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Approved
Chairman of the board -
Rector of NPJSC «Abylkas
Saginov Karaganda
Technical University»
S.S. Sagintayeva
decision of the academic council
No. 3 of «30» october 2024



PROVISION

ABOUT POSTDOCTORAL STUDIES

RHE III-10-2024

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1 Scope of application

This «Provision on postdoctoral studies» (hereinafter referred to as the provisions) defines the procedure for implementing the postdoctoral studies program at the Non-Profit Joint Stock Company «Abylkas Saginov Karaganda Technical University» (hereinafter referred to as the University).

This Provision is applied by all divisions of the University involved in the training of postdoctoral students and is included in the documents of the quality management system (QMS).

2 Terms, definitions and abbreviations

The following terms are used in this Provision:

Postdoctoral studies are one of the forms of advanced training for a young scientist (under 40 years of age) who has completed a full course of a doctoral program, through participation in the implementation of research projects carried out at the University on an initiative topic and/or funded contracts;

Postdoctoral student - a person who has completed the full course of a doctoral program;

University – NPJSC «Abylkas Saginov Karaganda Technical University»;

Provisions – Regulations on postdoctoral studies;

Competition – Competition for admission to postdoctoral studies;

Unit - A unit of the university where the postdoctoral program is implemented.

The following abbreviations are used in this Provision:

- MSHE RK – Ministry of science and higher education of the Republic of Kazakhstan;
- DSI – Department of science and innovation of the university;
- DEFA – Department of Economics, Finance, and Accounting.
- RDW – Scientific research work;
- CPWPS – Calendar plan of work of a postdoctoral student;
- STC – Scientific and technical council of the university;
- QMS – Quality management system;
- SRI - Scientific research institutes;
- CQASHE – Committee for Quality Assurance in Science and Higher Education.

3 General provisions

3.1 These provisions of the University have been developed in accordance with the Law of the Republic of Kazakhstan «On Science and Technology Policy» July 1, 2024 No. 103-VIII ZRC, the List and provision on national scientific councils approved by the order of the minister of science and higher education of the Republic of Kazakhstan dated September 25, 2023 No. 487, the rules for basic and program-targeted financing

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of scientific and (or) scientific and technical activities, grant financing of scientific and (or) scientific and technical activities and commercialization of the results of scientific and (or) scientific and technical activities, financing of scientific organizations carrying out fundamental scientific research, approved by the order of the acting minister of science and higher education of the Republic of Kazakhstan (MSHE RK) dated November 6, 2023 No. 563.

3.2 These provisions define the procedure for admission to postdoctoral studies and mandatory requirements for the implementation of professional scientific programs for the training of postdoctoral students at the University.

3.3 These provisions are mandatory for all structural divisions of the university (faculties, departments, institutes, scientific, financial divisions, etc.) involved in the training of postdoctoral students.

3.4 The purpose of postdoctoral studies is to train highly qualified and competitive researchers to improve the scientific and pedagogical level of the university, as well as to attract talented young people to science and ensure the continuity of scientific schools.

3.5 The postdoctoral program contains the following activities:

- research work, according to the postdoctoral student's work schedule;
- midterm and final certification.

3.6 The main organizational unit that ensures the implementation of postdoctoral programs are the scientific and educational structural divisions (departments, SRI and centers) of the university (hereinafter referred to as the divisions), approved by order of the chairman of the board - rector of the university for the implementation of the postdoctoral program.

3.7 Direct supervision of postdoctoral students is carried out by the heads of the relevant divisions together with the scientific consultants of the postdoctoral research.

3.8 Coordination and control of the implementation of postdoctoral programs is carried out by the department of science and Innovation (hereinafter referred to as DSI).

3.9 The Regulation is coordinated with the Board Member – Vice-Rector for Science and Innovation, the Chief Accountant of the Department of Economics, Finance, and Accounting, the Director of the Department of Science and Innovation, Head of the Legal Department and is formalized in the Coordination Sheet (*Appendix D*).

3.10 After coordination, the Regulation is approved at a meeting of the University Academic Council.

4 Procedure for accepting documents from candidates for admission to postdoctoral studies

4.1 Persons admitted to postdoctoral studies are:

- having citizenship of the Republic of Kazakhstan;
- not older than 40 years (inclusive at the time of application);
- having at least 1 article and/or review in peer-reviewed foreign and/or domestic publications recommended by the committee on scientific and educational research in

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the area of research;

- holding a PhD/doctorate in the relevant field or an academic degree (candidate of science), or having completed a full course of a doctoral program (at the time of application).

