
HSE GRADUATE PROGRAMMES HANDBOOK 2021-2022



2021 – 2022

Higher School of Economics

M.Narikbayev KAZGUU University



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Dear graduate students!

Welcome to the HSE KAZGUU!

Let me congratulate you on the new academic experience you are starting today! On behalf of my colleagues and myself, I would like to stress that we – the HSE team – will do our best to make your journey with us full of new rewarding experiences. It will be a challenging journey and will require from you a huge amount of efforts and time, however, it will return in full in the future when you will become a professional and a leader. The leader of your own lives, of your companies, and the lives of your families and communities; and the professional with the knowledge and skills valued at the local and international labour market.

This handbook will introduce you the university life. It has all the key information that you need to succeed in your academic and research experience: key dates and opportunities, universities policies and principles, expectations, requirements and regulations. Additionally, it provides you with information about people whom you might wish to contact with your general and specific inquiries. Please remember we are here to assist you in this exciting journey.

Best of luck!

Dr. Saule Kemelbayeva

Dean of Higher School of Economics

Academic Calendar

	Fall 2021	Spring 2022
Registration Period	07.09.-10.09	06.01. – 17.01
Semester starts	14.09	25.01
Semester ends	26.12.2020 r.	08.05. 2021r.
Registration for Winter/Summer School*	21.12. – 28.12.2020r.	29.05.– 05.06.2021 r.
Winter/Summer Break	28.12.2020-24.01.2021 r.	24.05.-31.08.2021r.
Final Defense (Master's students)		26.04.-2020-25.05.2021 r.

*Contact Graduate Programs office to learn if you are eligible

Program Structure

Program structure may vary depending on the program chosen and specific academic requirements within every program. However, all graduate programs include the following components:

- Course workload
- Industry internship*
- Teaching internship**
- Research Practice***
- Research Project ***
- Master's Dissertation/Doctoral Thesis Defense ***

* only for 1 Master's program

** only for 2 year Master's program and PhD students

*** all students

Academic Policy¹

This Policy is developed based on the Academic Policy approved by the Academic Council (minutes No. 13 dated June 26, 2015) and in accordance with the requirements of the regulatory acts of the Ministry of Education and Science of the Republic of Kazakhstan and Joint-stock company “M.Narikbayev KAZGUU University” (hereinafter referred to as M. Narikbayev KAZGUU University).

The provisions of this Policy are subject to revision if changes are introduced to the regulatory acts defining educational activities in the Republic of Kazakhstan, the strategy and Charter of M. Narikbayev KAZGUU University, or requirements to the educational programs.

The Policy is intended for students, faculty, administrative staff, administering the educational process, and other interested stakeholders.

M. Narikbayev KAZGUU University requires that all teachers, students, and staff follow the principles of academic integrity and avoid any actions or attempted actions that could be considered as academic misconduct. All departments of the University shall familiarize students and staff with the principles of academic integrity and warn about the consequences of their violation, which are stated in the Handbook on Ensuring Academic Integrity (<http://Student Service Center.kazguu.kz/file/rukovod.pdf>).

ECTS AND STUDY LOAD

ECTS is a student-centered system for credit accumulation and transfer, based on the principle of transparency of the learning, teaching, and assessment processes.

ECTS credits express the volume of learning based on the defined learning outcomes and their associated workload. The workload is an estimation of the time the individual typically needs to complete all learning activities.

The standard workload of a full-time student during the academic year is 60 ECTS, which, on average, corresponds to 1800 hours per year (30 hours per one ECTS credit), for individual students/types of work, the actual time to achieve learning outcomes may vary.

The recommended workload for undergraduate students is defined in the academic catalog of the higher school.

The maximum number of credits per semester is 30 ECTS; the minimum number of credits per semester is 20 ECTS.

A student with the permission of an advisor can take 31-35 academic credits.

In exceptional cases, students may be allowed to take more (36 to 40 academic credits) or fewer credits (less than 20 academic credits) upon approval by the appropriate Committee for Academic Quality.

During the summer school, the student can take no more than 20 ECTS credits, during the winter school – no more than 10 ECTS.

Credits are awarded to students only if they have achieved the defined learning outcomes.

ECTS CREDIT RECOGNITION POLICY

Credit transfer is the process of having credits awarded in one context (program, institution) recognized in another formal context to obtain a qualification. Credits awarded to students in one program may be transferred from an institution to be accumulated in another program offered by the same or another institution.

The recognition of credits is mostly based on the learning outcomes achieved, that is, what the learner knows and can do, rather than on the formal procedures that led to the completion of the degree.

Grade Point Average (GPA) - the weighted average assessment of the student's academic achievement of the chosen program over a certain period (the ratio of the sum of credits to the digital equivalent of the total score for all types of academic work to the total number of credits for these types of work during the training period);

¹ This is an excerpt from Academic Policy. For full text follow <https://kazguu.kz/file/AcademicPolicyENG2019.pdf>

ATTENDANCE POLICY

A student is required to attend all types of classes which are stated in the discipline syllabus.

A teacher keeps the records of class attendance in the Attendance Canvas LMS module.

In case of missing more than 20% of the total number of classes over the academic period, the discipline is not considered as completed. In this case, current grades in the discipline are canceled upon completion of theoretical training and the student is given an "F" for the course. If the syllabus provides for the final exam, the student is not allowed to take the final exam.

In exceptional cases (illness (personal or child issues), death of close relatives (father, mother, grandmother, grandfather, sibling, child, or spouse), sending the student to an educational or scientific event by the University), the student has the right to apply to Academic Quality Committee to obtain permission to re-take the exam.

A student who has received an "F" for missing classes has the right to re-take this discipline in the following and additional academic periods on a paid basis. To do this, the student shall again register for the academic discipline.

During the re-registration to the disciplines, established by the academic calendar, missed classes are not counted in the Canvas LMS.

