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Мәдениет және ақпарат министрлігі

"Құрманғазы атындағы Қазақ
ұлттық консерваториясы" РММ



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National Conservatory named after
Kurmangazy" of the
Ministry of Culture and Information of the
Republic of Kazakhstan

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REGULATIONS

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ABOUT THE MASTER'S THESIS

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1. GENERAL PROVISIONS

1. These Regulations on the Master's Thesis (hereinafter – the Regulations) have been developed in accordance with the requirements of the following normative documents:

- 1) The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007, No. 319–III (as amended and supplemented on January 11, 2025);
- 2) The Law of the Republic of Kazakhstan "On Science" (as amended and supplemented);
- 3) The State Compulsory Standard of Higher and Postgraduate Education, Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022, No. 2;
- 4) Orders and regulatory acts of the Ministry of Science and Higher Education of the Republic of Kazakhstan;
- 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) Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated January 5, 2024, No. 4 "On Approval of Qualification Requirements for Educational Activities of Organizations Providing Higher and (or) Postgraduate Education, and the List of Documents Confirming Their Compliance".

2. The Regulations define the mandatory requirements for the structure, content, and formatting of theses prepared by students of professional master's programs at the Kurmangazy Kazakh National Conservatory (hereinafter – KNC).

3. A master's thesis is a final qualifying scientific work that represents a generalization of the results of an independent research conducted by the master's student on one of the relevant issues of musicology and art management. It must have internal unity, reflecting the process and outcomes of the chosen topic's development.

4. The master's thesis is the result of the master's student's scientific-research or experimental-research work carried out throughout the entire period of study. The defense of the master's thesis is the final stage of the master's training.

5. The purpose of the master's thesis is to demonstrate the level of the master's student's scientific/research qualifications, the ability to conduct independent scientific inquiry, the capacity to solve specific scientific and practical problems, and knowledge of the most general methods and examples of their application.

6. The master's thesis serves as the basis for awarding the graduate the academic degree of Master of Arts Studies (scientific-pedagogical track) or the degree of Master of Arts (professional track). It must demonstrate the maturity of the graduate as a researcher capable of creatively formulating and solving scientific and practical problems.

7. Before the defense procedure, master's theses must undergo a preliminary defense at the graduating department, then a final discussion at the University's Expert Coordination Council, and a plagiarism check at the Science Department. If evidence

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of deliberate plagiarism is detected in the thesis, the master's student shall not be admitted to the defense and is subject to expulsion from the conservatory in accordance with established procedures.

8. Responsibility for the implementation and enforcement of these Regulations lies with the Vice-Rector for Scientific and Creative Activities and International Cooperation, academic supervisors of master's students, and heads of departments.

2. TERMS AND DEFINITIONS

9. The following terms with corresponding definitions are used in these Regulations:

- 1) Master's Program – a level of postgraduate education aimed at training specialists with the award of the degree of “master” in the relevant educational program, requiring the completion of not less than 60–120 academic credits.
- 2) Master's Program in the Scientific-Pedagogical Track – postgraduate educational programs focused on training scientific and scientific-pedagogical personnel for higher education institutions and research organizations, providing advanced scientific, pedagogical, and research training.
- 3) Master's Program in the Professional Track – postgraduate educational programs focused on training managerial personnel for the fields of economy, medicine, law, education, arts, services and business, defense and national security, and law enforcement, providing advanced professional training.
- 4) Master's Student – an individual enrolled in a master's program.
- 5) Master's Degree – an academic degree awarded to individuals who have completed the educational programs of a master's program.
- 6) Master's Thesis – the final work of a master's student in a scientific-pedagogical master's program, representing an independent scientific research study containing theoretical and/or practical developments of a relevant problem within the chosen educational program, based on modern theoretical, methodological, and technological achievements of science and technology.
- 7) Master's Project – the final work of a master's student in a professional master's program, representing an independent research study containing theoretical and/or experimental results that provide solutions to an applied problem of the chosen educational program.

