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KAZGUU  
LAW SCHOOL



# **PhD programme in International Law**

**2018 Self-Evaluation Report  
for Pilot Accreditation**

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**To:** Independent Agency for Quality Assurance in Education (IQAA)

**From:** Talgat Narikbayev, Rector  
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This Self-Evaluation Report of the PhD programme in International Law is submitted to IQAA for the purpose of assisting in the determination of the quality of internal and external quality assurance standards and principles for cycle 3 programmes developed under the C3QA Erasmus+ Project.

The Self-Evaluation Report was prepared by the working group members of the C3QA Project and accurately reflects the nature and substance of the Programme.

Signed:

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Olga Lozovaya, Vice Dean for Graduate Studies		19/02/2019 Date
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## INTRODUCTION

Joint-stock company «M. Narikbayev KAZGUU University» (hereinafter referred to KAZGUU, the University) is a higher educational institution, established on the strategic initiative of the Head of the State N. A. Nazarbayev on March 14, 1994.

The mission of the University is to contribute to the development of the society through the pursuit of education, learning and research at the highest international level excellence. The aim of the University is to equip students with the necessary knowledge for leading positions in the sphere of law, economics and humanities in the Republic of Kazakhstan and abroad.

International Law Academic Programme (PhD) is carried out on the basis of the state license No. 01373931. International Law Academic Programme (PhD) is supervised by KAZGUU Law School as a structural unit of the University. The Programme has clearly-defined goals and objectives, consistent with the mission and development strategy of the university, as well as meeting the demands of potential consumers and all interested parties.

It should be underlined that there are all conditions to provide PhD students with quality education within International Law Academic Programme. Several achievements of the Programme and KAZGUU Law School should be regarded as the confirmation of such a statement. Firstly, the Programme was accredited for 5 years by FIBAA (Bonn, Germany) and IQAA (Astana, Kazakhstan) on unconditional basis (more detailed in Standard 11). Secondly, since October 12, 2018 KAZGUU Law School holds the National Chapter of the Asian Society of International Law (ASIL). The decision was made at the 19th meeting of the Executive Council of ASIL after not only the review of the application, but also the examination of International Law Academic Programme by the Council, consisting of authoritative experts in the field of international law including the Judge of the International Criminal Court<sup>1</sup>. Thirdly, International Law Programme took first place in the national rating of educational programmes provided by ATAMEKEN, the national chamber of entrepreneurs of the Republic of Kazakhstan<sup>2</sup>.

The present self-assessment report describes in detail the advantages of International Law Programme (PhD).

### General information about the PhD programme in International Law

PhD programme	International Law
State license	01373931
Functioning since	2010
First graduation in	2013
Language/study mode / duration	English / Full time / 3 years

1 <http://kls.kazguu.kz/en/2018/10/16/vysshaya-shkola-prava-universiteta-kazgyuu-im-m-narikbaeva-priobrela-status-kazahstanskoj-assotsiatsii-aziatskogo-soobshhestva-mezhdunarodnogo-prava/>

2 [http://atameken.kz/uploads/content/files/%D0%BC%D0%B5%D0%B6%D0%B4%D1%83%D0%BD%D0%B0%D1%80%D0%BE%D0%B4%D0%BD%D0%BE%D0%B5%20%D0%BF%D1%80%D0%B0%D0%B2%D0%BE%20%D0%B4%D0%BB%D1%8F%20%D1%81%D0%B0%D0%B9%D1%82%D0%B0\(1\).pdf](http://atameken.kz/uploads/content/files/%D0%BC%D0%B5%D0%B6%D0%B4%D1%83%D0%BD%D0%B0%D1%80%D0%BE%D0%B4%D0%BD%D0%BE%D0%B5%20%D0%BF%D1%80%D0%B0%D0%B2%D0%BE%20%D0%B4%D0%BB%D1%8F%20%D1%81%D0%B0%D0%B9%D1%82%D0%B0(1).pdf)

## **STANDARD 1. QUALITY ASSURANCE POLICY**

The PhD education of the KAZGUU Law School is designed to develop researchers with high level of field-specific professional knowledge, analytical and critical thinking, excellent research competences and the ability to effectively collaborate in the international context.

To achieve the stated mission, PhD education focuses primarily on the principle of learning through doing research. In this regard, research conducted by PhD students within their PhD dissertations serves as a tool of demonstrating PhD students` professional knowledge, research skills and attitudes developed in the course of the study under the PhD programme.

While working on their PhD dissertations, PhD students are expected to develop the following competences specific for Cycle 3 programmes:

- to formulate and solve tasks arising in the process of doing research;
- to choose the most appropriate research methods responding to the needs of a specific research;
- to interpret and analyze obtained results and formulate them in the form of a research paper (report, abstract, scholarly article, research proposal, doctoral dissertation, etc);
- to apply modern information technology in doing research;
- to conduct research in accordance with research ethics and academic integrity.