SPECIAL REQUIREMENTS OF THE HIGHER SCHOOL OF ECONOMICS CREDIT TRANSFER POLICY FOR NON-DEGREE STUDENTS

- the validity period for credit transfer - 2 years;

- a non-degree student must gain at least 2.67 GPA, which is set as a criterion for credit transfer.

Courses (modules) of up to 30 ECTS for non-degree students can be transferred by the decision of the Committee on Academic Quality of the Higher School of Economics.

The courses (modules) of up to 40 ECTS taken by the non-degree students can be transferred by the decision of the Committee on Academic Quality of the Higher School of Economics if she/he meets the following criteria:

- has IELTS certificate 6.0 and above;
- is a graduate of the Bachelor's program in English as a medium of instruction with 2.0 GPA

and higher; has work experience relevant to the academic program he or she applies for;

- has gained at least 2.67 GPA during the study.

Disciplines in the bachelor's program of the Higher School of Economics will not be included in the calculation of the GPA and the process of internal transfer of credits for non-degree students willing to enter the master's program. As an exception, the disciplines included in the certification programs such as ACCA, FRM, CIMA, HRCI can be considered for internal credit transfer and GPA calculation.

Transfer of credits of a non-degree student, who is a graduate of another higher educational institution, can only be carried out by the decision of the Committee on Academic Quality of the Higher School of Economics.

GRADUATION REQUIREMENTS

In order to graduate Master's program students shall meet the following criteria:

- GPA must be not less than 2.67;
- obtain 120 ECTS/60 credits (Science-pedagogical Master Program – 2 years), 60 ECTS/36 credits (Profile Master Program – 1 year), 90 ECTS/48 credits (Profile Master Program – 1,5 year)
- complete required courses and practices;
- pass the defence of the master's thesis;

ASSESSMENT OF STUDENTS' ACADEMIC ACHIEVEMENTS

Students' learning achievements (knowledge, abilities, skills, and competencies) are assessed in grades on a 100-point scale, corresponding to the internationally accepted letter system with a numeric equivalent (positive grades, in decreasing order, from "A" to "D", and "unsatisfactory" - "FX", "F") and corresponding to the traditional grading system.

Learning achievements of students are assessed using a grade-rating letter system with their transfer to the traditional grading scale as indicated in Table 2.

Table 2. Grade-rating letter system for assessing the students' educational achievements with their transfer to the traditional grading scale

Letter Grade	Numeric equivalent	Grades (%)	Traditional system	General Description of Evaluation Criteria
A	4.0	95-100	Excellent	A candidate shows the mastery of content at the highest level of the academic program. This grade clearly shows an outstanding performance in critical and independent thinking, analysis, and synthesis.
A-	3.67	90-94		
B+	3.33	85-89	Good	A candidate shows a very good level of academic performance. These grades indicate a good academic program, a good performance in critical thinking, analysis, and synthesis.
B	3.0	80-84		
B-	2.67	75-79		
C+	2,33	70-74		
C	2.0	65-69	Satisfactory	A candidate demonstrates a poor level of academic achievement. This assessment indicates partial mastery of critical thinking skills.
C-	1,67	60-64		
D+	1.33	55-59		
D	1,0	50-54		
FX	0.5	25-49	Unsatisfactory	A candidate demonstrates a poor level of the academic program. These grades indicate a partial or some level of performance in authenticity, partial performance in critical thinking, analysis, and synthesis.
F	0	0-24		A candidate poorly demonstrates a very low level of the academic program. This grade signifies a seriously deficient performance in authenticity, deficient performance in critical thinking, analysis, and synthesis.

P	-	-	Pass	<p>Full-time students who are not on the academic probation may, with the permission of the Committee on Academic Quality, choose elective discipline with a grade of "P".</p> <p>The maximum number of credits for the entire training period is 10 ECTS.</p> <p>Grades "pass" / "not pass" do not have an expression in points and are not taken into account when calculating the GPA.</p> <p>Credits in the discipline in the case of obtaining a grade of "P" are counted.</p>
PF	-	-	Not pass	<p>Credits in the discipline in the case of obtaining a grade of "PF" are not counted.</p>

COURSE RETAKE

Student can retake a course in case if he/she:

- fails the course;
- desires to improve GPA.

The last grade obtained for the course is introduced into the transcript and used in the calculation of GPA.

To retake a course student should register and include the course into his/her individual study plan. During an extra semester, the student is obliged to attend all classes and pass all examinations of the course. The student cannot use his/her previous work in this course when submitting works for current, midterm, and final assessment.

Student, holder of an educational grant, and having academic debts, is transferred to the next course without losing the educational grant on a condition to re-take the relevant disciplines on a paid basis.

A student, having received a final failing grade on the discipline of the component of choice (hereinafter referred to as the elective discipline) has the right to retake the same course or replace it with another elective course, according to the established order. Replacement of the course must be agreed with the adviser of the department and the Office Registrar.

Payment for re-taking the course is carried out according to the Tuition Fee Register for the academic year.

PROCEDURE FOR GRANTING ACADEMIC LEAVE

Academic leave is the period for which a student of M. Narikbayev KAZGUU University temporarily interrupts his/her studies due to illness, military conscription, or caring for a child.

ACADEMIC LEAVE

To apply for academic leave, the student submits an application to SSC KAZGUU addressed to the Provost of M. Narikbayev KAZGUU University and presents supporting documents.

Academic leave, for a period of 6 to 12 months, is granted to a student based on the decision of the medical advisory board at outpatient clinics due to illness, military conscription, birth of a child, adoption of children under the age of 3 years.

The Order on Academic Leave, stating the dates, is issued 3 days after providing the supporting documents.

