as the supervision process (<https://shorturl.at/bPr7A>)

¹ Please note: After completion of Teaching Internship: Educational Leadership, students with KIMEP scholarships need to teach semester courses until completion of their 3rd year.



6. ADMISSION AND REGISTRATION

6.1 APPLICATION PROCESS²



6.2 ELIGIBILITY CRITERIA

Admission to the PhD program is competitive. Admission is granted to candidates deemed most likely to complete and benefit from the program. The final decision on admission is based on a comprehensive assessment of the applicant's overall qualifications and commitment to the program.

Requirements for admission to the PhD include:

- A master's degree or equivalent from a nationally attested or internationally recognized university;
- At least three years of experience in a corporate, government, academia or non-profit organization.
- Meeting ministerial requirements (students from other disciplines need to show course related knowledge, and pass an entry examination)
- Students from other disciplines may apply, but will need to adhere to the Ministry of Science and Higher Education requirements

6.3 REQUIRED DOCUMENTS

- Completed application form;
- Copy of passport or of State ID;
- Digital photo with a resolution of 300 ppi (pixels per inch) with a size of no less than 8 MP (Megapixels) in JPEG format with low compression (high quality);
- Copy of Master's degree and transcripts with grades;
- Official TOEFL IBT score of at least 35, IELTS scores of at least overall 5.0; or Duolingo at least 80
- At least two professional letters of recommendation;
- A typed statement of purpose (500 words or less) that states the applicant's academic and professional interests; how the applicant will benefit from the PhD program professionally and personally; the applicant's strengths and qualities that will enable him/her to complete a rigorous Doctoral Programs; and the specific reasons for choosing KIMEP;
- A brief research proposal emphasizing the problem and rationale of the proposed study, the research questions, and your methodological approach and understanding. It is important that the student has a clear understanding of the intended research;
- A professional resume;
- Medical certificate – Form # 075-U or its equivalent for foreign citizens;

² Please note: In addition to KIMEP requirements, students who are KZ citizens also need to complete and pass the COMPLEX EXAM and QAZTEST as required by the Ministry of Science and Higher Education. Students need to fulfill both University and ministerial requirements for acceptance into the program. Please familiarize yourself with the exam dates.



6.4 ADDITIONAL ADMISSION REQUIREMENTS

- An admissions interview (<https://shorturl.at/bPr7A>). All candidates who meet the above criteria must be interviewed by the PhD Admission ad-hoc Committee in person or video conference. Candidates who have successfully completed the initial interview processes via video conference are highly encouraged to visit campus for a face-to-face interview. On-campus interviews afford prospective students the opportunity to meet with faculty and current peers.
- Pass the COMPLEX EXAM required by the Ministry of Science and Higher Education (KZ citizens only). Detailed information about exam requirements and passing scores will be available on the National Testing Center website <http://testcenter.kz/ru/postupayushchim-v-magistraturu-i-doktoranturu/>
- Obtain a QAZTEST certificate (KZ citizens only): <http://kazakhtest.kz/en/>
- Pay relevant fee

6.5 APPLICATION PROCESS

- Students can apply online: <https://www.kimep.kz/ext/application/online/en-US/>
- Students can also obtain information from the PhD Programs brochure: https://www.kimep.kz/prospective-students/files/2024/10/brochure_PhD_May-28-2024.pdf

6.6 IMPORTANT ADMISSION DEADLINES

First Priority: Usually in May (please consult with the Admission Office)

Second Priority: Usually in June (please consult with the Admission Office)

Scholarship Awards: Usually, scholarship award takes place in July; the exact date is set annually by the college/university

State Admission Requirements must be met (usually by August): Please consult with the Ministry of Science and Higher Education website for updated requirements

7. FINANCIAL AID ELIGIBILITY

7.1 SCHOLARSHIP

Scholarships are available for PhD candidates who are not employees of KIMEP. KIMEP employees are eligible for a discount. Please contact the Financial Aid Office or consult the relevant KIMEP catalogue for detailed information on scholarships.