3. REQUIREMENTS FOR THE CONTENT OF THE MASTER'S THESIS

10. Requirements for the Research Work of a Master's Student in the Scientific Pedagogical Master's Program:

- 1) corresponds to the profile of the master's educational program under which the master's thesis is carried out and defended;
- 2) is relevant and contains scientific novelty and practical significance;

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- 3) is based on modern theoretical, methodological, and practical achievements of science;
- 4) is conducted using modern methods of scientific research;
- 5) includes scientific-research (methodological, practical) sections related to the main defended provisions;
- 6) is based on advanced international experience in the relevant field of knowledge.

11. Requirements for the Experimental-Research Work of a Master's Student in the

Professional Master's Program:

- 1) corresponds to the profile of the master's educational program under which the master's project is carried out and defended;
- 2) is based on modern achievements of science, technology, and industry, and contains specific practical recommendations and independent solutions to managerial tasks;
- 3) is carried out with the application of advanced information technologies;
- 4) includes experimental-research (methodological, practical) sections related to the main defended provisions.

12. The topic of the master's thesis is discussed at the meeting of the graduating department and the Academic Council of the university and is approved by order of the Rector of the Conservatory within the first two months of study. At the same time, a scientific supervisor is appointed for the master's student, under whose guidance the scientific-research/experimental-research work is carried out.

13. In the second year, before the winter examination session, the topic of the master's thesis may be adjusted on the basis of a substantiated conclusion of the graduating department.

14. The list of master's thesis topics proposed by the graduating department must be

updated annually by at least 20% and ensure that master's students have the opportunity to prepare thesis research within the framework of the scientific topics carried out by the graduating department of the university.

15. A master's student has the right to choose the topic of the master's thesis, including the option to propose their own topic with the necessary justification of the feasibility of its development.

16. The experimental-research work of students enrolled in professional master's programs must:

- 1) correspond to the main issues of the specialty in which the thesis is defended;
- 2) be based on modern achievements of musicology and art management and contain specific practical recommendations as well as independent solutions to managerial and other tasks;
- 3) be carried out with the application of advanced information technologies;
- 4) include experimental-research (methodological, practical) sections related to the main defended provisions.

17. The implementation of scientific-research/experimental-research work and the preparation of the master's thesis must contribute to the development of the following key competencies of the graduate:

- 1) the ability to obtain, process, and use information for professional purposes;
- 2) mastery of advanced, highly specialized theoretical knowledge and practical skills that serve as the foundation for conducting scientific research and applying an original approach to solving professional tasks;
- 3) knowledge of the methodology and methods of processing empirical (research) material and the ability to apply them in scientific and practical activities;
- 4) the ability to critically comprehend and apply professional knowledge, including of an interdisciplinary nature;
- 5) possession of specialized problem-solving skills necessary for scientific research and/or innovation, aimed at creating new knowledge and methods, as well as integrating knowledge from various fields;
- 6) communication skills, the ability to present thoughts logically and argumentatively, to work in a team, and to take responsibility for one's contribution to professional knowledge and professional activity;
- 7) the ability to provide original solutions to specific problems in the field of the chosen specialization;
- 8) the ability to manage and transform professional situations of a complex and unpredictable nature, requiring new strategic approaches.

18. The master's thesis must meet the following requirements:

- 1) the research should address relevant issues in the field of musicology and art management;
- 2) the work must be based on the identification and solution of significant scientific problems;
- 3) the solutions must be scientifically substantiated and reliable, possessing internal unity;
- 4) the thesis must be written independently.

19. The content of the master's thesis represents fundamentally new material, including the description of new factors, phenomena, and patterns, or the generalization of previously known provisions from different scientific perspectives or in a new aspect.

20. The content of the master's thesis reflects the initial premises of the research, its process, and the results obtained. The thesis must have the characteristics inherent in dissertation research in general. The content must include convincing arguments in support of the chosen concept. Opposing viewpoints should be subjected to thorough

analysis and critical evaluation. Discussion and polemical material are essential elements of the thesis.