A copy of the Order on Academic Leave to a holder of the state educational grant, financed from the Republican budget, is sent to the Ministry of Education and Science of the Republic of Kazakhstan or the relevant branch ministry within three working days. The copy of the Order on Academic Leave to the holder of the grant, financed from the local budget, is sent to the local executive bodies on

education, to make corrections in the number of finances allocated to this program and in financing schedule.

RETURNING FROM ACADEMIC LEAVE

The student is obliged to document returning from academic leave at the end of the period specified in the order.

Upon returning from academic leave, the student continues his/her studies in the year of study (and in the academic period) that had been assigned before his/her academic leave.

Prior to an application, the student gives his/her transcript to the advisor (manager) and requests to determine the difference between the academic courses in the curriculum. Academic course differences are based on comparing the programs of the studied disciplines (according to the catalog and syllabus (if necessary)) and ECTS credits in the transcript.

Students study academic course differences either along with current courses or in the summer semester.

In case of differences of Academic Leave and Returning from Academic Leave dates, the student is required to meet all educational tasks and earn required rating points in accordance with the individual curriculum, with the consent of the Committee on Academic Quality, or she/he needs to register for the summer semester courses.

To fill in the gap in courses, the student, along with current courses, attends all types of learning sessions, submits all types of current and midterm works provided in the working curriculum for these courses, receives admission, and passes the final exam during the examination session according to the academic calendar.

GENERAL RULES FOR TRANSFER, READMISSION, AND EXPULSION OF STUDENTS

Students can be transferred from course to course, from one higher education institution to another, from one form of education to another, from one educational program to another, and change the language of instruction.

Students' applications for transfer and readmission are considered by the Provost of M. Narikbayev KAZGUU University during the summer and winter holidays within five working days before the beginning of the next academic period.

Students can be transferred or readmitted after expulsion if they completed the first academic period of the program being mastered according to the individual curriculum. In this case, the student is transferred or readmitted to any form of training, to any program (specialty), and any university, regardless of the expulsion terms during the readmission.

A transfer or readmission of students, the course of their further training is determined taking into account prerequisites, compliance with the requirements of M. Narikbayev KAZGUU University, and educational programs.

During the transfer and readmission of students, the academic difference in the disciplines studied by them for previous academic periods is determined.

To eliminate academic differences students, need to register on appropriate courses, attend all types of training classes, pass all types of the current assessment, and get admission to the final exam.

Students apply for summer sessions in case of academic differences not included in the education curriculum. If the student does not study academic differences, differences will be counted as academic debt.

At the same time, the transfer and readmission of students from one educational program to another, from one higher education institution to another shall be carried out during the summer and winter holidays.

TRANSFER TO ANOTHER HIGHER EDUCATION INSTITUTION

Transfer to another university is done during the holidays. Students may transfer only in the event of fully completing the first academic period according to the individual curriculum.

Acceptance of applications for transfer ends within five working days before the start of the next academic period.

Students who are willing to transfer need to apply to SSC KAZGUU and address it to the Provost of M. Narikbayev KAZGUU University. Students must have a transcript and a copy of their ID card. The application will be considered within three days. After consideration, students will get the following documents from SSC KAZGUU (in case no financial debts were detected):

- application with the Provost visa and the seal of M. Narikbayev KAZGUU University;
- copy of university license;

- copy of UNT/CT certificate;
- copy of certificate/diploma.

The head of the university, to which the student is transferred, sends a written request of the student personal file to M. Narikbayev KAZGUU University three days after acceptance of the order. The request also includes a copy of the student's enrolment. After receiving the request, the Provost issues an order of expulsion with the following wording "expelled in connection with the transfer to the (name of institution)" and within three days from the date of issuance of the order of expulsion sends the personal file of the student to the host university.

TRANSFER FROM ANOTHER UNIVERSITY

A transfer from another university is done during the holidays. Students may transfer only in the event of fully completing the first academic period according to the individual curriculum³⁶.

Applicants, who have studied in foreign educational institutions, submit documents on the completed educational programs (academic certificate, transcript), the results of entrance examinations, as well as graduate certificates. Documents must go through the nostrification procedure in the Republic of Kazakhstan in the manner established by the Rules for the Recognition and Nostrification of Educational Documents.

Applicants who have received general secondary or technical and vocational education in the Republic of Kazakhstan, when transferring from a foreign university or at readmission, also present a UNT or CT certificate with a score not lower than the threshold.

Acceptance of applications for transfer and readmission ends within five working days before the start of the next academic period.

Prior to an application, the student gives his/her transcript to the advisor and requests to determine the difference between the academic courses in the curriculum. The project "Creativity, Service, Intelligence" does not affect the academic difference when transferring from another university under the undergraduate program. However, the student, after being enrolled in the student body, must complete the project in full (for those entered in 2019).

After determining the academic difference and the expected course of study, the student takes

entrance exams in basic and/or profiling disciplines, the list of which is approved by the order of the dean (director) of the higher school on the basis of a decision of the appropriate Committee on Academic Quality.

In case of a positive assessment of the entrance examinations (50% and more) and with the permission of the dean (director) of the higher school for transfer, the student applies SSC KAZGUU addressed to the Provost of M. Narikbayev KAZGUU University on admission in the transfer order.

The advisor along with the student develops a recommendation.

The Enrolment order of the student transfer is issued within five working days. The student signs a contract on paid provision of educational services. After the issuance of the order, a written request for the student's personal file is sent to the university where the student studied before.

After receiving the request, the head of the university, where the student studied before, issues an order of expulsion with the following wording "expelled in connection with the transfer to the (name of institution)" and within three days from the date of issuance of the order of expulsion sends the personal file of the student to M. Narikbayev KAZGUU University.

SPECIAL REQUIREMENTS FOR TRANSFER TO THE HIGHER SCHOOL OF ECONOMICS

Master students have the opportunity to transfer from another university under the same educational program, or from a one-year study program (60 ECTS) to a two-year program (120 ECTS) after the successful completion of the first semester and of at least 30 ECTS.

