


<p>СӘТБАЕВ УНИВЕРСИТЕТІ</p> 	<p>NON-PROFIT JOINT STOCK COMPANY «KAZAKH NATIONAL R&amp;D TECHNICAL UNIVERSITY NAMED AFTER K. SATBAYEV»</p>	
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## PROVISION

### ABOUT THE POSTDOCTORAL PROGRAM AT THE KAZAKH NATIONAL RESEARCH K.I. SATPAYEV TECHNICAL UNIVERSITY

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**FOREWORD**

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## CONTENT

1 General provisions	4
2 Normative references	5
3 Order admission documents applicants postdoctoral	5
4 Order and criteria holding competition postdoctoral	6
5 Order of admission to postdoctoral studies	7
6 Post-doctoral rules	7
7 Requirements for post-doctoral conditions	8
8 Proposition individual plans postdoctoral work	9
9 Claiming to intermediate and final postdoctoral certification	10
10 Post-doctoral rights and obligations	12
11 ABOUT all right funding on postdoctoral program	13
12 Annexes	14
Change sheet	17

## 1 GENERAL PROVISIONS

1.1 The present Regulation on the program of postdoctoral studies in the Kazakh National Research Technical University named after K.I. Satpayev (hereinafter - Regulations) determines the order of realisation in the NPJSC «Kazakh National Technical Research University named after K.I. Satpayev» (further - University) postdoctoral programs aimed at deepening scientific knowledge, solving scientific and applied problems on a specialized topic under the guidance of the leading scientist, as well as the mandatory requirements and procedure of implementation of professional scientific programs of postgraduate education on preparation of postdoctoral students at the University and the procedure of admission to postdoctoral studies.

1.2 This Regulation is mandatory for all structural subdivisions (departments, institutes, scientific, financial subdivisions, etc.) involved in the business process of training specialists with postgraduate education.

1.3 The following basic concepts are used in this Regulation:

Postdoctoral studies - a form of postgraduate education, a complex of research activities performed by scientists who have received a PhD degree or equivalent to it since 2013, aimed at solving scientific and applied tasks on a specialized topic;

Postdoctoral (postdoctoral) - a person enrolled in postdoctoral studies.

1.4 The post-doctoral objective is:

- training of scientific personnel of higher qualification to ensure formation and continuity of scientific schools of the university;
- Attraction to the University on a competitive basis of the most talented young researchers to conduct prospective scientific research in the priority areas of science development of the Republic of Kazakhstan and bringing the scientific activity of the University to the world level.

1.5 The postdoctoral program includes the following activities:

- research work, according to the individual work plan of the postdoctoral;
- intermediate and final certification.

1.6 The main organizational unit providing the implementation of postdoctoral programs are departments, institutes and research institutes. Coordination and control of post-doctoral requirements at the university level is carried out by the Department of Science of the University

1.7 Implementation of professional postdoctoral programs of postgraduate education is carried out with consideration of directions of scientific research of departments, institutes and research institutes.



## 2 NORMATIVE REFERENCE

This Regulation was drafted in accordance with Paragraph 3 of Article 23 of the Law of the Republic of Kazakhstan «On Education» of July 27, 2007 №319-III with amendments and additions introduced by the Law of the Republic of Kazakhstan of July 4, 2018 171-VI, the State Mandatory Standard of Postgraduate Education, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan of October 31, 604, Normative acts of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter - MES RK).

## 3 PROCEDURE FOR APPLYING FOR POSTDOCTORAL STUDIES

3.1 Researchers who meet the following criteria are invited to the postdoctoral program:

- PhD (confirming the completion of the doctoral student's doctoral educational program). A doctoral student who has completed the full course of the doctoral program must defend himself within 12 months from the date of the order of admission to postdoctoral studies;

- knowledge of foreign languages;

- one of the three items in the last three

years:

- 1) if there is 1 (one) article in an international peer review a scientific journal that has an impact factor according to JCR (JSR) data (or indexed in the Web of Science Core Collection database (Arts and Humanities Citation Index, Science Citation Index Expanded, Social Sciences Citation Index or percentage of CiteScore) at least 25 (twenty-five) in the Scopus database, the number of articles in journals from the List of Publications is 3 (three);

- 2) if there is 1 (one) article in the journal that has impact factor according to JCR (JSR) or percentage of CiteScore at least 25 (twenty-five) in the Scopus database and 1 (one) Articles in a journal that is included in the first three quartiles of the JCR database or has in the Scopus database the percentage of the CiteScore at least 50 (fifty), to publish articles in scientific publications included in the List of Publications, is not required;

- 3) In the case of one scientific article in the journal included in the first quartile of the JCR base, no other publications are required;

- 4) - experience of participation in the processes of scientific activity in the implementation of scientific programs of grant, program-target and contract financing.

3.2 Candidates for postdoctoral studies in the competition for postdoctoral positions provide the following documents:

- Application (annex 1);
- Copy of identity card;
- Copy of the PhD, PhD or PhD degree
- Summary (annex 2)
- Research Plan (annex 3)
- list of scientific works;
- information about the author from the Scopus database and/or citation report from the database of the information company Clarivate Analytics (Web of Science Core Collection). The information about the author and the citation report should contain the following information: number of publications, Hirsch index (h-index), total (total) number of citations;
- copies of patents, copyright certificates;
- application from the department/institute/center/laboratory with the justification of the need to open the position of «postdoctoral student» and the presence of projects in which the postdoctoral student will carry out his scientific activity;
- recommendation (application) from the department/ institute/ center/ laboratory on admission to postdoctoral studies of the person applying for;
- Plan-substantiation of scientific interests of the applicant and goals of admission to the postdoctoral program (personal statement).

3.3 The period of application for postdoctoral studies is carried out within a calendar year. The duration of the program is based on the date of the order for postdoctoral studies.

3.4 Admission of foreigners to postdoctoral studies is carried out on a fee basis.

#### **4 PROCEDURE AND CRITERIA FOR THE POSTDOCTORAL COMPETITION**

4.1 To hold the competition by the order of the Chairman-Board of the Rector of the University, an Expert Commission is established, which includes the heads and employees of structural divisions and leading scientists of the University.

4.2 The expert commission selects candidates for postdoctoral studies on the basis of the following criteria:

- compliance of the applicant with the formal requirements of the competition;
- Publication activity and citation of scientific publications;
- Degree of participation in research projects;
- experience of scientific guidance or co-management of undergraduates and doctoral students;
- degree self-sufficiency in holding candidates research and development.



Priority in selection, other things being equal, is given to applicants who have publications in journals with the highest scientific scores (impact factor, SJR, quartile).

## **5 POSTDOCTORAL ADMISSION PROCEDURE**

5.1 Admission to the postdoctoral program is carried out by the order of the Chairman - Board of the Rector of the University in accordance with the number of seats, provided for in the postdoctoral plan on the basis of a positive decision of the Expert Commission on the results of the competition of individual scientific achievements of applicants for postdoctoral studies.

## **6 POSTDOCTORAL RULES**

6.1 The standard length of post-doctoral program is 3 years.

6.2 Postdoctoral fellow realizes research activities under the guidance of a domestic and foreign scientific consultant. Scientific consultants are approved by the order of the Chairman - Board of the Rector at the request of the Scientific Councils of Institutes within one month from the date of admission.

6.3 Scientific advisor should have a degree or equivalent to it of a scientific title of associate professor (associate professor)/professor, actively engaged in scientific research in this branch of research, experience of scientific and pedagogical work at least 7 years, at least 3 publications in the last 5 years in journals having a non-zero impact factor in the database of the information company Clarivate Analytics (Web of Science Core Collection) and Hirsch index at least 3 for technical specialties.

6.4 The scientific consultant participates in the development and approval of the individual work plan of the postdoctoral student, supervises his research work.

6.5 The period of postdoctoral studies is included in the experience of scientific and pedagogical work.

6.6 The main criterion for the completion of the postdoctoral program is the availability of scientific publications in accordance with the requirements of the final certification.