The scholarship will be suspended or not extended when students withdraw from the course or fail to meet the following requirements:

Register for a semester, maintain at least a 3.5 cumulative GPA each semester, or your enrollment is withdrawn by KIMEP University (e.g., due to unsatisfactory progress or misconduct).

7.2 ASSISTANTSHIPS AS STIPEND SUPPORT

Doctoral stipend support is awarded in the form of a Teaching or Research Assistantship. Assistants are employed a maximum of 20 hours per week to help meet the identified needs of the College.

Assistantships are awarded on a yearly basis and are not renewed automatically. Continuation of financial support is based on academic merit and satisfactory progress toward the degree, with the recommendation of the student's departmental supervisor. For additional information, please consult the KIMEP Catalog.

Responsibilities associated with assistantships provide PhD students with opportunities to become involved with research activities and/or to gain teaching experience. Graduate assistants will receive specific assignments from their major department.



8. STUDENT CONDUCT

8.1 ATTENDANCE

Students are expected to attend all scheduled classes for their selected courses. Students should only miss classes when it is unavoidable not to, and this should be exceptional, supported with relevant proof. Generally, a minimum of 80% attendance is expected, and registers will be taken by the Course Leader at each lesson. Students who do not attend class, or who do not submit work on time (except if an appropriate extension has been granted) may become subject to our procedures set out in the KIMEP University Catalog.

8.2 ACADEMIC INTEGRITY AND ACADEMIC MISCONDUCT

Students are expected to be familiar with the KIMEP University policy on plagiarism, academic integrity, and academic misconduct set out in the relevant KIMEP University academic year catalog:

<https://www.kimep.kz/about/en/publications/>

Academic misconduct runs counter to academic integrity and may be defined as an attempt by a student to complete an examination or other assignment by means considered to be unfair. This may include the following:

- Copying from another student
- Submitting someone else's work
- Using unauthorized notes
- Not indicating sources (both in-text and after-text)
- Falsification of sources
- Falsification of data
- Self-plagiarism ('recycling' your earlier work)
- Mechanical paraphrasing, electronic translations, editing services, and other cases noted by the Course Leader or other faculty member
- Engaging or hiring an external person or company to write assignments

8.3 POLICY ON THE USE OF ARTIFICIAL INTELLIGENCE

Artificial intelligence (AI) software such as ChatGPT, Dall-E, and many others, can perform advanced text and image processing skill levels similar to humans. However, while this brings many additional benefits if used correctly, AI risks KIMEP University's pedagogical mission. For this reason, the University has adopted the following general guidelines for students considering supporting their studies with AI software:

- The use of AI is permitted to help brainstorm assignments, revise existing personally generated work, draft assignment plans, prepare for exams, and search for (non-)academic articles to support students' learning and assignments.
- However, students MUST NOT use AI to write their assignments submitted for grading.
- Where AI has been used to support an assignment, the student must state clearly at the end of their assignment which AI software was used and for what purposes.
- Students are primarily responsible for ensuring the accuracy of AI-produced information. 20
- As this is an English medium of instruction university, students MUST NOT use AI translators to translate an assignment written in another language to English. Students must write their assignments in English only.
- All written assignments must be uploaded into the Learning Management System (Moodle) and submitted in a Word ONLY format. Google Docs, PDFs, and similar formats will not be accepted.
- Please note that it is prohibited to use AI to generate ANY portion of the final summative assignment. Using AI to do this, qualifies as academic dishonesty and will be treated as such.
- Students caught using AI to generate all or part of an assignment will be awarded a grade of '0'. In some circumstances, you may be invited to resubmit your assignment in your own words but this will be capped at 50%.
- Students who are unsure about the use of AI at KIMEP University should seek guidance from the Course Leader in the first instance.