21. The content of the master's thesis must include the following:

justification of the relevance, theoretical and practical significance of the research topic;

- 1) analysis of the state of the issue in the field of research;
- 2) formulation of the purpose and specific objectives of the research;
- 3) identification of the object and subject of the research;
- 4) selection of the research methodology and methods;
- 5) description of the stages and process of the research;
- 6) formulation of conclusions and evaluation of the results obtained;
- 7) determination of the validity, reliability, and scientific novelty of the results obtained.

22. The results of the master's thesis submitted for defense must be published.

The

minimum number of publications is two scientific articles (for the scientific-pedagogical track) or one article (for the professional track). Reports presented at international and national conferences may be considered equivalent to publications.

4. STRUCTURE, CONTENT AND FORMATTING RULES OF THE MASTER'S THESIS

23. The volume of the master's thesis must be at least 80 pages for the specialty Musicology and at least 60 pages for the specialties Composition, Traditional Performance, Instrumental Performance, Vocal Art, Conducting, and Art Management. Appendices and the list of references are not included in the specified volume of the master's thesis.

24. The thesis is written in the state or Russian language. The structural elements of the master's thesis are: ТИТУЛЬНЫЙ ЛИСТ;

- 1) Title Page
- 2) contents;
- 3) normative references;
- 4) definitions;
- 5) designations and abbreviations;
- 6) introduction;
- 7) main part;
- 8) conclusion;
- 9) list of references used;
- 10) appendices.

25. In addition to the content of the master's thesis, the master's student prepares an

abstract with a volume of 0.5 printed sheet (for the professional track – 8 pages, for the scientific-pedagogical track – 12 pages). The abstract is prepared in Kazakh, Russian, and English (as a corresponding summary) and is signed by the candidate.

26. The abstract of the master's thesis must contain the following information:

- 1) the volume and structure of the thesis;
- 2) the number of illustrations, tables, and references used; a list of keywords (15–20 words);
- 3) the relevance of the research;
- 4) the purpose of the research;
- 5) the object of the research;
- 6) the research methods;
- 7) the obtained results, their novelty, scientific and practical significance;
- 8) information about publications.

27. The title page of the thesis is the first page of the thesis and serves as a source of information necessary for the processing and retrieval of the document.

The title page must contain the following information:

- 1) UDC (can be obtained in the university library);
- 2) name of the institution where the thesis was completed;
- 3) surname, first name, patronymic of the candidate;
- 4) title of the work;
- 5) code and name of the specialty (according to the Classifier of Specialties of Higher and Postgraduate Education);
- 6) the academic degree sought;
- 7) surname, initials, academic/scientific degree and title of the supervisor;
- 8) place where the thesis was completed and year of completion.

28. The title page is included in the general pagination of the thesis. The page number is not indicated on the title page. The title page must bear the personal signature of the candidate and the academic supervisor. The title page is formatted in accordance with **Appendix A**.

29. The contents of the master's thesis (master's project) include the introduction, the sequential numbers and titles of all chapters, subchapters, and sections (if they have titles), the conclusion, the list of references used, and the titles of the appendices, indicating the page numbers from which these elements of the thesis begin (**Appendix B**).

30. The structural element "Normative References" contains a list of standards cited in the text of the thesis. The list includes the designations of the standards and their titles, arranged in ascending order of the registration numbers of the designations.

31. The structural element "Definitions, Symbols, and Abbreviations" contains the definitions necessary for clarification or establishment, presented in a single structural element entitled "Definitions, Symbols, and Abbreviations."

32. Symbols and Abbreviations.

33. The structural element "Symbols and Abbreviations" contains a list of the symbols and abbreviations used in the thesis (project).

34. The recording of symbols and abbreviations is presented in the order in which they appear in the text of the thesis (project) or in alphabetical order, with the necessary explanations and clarifications.

35. The introduction must contain an assessment of the current state of the scientific problem (task) being addressed, which has a scientific character, the rationale and initial data for the development of the topic, and the justification for the necessity of conducting this scientific-research (experimental-research) work. The introduction must demonstrate the relevance and novelty of the topic, the connection of this work with other scientific-research studies, as well as present the aims, object and subject, and research objectives, their role in the overall implementation of the scientific-research (experimental-research) work, and reflect the methodological framework and the statements submitted for defense.