6.7 In order to conduct research in leading scientific centers, the postdoctoral student has the right to foreign scientific internship during the postdoctoral period.

## **7 REQUIREMENTS TO CONDITIONS POSTDOCTORAL IMPLEMENTATION**

7.1 An applicant enrolled in a postdoctoral program is granted postdoctoral status.

7.2 The post doctoral student has the right to engage in pedagogical activities, the amount of pedagogical work must be 0.5 per cent. The teaching load of the postdoctoral student includes one discipline of no more than 5 ECTS (the discipline of the master's and doctoral curriculum, the language of teaching - English) and the management of theses (projects), master's and doctoral theses.

7.3 Postdoctoral students have the right to use the educational and material base, social infrastructure facilities and information fund of the university, if necessary are provided with accommodation in the House of young scientists and medical care.

7.4 The postdoctoral candidate has the right to take part in competitions of grant funding of scientific research in accordance with the current normative acts.

7.5 Post-doctoral students are granted a vacation of 56 (56) calendar days annually.

7.6 Responsibility for the organization of postdoctoral activities is assigned to the scientific consultant, the head of the department, the director of the institute and the director of the research institute. Supervision is carried out by the Department of Science and Vice-Rector for Science and International Cooperation.

7.7 Those who have successfully completed their post-doctoral studies have the right to return to their previous post.

7.8 The departments, which train postdoctoral students, should have formed scientific schools, high scientific potential, confirmed by the presence of scientists with high scientometric indicators, the implementation of scientific projects of national and international level, as well as scientific relations with leading foreign universities, accredited scientific centers and to involve leading foreign specialists in scientific cooperation and management.

7.9 Post-doctoral studies should be provided with free access to world information resources, library collections and databases, computer technologies, etc.

7.10 The postdoctoral research program should:

– To be carried out within the framework of funded basic, applied and other state budget and contract-related projects, initiatives of research;



– being topical contain scientific novelty and practical significance;

– based on modern theoretical, methodological and technological achievements of domestic and foreign science and practice;

– use modern методике scientific studies with the latest technology.

7.11 Departments should implement programs of permanent scientific and practical seminars, involving the presentation of the results of the postdoctoral research work for the scientific community and industry representatives (if necessary).

7.12 The postdoctoral student forms a scientific group of young scientists, doctoral students and undergraduates and by the end of postdoctoral studies with the support of the university creates a scientific and technical base and research environment for the further development of its research area, implementation of scientific projects at the university.

## **8 ASSERTING INDIVIDUAL PLAN POSTDOCTORAL WORK**

8.1 The postdoctoral student within 1 (one) month from the day of enrollment develops an individual work plan of the postdoctoral (hereinafter - IPRP), which includes the following sections:

- individual plan of research/ experimental research work;
- plan of scientific publications in international scientific journals having non-zero impact factor on database of information company Clarivate Analytics (Web of Science Core Collection) and indexed in database Scopus;
- Plan of trips abroad (participation in conferences).

8.2 IPRP it is claimed administrators departments and directors of institutes.

8.3 IPRP serves basis for traversal postdoctoral program. If necessary, the TPDI can be updated annually.

8.4 An individual post-doctoral work plan is prepared for the entire period of the postdoctoral program development, by year.

The work plan specifies the topic of the research, the direction of the research, the time frame and the reporting format. The plan of scientific publications of the postdoctoral student should contain approximate topics of publications, names of scientific publications, in which it is planned to publish works, terms of work on publications.

8.5 The individual work plan of the postdoctoral student is approved by the decision of the Academic Council of the Institute.

8.6 To organize the monitoring of post-doctoral research activities, one copy of each individual work plan

The postdoctoral student is kept at the department, as well as in the personal file of the postdoctoral student at the Department of Science.

8.7 Post doctoral student, scientific consultants and head of the department are responsible for timely preparation, approval and completion of the postdoctoral work plan.