8.4 COMMUNICATION WITH PEERS

We must agree to conduct ourselves professionally and work together to foster a learning environment in which we can respectfully discuss and deliberate a range of, and sometimes controversial, topics and questions. Students are encouraged to express opinions but are expected to voice arguments supporting them with evidence courteously and professionally, and respectfully listen and consider the views of other students. An important feature of academic studies is to maintain a healthy open mind to different perspectives.

Any behavior that threatens the classroom atmosphere and learning environment (e.g., [sexual] harassment, ethnic, gender, culturally derogatory language) will not be tolerated. Please alert the instructor immediately if you feel threatened, discounted, or silenced at any point during the semester.

8.5 EMAIL ETIQUETTE

Your KIMEP email is the primary means of communication between you, the faculty, and the administration, as stated in the policy. To ensure a smooth information flow and streamline the academic process, please make sure to **check your emails** regularly and respond to requests on time. Only use your official KIMEP email address to communicate.

8.6 TERMINATION FROM THE DOCTORAL PROGRAMS

A student's enrollment in the PhD program may be terminated if the student fails to make satisfactory progress toward the degree. Termination from the program is upon recommendation of the College Council and subject to final approval by the majority of the members. Conditions under which the studies of the student may be terminated include:

- Failure to achieve satisfactory progress in the program. Satisfactory progress includes, but is not limited to, failure to maintain at least a 3.33 cumulative (non-scholarship holder) and 3.5 (scholarship holder) GPA each semester.
- Failure to complete all requirements for the degree within a maximum seven years (with request to extend for six months to finalize the dissertation).
- Failure to register for a semester.
- Academic dishonesty or unethical behavior in any course, research, or other doctoral activities at KIMEP. Students should familiarize themselves with all University policies and regulations regarding ethical conduct.
- Upon the student's request.

If a student's enrollment in the program is terminated, he or she will be notified in writing, and the reasons for the termination will be clearly explained. Students who terminate the program might be held liable to reimburse any scholarship received, depending on the terms of the scholarship.

Students are allowed to apply for academic leave for a two-month period, either consecutive or separate.

9. STUDENT SUPPORT SERVICES

Students are encouraged to make use of the excellent services of the Office for Student Affairs which are available to support students in the development of the skills that they need to develop to work effectively as postgraduates. The Office for Student Affairs is staffed by academics and support staff who can support students across a range of needs. The team recognizes that individuals will have different needs and offers a diverse range and personalized system of helping students achieve their aims through one-to-one, telephone, or drop-in sessions. All support opportunities and policies can be viewed in full at the Office for Student Affairs webpage:

<https://www.kimep.kz/current-students/en/student-affairs/>

Support for physical, cognitive, learning, and emotional impairments is also the Office for Student Affairs.

Contacts:

Tel.: + 7 727 237 47 91

E-mail: zhanna@kimep.kz



10. FREQUENTLY ASKED QUESTIONS (FAQS)

Students often have several questions about what they should do when certain circumstances arise. In this final section, we have identified some of the more common questions raised by students and have provided some suggestions to help answer them. You may, of course, have other questions or you may need some additional help with the issues that are discussed here. If this is the case, we would encourage you to talk to the relevant Course Leader, Department Chair, or staff in the relevant departments at the College of Human Sciences and Education, Admission, Library, or Student Affairs.

Q. I've made the wrong choice and want to change my program or research topic. What can I do?

A. Discuss the possibility of change with your research supervisor so that they are informed. Make an appointment to see the Chair of the Department as soon as possible to discuss the possibility of a change.

Q. How often should I meet with my supervisor?

A. Students should have regular contact with their supervisors and meet at least every second week. This is important to ensure that students are keeping to the agreed deadlines. It also provides the opportunity for the discussion of possible challenges.

