



# **Regulations on the Research Committees of the Schools**

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The Regulations on the Research Committees of the Schools were approved by the decision of the Academic and Research Council of MNU University (Minutes No. 237 of 20 August 2026).

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## **Section 1. General Provisions**

- 1.1. These Regulations on the Research Committees of the Schools of Maqsut Narikbayev University (hereinafter, the Regulations) have been developed in accordance with the applicable legislation of the Republic of Kazakhstan and the internal documents of Maqsut Narikbayev University (hereinafter, the University).
- 1.2. The Research Committees of the Schools (hereinafter, the Committee) are collegial bodies responsible for governing the research activities of the Schools (hereinafter referred to as the “Schools”) and operate independently within the scope of their authority.
- 1.3. The Committee is established for the purposes of:
  - developing and implementing the School’s research strategy;
  - promoting the quality of research and its alignment with international standards
  - supporting the development of the research capacity of faculty, doctoral students, master’s students and undergraduate students;
  - integrating research activity into the educational process.
- 1.4. The Committee acts as the School’s local research ethics committee and conducts independent ethics review of research involving human participants, research using identifiable personal data, and other research subject to ethics review under the legislation of the Republic of Kazakhstan and the internal regulatory documents of the University.
- 1.5. In its work the Committee is governed by the Constitution of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan “On Education”, the Law of the Republic of Kazakhstan “On Science and Technology Policy”, other regulatory legal acts of the Republic of Kazakhstan, the Charter of the University, these Regulations, and the principles of academic freedom, honesty and integrity.

## **Section 2. Overall Governance of Research Activities**

In the area of supporting and coordinating research activity, the Committee:

- 1) reviews and conducts ethical review of research conducted by the School’s staff, students and affiliated researchers, including research involving human participants, personal data, online resources and artificial intelligence systems, as well as other research subject to ethical review, and decides to grant ethics approval, grant conditional approval, return the materials for revision, or refuse ethics approval;
- 2) carries out risk-based monitoring of compliance with the conditions of ethics approval in research approved by the Committee, by reviewing substantial

protocol amendments, reports of deviations from the approved procedure, unforeseen events, participant complaints, and breaches of confidentiality and personal data protection;

- 3) monitors the assessment of faculty research activity at the end of each academic period (semester) by evaluating their performance within the rating-based assessment;
- 4) approves guidelines for students enrolled in the School's bachelor's, master's, and doctoral programmes, setting out the general requirements for study and the preparation of final research projects, including bachelor's theses (senior projects), master's theses, and doctoral dissertations;
- 5) verifies and certifies the publication lists of doctoral students and faculty before these are approved under the established procedure;
- 6) following the consideration of proposals by the School Committee, submits materials to the University Academic and Research Council (hereinafter, referred to as the "ARC") concerning educational and methodological publications, the conferral of academic and honorary titles, and other matters considered by the School Committee, including
  - materials concerning the submission of educational and methodological publication proposals for endorsement by the Educational and Methodological Association of the Republican Educational and Methodological Council;
  - approval of educational publications and authorization of their use in the University's educational process<sup>1</sup>;
  - nomination of candidates for the academic title of Associate Professor;
  - conferral of honorary university degrees and titles.
- 7) may organise competitions to stimulate research activity.

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<sup>1</sup> The academic title of Associate Professor (Docent) shall be conferred upon a person holding an academic degree (Candidate of Sciences, Doctor of Sciences, Doctor of Philosophy (PhD), or Doctor in a Specialized Field), an academic degree of Doctor of Philosophy (PhD) or Doctor in a Specialized Field, or a degree of Doctor of Philosophy (PhD) or Doctor in a Specialized Field (hereinafter referred to as the "applicant"), and who is employed on a full-time basis by the organization submitting the application for the conferral of the academic title, provided that the applicant has:

**3) a monograph recommended by the Academic Council** (published within the last five years, with the applicant's contribution amounting to at least six printer's sheets); **or an individually authored study guide, teaching and methodological guide, or textbook recommended by the Academic Council, the Republican Educational and Methodological Council, or the authorized state body** (published within the last five years, comprising at least six printer's sheets, and used in the educational process for at least one academic year); **or has supervised a person who has successfully defended a dissertation** and holds an academic degree (Candidate of Sciences, Doctor of Sciences, Doctor of Philosophy (PhD), or Doctor in a Specialized Field), an academic degree of Doctor of Philosophy (PhD) or Doctor in a Specialized Field, or a degree of Doctor of Philosophy (PhD) or Doctor in a Specialized Field."