### **Governing model of KAZGUU PhD programmes**

Law School PhD programmes include:

- theoretical training in the amount of 180 ECTS;
- teaching and research internships;
- final state examination on a field-specific subject;
- PhD dissertation public defence (viva);
- GPA level not lower than 2.0

The following departments of the University take part in the process of delivering PhD programmes:

- (1) Dean's Office of the KAZGUU Law School in terms of determining the structure and terms of PhD training, as well as PhD milestones;
- (2) Heads of Programmes in the relevant specialty in terms of determining the content of PhD training and the choice of PhD research topics;
- (3) Department of International Relations in the organization of international internships for PhD students.
- (4) Academic Quality Committee of KAZGUU Law School (including Ph.D students)
- (5) Research Committee of KAZGUU Law School (including Ph.D students)

International Law Programme (PhD) is carried out on the basis of the state license No. 01373931. International Law Programme (PhD) is supervised by the KAZGUU Law School. The Programme has clearly defined goals and objectives,



consistent with the mission and development strategy of the university, as well as meeting the demands of potential consumers and all interested parties.

International Law PhD Programme's curriculum is developed by the faculty of the Department of International Law under the guidance of the Head of Educational Programme. The Programme is approved by the Academic Quality Committee of KAZGUU Law School including PhD students.

The current International Law Programme (PhD) **was developed in accordance with the State Compulsory Standard** for PhD programmes adopted by the Decree of the Government of the Republic of Kazakhstan No1080 dated August 23, 2012. The curriculum<sup>3</sup> of the Programme contains two main components: educational component (including theoretical training, practice and final examination) and research work (including PhD dissertation defence). Workload of the Programme amounts to 75 UCTS that corresponds to 180 ECTS. Educational component comprises 48 ECTS and research work amounts to 132 ECTS. More detailed description of the curriculum is presented below in this standard, as well as in other standards describing the content of the research work.

New Programme and curriculum for 2019 PhD cohort are developed in accordance with the State Compulsory Standard for Postgraduate Education adopted by the Decree of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 № 604 (the Standard). The Standard provides a broad academic freedom to universities to create educational programmes of doctoral degree establishing a total workload of the program in hours (5400) and credits (180 ECTS) and their distribution among educational (including theoretical education and internship) and research components. It is very important to underline that the new Standard does not require the inclusion of a mandatory discipline defined by the MES into the curriculum. The new curriculum<sup>4</sup> of the Programme is in strict compliance with the Standard. Thus, the curriculum contains all educational components: theoretical training (30 ECTS), pedagogical (15 ECTS) and research internships (8 ECTS), and research work (127 ECTS) including the defence of PhD dissertation (viva).

The content of International Law Programme **is designed to meet the criteria of interdisciplinarity**. Thus, the courses of *Research Methodology* and *Publishing* are provided for PhD students of both International Law and Law Educational Programmes. Such an approach allows students to exchange ideas in different areas of legal research and carry out joint research projects. For example, according to the results of the *Publishing* course, PhD students have an opportunity to write a joint paper at the intersection of their scientific and professional interests.

*Subject Seminar* also can be organized for both International Law and Law PhD students taking into account tendencies in legal studies and the increasing importance of the interaction between international law and national legal systems. For example, on fall semester of 2018-2019 academic year PhD student of both academic programmes have an opportunity to take the course of *Scientific Expertise and Monitoring of Legal Documents*. The course includes several blocks dedicated to

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3 Annex 1. Curriculum of International Law Educational Programme (PhD) 2018

4 Annex 2. Curriculum of International Law Educational Programme (PhD) 2019



the expertise and monitoring of both treaties concluded by the Republic of Kazakhstan and national regulatory legal acts.

International Law Academic Programme **completely meets the criterion of student-oriented learning and teaching.** The PhD Educational Programme in international legal studies is developed to ensure scientific and professional interests of PhD students. Firstly, it should be mentioned that all courses of theoretical education are compiled within the first semester, which allows students to get knowledge, skills and competences useful for their PhD research. In addition, this approach allows students to concentrate on their PhD research for a longer time, without being distracted by theoretical studies.

As has been mentioned above the topics of *Subject Seminar* are determined by the Head of Programme with regard to the PhD research of each student. Such an individual approach allows to conduct research more effectively, because it provides PhD students with theoretical and practical information relevant to their theses. Thus, within the framework of the course chosen in this semester, students conduct an expertise and monitoring of those legal documents (international treaties, decisions of international organizations, etc.) that constitute legal and empirical basis of their dissertation research.

**Methods of teaching are also student-oriented.** They are characterized by a high degree of individualization. An individual approach to each PhD student corresponds to the expected learning outcomes and allows the most effective scientific research. For example, despite the fact that the course *Research Methodology* is organized for all students of PhD programmes, during the practical classes the lecturer interacts with each student individually. The lecturer advises a student the most effective methods of scientific knowledge relevant exclusively to his/her topic of dissertation. This approach is also valid for *Publishing* and other theoretical courses.