Q. What happens if I want to change my supervisor?

A. The process for changing supervisors requires the submission of a supervisor change form to the chair of the department. This form requires the approval of the new supervisor, chair, and dean. Students typically select and initiate contact with their new supervisor, but in cases where this is not possible, the chair or dean will assign a new supervisor.

Q. What is the process of submitting my final dissertation?

A. After the defense, the student must submit all required content revisions and corrections to the committee chair and the College Council for approval. Once the degree is conferred, a copy of the dissertation will be submitted electronically to the University Library and the CHSE administrative office as the official copy of record. In addition, a student must submit one bounded hard copy of the dissertation to the library. The hard copy must have a signature page with original signatures of at least two committee members and the chair of the committee.

Q. What support is available if I fall behind on my dissertation timeline?

A. Ensure that you inform your primary supervisor as soon as you are falling behind. Supervisors and students can look at the steps necessary to catch up or to adapt certain deadlines where possible.

Q. How many publications are required, and where must they be published?

A. Consult the relevant websites as provided in this handbook below. These requirements can change. Currently (May 2025) a dissertation can be submitted in one of two forms. Firstly, it can be a separate dissertation work. Second, it can be a series of at least two articles and one review, or three articles published in journals in the first or second quartile (Q1-Q2) on the impact factor according to Journal Citation Reports (JCR) by Clarivate Analytics. These publications must correspond to the scientific field covered by the dissertation. In one of the articles, the doctoral student should be the first author or the author for correspondence.

Q. Are there formatting requirements for the final dissertation submission?

A. Consult with your primary supervisor or departmental chair about the latest format requirements for the dissertation. You can also find the thesis formatting samples on the I-drive (CHSE-Degree Programs-PhD EPM)

Q. Do I need to complete research ethics training?

A. Yes, you need to complete ethics training before you start with data gathering. Possible training options are CITI (<https://about.citiprogram.org/>) or TRREE (<https://elearning.trree.org/>) training. For the TRREE training modules 1, 2, and 3 need to be completed.

Q. How do I get support for publishing or attending conferences?

A. Your supervisor/s can provide support in this regard. Most of the time your supervisor is also a co-author of your PhD articles and they will guide you in how to search for appropriate journals that will meet the necessary requirements. They can also assist in identifying relevant scholarly conferences where you can present your research. In addition, KIMEP organizes conferences for graduate students, e.g. KIRC (every April), Graduate Student Research Conference (every November).



Q. What are the Ministry of Science and Higher Education requirements for dissertation submission and defense?

A. These guidelines change sporadically and it is therefore important that you consult with the relevant websites when you are close to the process of submission. Currently (May 2025) the following requirements need to be followed:

You have two options:

A. Dissertation

If you choose this option, you will need to meet the following requirements for the defense:

Option 1

Two articles or (1 article and 1 review), in WoS in Core Collection (SSCI, SCIE, AHCI) or in a journal indexed in Scopus (percentile no less than 35).

Option 2

2) 1 article or review in published in WoS in Core Collection (SSCI, SCIE, AHCI) or in a journal indexed in Scopus (percentile between 25-35) AND 3 articles in Ministry approved journals.

Option 3

One article or review in published in WoS in Core Collection (SSCI, SCIE, AHCI) or in a journal indexed in Scopus (percentile now less than 35) AND 1 WoS indexed (Core collection) conference paper.

Option 4

A chapter in a book (1 printed page - about 16 pages) published by Elsevier, Brill, CRC Press, DeGruyter, Edward Elgar Publishing, John Wiley & Sons, McGraw Hill, Palgrave Macmillan, Peter Lang, Prentice Hall, Routledge, Sage Publications, Springer Natur, Taylor and Francis, Wolters Kluwer or if publisher is university ranked in top-100 in US News Best Global Universities Rankings or Academic Ranking of World Universities or Times Higher Education World University.

In case candidates have 3 articles published in WoS journals, they do not have to submit a dissertation and publish any other articles. For the defense candidates should prepare presentation based on these papers.