To transfer from one educational program to another the student must comply with the aforementioned requirements, take required courses "Research Methods I: Introduction to Research Methods" and "Global Leadership and Organizational Development", consult the tutor manager to determine the academic course differences, and preconditions, and get approval from the Academic Quality Committee of the Higher School of Economics.

SPECIAL REQUIREMENTS FOR TRANSFER FROM ONE EDUCATIONAL PROGRAM TO ANOTHER OF THE HIGHER SCHOOL OF ECONOMICS

To transfer from one educational program (specialty) of the Higher School of Economics to another, a master student must submit a written application addressed to the Provost during the holidays at least 15 days before the beginning of the next academic period.

To transfer from one educational program to another, the student shall consult the tutor manager and provide the decision on approval from the HSE Academic Quality Committee. A transfer is possible after the end of the first academic period.

To transfer from one educational program to another educational program, students must gain at least 2.0 GPA during the first academic period.

EXPULSION OF STUDENTS FROM M. NARIKBAYEV KAZGUU UNIVERSITY

A student can be expelled from M. Narikbayev KAZGUU University:

- voluntarily;
- for academic failure;
- transferring to another university;
- for violation of the principles of academic integrity;
- for committing disciplinary misconduct, a systematic and gross violation of academic discipline (attempt and/or illegal access to information systems of M. Narikbayev KAZGUU University, providing fraudulent documents, including health certificates);
- for violation of standards of the legislation of the Republic of Kazakhstan, the Charter of M. Narikbayev KAZGUU University, the terms of the contract for paying for education, violation of

internal regulations of M. Narikbayev KAZGUU University, for a financial debt);

- for failing the final state certification.

Students, holders of educational grants, expelled from M. Narikbayev KAZGUU University, are deprived of the educational grant.

In case of refusal to continue his/her education at M. Narikbayev KAZGUU University (no registration for courses during a semester), the student is obligated to notify within three days the university (the application is submitted to SSC KAZGUU), the contractual relations with him/her proceed, and payment for the provision of educational services is charged until the day of issuance of the corresponding Provost order on expulsion from M. Narikbayev KAZGUU University.

The student submits an application to SSC KAZGUU addressed to the Provost for a voluntary expulsion. The student must have a copy of his/her ID.

The student is given the following documents: the original of the certificate with the application, an extract from the order on expulsion, the reference issued to the citizens who did not finish education, and a copy of the certificate of UNT (CT).

The student, before obtaining the documents for expulsion, is obligated to hand over the proximity-card, student and reader cards, to pay off the debts to M. Narikbayev KAZGUU University (pay for education, library, student hostel, etc.).

If the expelled student has any debt (for education, library, etc.) specified in an electronic roundabout list, M. Narikbayev KAZGUU University reserves the right not to give him/her the originals of the documents until the debt is paid.

PhD Studies Milestones

During the Autumn semester of their first year of study, PhD students must complete their detailed PhD project proposal and submit it for approval by their supervisor(s) and HSE Academic Quality Committee (AQC). The submission deadline - December, 20.

The PhD project proposal must include research topic, brief literature and previous studies review, research question(s), hypotheses that will be tested where applicable, research aim and objectives, research methodology, data source, ethical consideration where applicable.

At the end of every academic year, PhD students must go through the Annual Progress Review (APR) procedure. For that, they must submit via Canvas their written paper along with a brief report. The research supervisor will also submit a brief overview of his/her student's progress. The files for each PhD student then will be submitted by the Vice Dean for Graduate Studies, Research and Development to the HSE Academic Quality Committee (HSE AQC) for consideration. HSE AQC formally approves that the candidate's performance is (or is not) satisfactory and the candidate can (or cannot) proceed to the next stage.

In accordance with the government regulations, PhD students are expected to complete classroom training (Core Courses I and II – see HSE Catalogue) during their first year of study. After successful completion (with “Pass” grades for each course) and positive consideration of their first year APR by HSE AQC, PhD students automatically receive the PhD Candidates (“All But Dissertation”) status. PhD Candidates then are given three years for successful completion of the PhD thesis.

Every spring each PhD Candidate will be required to present at the HSE Research Showcase organized by the HSE Graduate Programs Office. Participation will be counted towards the research work credits and would be considered as a part of their research performance evaluated at the end of each academic year. First-year PhD students may present but this is optional.

Another part of the research work is the attendance of the research seminars and research capacity building workshops organized by the HSE. All PhD students are required to attend at least 80% of these seminars and workshops.

Over the whole period of their study, the PhD students are required to have not less than one meeting per month with their supervisor(s). During the meeting PhD students are expected to discuss their research in progress. They have to submit a brief report after each meeting to Canvas. This will be monitored by the program administrator by skimming over the reports.

In addition to the thesis, government regulations mandate each PhD Candidate to publish academic articles in recognized peer-reviewed journals (see “The Graduation Requirements” section and the Thesis Guidelines). PhD Candidates without publication(s) are not allowed for thesis submission.

The regulations only allow four years to accomplish PhD studies. PhD Candidates who accomplished their studies but have not submitted their theses can apply for the extension status. It could be awarded for a maximum of three years. The extension status is awarded by the HSE AQC. The application should be submitted via Student Service Center KAZGUU.

PhD Thesis

The final thesis should be assessed by your supervisor(s) against the following criteria:

- the thesis represents an original and independent piece of research generating new knowledge, critically evaluating and exploring relevant ideas, and relating them to a broader knowledge context;
- throughout the thesis, the candidate demonstrates a systematic understanding of an academic field, research methods used, and the ability to independently conduct empirical research in Economics;
- the thesis is of publishable quality confirmed by appropriate publication(s).