36. The main part of the thesis must include at least two chapters, divided into subchapters. The content of the chapters must correspond to the objectives formulated in the introduction and consistently disclose the research topic. Each chapter must conclude with findings.

37. In the main part of the thesis, data reflecting the essence, methodology, and main results of the completed work must be presented.

The main part must include:

- 1) Selection of the research direction, including
 - 2) the choice of the research direction, including the justification of the research focus, the methods for solving the tasks and their comparative evaluation, and a description of the selected general methodology for conducting the research work;
 - 3) the process of theoretical, practical, and/or experimental studies, including the determination of the nature and content of the research, as well as the research methods;
 - 4) the generalization and evaluation of the research results, including the assessment of the completeness of solving the assigned task and proposals for further research directions, the evaluation of the reliability of the obtained results, and their comparison with similar results of domestic and foreign studies.
38. The conclusion must contain:

- 1) brief findings based on the results of the thesis research;
- 2) an assessment of the completeness of the solutions to the assigned tasks;
- 3) the development of recommendations and initial data for the practical application of the results;
- 4) an evaluation of the scientific level of the completed work in comparison with the best achievements in the given field.

39. The list of references used must contain information about the sources utilized in the preparation of the thesis. The list is formatted in accordance with Appendix B.

40. It is recommended to include in the appendices additional materials that illustrate the content of the thesis but cannot be included in the main part. The appendices may include:

- 1) musical examples;
- 2) tables, diagrams;
- 3) biographical data of composers, performing musicians, etc.;
- 4) illustrative (photographic) supplementary materials.\-

41. The pages of the thesis text, as well as the illustrations and tables included in the thesis, must conform to the A4 format.

42. The thesis must be prepared in printed form using a computer and printer, on one side of white A4 paper, with single line spacing. The font is Times New Roman, size 14. The text of the thesis must be printed with the following margins: right – 10 mm, top – 20 mm, left – 30 mm, bottom – 20 mm.

It is permitted to use computer features to emphasize certain terms, formulas, and theorems by applying fonts of different styles.

43. Surnames, names of organizations, titles of works, and other proper names in the dissertation are presented in the original language. It is allowed to transliterate proper names and provide the titles in the language of the dissertation, adding the original title upon first mention.

44. The titles of the structural elements of the dissertation — “Contents,” “Regulatory References,” “Definitions,” “Notations and Abbreviations,” “Introduction,” “Conclusion,” and “List of References” — serve as the headings of the dissertation’s structural elements.

45. The main part of the dissertation should be divided into sections, subsections, and items. If necessary, items can be further divided into sub-items. When dividing the dissertation text into items and sub-items, each item must contain complete information. Sections and subsections should have headings. Items generally do not have headings. Headings should clearly and concisely reflect the content of sections and subsections. The headings of sections, subsections, and items should be typed with an indent, starting with a capital letter, without a period at the end, and without underlining. If a heading consists of two sentences, they are separated by a period.

46. The pages of the dissertation should be numbered using Arabic numerals, maintaining continuous numbering throughout the entire text of the dissertation. The page number should be placed at the center of the bottom of the page without a period.

47. The title page is included in the overall page numbering. However, the page number is not indicated on the title page.

48. Illustrations and tables placed on separate sheets are included in the overall page numbering of the dissertation. Illustrations and tables on an A3-sized sheet are counted as a single page.

49. Sections of the dissertation should have sequential numbers throughout the entire work, indicated with Arabic numerals followed by a period, and typed with an indent. Subsections should be numbered within each section. The number of a subsection consists of the section number and the subsection number, separated by a period. No period is placed at the end of a subsection number. Sections, as well as subsections, may consist of one or several items.

