



INTERNATIONAL SCHOOL
OF ECONOMICS MNU

REGULATIONS ON THE RESEARCH WORK OF MASTER'S STUDENTS (RWM)

Astana
2025

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1. General Provisions

A mandatory component of the master's program is the research work, which includes the completion of a master's thesis for the scientific-pedagogical master's program.

As part of the Master's Student Research Work (hereinafter – RWM), the individual work plan of the master's student provides for the compulsory completion of a scientific internship in research organizations and/or organizations in relevant industries or fields of activity, to familiarize the student with innovative technologies and new types of production.

The location of the scientific internship must correspond to the scientific focus of the educational program and the research topic. The duration of the internship is at least 14 calendar days. The Office for Educational Programs (OEP), together with the organization hosting the internship, approves the internship program and weekly plan.

RWM is planned either concurrently with other types of academic work or in a separate period. The allocation of credits for RWM is determined by the university's curriculum and the Academic Calendar.

The results of RWM are documented by the master's student in the form of a report at the end of each internship period. The final outcome of the master's student's research or experimental research work is the master's thesis (project). The procedure for preparing and completing the master's thesis/project is determined by the internal regulations of the International School of Economics.

Within two months after enrollment, the master's thesis topic is approved and a scientific supervisor is assigned by order of the OEP head based on the decision of the Academic Council. Based on the results of RWM, adjustments to the master's thesis topic are allowed.

The main results of the master's thesis should be presented in at least one publication and/or one presentation at a scientific-practical conference. The OEP assists the master's student in publishing the research results.

2. Normative References

These rules are developed based on the Model Rules for the Activities of Higher and Postgraduate Education Institutions, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated 30.10.2018, No. 595; the State Compulsory Standards for Higher and Postgraduate Education, approved by the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 20.07.2022, No. 2; and the Academic Policy of JSC “KAZGUU University named after M.S. Narikbayev.”

3. Objectives and Tasks of the Master's Student Research Work (RWM)

The purpose of the research work in a semester is to prepare the master's student for independent research work, the main outcome of which is the writing and successful defense of the master's thesis, as well as to conduct scientific research independently or as part of a research team.

Research work in a semester is carried out by the master's student under the guidance of a scientific supervisor.

The tasks of the research work are to develop skills in conducting scientific research and abilities to:

- perform bibliographic work using modern information technologies;
- formulate and solve tasks arising during the research work;
- select appropriate research methods (modify existing methods, develop new methods) according to the objectives of a specific study (master's thesis topic or assignments given by the supervisor within the master's program);

- apply modern information technologies in conducting research;
- process obtained results, analyze and present them as complete scientific research outputs (research report, thesis abstracts, scientific article, master's thesis);
- document the results in accordance with regulatory requirements, using modern editing and printing tools.

The graduating School determines specific requirements for the master's student's research training within the master's program, which include:

- knowledge of the current issues in the chosen research field;
- understanding the history of the scientific problem, its role, and place in the studied scientific direction;
- possession of specific knowledge on the scientific problem under study;
- ability to practically conduct research, experimental work in the relevant scientific field related to the master's program (master's thesis);
- ability to work with specific software and online resources, etc.

4. Organization and Supervision of Master's Student Research Work (RWM)

The research work of master's students is conducted under the guidance of scientific supervisors.

RWM is distributed throughout the entire study period or part of it by semester. The timing and duration of RWM are determined in accordance with the Academic Calendar.

The results of RWM are documented in writing (report), approved, and evaluated by the scientific supervisor (a grade is assigned).

Supervision and monitoring of RWM are carried out by the scientific supervisor in the following forms:

- Preparation of the RWM report and its evaluation by the supervisor;
- Preparation of articles/presentations;
- Participation in seminars/conferences.

Report submission deadlines are according to the Academic Calendar. The recommended volume is 5–15 pages.

Master's students who fail to submit the RWM report on time or do not receive a passing grade are not allowed to defend their master's thesis.

5. Content and Requirements of the RWM Report

5.1. The content of RWM is determined by the dissertation topic, its objectives and tasks, scientific novelty, and the competencies that the master's student is expected to acquire upon completion of this research work.

5.2. RWM must meet the requirements described in this section. Reports may include one or several items listed in these requirements.

5.2.1. Within the RWM report, the master's student must submit a Research Proposal. The research proposal reflects the intended scope of the study. Any changes to the research proposal must be approved by the supervisor. The research proposal should include the following sections:

- Working title;
- Research objectives, tasks, and questions;
- Preliminary literature review;
- Research methodology;
- Timeline, including project presentation.