For detailed thesis requirement consult with the Thesis Guidelines.

Submission of the thesis is possible after the official approval received from the supervisor(s). In line with the KAZGUU academic policy, it should be done in Canvas which routinely checks all written works via Turnitin. The policy declares zero plagiarism tolerance. The thesis should then be considered by the HSE AQC. The PhD Candidate will be present at the AQC meeting to address possible questions and receive feedback. The meeting should be also attended by the HSE graduate-level instructors with the relevant expertise, and their feedbacks will be accounted for. The appropriate quality of the thesis must be ensured by the supervisor's approval and is the supervisor's responsibility (main supervisor, in case of more than one supervisor). However, in exceptional cases, the AQC reserves the right to not approve proceeding to the defense. The AQC decision should include a clear and transparent justification for the decision and further recommendations.

According to the current regulations, the PhD defense could only be done by the special Expert Councils. The Expert Councils are organized at different universities across the country. At the moment, there is no Expert Council at KAZGUU for Economics though this might change in the future. Please consult with the Vice Dean for Graduate

Master's Dissertation

Master Thesis of HSE KAZGUU are applied research studies that form an integral part of the master's degree program.

The objective of the master thesis is to gain a better understanding of the major theoretical and conceptual debates around a selected topic, formulate a research question, identify the relevant literature, develop a methodology, define relevant key players and stakeholders, set up surveys to collect relevant data, conduct applied qualitative and quantitative research, and produce a substantial report that reflects a thorough understanding of the chosen topic, including a set of policy-relevant recommendations.

Students are to choose the topic of their master thesis from the list of topics of master thesis sent by the Graduate Programs Office via corporate Outlook email. Topics may be suggested by a student. In case of which student must direct the topic of master

Studies, Research and Development for the list of acting Expert Councils available for your thesis submission.

Furthermore, the thesis defended in the Councils along with the relevant documentation should be sent to the Academic and Research Quality Assurance Committee under the Ministry of Education and Science (ARQAC) which awards the degree. The ARQAC verifies the quality of the thesis and its compliance with the principles of independence, internal unity, scientific novelty, reliability and applicability, and academic integrity.

The PhD thesis defense is an oral public examination. Universities and the Councils are not granted academic freedom to define a procedure. Each Expert Council member has to read the thesis in advance. Additionally, two non-anonymous reviewers with expertise in a relevant field are assigned. They should provide comprehensive reviews for a thesis before the defense where the reviews should be presented. The defended thesis with the accompanying documents (examination minutes, decisions, etc.) is then sent to the ARQAC for a degree award. Refer to the PhD Thesis Guidelines to learn more about the process and thesis requirements.

thesis for review and approval of the Academic Quality Committee. The topics of the master thesis should be connected to the field of study. After approval of AQC, each student or group will be assigned to a supervisor. The preparation of the master's research is assigned to the supervisor. A supervisor is a qualified person with a graduate degree in the related field or with experience in a related industry. A supervisor might be assigned from the school faculty members or higher educational institutions, research centers, public and private companies with expertise in the related field. The supervisor guides a student throughout the master thesis/project. The supervisor helps a student to formulate a research topic, identify relevant literature, and to develop a research design to carry out a master's thesis/project in conformity with academic rules and criteria. Supervisor also comments and gives feedback on the draft for the thesis/project through different stages. Supervisor

duties do not include providing proofreading of the thesis/project. The supervisor and student should establish a schedule of meetings with a student. The schedule should be designed in alignment with Academic Calendar and major milestones (please, see the relevant section)

MILESTONES AND DEADLINES

- September 20, 2021: Master Thesis announcement;
- October 31, 2021: students are assigned to the supervisor and topic;
- December 5, 2021: presentation of the research proposal, which includes the research question, research design in terms of methodological and theoretical approaches; ethics report;
- April 02, 2022: internal (preliminary) defense;
- May 24, 2022 is the last day for submission of a Master's Thesis;
- May 25, 2022: final (public) defense.

During master studies, students are obliged to publish one article related to their thesis. Students may find a place of publication by themselves. Students will be offered a list of recommended publications and sent announcements of possible options.

The objective of the dissertation is to gain a better understanding of the major theoretical and conceptual debates around a selected topic, formulate a research question, identify the relevant literature, develop a methodology, define relevant key players and stakeholders, set up surveys to collect relevant data, conduct applied qualitative and quantitative research, and produce a substantial report of between 10,000 and 12,000 words of length (including references) that reflects a thorough understanding of the chosen topic, including a set of policy-relevant recommendations.

The master's thesis should be submitted through Canvas to the assigned supervisor for Turnitin check. The final submitted file may appear in the KAZGUU's electronic library. A thesis will be subject to web searches and unrestricted downloads unless the students request to have the thesis or dissertation

unavailable for download outside of KAZGUU. Master's students who have not defended master's theses (projects) are entitled to re-defence in the next academic period. The results of the Defence of a master's thesis (project) are not subject to appeal by a graduate student.

Refer to the Master's Dissertation Guidelines to learn more about the dissertation process.

Internship and Practice Policy

Graduate studies include the required practices and research projects. Industry Internship is designed for a 1 and 1.5-year master program. An internship is held during the Fall semester. Industry internship aims at consolidating gained theoretical knowledge, acquiring practical skills, competencies, and experience of professional activity in the educational master's program, as well as mastering advanced experience.

Teaching Practice is designed only for a 2-year master program. Teaching practice is an important part of the educational process for the main program of the scientific and pedagogical profile of postgraduate education and is included in the curriculum in accordance with the requirements of the State Compulsory Education Standard. During the teaching practice, the master's student on the scientific and pedagogical profile acquires practical skills in teaching and learning methods.