50.If the dissertation does not include subsections, the numbering of items should be within each section, and the item number should consist of the section number and the item number, separated by a period. No period is placed at the end of the item number. **Example**

1. Erkegali Rakhmadiev: Features of Creativity
 - 1.1 Creative Activity of Composer Erkegali Rakhmadiev
 - 1.2 Periodization of Creativity
2. Symphonic Works of Erkegali Rakhmadiev
 - 2.1 Symphonic Poem “*Tolgau*”
 - 2.2 Symphonic Kyui “*Dairabay*”

If the dissertation includes subsections, the numbering of items should be within each subsection, and the item number should consist of the section number, subsection number, and item number, separated by periods, for example:

3. . Opera “*Kamar Sulu*” by E. Rakhmadiev
 - 3.1 On the Issue of Genre
 - 3.1.1 Origins of the Genre

51.If a section consists of only one subsection, the subsection is not numbered.

If a subsection consists of only one item, the item is not numbered. If the text is divided only into items, they are numbered sequentially throughout the entire dissertation.

52.If necessary, items may be divided into sub-items, which should be numbered sequentially within each item, for example:

- 4.2.1.1
- 4.2.1.2 etc.

53.Within items or sub-items, lists may be provided. Each list item should be preceded by a dash, or, if references to a specific list item are needed in the text of the document, by a lowercase letter (except ё, з, й, о, ч, ь, ы, ъ) followed by a parenthesis.

For further detailing of lists, Arabic numerals followed by a parenthesis should be used, and the text should be written with an indent, as shown in the example.

Example

- a) _____
- b) _____
- 1) _____
- 2) _____
- c) _____

54.Each structural element of the dissertation should begin on a new sheet (page).

55.The page numbering of the dissertation and the appendices included in the dissertation must be continuous.

56.Illustrations (drawings, graphs, maps, diagrams, computer printouts, charts, photographs) should be placed in the dissertation immediately after the text in which they are first mentioned, or on the following page. Illustrations may be computer-generated, including in color. All illustrations must be referenced in the dissertation.

57. Illustrations, except for those in the appendices, should be numbered with Arabic numerals in continuous order. If there is only one figure, it is designated as "Figure 1." The word "Figure" and its title are centered on the line, separated by a dash, and placed above.

58. Tables are used for better clarity and for the convenience of comparing indicators. The title of a table should reflect its content, be precise and concise, and be placed above the table on the left, without indentation, on the same line as its number, separated by a dash. When part of a table is continued on another page, the bottom horizontal line on the first page is left open; on the following pages, the word "Continuation" is written on the left along with the table number, for example: "Continuation of Table 1."

59. A table should be placed in the dissertation immediately after the text in which it is first mentioned, or on the following page. All tables must be referenced in the dissertation. When referring to a table, the word "Table" should be used along with its number. Tables, except for those in the appendices, should be numbered consecutively with Arabic numerals. It is permissible to number tables within a section. In this case, the table number consists of the section number and the sequential table number, separated by a period. Tables in each appendix are numbered separately with Arabic numerals, preceded by the designation of the appendix.

60. Notes should be typed starting with a capital letter, indented, in spaced text, and without underlining. Notes are included in the dissertation when clarifications or reference data to the content of the text, tables, or graphic material are necessary. Notes should be placed directly after the text, graphic material, or in the table to which they refer. If there is only one note, a dash is placed after the word "Note," and the note is typed starting with a capital letter. A single note is not numbered. Multiple notes are numbered sequentially with Arabic numerals, without a period. A note to a table is placed at the end of the table, above the line indicating the end of the table.

61. References to the sources used should be given in square brackets. References should be made to the document as a whole or to its sections and appendices. References to subsections, items, tables, and illustrations are not allowed. When citing standards and technical specifications, only their designation should be indicated; it is permissible not to specify the year of approval, provided that the full description of the standard is included in the list of references.

62. Symbols and abbreviations should be arranged in a column and listed in the order in which they appear in the text, with the necessary explanations and definitions. It is permissible to combine definitions, symbols, and abbreviations into one structural element titled "Definitions, Symbols, and Abbreviations."

63. The list of references should contain information about the sources, arranged in the order in which they appear in the dissertation text, and numbered with Arabic numerals followed by a period. The list should be typed without indentation.

64. Appendices are formatted as a continuation of the dissertation on subsequent pages or issued as a separate document. The appendix must have continuous page numbering consistent with the rest of the document. All appendices must be referenced

in the dissertation text. Appendices are arranged in the order in which they are cited in the dissertation.