B. three articles published in Q1-Q2 WoS journals (2 articles and 1 review, or 3 articles).

B. Articles

Option 1

At least 1 article in an international peer-reviewed scientific journal that:

- has an impact factor according to JCR, or
- indexed in the Web of Science Core Collection database (Arts and Humanities Citation Index, Science Citation Index Expanded, Social Sciences Citation Index), or
- has a CiteScore percentile score of at least 25 in the Scopus database.
- 3 articles in journals included in the List of Publications.

Option 2

At least 2 articles in international peer-reviewed scientific journals that:

- indexed in the Web of Science Core Collection (Arts and Humanities Citation Index), or
- are included in the first three quartiles (Q1-Q3) for the JCR impact factor, or
- have a CiteScore percentile of at least 35 in the Scopus database.

Option 3

- A section in a monograph published by trusted publishers such as Elsevier, Brill, CRC Press, DeGruyter, Edward Elgar Publishing, John Wiley & Sons, McGraw Hill, Palgrave Macmillan, Peter Lang, Prentice Hall, Routledge, Sage Publications, Springer Nature, Taylor and Francis, Wolters Kluwer.
- Or the monograph is published by the publishing house of a university that is in the top 100 of the ranking:
 - US News Best Global Universities Rankings,
 - Academic Ranking of World Universities (ARWU), or
 - Times Higher Education World University Rankings.



Option 4

At least 1 article in an international peer-reviewed scientific journal with a JCR impact factor in the first two quartiles (Q1-Q2).

Q. Are defenses held in Kazakh or Russian, or can I defend in English?

A. You and your supervisor need to clarify the required language for defense with the specific defense committee. Dissertations can be submitted in Kazakh, Russian, or English

Q. Do I need an anti-plagiarism report for my dissertation?

A. Yes, when you are ready to submit, the administration will submit your dissertation to Turnitin. You will receive a report with results, which you will need to address before your final defense.

Q. Who can be a reviewer for my defense?

A. The Ministry of Science and Higher Education has specific guidelines for the members of the defense committee. These guidelines are available on the relevant website.

Current requirements (May 2025):

1. Specialists with a scientific degree (Candidate of Sciences, Doctor of Science, Doctor of Philosophy (PhD), Doctor of Profile).

2. At least 1/3 of the members must have:

- A Hirsch index of 2 or more in Web of Science or Scopus;
- Publications in peer-reviewed scientific journals indexed in the Web of Science Core Collection (Arts and Humanities Citation Index, Science Citation Index Expanded, Social Sciences Citation Index) or have a CiteScore percentile of at least 35 in Scopus;
- International patents;
- At least 10 publications in publications from the List of Publications;
- Or 10 scientific and creative works in the field of art.

3. Monographs:

- A monograph published by trusted publishers or universities from the top 100 of the ranking is counted as 2 scientific articles if it has at least 3 printed sheets.
- A chapter in a monograph (at least 1 printed sheet) is counted as 1 article.

The Committee for Control in Education and Science of the Republic of Kazakhstan makes the final decision on awarding a research degree. This Committee is responsible for the final review of dissertations.

Q. I want to give up my studies and leave university. What should I do?

A. Inform your research supervisor of your intentions. Make an appointment with the Chair of the Department to discuss the reasons for reaching this conclusion - you need to be sure you are making the right decision. You will also need to see someone at the Admissions Office, who will advise you on how to proceed if you feel that leaving is the best option for you. If you do decide to leave, do ensure that you notify the Admissions Team and Registrar, in writing, as this will prevent administrative problems in the longer term.

Q. I've got too much to do – how can I manage?

A. Work overload alone is not permitted as grounds for an extension. If you find that you are not getting things done on time, you need to look carefully at your working style. The workload should never be so heavy that you are unable to meet the requirements of your program. If you feel otherwise, see the relevant Instructor/Research supervisor in the first instance.