Research Practice is obligatory for a 2-year master program and aims at acquainting with the latest theoretical, methodological, and technological achievements of science, modern methods of scientific research, processing and interpretation of experimental data and is included in the curriculum in accordance with the requirements of the State Compulsory Education Standard. It is divided into several parts and carried out throughout master studies.

Research Project is obligatory for all master programs and included in the curriculum in accordance with the requirements of the State Compulsory Education Standard. In the framework of the Research Project students submit their research works to their assigned supervisor. The project is divided into several parts and carried out throughout master studies.

Credits of Practices and Project are allocated in accordance with the State Compulsory Education Standard.

Teaching practice involves different types of activities and different degrees of autonomy depending on the nature of the course and the intended goals of the supervisor. Graduate Students are assigned as teaching assistants (TA) of HSE course instructors and lecturers.

Responsibilities of TA include but not limited to:

Lectures observation;

Attendance marking;

Design of lecture materials;

Technical support during Zoom sessions;

Lecture materials organization and maintenance in Canvas LMS;

Tutoring if applicable;

Assignments marking: it's prohibited to involve TA into marking of assignments where evaluation requires a high level of expertise (essays, presentations, projects, research proposals, etc).

Training

TA should pass training conducted by members of the Academic and Disciplinary Committee during teaching internship. TA should be aware of:

- Academic Policy
- HSE Code of Conduct
- Academic Integrity Policy

Supervision

Course instructors/lecturers are assigned as TA's supervisors during the internship period. The supervisor should design a list of tasks that will be included in the TA's workload. This list should be sent to the Graduate Programs Office.

Supervisors should conduct a meeting before the start of the course regarding the following issues:

- Course syllabus
- Course structure
- Intended goals
- Course methodology

Other procedures

All involved parties should follow the code of conduct. The following rules will be applied:

- All involved parties agree to follow high ethical and professional standards.
- Any form of harassment, violence, abuse, mind games and unethical behavior will not be tolerated.
- A participant should report to the administration in a case of inappropriate behavior
- Any communications (corporate email, messengers, Canvas message) might be revealed by the request of the administration

In case of any misconduct, the course instructor/lecturer or TA should report to the administration.

Graduation Requirements

Doctoral Student

PhD Candidate must accomplish classroom training and research work and have their thesis written.

In addition to the thesis, the Ministry of Education mandates each PhD Candidate to publish academic articles in recognized peer-reviewed journals. A certain number of publications is the requirement to be admitted for the thesis defense procedure. The number of publications depends on the quality of the journals:

<i>International peer-reviewed journals</i>	<i>Local recognized journals recommended by the Quality Assurance Committee of the Ministry of Education and Science</i>
One article published at journal: <ul style="list-style-type: none"> - with JCR impact factor, or - indexed by Web of Science Core Collection (Arts and Humanities Citation Index), or - indexed by Science Citation Index Expanded (Social Sciences Citation Index), or - having the Scopus CiteScore highest percentile of 25 and above 	Three articles
One article published at journal: <ul style="list-style-type: none"> - with JCR impact factor, or - having the Scopus CiteScore highest percentile of 25 and above and one article published at journal: <ul style="list-style-type: none"> - ranked Q2-Q4 JCR, or - having the Scopus CiteScore highest percentile of 50 and above 	No articles required
one article published at journal: <ul style="list-style-type: none"> - ranked Q1 JCR 	No articles required

Master's Students

- Maintain a GPA 2.67 and above
- Complete an education program credit workload (60, 90 and 120 ECTS including Master's dissertation defence)
- Provide a certificate of an article publication and/or participation in the conference (refer to the list of recommended (not mandatory) journals in the Master's dissertation guidelines)
- Provide a review from an external reviewer (a reviewer should be approved by Academic Quality Committee - send a CV of the reviewer prior to the defense within reasonable amount of time - at least 2 weeks prior submitting a review)
- Receive a positive feedback from the supervisor

Academic Mobility

The Higher School of Economics is working to strengthen links with universities around the world. This is an opportunity to participate in an exchange program between universities, establish contacts in the research and academic community, and learn more about the new culture and educational system.

HSE collaborates with universities and higher education institutions:

- International School of Business SolBridge, WooSong University, South Korea
- Mendel University in Brno, Czech Republic
- Hof University of Applied Sciences, Germany
- OSCE Academy in Bishkek, Kyrgyz Republic
- European University Viadrina, Germany
- Turiba University, Latvia

Contacts:

If you want to learn more about academic mobility and criteria for participating in the exchange program, please contact Amina Khussainova, Manager of Internship, Career and Development Centre, a_khussainova@kazguu.kz

Master's students are recommended to apply to academic mobility after completing 30 ECTS workload including required courses such as Global Leadership and Organizational Development, Research Methods 1. A student should check internal requirements as well as partner university's criteria to be eligible for Academic Mobility.

Students are also recommended to check academic calendars in the university-partner in case if they are expected to have final state exam within the mobility period. Students are required to submit the final state exam on campus.

Internship, Career and Employment Centre

Being interested in graduates' employment in big international and national companies in 2015 HSE established Corporate Development and Career Centre (CDCC) recently renamed to Internship, Career, and Employment Centre (ICEC). The Centre is aimed at students' professional promotion and responsible for students' internship organization and employment. The Intent to Internship form is collected from students to distribute them among internship placement. Additionally, to facilitate the process the survey is conducted via Survey Monkey that consists of a list of the HSE partner companies available for the internship where students can express their interests. The students then are matched with the companies based on their interests and companies' requirements. The final decision on the allocation of the students across companies is done by the ICEC office in cooperation with the partners.