Each appendix should begin on a new page, with the word “APPENDIX”, its designation, and sequence indicated at the top, centered on the line. The appendix must have a title, written symmetrically to the text, starting with a capital letter, on a separate line. Appendices are designated with capital letters of the Russian alphabet, starting with the letter A, except for the letters Е, З, Й, О, Ч, Ь, Ъ. After the word “APPENDIX”, the letter indicating its sequence follows. If the Russian alphabet is fully used, the Latin alphabet may be applied, except for the letters I and O, and subsequently Arabic numerals.

5. PRESENTATION AND PROCEDURE

FOR THE DEFENSE OF THE MASTER’S DISSERTATION

65. The master’s dissertation, prepared in accordance with the established requirements, shall be submitted to the graduating department no later than three months before the anticipated date of defense for the procedure of preliminary defense and for receiving the review of the scientific supervisor. If an additional scientific consultant in a related field of science has been appointed for the dissertation, the reviews of the scientific supervisor and the scientific consultant shall be prepared separately and independently of each other.

66. The reviews of the scientific supervisor and the scientific consultant (if any) shall be issued to the master’s student within ten (10) days from the date of the preliminary defense procedure, with an explicit conclusion of either “admitted to defense” or “not admitted to defense”.

67. After successfully passing the preliminary defense procedure, and with positive reviews from the scientific supervisor and the scientific (creative) consultant (if any), with the conclusion “admitted to defense,” as well as a report confirming the absence of plagiarism in accordance with the procedure established at KNK, the dissertation is submitted for examination.

68. The procedure of dissertation examination, preparation of the relevant documents, and admission of the student to defense is carried out by the Department of Science during the period between the comprehensive examination and the dissertation defense and shall not exceed one month.

69. For the purpose of dissertation examination during the master’s program, an Expert Coordination Council is formed, the composition of which is approved by order of the Rector.

70. One copy of the dissertation accepted for defense and two copies of the abstract shall be submitted by the master’s student to the KNK Library no later than 15 days before the defense and stored there as a manuscript until the defense of the dissertation. After successful defense, the dissertation and one copy of the abstract are transferred to the university archive. Otherwise, the dissertation and two copies of the abstract are returned to the student.

71. An official reviewer shall be appointed for the master's dissertation, whose qualifications (academic degree or title) correspond to the profile of the defended work. The official reviewer may not be an employee of KNK where the defense is planned.

72. The candidates for official reviewers are approved by order of the Rector no later than 1.5 (one and a half) months before the defense, based on the submission of the head of the graduating department. The submission must include justification for appointing the official reviewer, biographical data with indication of place of work, position held, academic degree, academic title, and a list of main publications in the profile of the reviewed master's dissertation (at least 3 works), along with written consent of the proposed reviewers.

73. The official reviewer, based on the study of the master's dissertation and published works on the dissertation topic, shall prepare a written review within ten (10) days from the date of the order appointing official reviewers. In the review, the reviewer must provide a comprehensive evaluation of the dissertation, objectively assess the relevance of the chosen topic, the degree of substantiation of the scientific statements, conclusions, and recommendations formulated in the dissertation, as well as their novelty. In the concluding part of the review, the official reviewer must provide a reasoned conclusion indicating an evaluation ("excellent," "good," "satisfactory," "unsatisfactory") and the possibility of awarding the academic degree of Master in the corresponding specialty.

74. A copy of the official reviewer's report shall be provided to the master's student no later than 10 days before the dissertation defense.

75. The master's student is admitted to the defense if:

- 1) positive reviews from the scientific supervisor and the scientific consultant (original copies);
- 2) at least one publication (for the specialized track) and at least two publications (for the scientific-pedagogical track) on the dissertation topic in scientific journals;
- 3) a written conclusion of the Expert Coordination Council recommending the dissertation for public defense;
- 4) a review by the official reviewer, providing a comprehensive evaluation of the dissertation and a reasoned conclusion with an assessment ("excellent," "good," "satisfactory," "unsatisfactory") and confirmation of the possibility of awarding the academic degree of Master in the corresponding specialty;
- 5) a certificate from the Department of Science confirming that the dissertation has passed the plagiarism check.