Faculty working with PhD students widely use interactive methodology in their teaching practice. The main teaching method within the framework of International Law PhD Programme is the method of discussion. This method is best suited for the formation of skills and competencies of PhD students.

Another effective teaching method used within the educational process is the method of legal and scientific modelling. As for the scientific modelling, it is often used within *Research Methodology* and *Publishing* courses allowing students to master the skills of constructing their own scientific models (trial parts of the dissertation research, introduction and conclusion, the provisions to be defended) based on the obtained information and knowledge provided by the lecturer during the course. The legal modelling used within the course of *Subject Seminar* is also relevant to dissertation theses of PhD students. For instance, this year during the course of *Scientific Expertise and Monitoring of Legal Documents* International Law students have an opportunity to create their own legal model to expertize draft-treaties relevant to their research, as well as to monitor agreements that came into effect for the Republic of Kazakhstan.

The lecturers use other interactive teaching methods, such as the case method, brainstorming, project method, and others.

The PhD student is **a key participant of education process involved directly or indirectly in all stages of the development** of International Law Academic Programme. Thus, the content of core courses necessarily takes into account the scientific interests of each PhD student. Students also have an opportunity to choose elective courses depending on the topic of their study and the faculty member, whom they consider to be the most competent. At the beginning of the first semester, the Head of Programme develops a list of elective courses (subject seminars) that correspond to the topics of dissertation research of PhD students. This list with course descriptions and the proposed lecturers is included in the questionnaire sent out among PhD students by the Manager for postgraduate education. Based on the responses received, a final decision will be made on the seminar to be organized.

PhD students participate in the development of the Programme at the stage of completion of each course. As has been mentioned in Standard 2 at the end of each course, students fill out an evaluation feedback form, where they evaluate key performance indicators of the course: relevance of the course content; the lecturer's knowledge and presentation of course material; consistency and transparency of course evaluation. The questionnaire is filled anonymously, for each indicator points are set from 0 to 100%. This assessment is taken into account for further evaluation of the content of the course. As a result, the course can be excluded from the curriculum or supplemented by a new/additional component.

**Objectives and learning outcomes** of the International Law PhD Programme correspond to the Dublin descriptors for the doctoral degree and the State Compulsory Standard.

The objective of the PhD Programme is to train researchers, lecturers and practitioners, capable of conducting independent research in the field of international law, which can be used in representation and protection of interests of the Republic of Kazakhstan, its individuals and legal entities. PhD degree in International Law is awarded to candidates who are capable:

- to demonstrate a systematic understanding of international legal system and its components and mastery of the skills and methods of research associated with international legal studies;
- to demonstrate the ability to conceive, design, implement and adapt a substantial process of research with scholarly integrity;
- to make a contribution through original research that extends the frontier of knowledge by developing a substantial body of work, some of which merits national or international refereed publication;
- of critical analysis, evaluation and synthesis of new and complex ideas in international legal studies;
- to communicate with their peers, the larger scholarly community and with society in general about international law and its application in domestic legal system;
- to promote, within academic and professional contexts, social or cultural advancement in a knowledge based society using skills and knowledge in the international legal field.

International Law Academic Programme of PhD degree **is designed to meet the objective and learning outcomes** mentioned above. There is a balance between components of theoretical education, research work under the guidance of a supervisor and a foreign scientific advisor, as well as pedagogical and research internship. It should be underlined that theoretical training was notably reduced (from 60 to 30 ECTS) in favour of research component that corresponds the focus of third level degree on independent, qualitatively new scientific research that offers original methods and algorithms for solving international legal problems. At the same time, the course credits of Research Methodology have been increased from 6 to 12 ECTS to provide students with more effective and comprehensive educational and methodological support in conducting their dissertation research. There is also a quite new course of Publishing in the International Law PhD Programme curriculum. The main idea of this course is to provide PhD students with the support in preparation of a paper starting with the concept and structure of the future publication, and ending with the assistance in selection of internationally recognized, peer-reviewed journals, ranked by Web of Science or Elsevier.

There are three core courses within the International Law Educational Programme:

- Research Methodology;
- Publishing;
- Academic English in International Law.

**The electiveness** of the PhD Programme is fulfilled by Subject Seminars. The scope of *Subject Seminars* is determined by the Head of Programme in correlation with research topics of PhD students. The Head of Programme has to be sure that this seminar will be useful for the student and will lead to the improvement of research skills of the candidate. Several seminars also can be organized if students' research topics are diametrically different. At the beginning of the first semester, the Head of Programme develops a list of elective courses (subject seminars) that correspond to the topics of dissertation research of PhD students. This list with course descriptions and the proposed lecturers is included in the questionnaire sent out to PhD students by the Manager for postgraduate education. Based on the responses received, a final decision will be made on the seminar to be organized.