## **9 REQUIREMENT FOR INTERMEDIATE AND FINAL POST-DOCTORAL CERTIFICATION**

9.1 In order to assess the results of research work of the postdoctoral student control is carried out in the form of intermediate and final attestations.

9.2 On the basis of the results of the intermediate assessment, a decision is made on continuation or interruption of post-doctoral studies.

9.3 Intermediate certification of post-doctoral research results is held annually at the meeting of the Department and the Academic Council of the Institute with the mandatory presence of the staff of the Department of Science and is carried out on the condition that the postdoctoral student has:

*- on the results of the first year:*

at least 1 (one) article (review) or letters of acceptance (acceptance letter) from the publisher in international peer-reviewed scientific journals included in the first, second or quartile in the Web of Science Core Collection database (Arts and Humanities Citation Index, Science Citation Index Expanded, Social Sciences Citation Index) or having a percentage of CiteScore in the Scopus database of at least 50 or 1 (one) published article and (or) review in scientific publications, recommended by the Committee for Quality Assurance in the Field of Higher Education Science of the Republic of Kazakhstan (hereinafter referred to as the KOKSNO list);

*- For the second year (in addition to the first year):*

at least 1 (one) article (review) or letters of acceptance (acceptance letter) from the publisher in international peer-reviewed scientific journals included in the first, second or quartile in the Web of Science Core Collection database (Arts and Humanities Citation Index, Science Citation Index Expanded, Social Sciences Citation Index) or having a percentage of CiteScore in the Scopus database of at least 50 or 2 (two) published articles and (or) review in scientific publications, recommended by the Committee for Quality Assurance in the Field of Higher Education Science of the Republic of Kazakhstan (hereinafter referred to as the KOKSNO list);

*- on the results of the third year:*

not less than                      less than                      1                      (one) articles (reviews) in  
international peer-reviewed scientific journals included in the first,  
second or quartile database Web of Science Core Collection  
(разделы Arts and Humanities Citation Index, Science Citation Index  
Expanded, Social Sciences



Citation Index) or having a percentage of CiteScore in the Scopus database of at least 50 or 2 (two) published articles and (or) reviews in scientific publications recommended by the Committee for Quality Assurance in Higher Education Science of the Republic of Kazakhstan (followed by the SHEQAC MSHE list).

The indication of affiliation of KazNRTU named after K.I.Satpayev in the post-doctoral period is mandatory.

9.4 The postdoctoral student submits to the Department of Science one copy of the annual report on the research carried out, certified by the head of the department.

9.5 The final certification of the postdoctoral student is held at the end of the third year from the moment of admission to the postdoctoral program at the meeting of the curator of the department and the Academic Council of the institute with the mandatory presence of the scientific consultant.

9.6 Postdoctoral presentations with the final scientific report shall be made if:  
– at least 2 (two) articles in journals from the first three quartiles on the impact factor in the Web of Science database or having a percentile of CiteScore in the Scopus database of at least 50.

Either:

- at least 5 (five) articles and(or) reviews in peer-reviewed foreign and (or) domestic publications recommended by SHEQAC MSHE;

- at least 1 (one) monograph with the contribution of a postdoctoral student of at least 6 p.L., reviewed and recommended for publication by at least two holders of the academic title of professor and/or doctoral degree.

9.7 The postdoctoral public presentation with the report should be of a scientific nature and take place in an environment of high demands, principles and observance of scientific ethics, with thorough analysis of the novelty, validity of the results, Conclusions and recommendations of a scientific and practical nature.

Members of the Academic Council of the Institute are responsible for the quality of the expertise presented by the postdoctoral scientific report, for the validity of the decisions taken and are designed to provide a high level of rigour in determining the compliance of the postdoctoral scientific work with the criteria on the basis of which the postdoctoral student can be certified.

The Academic Council of the Institute adopts one of two decisions on the final certification of the postdoctoral student:

- certify;
- disallow.