Q. I've been ill and won't be able to get an assignment completed by the deadline. What should I do?

A. You need to contact the KIMEP University Medical Centre in the first instance to obtain a medical certificate. You should then contact your Course Leader to request an extension. If at all possible, this should not be left until the day the assignment is due. Please do not ask your Course Leader to approve an extension without first obtaining a medical certificate. They are not able to authorize such requests.

Q. I was ill on the day of an assignment deadline/assessment and couldn't get it handed in on time. What should I do?

A. You should not leave completing your work until the day of the deadline itself. You need to contact the KIMEP University Medical Centre in the first instance to obtain a medical certificate. You should then contact your Course Leader to request a resubmission/re-sit.



Q. I have been seriously ill and have not been able to attend or complete assignments. What should I do?

A. You may be eligible to claim impaired performance if you are having significant ongoing difficulties. You will need to contact the KIMEP University Medical Centre in the first instance to obtain a medical certificate or take authorized medical documentation to the Medical Centre. Also, inform your Course Leader - in short keep us informed. If you are not participating and we are not aware of why, you will likely fail the course as you will not have attended 80% of your classes.

Q. I have to miss some of my timetabled sessions. Who should I tell?

A. Please inform the instructors of the courses you have missed. If you are to be away, or intend to be away, from KIMEP University for some days then it is important to tell the relevant Course Leaders.

Q. I can't find the book I need in the library. Who can help me?

A. Talk to library staff if books aren't in the correct place. Please be aware that recommended texts are often in high demand around assignment deadlines, so plan your borrowing carefully. Many recommended texts are available online too.

Q. What happens if I fail to hand in an assignment?

A. You will receive a grade of F. You will likely receive a notification via Moodle. If you fail to submit several assignments you may lose your right to re-sit/resubmit work or could be deemed to have withdrawn from your program.

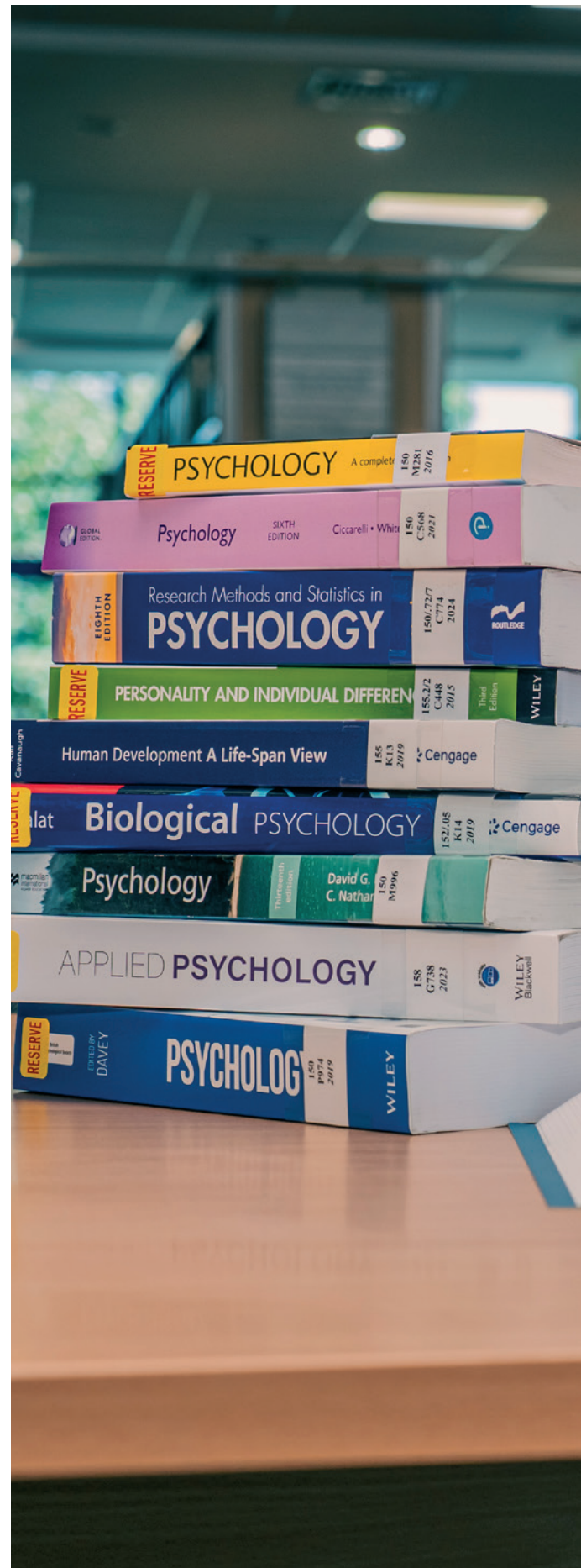
Q. I want to change my research topic, what do I do?