According to the curriculum, students have **pedagogical and research internships**. The main objective of the pedagogical practice is to develop teaching skills which are supposed to be useful in future professional activities of International Law PhD Programme alumni.

The pedagogical internship amounts 9 ECTS with 40 passive hours and 5 active hours. Each PhD student is assigned by head of internship from the staff of International Law Department who monitors and directs the work of the trainee. The passive hours include the attendance by the student of the KAZGUU Law School lecturers' classes, the fulfilment of assignments of the head of the internship, aimed at developing pedagogical skills, studying the teaching documentation. Attendance of the classes can be started by a student before the formal start of teaching internship. The passive hours necessarily include the development of the student's own course in the Canvas system. This course should not repeat the existing courses, but should

correspond to the general direction of the PhD research of the student. During the first two weeks, the student develops the content of his/her course. During the third week, the student has to fully upload the course content (syllabus, tasks, additional teaching materials, etc.) into the system. Within the active hours the student has to teach 3 lessons. The student holds the first lesson as a Teaching Assistant, the second lesson is held binary with a lecturer, and the third one completely independently. Both passive and active hours are recorded by the student in the journal and are confirmed by the signature of the lecturer, whose lesson was attended, or by the signature of the head of internship. At the end of the pedagogical internship the student presents his/her own course in Canvas and defends the report. The report should contain a general analysis of the work carried out within the internship, and especially of the active hours.

The research internship amounts 6 ECTS. The main goal of the research internship is to carry out work which is relevant to the doctoral research. The result of such kind of internship is a significant contribution to the writing of the PhD research. Such work includes the collection of practical materials, empirical data in government agencies, research and analytical institutions, and commercial organizations. At the end of the reserch internship the student defends the report.

All types of activities and components are carried out in accordance with approved timeline of Academic Programme<sup>5</sup>.

All components of the theoretical education are provided with **appropriate educational materials**. Thus, each course is provided with a syllabus, updated annually to reflect new scientific trends and practical data. KAZGUU Law School has approved the form of the syllabus, which must contain the learning outcomes of the course, thematic plan and forms corresponding such outcomes. Generally, the faculty has academic freedom in constructing a course, filling it with content. The only condition is that the learning outcomes for this course are consistent with the learning outcomes for the whole programme. In addition, the forms of conducting lessons and control tasks should allow students to master the skills and competencies necessary for professional activity.

In addition to the syllabus, the lecturer usually prepares for PhD students a review of scientific literature and publications on the course, additional training materials in the form of case studies, practice materials, and presentations on the topics of the course.

**Admission.** Marketing Office is responsible for marketing policy in attracting PhD students and takes care in organizing promotion of PhD programmes in web, social media, etc. Admission is organized by Admission Office.

The PhD programme accepts applicants who have mastered relevant or related professional post-graduate education curriculum of at least 120 ECTS.

Selection Committee is created at the University for the review of documents submitted by applicants. The members of the Selection Committee are approved by Rector`s Order.

PhD applicants must submit the following documents to the Admission Office:

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5 Annex 3. Timeline of International Law PhD Programme

- application addressed to the Rector of M. Narikbayev KAZGUU University (the form is provided by the Admission Office);
- proposal of the research to be conducted within PhD programme approved by a prospective local supervisor or a foreign research consultant;
- A copy of ID;
- A copy of a document on postgraduate education (Master level);
- A copy of an international certificate confirming the knowledge of a foreign language (if available);
- a list of research papers and methodological works (if available);
- six photos (3 x 4 cm);
- 086-U medical certificate;
- personal sheet on personnel records and a document confirming work experience (for persons with seniority).

The provision of original documents for verification is required for all PhD applicants. The originals are returned after the reconciliation. Application to PhD programmes starts annually from 3 to 31 July .

Applicants who received educational documents in foreign educational institutions must go through the procedure of recognition or nostrification of their documents. In accordance with paragraph 9-1 of the “Model Rules for Admission to Educational Institutions that Implement Programmes for Postgraduate Education”, PhD applicants must submit a certificate acknowledging their education to the Admission Committee. Education documents issued by foreign educational institutions are recognized on the territory of the Republic of Kazakhstan in accordance with international treaties (agreements).

Admission to PhD programmes is carried out on a competitive basis based on results of **entrance examinations**.

Entry examinations for citizens of the Republic of Kazakhstan include:

- (1) foreign language
- (2) subject examination relevant to the field of study.

The subject examination for PhD programmes “International Law” consists of two parts: (1) written - assumes the format of solving practical cases, and (2) verbal - an interview with members of the Examination Commission, where applicants must provide a rationale for their research proposal. The language of the examination can be Kazakh, Russian or English and depends on the PhD programme.