4.2 Applicants for postdoctoral studies shall submit the following documents to the selection committee:

- an application addressed to the chairman of the board - rector of the university for admission to the competition;
- a copy of the identity card;
- a copy of the diploma of the degree (for a doctor of philosophy (PhD)/doctor of science or for a doctor of science/candidate of sciences) or an extract from the order on completion of studies and a transcript of completion of the full course of doctoral studies;
- a list of scientific works certified by the scientific secretary of the university;
- An application from the applicant for a postdoctoral competition with a justification for the topic of the research project within which the postdoctoral student will carry out his/her scientific activities (Appendix A);
- applicant's resume (Appendix B).

5 Procedure and criteria for holding a competition for postdoctoral studies

5.1 To conduct the competition, by order of the rector of the university, a commission is created at the STC consisting of 7 people: the chairman of the STC, members of the scientific and technical council, heads and leading scientists of the university divisions. The commission at the STC selects candidates for postdoctoral studies and evaluates the postdoctoral student's performance.

5.2 The selection committee selects candidates for postdoctoral studies based on the following criteria:

- compliance of the applicant with the formal requirements of the competition;
- the level of publication activity of scientific publications;
- the degree of participation in research projects;
- the degree of independence in conducting research work;
- recommendations from scientific supervisors and professional achievements.
- experience in scientific supervision or co-supervision of master's and doctoral students for those with an academic/research degree;

Priority in selection, all other things being equal, is given to applicants who have publications in peer-reviewed journals with the highest scientometric indicators (impact factor quartile in the web of science database or citescore percentile in the scopus database).

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6 Description of the admission procedure for postdoctoral studies

6.1 Admission to postdoctoral studies is carried out by order of the chairman of the board - rector of the university based on a positive decision of the selection committee in accordance with the number of places provided for in the postdoctoral admission plan.

6.2 After enrollment, the chairman of the board - rector of the university concludes an agreement with the postdoctoral student, providing for labor and financial relations.

6.3 The personal file of the postdoctoral student is kept in the Personnel department of the administrative-legal department.

7 Rules for completing postdoctoral studies

7.1 The duration of the postdoctoral program is 3 years.

7.2 A postdoctoral student carries out research activities under the supervision of a scientific consultant. Scientific consultants are approved by order of the rector of the university on the recommendation of the STC, according to the submissions of the heads of the departments, within one month from the date of enrollment.

7.3 A scientific consultant must have the academic title of associate professor (associate professor) or professor, or the academic degree of doctor/candidate of sciences or doctor of sciences or doctor of sciences in the field with at least 3 years of scientific experience and at least 2 (two) articles and (or) reviews in peer-reviewed scientific publications in the scientific area of the project, indexed in the Science Citation Index Expanded and included in the 1st (first), 2nd (second) and (or) 3rd (third) quartile by impact factor in the Web of Science database and (or) having a CiteScore percentile in the Scopus database of at least 35 (thirty five) over the past 5 years.

7.4 The area of scientific research of the scientific consultant and (or) his experience in scientific research and (or) scientific and pedagogical work must correspond to the scientific research direction of the postdoctoral student.

7.5 The scientific consultant participates in the development and approval of the postdoctoral student's work schedule and supervises his/her research work.

7.6 The period of postdoctoral studies is counted towards the length of scientific and pedagogical work experience.

7.7 The main criterion for completion of the postdoctoral program is the full implementation of the postdoctoral student's work schedule and the availability of scientific publications in accordance with the requirements of the final certification.

7.8 In order to ensure academic mobility, postdoctoral students have the right to a foreign scientific internship during their postdoctoral studies at the expense of the University's extra-budgetary funds.

7.9 Postdoctoral students are required to take part in at least 2 (two) foreign international scientific conferences during the year.

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8 Requirements to the conditions for the realization of postdoctoral studies

8.1 An applicant admitted to postdoctoral studies receives the status of a postdoctoral student, equivalent to a full-time researcher.

8.2 A postdoctoral student has the right to engage in teaching activities, but the volume of the teaching workload, as a rule, should not exceed 0.5 of the rate.

8.3 Postdoctoral students are provided with a monthly stipend in the established manner from the extra-budgetary funds of the university.

8.4 Postdoctoral students have the right to use the educational and material base, social infrastructure facilities, information fund and medical services of the University in accordance with the established procedure.