9.8 The results of the final certification of the postdoctoral student are formalized by the protocol of the established form, which is filled out for each postdoctoral student individually. All protocol forms should be numbered. The minutes are filled in by the secretary of the meeting of the Academic Council and signed by the Chairman and 3 members of the Academic Council,

participants in the meeting. After the end of the meeting, all minutes are transferred to the Department of Science, further - to the archive of the university for storage in the established order.

9.9 It is not allowed to reward the results of the calendar year and/or to reduce the planned teaching workload of the teaching staff by three credits for the articles included in the report on the work performed for the intermediate and final certification of the postdoctoral student. The publication, which is authored by several postdoctoral students, counts only one of them.

9.10 General organization and control of the final certification of the postdoctoral student is carried out by the heads of departments, directors of research institutes, directors of institutes and the Department of Science.

## 10 POSTDOCTORAL RIGHTS AND OBLIGATIONS

10.1 The postdoctoral student of the University has rights and obligations defined by the Law of the Republic of Kazakhstan «On Education», «On Science», normative acts of the Ministry of Internal Affairs of the Republic of Kazakhstan, Charter and Rules of Internal Regulations of KazNRTU named after K.I.Satpayev.

10.2 The postdoctoral student is obliged to perform all types of work in a timely and high quality manner, stipulated by the individual work plan.

10.3 The postdoctoral student must:

- At the end of the work phase of the individual plan, submit all necessary written materials in a timely manner;
- Comply with the deadlines set for the submission of reports (research/experimental research work, on visiting foreign internships in case of internship, etc.);
- timely inform the relevant administrative departments of the university about the change of name, address and contact details;
- Pass the final certification within the established deadlines;
- After completing postdoctoral studies for at least 3 (three) years at the University and (or) for at least 3 (three) years in scientific publications indicate as affiliation the University.

10.4 The postdoctoral student in the event of a post-doctoral deduction due to failure to meet the requirements of the certification reimburses the university the funds spent on the postdoctoral student during the postdoctoral period (in the case of funding from the University).

10.5 All contentious issues arising in the process of implementation of postdoctoral programs shall be resolved in the order established by the legislation of the Republic of Kazakhstan.

10.6 Other rights and obligations of the postdoctoral student of the University, not stipulated by these Rules, are regulated by normative legal acts of the Republic of Kazakhstan.



## **11 PROCEDURE FOR FUNDING THE POSTDOCTORAL PROGRAMME**

11.1 Activities in the field of postdoctoral programs are financed from budget (RB RK) or extra-budgetary funds of the university, as well as within the framework of programs and grants of research and development work (further - R&D).

11.2 The postdoctoral program involves training up to 3 years and is carried out through extrabudgetary funding of the university. In case of early completion of the individual plan of the postdoctoral program on the results of the final certification, the postdoctoral program can be considered completed regardless of the period of study.

11.3 Extrabudgetary funds are used to cover the costs of foreign internships of a maximum of 30 calendar days, not more than once during the entire period of postdoctoral studies.

11.4 The funds can be used for:

– provision of reagents, sources of information, use of equipment, etc.

## Application form to participate in the postdoctoral competition

№		
1	Name, first name, patronymic	
2	Date of birth	
3	Email	
4	Contacts	
5	Degree ( Order)	
6	Job title	
7	Period training in postgraduate/doctoral studies	
8	Protected thesis topic	
9	Number of publications in rating magazines	<i>provide links and prints of publications</i>
10	Participation in research projects by source of funding for the last 5 years	
11	Experience in other organizations	
12	Level tenure foreign language	<i>certification</i>
13	Planned subject and research direction, annotation	
14	Chief executive	

**JOB SUMMARY**

Name, first name, patronymic	
Date of birth, contacts	
The name of the universities (including foreign universities) where the training, internships, etc.	<i>full legal name of university, country, city, period of study</i>
Participation in research projects	<i>the full name of the project, who worked as the project, the period of the project</i>
Scientific achievements of the project participant	<i>(medals, diplomas, patents, copyright certificates, etc.)</i>
Ancillary information	

**Plan  
research activities**

№	Name of work (detailed)	Lead time	Expected outcome



## Change sheet

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