Education in PhD programmes can be free of charge for the citizens of the Republic of Kazakhstan (through the receipt of a State or Rector's scholarship) or on a fee basis (at the expense of citizens' own funds and other sources).

Within **selection procedure** technical secretaries find out such issues as: professional goals of the applicant, his/her motivation, logic of thinking, readiness for academic difficulties. The technical secretary assesses how much the applicant's choice of his/her future learning path is justified, talks about how the program is built, and what goals it sets for the student.

Entrance examinations for doctoral studies are held from 10 to 20 August. Examination Commissions are created at the University for the period of entrance examinations.

The Examination Commission includes the Chairman, from 3 to 9 members of the Commission and Secretary. Each member must be a holder of a research degree or academic degree (PhD) and have research experience in the relevant field of Law. Members of the Examination Commission are represented not only by full-time employees of the University, but also by invited independent experts, employees of other universities to ensure objective work and organization of entrance exams.

The entrance examination in a foreign language is conducted according to the requirements developed by the National Testing Centre of the Ministry of Education and Science of the Republic of Kazakhstan: examination duration is 180 minutes, examination form is a test.

The test includes three blocks: listening, writing, and reading. Examination answer sheets are processed with a special scanning device. According to the results of the foreign language exam, the Ministry of Education and Science of the Republic of Kazakhstan issues a certificate indicating examination scores.

The applicant is allowed to take the second entrance exam after receiving a certificate of the Ministry of Education and Science of the Republic of Kazakhstan on a foreign language examination with scores not less than 50.

Citizens of the Republic of Kazakhstan who have international certificates confirming the knowledge of a foreign language are credited with the highest score on a 100-point grading scale, and they are exempt from taking the foreign language exam of the MES of RK.

The subject examination is held in a written form. Applicants have 120 minutes to prepare a written response to examination questions. The examination paper is the same for all applicants of the same PhD programme. It provides equal opportunities to all applicants and ensures the objectivity of the examination. It is not allowed to retake entrance examinations. All the requirements and the topics of exam can be found at the University's web site.

The exam task is prepared by the relevant Department. The faculty responsible for preparation are decided by the Head of the Programme. The form of the examination task is a case, which students must solve within the time of the exam. The new case is made each year and can not be repeated or used before. The case is finally approved by the Head of the programme and Dean.

Written exam papers are encrypted by a staff member of the Law School in order to ensure the objectivity and impartiality of the assessment of examination. The members of the Examination Commission receive a candidate's exam paper with no indication of applicant's name. After grading, the work of the candidate is decrypted.

The total admission score of the applicant is displayed as the sum of two entrance exams (foreign language examination and subject examination).

An Appeal Commission is created in order to ensure the resolution of controversial issues. The Appeal Commission review examination papers of PhD applicants who disagree with the results of entrance examinations. In case of getting a request to review more that 25% of exam papers the Appeal Commission can pass the question related to the quality of Examination Commission's work to the Academic Quality Committee.



The Appeal Commission can make a decision to put the higher or lower grade (scores) to the applicant's exam paper. Decisions of the Appeal Commission are made by a majority vote of the total number of the Commission members. In case of equality of votes, the vote of the Chairman of the Commission is decisive. The work of the Appeal Commission is documented by a protocol signed by the Chairman and all members of the Commission.

**Enrollment** to the number of doctoral students is carried out by the Admission Committee only if the applicant has scored at least 50 points for each examination.

Those who score the highest points in entrance examinations (at least 150 points for two exams) are awarded with the State funding (scholarship) to study in a PhD programme.

In the case of the same indicators of competitive points, the right of priority for enrolment is given to those who have the highest score in the subject examination. The scientific achievements corresponding to the profile of the chosen PhD programme are also taken into account: scientific publications, including papers in rating scientific journals; certificates of scientific research; certificates for the award of scientific scholarships, grants; certificates/diplomas for participation in scientific conferences and competitions, labour experience in the field relevant to the chosen PhD programme.

The work experience related to the field of the chosen programme is mandatory for PhD applicants who do not have a Bachelor or Master degree relevant to the chosen PhD programme, with the exception for those who choose interdisciplinary PhD programmes. For other applicants, the work experience is not a mandatory criterion. However, it is taken into account during the interview with the applicant.

To provide quality **education** is the mission of M. Narikbayev KAZGUU University, so quality control is one of the main points in organizing PhD studies.

There are several instruments and mechanisms for **teaching quality assurance**. They involve the Academic Quality Committee, Head of Programme and PhD students. These mechanisms are interconnected.

There are three steps for controlling the teaching quality. The first step is to evaluate the quality and relevance of the course programme (syllabus) before the beginning of the academic year.