### **Section 3. Doctoral Dissertations**

In the area of supporting doctoral dissertations, the Committee:

- 1) monitors the progress of doctoral dissertation research from the approval of the topic through to the review of the completed dissertation before it is submitted to the Dissertation Council;
- 2) reviews and recommends for approval by the ARC the topics of doctoral dissertations and the candidates proposed as doctoral supervisors;
- 3) discusses, assesses and approves the principal research findings of doctoral students and hears their progress reports;
- 4) considers matters relating to the research component of the doctoral (PhD) programme;
- 5) holds meetings to hear presentations on completed doctoral dissertations before the work is submitted to the Dissertation Council, and issues recommendations on whether it should proceed to defence;
- 6) arranges for draft doctoral (PhD) dissertations and/or the research outputs of doctoral students to be sent for internal and/or external peer review. The review procedure is governed by bachelor's thesis (senior projects) guidelines, master's thesis guidelines and doctoral dissertations guidelines.

### **Section 4. Master's Theses**

In the area of supporting master's theses, the Committee:

- 1) reviews and recommends for approval by the ARC the candidates proposed as supervisors and the thesis topics of master's students;
- 2) discusses the interim results of master's theses by hearing progress reports from master's students and, where necessary, information from supervisors at extended meetings attended by programme directors;
- 3) discusses, assesses and approves the key research findings of master's students and hears their progress reports;
- 4) approves internal and external reviewers on the recommendation of educational programme heads.

### **Section 5. Bachelor's theses (Senior Projects)**

In the area of supporting Bachelor's theses (Senior Projects), the Committee:

- 1) approves the topics of students' Bachelor's theses (Senior Projects);
- 2) conducts selective or risk-based monitoring of supervisors' fulfilment of their responsibilities for supervising bachelor's theses and reviews consolidated information submitted by programme heads on the progress of their preparation;

- 3) develops recommendations on the methodology for preparing Senior Projects;
- 4) approves internal and external reviewers on the recommendation of programme heads.

### **Section 6. Research Placements and Research Events**

In the area of organising research placements and holding research events, the Committee:

- 1) approves the research placement plans of master's and doctoral students, and discusses and approves the reports on completed research placements;
- 2) reviews information on the research outcomes of faculty members' official travel for the purpose of assessing the School's research activity;
- 3) supports the organisation and delivery of research conferences, seminars and other research events;
- 4) assists faculty, on request, in organising and running research seminars;
- 5) carries out preliminary review and approval of applications from faculty and students for research grants, funding of research initiatives and travel grants, in accordance with the rules and criteria established by the University.

### **Section 7. Committee members**

- 1) The Committee consists of the Chair, the Secretary and the members of the Committee. The Chair and the Secretary are full members of the Committee and have the right to vote on its decisions.
- 2) The Committee is composed of professors and teaching staff holding an academic degree, including professors under the international designation, as well as faculty of the School's departments, research schools, institutes and centres.
- 3) The Committee shall consist of at least seven members, including the Chair, the Secretary, faculty representatives and student representatives. Faculty and/or research staff of the School must constitute a majority of the Committee's members.
- 4) The Committee shall include student representatives: at least one undergraduate student, one master's student and one doctoral student.
- 5) Student representatives are expected to participate in the Committee's work on equal terms, except on matters involving personal data, confidential information, ethics applications, thesis and dissertation materials and other restricted-access materials. In such cases the Chair of the Committee may restrict student representatives' access to the materials, the discussion and the vote.
- 6) All members of the Committee, including the Chair, are appointed by order of the Dean of the School for one academic year. Reappointment is permitted.

7) The Dean of the School may remove a member from the Committee where:

- the member has been absent from two or more meetings without valid reason and without giving prior notice to the Chair and the Secretary of the Committee;
- the member has repeatedly failed to implement decisions of the Committee or has breached ethical standards;
- the member has submitted a written request to resign from the Committee.

8) New members are added to the Committee during the academic year by order of the Dean of the School on the recommendation of the Chair of the Committee.

### **Section 8. The Chair and the Secretary of the Committee**

1.The Chair of the Committee:

- provides overall leadership of the Committee and organises its work;
- chairs the meetings of the Committee;
- sets and approves the agenda for meetings;
- organises the implementation of the Committee's decisions and verifies that they have been carried out;
- assigns members of the Committee to consider particular matters;
- ensures that the Committee's ethical standards and rules of procedure are observed;
- represents the Committee in its relations with the Dean of the School, the University administration, and other governing bodies;
- submits an annual report on the Committee's work.

2.In the absence of the Chair, their functions are performed by a member of the Committee designated by the Chair or elected by a majority of the members present.

3.The Secretary of the Committee:

- provides organisational, technical and information support for meetings;
- keeps custody of all the Committee's documents;
- maintains records and takes the minutes of meetings;
- oversees the preparation of materials on agenda items;
- notifies Committee members of meetings and agendas no later than three days before the date of the meeting;
- ensures that the voting procedure is followed.