8.5 A postdoctoral student may participate in competitions for grant funding of scientific research in accordance with current regulations. In the event of winning a grant funding competition, scientific research activities in the university postdoctoral program are suspended without the right to continue further.

8.6 Postdoctoral students are granted an annual vacation of 30 (thirty) calendar days.

8.7 Responsibility for organizing the activities of postdoctoral studies rests with the scientific consultant and the head of the structural unit.

8.8 Persons who have successfully completed postdoctoral studies have the right to return to their previously held position.

8.9 Postdoctoral studies should be provided with free access to global information resources, library collections and databases, computer technologies, etc.

8.10 The postdoctoral research program must:

- be carried out within the framework of funded fundamental, applied and other state budget and contractual projects;
- be relevant, contain scientific novelty and practical significance;
- be based on modern theoretical, methodological and technological achievements of domestic and foreign science and practice;
- use modern scientific research methods using computer technologies.

9 Postdoctoral work schedules

9.1 Within 1 (one) month from the date of enrollment, postdoctoral students shall develop a postdoctoral work calendar plan (hereinafter referred to as the CPWPS) in accordance with Appendix B, which shall include the following sections:

- research plan;
- a plan for scientific publications in international scientific journals included in the web of Science and/or Scopus information databases;
- plan for foreign internships;
- participation in conferences.

9.2 The CPWPS is signed by the postdoctoral student, scientific consultant, head

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of the division, vice-rector for science and innovation and approved by the decision of the STC.

9.3 The CPWPS serves as the basis for completing the postdoctoral program. If necessary, the CPWPS may be updated annually.

9.4 The calendar plan of work of the postdoctoral student is drawn up for the entire period of mastering the postdoctoral program, broken down by years. The work plan specifies the topic of scientific research, the direction of research, the deadlines and the form of reporting. The plan of scientific publications of the postdoctoral student must contain the names of scientific publications in which it is planned to publish the works, as well as the deadlines for preparation, submission and release of publications.

9.5 In order to organize monitoring of the scientific activities of postdoctoral students, one copy of the postdoctoral student's work schedule is kept in the Unit where the postdoctoral student is being trained, and one copy is kept in - DSI.

9.6 Postdoctoral students, scientific consultants and heads of departments are responsible for the timely preparation, approval and completeness of the calendar plans for the work of postdoctoral students.

10. Requirements for midterm and final assessment of postdoctoral students

10.1 To evaluate the results of the postdoctoral researcher's scientific research work, monitoring is conducted in the form of interim and final assessments.

10.2 Postdoctoral students submit to the divisions an interim report on the implementation of research work in accordance with the calendar plan (first year, second year of project implementation (interim)) no later than November 15 of the current reporting year.

10.3 Postdoctoral students in the third year of postdoctoral studies shall submit to the divisions a final report on the implementation of research work no later than December 10 of the final year.

10.4 Interim and final certification of the results of postdoctoral RDW is carried out annually at meetings of the STC after consideration in the divisions with the provision of the relevant protocols. The following are invited to the meetings of the STC commission: postdoctoral students, heads of divisions, scientific consultants and, if necessary, leading scientists in the direction of the postdoctoral RDW. Postdoctoral students provide brief information on the implementation of the CPWPS.

10.5 The interim report is presented at the meeting of the department for attestation at the STC, after which one copy of the report, accompanied by the minutes of the meeting of the department, is transferred to (DSI).

10.6 The final report is presented at the meeting for attestation at the STC, after which one copy of the report, accompanied by the protocol of the meeting of the department, is transferred to (DSI).

10.7 The criteria for successful completion of the program by a postdoctoral student are (Appendix G):

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are (Appendix G):

1) at least 2 (two) articles in journals of at least the quartile (Q3) of the impact factor in the web of science database or having a citescore percentile in the scopus database of at least 35.

2) participation in at least 2 (two) foreign international scientific conferences;

3) at least 2 publications in a journal recommended by CQASHE (If a postdoctoral fellow has 3 CQASHE articles in the area of research, this point is not required);

4) obtaining a patent;

5) obtaining a certificate of intellectual property.

10.8 Postdoctoral fellows' reports must be presented in an environment of high standards, integrity and scientific ethics. At the same time, the novelty, validity of the results, conclusions and recommendations of a scientific and practical nature must be subject to thorough analysis.

10.9 Following the review and discussion of the postdoctoral fellow's report, the STC adopts one of two decisions on the certification of the postdoctoral fellow by open vote:

- to certify;
- do not certify.