The internship is an opportunity to transfer and apply the knowledge and theory gained in the classroom to an actual agency setting. The best way to learn to function as a professional is to work as a professional in the field. In this setting, the student can practice skills, apply knowledge, and test theories and concepts under the guidance and supervision of experienced professionals. The internship provides students with an opportunity to grow professionally, identify personal strengths and weaknesses, apply learned theory to practical situations, and gain an appreciation of the role, duties, and responsibilities of the work that the student has chosen as a career. The internship is designed cooperatively by ICEC, the university faculty, field professionals, and the student to provide an experience that is mutually beneficial to both the Intern and the organization. The aim of the internship program is to provide a student (future professional) with a comprehensive practical experience in a setting where learning is the primary objective of the experience.

Contacts:

Zhanar Bolimbetova

Vice Dean for Academic Support and
Employment

zh_bolimbetova@kazguu.kz
office 511

Amina Khussainova

Manager for Internship, Career and
Employment Centre

a_khussainova@kazguu.kz
office 511

Canvas and other Information Systems

All faculty and students of M. Narikbayev KAZGUU University are provided with a virtual office in the automated information system AIS "Platonus" and in Canvas LMS; the corporate mail address is provided as well.

The AIS "Platonus" is a platform through which a student registers for the courses, views, and reviews the class schedule, looks through individual study plan, checks the transcript, financial obligations to the University, and academic debts. The AIS "Platonus" is also a tool for administering the educational process.

In Canvas LMS:

- the student gets access to the syllabus, educational materials, looks through the academic record, calendar, and other materials, maintains correspondence with the teacher, submits completed work, etc.

The corporate mail (Outlook) is an official method of communication at M. Narikbayev KAZGUU University.

Telegram-bot is used as an additional tool for informing and communicating with students; it is used for sending out announcements, receiving applications for transcripts and references from the place of study, and consulting the students.

To ensure the efficiency of the consideration of appeals and the transparency of document transmission, M. Narikbayev KAZGUU

University uses an electronic document management system.

The guidelines, policies, procedures, academic calendar, and other official documents governing the educational processes of M. Narikbayev KAZGUU University, are posted on the website (<http://kazguu.kz>). Students are advised to check daily incoming mail and messages in information systems. Information and messages posted by the administration or teachers are regarded as received and read by students.

Students must submit all official appeals (including complaints) in a written or electronic form to the SSC (Student Service Center) of KAZGUU University. The student independently registers, writes, and submits applications in the electronic information systems of the University. The procedures for registration and submission of all forms and types of applications in the electronic information systems of the University are treated as written applications.

The Standards Processing Students' Requests (SCHEMES) were adopted at M. Narikbayev KAZGUU University.

The users of the AIS "Platonus", Canvas LMS, and corporate mail are required to maintain confidentiality and take measures to protect personal data, and not share their login name and password with others.

Academic Policy of M. Narikbayev KAZGUU University

Please refer to the following videos, courtesy of University Canvas Administrator, Ansar Utegenov:

<https://www.youtube.com/watch?v=ul1ynBUH9Hc>

<https://www.youtube.com/watch?v=-tdBI5IVCk4>

Download University's mobile application in PlayMarket or AppStore:

<https://www.youtube.com/watch?v=aYtt-Fc4vd4>

If you have any problem with access to Platonus or corporate e-mail, please contact [Student Service Center@kazguu.kz](mailto:StudentServiceCenter@kazguu.kz).

If you have a problem with Canvas, please, contact a_utegenov@kazguu.kz

Install Telegram application via PlayMarket or AppStore to access [@kazguu_hse_bot](https://www.instagram.com/kazguu_hse_bot)

Library

Library provides such services as instructional sessions both online and offline, reference service by online chat, email, online form or phone. Representatives from different Information resources providers are also invited as a guest trainer. Series of short Video instructions on how to use and access electronic catalogue is available on the Library YouTube channel at https://www.youtube.com/channel/UcpVMthUsAWFco4z0PrjV_UQ/featured.

Library hosts Institutional Repository (IR), based on DSpace solution, in order to support Open Access movement and to provide our scientists with opportunity to archive and deposit their scientific works. KAZGUU IR is available here at <http://repository.kazguu.kz/?locale-attribute=ru>. An ISSN number has been assigned to the digital repository of KAZGUU University - ISSN: 2616-731X, an international identifier of printed and electronic resources.

Library offers more than 60 computers with Internet Access for students. All services are designed for student-centred approach to learning and teaching, embracing flexible learning paths and recognising competences gained outside formal curricula.

Currently, the library provides an access to the following resources and magazines:

- Scopus, Web of Science, ScienceDirect — access is provided

Facilities

KAZGUU University offers various facilities for students including a dormitory and gym.

The application for accommodation at the Student House is submitted through AIS Platonus. Applications are accepted on Mondays, Tuesdays, and Wednesdays. The applications are processed on

by the Ministry of Education and Science to all HEIs in Kazakhstan

- Westlaw International - Academic and BestProfi legal databases
- The Wall Street Journal
- The Economist.

Please, use remote access to library resources via <https://library.kazguu.kz/ru/>

Our library is located on the ground floor.

You may also contact our senior librarian, Irina Shubina, on specific books, databases, or library access i_shubina@kazguu.kz

Instructions for accessing electronic versions of the library book – please, contact Irina Shubina.

The link to an electronic library: megapro.kazguu.kz

In order to start a search in the electronic catalog of the library, you must select a database: simple, extended, dictionaries. In order to access the electronic library, you will be sent the library card number by the Graduate programs Office.

Financial Aid

Students may apply for financial aid to Endowment KAZGUU via endowment@kazguu.kz.

Learn about grants and scholarships: <https://kazguu.kz/ru/postupayushhim/konkursyi-i-grantyi/>

Thursday by the Housing Commission, after which the notification is sent to Platonus.

Link to the Platonus:

<http://platonus.kazguu.kz:9898/>

Students access to the gym (4th floor) through their student ID. In order to get access, non-degree

students should send a request to the Graduate Office.