### **Section 9. Rights and Obligations of Committee Members**

1. Committee members have equal rights and equal obligations. Committee members:
  - actively participate in the Committee's meetings and discussions, without delegating their authority to others;
  - perform the duties assigned to them by the Chair in connection with the Committee's areas of work;
  - may put forward proposals and initiate consideration of matters, including matters not on the agenda;
  - are required to review the materials submitted to a meeting promptly and thoroughly and to provide written recommendations within the set deadlines;
  - take part in preparing and implementing the Committee's work plan;
  - are required to notify the Chair and the Secretary promptly if they are unable to attend a meeting or to complete an assigned task.
2. Committee members shall maintain the confidentiality of information that comes to their knowledge through their work on the Committee, including personal data, ethics application materials, information on the progress and outcomes of the review of theses and dissertations, publication activity, research projects and internal investigations, and other restricted-access information. Such information must not be disclosed to third parties, distributed, copied or used for purposes unrelated to the Committee's work, except as provided by the legislation of the Republic of Kazakhstan and the internal documents of the University. Before assuming their duties, all members of the Committee, invited experts and other persons granted access to the materials sign a non-disclosure agreement.
3. The Committee may request and obtain the necessary information, materials and documentation from the School's units and faculty. The Committee shall be entitled to engage members of the teaching staff in implementing its decisions.

## **Section 10. Committee Procedures**

1. The Committee works in accordance with a work plan drawn up for the academic year and approved by decision of the Committee.
2. The Committee carries out its work through meetings. Ordinary meetings are held at least once a month during the academic year.
3. A meeting of the Committee is quorate if at least one half (1/2) of the total number of Committee members is present.
4. When considering matters in which certain categories of Committee members are not permitted to participate under these Regulations, the quorum shall be determined based on the number of Committee members eligible to participate in the consideration of the matter concerned.

5. The Chair shall conduct meetings of the Committee.
6. Meetings of the Committee may be held either in person or remotely (online) using video conferencing that allows participants to be identified and agenda items to be discussed. Remote participation counts as attendance in person.
7. On matters within its competence, the Committee takes decisions by a majority of the members present, provided there is a quorum. Abstentions are not counted in determining the outcome of a vote. In the event of a tie, the Chair has the casting vote.
8. A member of the Committee with a conflict of interest shall declare it and shall not take part in the discussion of or the vote on the matter concerned.
9. Decisions of the Committee are recorded in minutes signed by the Chair and the Secretary. Dissenting opinions of Committee members are recorded in the minutes.
10. On matters requiring an urgent decision, a vote may be held without convening a meeting, by means of a written vote. Such votes are conducted by corporate email or another official digital platform of the University. The Secretary of the Committee sends the members the materials and the draft decision, stating the voting deadline. The results of the vote are recorded in the minutes.
11. The Chair may convene an extraordinary meeting, giving the members of the Committee at least one working day's notice of the planned date. Members of the Committee may also initiate extraordinary meetings.
12. Extracts from the minutes of meetings are sent to the members of the Committee and to interested parties by the Secretary of the Committee.
13. Decisions of the Committee on matters within its competence are binding on the faculty and students of the School concerned.

### **Section 11. Accountability, Coordination and Reporting**

1. The Committee acts autonomously within the competence established by these Regulations. The Provost, Deputy CEO for Research, Innovations & AI, and the Dean of the School may not overturn or amend decisions taken by the Committee within its competence, except where such decisions do not comply with the legislation of the Republic of Kazakhstan or the internal documents of the University.
2. The Dean of the School provides general organisational support for the Committee's work, ensures the conditions necessary for it to operate, considers the Committee's reports, recommendations and proposals, and supports the implementation of its decisions within the Dean's competence. The Dean may request information from the Committee on the results of its work and on the implementation of its decisions.

3. The Deputy CEO for Research, Innovations & AI coordinates the work of the Schools' Research Committees, takes their reports and recommendations into account in developing and implementing the University's research policy, and may refer to the Committee matters relating to the development of research activity, the training of researchers and the effectiveness of research work. The Deputy CEO for Research, Innovations & AI may request information from the Committee on the results of its work and on the implementation of its decisions.
4. The Provost considers the Committee's reports, recommendations and proposals on the development of academic programmes, student training and the integration of research into the educational process, and takes the results of the Committee's work into account in management decisions within the Provost's competence. The Provost may request information from the Committee on the results of its work and on the implementation of its decisions.
5. The report on the work carried out during the academic year (academic period) is approved by decision of the Committee and submitted to the Dean of the School, to The Deputy CEO for Research, Innovations & AI, and to the ARC. The report includes:
  - the main areas and results of the Committee's work during the reporting period;
  - the number of meetings held and decisions taken;
  - recommendations for improving the School's research activity;
  - the work plan for the following academic year.

## **Section 12. Final Provisions**

1. These Regulations, and any amendments and additions to them, are first considered by the Schools and the Provost and are approved by decision of the University's Academic and Research Council.
2. The Secretary of the Committee is responsible for keeping the original of these Regulations.
3. These Regulations take effect upon approval.
4. All previous regulations governing the Research Committees of individual Schools shall be repealed upon the entry into force of these Regulations.