10.10 The results of the final certification at the STC are recorded in a protocol for each postdoctoral student. The protocols for the certifications are transferred to the department of scientific and technical studies. The personal file of the postdoctoral student is transferred to the university archive for storage in accordance with the established procedure.

10.11 A postdoctoral student, in the event of expulsion from postdoctoral studies due to failure to meet certification requirements or on his/her own initiative, shall reimburse the university for the funds spent by the university on the postdoctoral student during the postdoctoral period in accordance with the concluded agreement.

10.12 General organization and control of the midterm and final certification of postdoctoral students is carried out by the divisions and the department of science and innovation of the university.

11. Rights and obligations of postdoctoral students

11.1 Postdoctoral students have the rights and obligations determined by the laws of the Republic of Kazakhstan «On education» and «On Science and Technology Policy», regulatory acts, the charter and internal rules of the university.

11.2 Postdoctoral students are required to:

- perform all types of work stipulated by the work schedule in a timely and high-quality manner;
- at the end of each stage of work provided for in the calendar plans, promptly submit all necessary written materials;
- comply with the established deadlines for submitting reports (on completed

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research work, on overseas internships if completed, etc.);

- promptly inform the relevant administrative departments of the university about changes in residential address and contact information;
- pass the midterm and final certifications within the established timeframes.

11.3 The rights and obligations of postdoctoral students not provided for by these rules are resolved in the manner established by the legislation of the Republic of Kazakhstan.

12 Postdoctoral funding

12.1 Activities within the framework of the postdoctoral program are funded by the University, as well as through contractual and government-funded research projects conducted by postdoctoral researchers.

12.2 Extrabudgetary funds are used for:

- providing scholarships to postdoctoral researchers.

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Appendix A
(informative)

**Applicant's form
for the postdoctoral competition**

1.	Full name	
2.	Position and place of work	
3.	E-mail address	
4.	Contact phone number	
5.	Title of the research project	
6.	Brief description of the research project (relevance of the topic, goal, objectives of the project)	
7.	Object, subject, area of research	
8.	Scientific novelty, practical significance of the project	
9.	Expected results of the project (the possibility of implementing research results in production and the educational process)	
10.	Working conditions for the winner of the competition	

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Appendix B
(informative)

Resume of the applicant
for participation in the postdoctoral competition

1.	Full name	
2.	Date of birth	
3.	IIN	
4.	Education (name of university, specialty, postgraduate, master's, doctoral studies with dates)	
5.	Internship, advanced training courses	
6.	Topic of the defended dissertation(s)	
7.	Academic degree (with copies of diplomas attached)	
8.	Date of awarding the academic degree//Date of completion of the doctoral program (Order, date)	
9.	Total number of publications in top journals (with attached screenshot from the database)	
10.	Hirsch index at the time of submission of documents according to web of science, scopus databases	
11.	Information on research projects completed by the applicant, indicating the source of funding and the amount	
12.	Name of the organization where the applicant currently works (with a certificate from the place of work attached)	
13.	Job title	
14.	E_mail address	
15.	Contact phone number	
16.	Experience in other organizations	
17.	Total length of service/length of service in a scientific organization	
18.	Awards (Prizes, medals, diplomas, etc.)	
19.	English language proficiency level (with attached certificate)	
20.	Abstract of the planned research work	
21.	The consent of the Competition participant to post the information contained in the application on the official website of the University	

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Appendix C
(informative)

Postdoctoral work schedule

Task code, stage	Name of the work under the agreement and the main stages of its implementation	Completion date		Expected result
		begining	ending	
20__ year				
1				
1.1				
.....				
20__ year				
2				
2.1				
.....				
20__ year				
3				
3.1				
.....				

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Appendix G (informative)

Performance criteria for postdoctoral work

(Results obtained in the context of research activities in postdoctoral studies)

No. p/p	Name	Supporting documents
1	at least 2 (two) articles in journals ranked at least in the Q3 quartile by impact factor in the web of science database or having a cite score percentile in the scopus database of at least 35.	Reprint or list of works indicating the output data of publications, patents and certificates
2	participation in at least 2 (two) foreign international scientific conferences	
3	at least 2 publications in a journal recommended by CQASHE (If a postdoctoral fellow has 3 CQASHE articles in the area of research, this point is not required)	
	obtaining a patent	
	obtaining a certificate of intellectual property	

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Appendix D (required)

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Approval sheet

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Appendix E (required)

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Familiarization sheet

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