The second step is attending classes during the educational process. Representatives of the Committee attend courses, check course materials (syllabus and additional materials). Based on the results of the monitoring, the Committee prepares an analysis and recommendations for teaching materials, as well as a report on attendance of classes. This assessment is taken into account for the rating certification of faculty members in the chapter "Evaluation by the Academic Quality Committee".

The third step in quality assurance process is to assess the self-evaluation reports of the lecturers and to analyse the PhD students' assessment questionnaires after the course. At the end of each course, students fill out an evaluation feedback form, where they evaluate key performance indicators of the course: relevance of the course content; possession and presentation of material by the teacher; consistency



and transparency of evaluation. The questionnaire is filled anonymously, for each indicator points are set from 0 to 100%. This assessment is taken into account for the rating certification of the faculty members in the chapter “Evaluation by students”.

Thus, quality is assessed consistently at all stages of the educational process: from course planning to its implementation.

Head of Programme and the Academic Quality Committee monitor two key components during the process of teaching quality control:

- teaching methodology
- content of the course

According to the teaching methodology, Head of Programme and Academic Quality Committee evaluate the possibility to achieve the learning outcomes using the methods chosen by the lecturer. Interactive techniques allowing the improvement of the scientific research skills are considered as the most appropriate for PhD courses. Individual approach of the lecturer to each PhD student is an important condition of the teaching process.

As for the second key component, the Head of Programme assesses the relevance of the materials used by the lecturer during the course.

There is an interrelation between Head of Programme and Academic Quality Committee in the process of evaluating teaching quality. If the Head of Programme has some doubts on the teaching quality, he/she firstly can make some recommendation to the lecturer. If the doubts are very serious, the Head of Programme can initiate the consideration of this question in CAQ.

At the end of each course, lecturers prepare a **self-evaluation report**, based, inter alia, on the results of the evaluation by the Committee and the Students. Lecturers must indicate in their reports:

- assessment of the general level of preparation of PhD students for their course (0-100%);
- assessment of the overall academic performance of PhD students based on the results of the course (0-100%);
- identification of the most relevant and useful topics (list);
- determining the range of topics that can be adjusted, supplemented or replaced (list with a short justification);
- determining the forms and types of class activities that were most productive or can be adjusted;
- general recommendations on the preliminary assessment of the level of PhD candidates in the framework of enrolment (selection criteria, preliminary orientation, etc.);
- general recommendations for improving the theoretical training of doctoral students.

The self-evaluation report is sent to the Head of the relevant educational Programme, as well as to the Academic Quality Committee and may serve as a basis for further reforming and improving the PhD Programme.

To **improve the system of external control**, KAZGUU provides systematic meetings of Study Methodology Council with participation of representatives of practise, law firms, state bodies, non-governmental organizations and experts.

**External assessment** of the content and implementation of the educational programme by employers is carried out annually through various events:

1. Discussion of the program and making recommendations on its adjustment at a meeting of the Coordinating Council of Employers on the group of specialties “Law” of KAZGUU, which is a collegial, deliberative and advisory body assisting Law School in the field of quality improvement educational programs with a focus on the practical application of the knowledge, skills and social competences.

2. Survey of employers.

The survey is conducted by the Office of Professional Practice, Career and Employment of KAZGUU Law School as part of a study of employers' expectations regarding the training of specialists. Employer interviews are conducted in accordance with the prescribed procedure. Analysis of employers' responses is used in adjusting the program to improve the quality of training.

## **STANDARD 2. QUALITY OF THE TEACHING STAFF**

With regard to faculty and staff of the university, the procedures for recruitment, promotion, dismissal, familiarization of staff with the rights and duties carried out by a special unit of the university - the HR department. HR department carries out current procedures for the reception, execution, dismissal of faculty and staff, which are conducted in accordance with the legislative acts of the Republic of Kazakhstan and internal regulatory documents.

Within the framework of the International Law program, foreign lecturers are attracted to PhD teaching:

- Ph.D. Sandra Ingelkofer (DAAD, Germany),
- Alberto Pecoraro (master in law, University of Edinburgh (Scotland),
- Michael Wilding (DAAD, Germany),
- Michal Balcerzak (Poland).

Over the next 3 years, the University plans to increase the number of foreign faculty up to 5 lecturers.

In addition, a number of Kazakhstani faculty members of the programme received degrees abroad:

- M. Daulenov. (Ph.d, Wroclaw University, Poland),
- O. Lozovaya (Ph.D, Varna Free University, Bulgaria),
- Dautbaeva A.E. (Ph.D., Kyrgyz State University named after J. Balasagyn),
- Musakhan A. (Master, Germany).

Also, some courses are taught by kazakhstani PhD holders, in particular by:

- N. Yeshiyazov (PhD, courses: Publishing)
- A. Ablayuly (PhD, elective courses)
- S. Pen (PhD, elective courses)
- O. Bektibayeva (PhD, elective courses) and others.