A. It is advised that students do not change research topics, especially after registration of the title with the Ministry of Science and Higher Education. Slight changes may be possible if the focus stays the same. Prominent changes need to be approved by the supervisors and the chair of the department.

11. LIBRARY SERVICES AND LEARNING MATERIALS

Library Services

To support you throughout your studies, the library has a team of Academic Librarians who can help you find the information you need for your assignments. The Academic Librarians are specialists at finding accurate, relevant, and current information. At key stages during your program, it is likely your Course Leader will suggest you arrange a session with an Academic Librarian to help support your studies. During these sessions, your librarian will talk to you about any specialist resources and tools that the University has for your program. Students often find that they need individual support so the Academic Librarians also offer one-to-one sessions where they can advise you on specific topics.





To find out more about what the library has to offer and how to contact us for help, go to <https://www.kimep.kz/current-students/en/library/>

Using the Internet

The program draws heavily on electronic sources such as books, peer-reviewed journal articles, periodicals, and grey literature, e.g. WHO, NGOs, etc. Many of these are accessible through the University library. The Course Leader/Research supervisor will also provide teaching and learning resources, and other supporting materials on each course's Moodle page. The Moodle page is also a means of communicating with fellow students and with the Course Leader. If you do not have internet access at home, please familiarize yourself with the large range of computer facilities the University offers. Students have access to IT suites and the computers in the library.

Student Email

IT services will provide you with your own email account that follows the pattern: `firstname.surname@kimep.kz`. Please ensure that you check this regularly, as it is our main means of communication with you outside of the classroom.

E-Learning Pages

The E-Learning platform (Moodle) provides course support materials and course forums that you are expected to engage with. The Course Leader posts information about the program and course here, which also provides scope for student discussion of program material, and for student collaboration for some of your pre-session, lecturer-moderated online and in-class activities.

To access E-Learning, go to <https://el2019.kimep.kz/>. Your login details and password are unique to you.

You will be expected to submit all coursework assignments through Turnitin, which you can access on Moodle. It is therefore ESSENTIAL that you familiarize yourself with Moodle and Turnitin early in the program. Support for this can be provided by Student Affairs and the IT Department.

12. LINKS TO USEFUL WEBSITES:

- On Approval of the Model Regulations on the Dissertation Council <https://adilet.zan.kz/rus/docs/V1100006929>
- National Testing Center: <https://testcenter.kz/en/>
- Legal Information System of Regulatory Legal Acts of the Republic of Kazakhstan: <https://adilet.zan.kz/eng>
- Scientific degrees: Updated rules for awarding by order of the Minister of Science and Higher Education of the Republic of Kazakhstan: <https://spubl.kz/ru/blog/nauchnyye-stepeni-obnovlennyye-pravila-prisuzhdeniya-po-prikazu-ministra-nauki-i-vysshego-obrazovaniya-rk>
- PhD Programs brochure: https://www.kimep.kz/prospective-students/files/2024/10/brochure_PhD_May-28-2024.pdf



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