Scientific novelty and practical significance of the dissertation research are also formulated at the beginning of the work and are preliminary. Novelty must be justified

theoretically and confirmed by data and/or practical results. It is essential to structure the RWM content in a way that ensures the collection of necessary data during its execution, supporting the scientific novelty and practical relevance of the dissertation.

The research proposal is checked for plagiarism by the supervisor.

5.2.2. The master's student must provide a literature review. The student should critically evaluate literature and sources relevant to the dissertation, demonstrating:

- Analytical and research skills;
- Understanding of the theoretical foundations of the research problem;
- Understanding of results and gaps in the relevant research area.

The literature review consists of an introduction, clearly outlining the ideas to be explored, and the review section, in which the student critically assesses published works.

The RWM report must include: justification for choosing the dissertation topic (relevance, scientific novelty, theoretical and practical significance, as well as objectives, tasks, object, and subject of research, keywords); description of the methodological framework to be used; preliminary results from the review and analysis of key literature sources forming the theoretical basis of the research; a working plan for preparing the master's thesis; and anticipated conclusions on the research problem.

5.2.3. RWM must be connected to the final formulation of the research problem, development, and analysis of methods for its solution. The report should describe the research plan as reflected in the dissertation content, justify adjustments to research tasks with regard to their relevance and scientific and practical significance, include collection and processing of factual and statistical data, evaluate its reliability and sufficiency for the dissertation, and assess the expected results in terms of scientific and practical relevance.

5.2.4. RWM includes data work, statistical processing, graphical visualization, model building, and analysis.

5.2.5. RWM includes preparation and refinement of the final text of the master's thesis, description of results obtained, and justification and argumentation of conclusions based on the research.

5.2.6. Each report must include a section describing the use of artificial intelligence tools in preparing the report. The section title: Declaration of Generative AI and AI-Assisted Technologies in the Writing Process.

Template text:
During the preparation of this work, the author(s) used [NAME OF TOOL/SERVICE] in order to [PURPOSE/REASON]. After using this tool/service, the author(s) reviewed and edited the content as necessary and take(s) full responsibility for the final version of the thesis.

5.2.7. The master's student must submit the refined text meeting sections 5.2.2–5.2.6 at least two weeks prior to the preliminary defense of the master's thesis. This text represents a preliminary version of the master's thesis.

5.2.8. RWM requires the compulsory completion of a scientific internship in research organizations and/or organizations in relevant industries or fields. The location of the internship must correspond to the scientific focus of the educational program and the research topic. The duration of the internship is at least 14 calendar days. The OEP, together with the host organization, approves the internship program and weekly plan.

6. Technical Requirements for the RWM Report

The report must be prepared in English and formatted according to Annex 1. It should be typed using a computer and printed on one side of A4 paper with single spacing.

- Font: Times New Roman, regular, size 14.
- Ensure even density, contrast, and clarity throughout the document.
- Page margins: left – 30 mm, top – 20 mm, right – 10 mm, bottom – 25 mm.

Paragraph indent – 10 mm.

- Emphasis may be applied to terms, formulas, theorems using different fonts.
- Regardless of format, the printed text and illustrations, tables, and printouts must be clearly legible.

- Pages must be numbered consecutively with Arabic numerals, centered at the bottom without a dot. Illustrations, photos, and tables on separate pages are included in the total page numbering. Numbering of the report and appendices must be continuous.

- Citations and references in the text should follow APA style.

- Illustrations (drawings, maps, graphs, diagrams, photos) should be placed immediately after the text where first mentioned or on the following page. Illustrations can be digital and colored. All illustrations must be referenced and captioned; captions appear below the figure/diagram/photo. A note must indicate whether it was created by the author or based on a source.

- Tables are used for clarity and comparison. The table title must reflect content, be precise and concise. Large tables can be placed in appendices. Tables, except those in appendices, are numbered consecutively with Arabic numerals. Tables are captioned at the top. A note at the end indicates authorship or source.

- Appendices are treated as a continuation of the report on subsequent pages. All appendices must be referenced in the text and arranged in the order of these references. Each appendix begins on a new page with “Appendix” and its designation centered at the top. The appendix must have a title, centered and capitalized on a separate line. If there is only one appendix, designation is optional. Appendices share the continuous page numbering with the main report.



INTERNATIONAL SCHOOL
OF ECONOMICS MNU

REPORT

on Scientific and Research Work of a Master's Student

From «__» September 2022 till «__» December 20__ Student

Name: _____ Master

Program: _____

Supervisor: _____

Master's Thesis Submission Deadline (month/year): _____

«____» _____ **202**____

(signature)