If the scientific supervisor (scientific consultant) or the Expert Coordination Council issues a negative conclusion of "not admitted to defense" or "not recommended for defense," the master's student is not allowed to defend the master's dissertation.

76. Admission of the master's student to the dissertation defense is formalized

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by an order of the head of the higher education institution no later than two weeks before the dissertation defense.

77. The defense of the master's dissertation is carried out at a meeting of the State Attestation Commission (SAC), formed for the given master's degree specialty.

78. The Chair of the State Attestation Commission (SAC) for master's degree specialties must hold an academic degree of Doctor of Science, Candidate of Science, or PhD, corresponding to the profile of the graduating specialists. The Chair of the SAC must not be an employee of the Kazakh National Conservatory (KNC).

79. The Chair of the State Attestation Commission (SAC) is approved by the order of the Rector for the calendar year no later than February 20 of the current academic year.

80. The members of the SAC include individuals holding the academic degree of Doctor of Science, Candidate of Science, or PhD, corresponding to the profile of the graduating specialists.

81. The quantitative and qualitative composition of the SAC is determined by the higher education institution independently and is approved by the Rector's order no later than January 31, remaining in effect throughout the calendar year.

82. Additionally, the following documents are submitted to the State Attestation Commission (SAC) by the Dean of the faculty and the dissertation candidate:

- 1) a certificate from the Dean of the faculty confirming the fulfillment by the master's student of the individual curriculum, the grades received in all disciplines, their volume, submitted course papers, and types of internships;
- 2) a review from the master's student's scientific supervisor (scientific consultant);
- 3) the conclusion of the Expert Coordination Council;
- 4) a review of the master's dissertation by the official reviewer;
- 5) a certificate on the results of the plagiarism check.

Other materials may also be submitted to the SAC, characterizing the scientific and practical value of the completed master's dissertation: informal reviews, written conclusions from organizations engaged in practical activities related to the profile of the master's dissertation, as well as certificates or acts of implementation of the results of scientific research.

83. A meeting of the SAC for the defense of a master's dissertation is considered valid if at least two-thirds of its members are present.

84. The academic supervisor is obliged to be present at the defense of the dissertation. As an exception, the defense of a master's dissertation may be conducted in the justified absence of the official reviewer who has provided a positive review of the dissertation. In this case, the review of the absent reviewer shall be read in full at the meeting of the SAC.

85. The procedure for the defense of the dissertation is determined independently by the university. The formats for conducting the defense are: online (ZOOM platform) or offline (depending on the epidemiological situation in the Republic of Kazakhstan).

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86. The public defense of the dissertation must take the form of a scientific discussion and be conducted in an atmosphere of high standards, integrity, and adherence to scientific ethics. At the same time, a thorough analysis must be given to the novelty, validity of the results, as well as the scientific and practical conclusions and recommendations contained in the dissertation.

87. The decision on the results of the defense of the master's dissertation is made by the State Attestation Commission (SAC) at a closed meeting through an open vote, by a simple majority of the votes of the SAC members who participated in the meeting, and is formalized in a protocol of the established form.

88. The protocol is signed by the chairperson and the members of the State Attestation Commission (SAC) who participated in the meeting.

89. A dissertation, the defense of which resulted in a negative decision by the State Attestation Commission (SAC), may be submitted for re-defense in a revised form no earlier than one year after the issuance of the negative decision. In the case of a re-defense, the entire procedure for admission to the defense shall be carried out again, and the official reviewer must be replaced.

90. A student is allowed to undergo a repeated defense of the master's dissertation only on a paid basis.

91. The results of the defense of dissertations are announced on the day of their defense.

92. A master's student who has publicly defended the master's dissertation shall be awarded the academic degree of "Master" in the corresponding educational program on the basis of the minutes of the SAC meeting, drawn up in the prescribed form.

93. Upon completion of the final attestation of master's students, the Chair of the SAC shall prepare a report and submit it to the Rector of the KNK within two weeks.

**Ministry of Culture and Information of the Republic of Kazakhstan
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