Medical Office “Mediker” – 1st floor, 413 office (Mon-Fri 8:30-20:00, Sat 9:00-13:00)

Psychological Counseling – Ainur Urazbekova, 4th floor, 404, Mon-Fri 9:00-18:00
a_muratovna@kazguu.kz

Coffee and snacks – “Health Project” (ground floor Mon-Fri 9:00-18:00), “Your time” (2nd floor, coworking, Mon-Fri 9:00-18:00)

Tengri Bank – ground floor, Mon-Fri 9:00-18:00

Stationery store – ground floor, Mon-Fri 9:00-18:00

Requests and Complaints

Students’ application regarding issues that are not defined within the Academic Policy should be proceeded in the following order:

- Tutor - Manager of Graduate Programs, Aizhan Sagymbay a_sagynbay@kazguu.kz
- Vice-Dean for Graduate Programs, Research and Development, Lyazzat Khairullina, l_hairullina@kazguu.kz

In case if the issue is unresolved, a request should be directed to the Academic Quality Committee via Student Service Center Kazguu.

Please, follow the link to submit an application: <https://smart.kazguu.kz/statement/45>

Academic Quality Committee considers the issue indicated in the Academic policy.

If the issue is related to the violation of Academic Integrity or Code of Conduct, a request will be

directed to the Disciplinary Committee. You should contact the Graduate Programs Office.

HSE Graduate Programs office is not eligible to solve any payment issues. Please, contact Aigerim Bekova, Accounting Department, a_bekova@kazguu.kz regarding your payment issues.

If you have technical problems with course registration, please, contact Registrar Office by the following contacts:

- registrar@kazguu.kz
- 8(7172)-70-28-21
- +7-707-170-28-54
- +7-707-270-30-34
- 2nd floor from 9 to 18:30 (lunch break from 13:00-14:30)

Contacts: Higher School of Economics

Administration

Name		Contacts
Saule Kemelbayeva, PhD	Dean	s_kemelbayeva@kazguu.kz office 503b
Lyazzat Khairullina	Vice Dean for Graduate Studies, Research and Development	l_hairullina@kazguu.kz office 511
Mukhtar Tilekulov	Chair of Academic Quality Committee	m_tileukulov@kazguu.kz office 512
Aizhan Sagymbay	Tutor-Manager for Graduate Studies and Distant Learning	a_sagynbay@kazguu.kz office 511
Aizhan Toktabayeva	Vice-Dean for Undergraduate Studies	a_toktabayeva@kazguu.kz office 512
Zhanar Bolimbetova	Vice Dean for Academic Support and Employment	zh_bolimbetova@kazguu.kz office 511
Amina Khussainova	Manager for Internship, Career and Employment Centre	a_khussainova@kazguu.kz office 511
Bibikhazhar Salimova	Head of Advising Office	b_salimova@kazguu.kz office 20
Aliya Muldasheva	Senior Advisor	a_muldasheva@kazguu.kz office 511
Kuralay Kazikhan	Advisor	Kazikhan_k@kazguu.kz Office 511
Farida Bakirkyzy	Assistant	f_bakirova@kazguu.kz office 512
Aigerim Zholmyrza	Assistant	a_zholmyrza@kazguu.kz

Faculty Members

Name	Courses Taught	Information	E-mail
Prof. Kuat Akizhanov	Public Economic Governance	University of Bath, UK, Ph.D. in Social and Policy Sciences	K_akizhanov@kazguu.kz
Prof. Aslan Tanekenov	Qualitative Methods in Research	Doctorate awarded by Heriot-Watt University, Edinburgh, UK (Ph.D. in Urban Studies; Summer School at London School of Economics, London, UK, Course in Organisational Behaviour; MPhil in Urban Policy, University of Glasgow, Glasgow, UK; BSC with Honours in International Affairs (1st class), University of Kainar	a_tanekenov@kazguu.kz
Prof. Iqboljon Qoraboyev	Research Methods	Ph.D. in Public International Law, University of Toulouse Capitole, 2010; LLM in European Law, University of Montpellier, 2004; LLM in International Law, University of Montpellier, 2002; BA in International Relations, University of World Economy and Diplomacy (Tashkent), 2001; Certificate	i_qoraboyev@kazguu.kz

		“Introduction to US Law”, George Washington University School of Law, 2011.	
Prof. Saule Kemelbayeva	Quazi-Experimental Research Design	Newcastle University, United Kingdom Ph.D. in Economics	s_kemelbayeva@kazguu.kz
Assylbek Tanashikov	Securities and Derivatives	MBA, National University of Singapore, CFA, FRM	A_tanashikov@kazguu.kz
Igor Kindop	Time Series Econometrics	PhD in Qualitative Economics, Kiel University	I_kindop@kazguu.kz
Timur Abilkassymov	Financial Risk Management, Operational Risk Management, Credit Risk Management	KIMEP, Bachelor of Economics, MBA in Risk Management, London School of Business & Finance (London, UK), FRM holder	t_abilkassymov@kazguu.kz
Marzhan Nazarova	Equality, Diversity and Inclusion	MSc in Human Resources Management, Georgetown University, USA	m_nazarova@kazguu.kz
Myrza Sokurov	Investment Management	University of St Andrews Master’s Degree, Finance KIMEP, Bachelor of Business Administration and Accounting	m_sokurov@kazguu.kz
Zhanar Aldambergenova	Valuation	MSc in Accounting and Finance, Manchester Business School, CFA level III candidate	Z_aldambergenova@kazguu.kz
Zharkyn Bekzhanov	Strategic HR	MA, Human Resources and Industrial Relations, University of Minnesota – Carlson School of Management	z_bekzhanov@kazguu.kz

Social Media

FB: <https://www.facebook.com/hse.kazguu/>

Instagram: https://www.instagram.com/hse_kazguu

Linkedin: <https://www.linkedin.com/school/kazguu-hse/>