The University checks the qualifications of faculty and determines the procedure for assessing the quality of their work based on the internal Regulations

on the rating system of faculty of May 28, 2010 No. 1-120/10 and aims to establish the level of professional competence of faculty, monitor the quality of educational services provided by the University.

A system for assessing the quality of teaching staff by deriving a faculty's rating using a percentage and score-rating system designed to determine the level of professional competence of teaching staff and the quality of teaching.

Rating A (from 80-100%) is assigned to a teacher who performs educational and methodical, scientific and educational work in a timely manner and in full, is characterized by a high level of labour and production discipline, constantly raising the level of his/her qualifications, and heading scientific work of students, prepares participants and winners of various contests, exhibitions, conferences, etc., owns scientific grants, certificates, degrees, uses innovative technologies and teaching methods, literacy, erudition, a creative approach to the implementation of teaching.

Rating B (from 50-79%) is assigned to a teacher who performs most of the activities described in previous paragraph, but does not show initiative, decision-making ability, willingness to defend his positions, plans and intentions, leadership potential, etc.

Rating C (from 0-49%) is assigned to a teacher characterized by low indicators of labour and production discipline, untimely or with remarks carrying out activities.

The basic principles of the rating system of teaching staff are openness and collegiality, providing an objective and friendly attitude towards the teacher; consistency and integrity of expert assessments. The rating is provided by the School Commission and then by University Commission.

The main objectives of the rating of faculty members are:

- Formation of highly qualified faculty of the University;
- Improving the quality of educational services provided by the university;
- Identification of teaching staff, characterized by a low level of professional competence, preventing them from fully fulfilling their job duties;
- Determination of the potentialities of faculty staff and their prospects;
- Stimulating the growth of professionalism of teaching staff;
- Establishing the need for advanced training of teaching staff;
- Ensuring the possibility of rotation of personnel and career growth;
- Creating the necessary grounds for individual bonuses to teaching staff.

Rating assessment of faculty is carried out once a year in accordance with the schedule approved by the order of the Rector.

There is a system of internal cooperation and exchange of experience at the following levels:

1. The level of managed interaction. At this level, the key role is played by the Head of the Department and the Head of the program, who, based on the analysis of the program implementation, conduct extended (joint) meetings with the participation of all teachers involved in the program implementation.

2. The level of personal interaction. Involves initiative forms of interaction: Joint Round Tables on topical issues Joint classes; Mutual visits to studies with

assessment and subsequent written review; Open classes are regular demonstration classroom lessons that anyone can attend to exchange teaching experience.

3. The level of scientific interaction. Systematically, the Department of International Law holds scientific meetings of the department, where faculty members discuss the latest scientific and practical problems in the field of international law.

During the educational process lecturers use **interactive teaching methods** described in detail in **Standard 1** in the part dedicated to the student-oriented education.

The faculty and administration of KAZGUU Law School and University on a regular basis **improve their professional qualification** in order to obtain skills of developing a student-oriented programme and educational process. Professional development is carried out at the University and KAZGUU Law School, as well as outside the University. For example, the representatives of the faculty and administration, including Head of International Law Educational Programme, took part in the training workshop under the auspices of MES RK (November 22-23, 2018) dedicated to educational activities in universities in conditions of expansion of academic independence. Participation in such workshops allows to develop educational programme and educational process more effectively in light of ensuring students' interest. In addition, faculty and administration members took a course (72 hours) on communication with children with special needs (August 10-29, 2018), that allows to introduce the principles of inclusive education in the educational process.

As has already been mentioned, KAZGUU University holds the Educational-methodical association for the «Law» group of programmes (the Association). This Association, in addition to representatives of employers, also includes representatives of higher educational institutions of the Republic of Kazakhstan (faculty members, lecturers, rectors, provosts). Under the auspices of the Association, representatives discuss mechanisms for providing student-oriented education, including programme learning outcomes, content and interactive teaching methods. Faculty members of KAZGUU Law School involved in educational process within PhD Programme participate in meetings of the Association on mandatory basis.

Over the past three years, faculty members of the International Law Department as the main unit responsible for providing training in the framework of the Academic Programme, have undergone various courses for improving their qualification. For example, faculty members took part in the workshop on “The legal environment of business in the context of the WTO” (April 13-15, 2017), in "From Idea to Publication" seminar (March, 2017). Some of faculty members of KAZGUU Law School participated in seminars and workshops as speakers. Thus, Nurzhan Yeshniyazov who used to teach core courses within the Academic Programme (*Publicing, Reasearch Methodology*) held a workshop on “Rationalization of scientific research or “how to stop being afraid and start writing a dissertation ” (February 1, 2018) for PhD students and faculty members of KAZGUU Law School.

### STANDARD 3. QUALITY OF THE RESEARCH

The research work of a PhD student is carried out **exclusively in the context of the main subject of research**. This is ensured, among other things, by the constant control of this work (reports at Research Committee or peer-review for every semester). PhD students can use **various tools** of collecting information and justification of his/her outcomes: collecting empirical material, collecting theoretical material (including internships), conducting surveys, studying law enforcement practices (including using online access to digital institutions of the RK legal system) and other. In the course of research work, the doctoral candidate must select the appropriate justification for the provisions to be protected. To ensure this, KAZGUU has **strict control over the choice of the place of research practice**, internships to coincide with the subject on which the doctoral student works.

**Academic integrity and research ethics** are key values that the University promotes among its graduate students, faculty, and researchers. To establish common understanding of academic integrity and its principles, the University has developed and approved the institutional policy called «Academic Integrity Guide» that describes in detail requirements for course assignments and research outputs, as well as delineates practices and procedures taking place in case of the detection of academic dishonesty and misconduct

Meetings on current research areas with the participation of representatives of the student scientific society of the relevant Departments are held systematically to ensure the scientific interests of PhD students.

The scientific interests of PhD students are realized through writing dissertation research, scientific publications and their presentations at international and national scientific conferences.

The library of KAZGUU University is a member of the International Association of Users and Developers of Electronic Libraries and New Information Technologies (Moscow, Russian Federation). Library hours are sufficiently responsive to student needs. The library is available for most of the day.

The university provides each student with information, sources, educational and methodical literature, teaching aids, scientific literature and periodicals necessary for the implementation of the educational process in all disciplines of professional educational programs. As a structural unit of the university, the library pays special attention to the full and operational information and library services for the university contingent, which provides the solution of educational and research tasks.

The process of preparing PhD theses **meets the criterion of interdisciplinarity**. Most of the PhD dissertations are prepared by students at the junction of different scientific fields. Taking into account the recent trends in science and practice PhD students increasingly choose the spheres of digital technologies, cybersecurity, trade policy for conducting their international legal researches. For example, the PhD students of 2018 enrollment year have chosen such topics as *Digital Technologies beyond Human Rights*, *The Right to Privacy in the Context of Digital Surveillance*, *Antidumping Law and Process in WTO* and etc.



The content of PhD Programme in International Law is also designed in interdisciplinary manner. As has already been mentioned the courses of *Research Methodology* and *Publishing* are provided for PhD students of both International Law and Law Educational Programmes. Such approach allows students to exchange ideas in different areas of legal research and carry out joint research work. For example, according to the results of the *Publishing* course, PhD candidates have the opportunity to write a joint paper at the intersection of their scientific and professional interests.

PhD students undergo an **internship and academic mobility to foreign organizations of education and science** within their PhD programme twice during the entire study (for period lasting up to 30 days) to improve the scientific base for the dissertation research, to receive advice from foreign specialists and to work in the world's leading libraries.

Internship and mobility programmes are implemented in the framework of agreements between the University and foreign partner universities, as well as memorandums with foreign consultants. The Department of International Relations is responsible for organizing internships and academic mobility abroad. Documentation support of the internship and mobility (secondment orders, cost estimates) is carried out by the Law School. Before November 1, the Department of International Relations presents the internship and mobility programmes with an indication of the partner institution, the estimated cost of the internship or mobility program, and a list of activities included in the internship for PhD students. Following the results of the presentations, PhD students fill out an application form for an internship or mobility. On the basis of the collected applications, the Department of International Relations forms lists of groups of PhD students and sends them to partner universities for approval.

During the internship and academic mobility program the PhD student:

- complies with the organization's charter, internal regulations, requirements of other regulatory documents governing the process of internship and stay in the host partner institution;
- visits libraries, gets acquainted with the electronic resources of the partner university;
- attends lectures of leading scientists in relevant fields;
- performs all tasks stipulated by the internship programme;
- collects empirical and theoretical material on the research topic;
- keeps records of the work performed.

At the end of the internship, the PhD student should submit a written report on the results of the internship at a meeting of the Department. Members of the Department decide on its approval, revision or rejection, as well as provide recommendations on the use of internship results in PhD thesis. After returning from mobility programme each student brings an official transcript from the visited University and brings it to Dean's office where Vice Dean for postgraduate studies provides recognition and award of credits mastered during the academic mobility.

## **Interim report on PhD project**

### ***Year 1***

PhD students undergo an intermediate control during the writing of the dissertation annually. The first intermediate control takes place at the end of the first year of study in the form of a defence of Research Proposal<sup>6</sup>. Research Proposal is a document prepared by a PhD student during the first year of study. The Research Proposal is prepared by a doctoral student under the supervision of a supervisor and submitted to defence before the Research Committee of the Law School at the end of the first academic year. The preparation and defence of the Research Proposal is one of the key PhD milestone and mandatory for all doctoral students. Without successful PhD proposal defence, doctoral students are not allowed to proceed to further research activities on their dissertation.

There is no specific formatting requirements for a PhD Research Proposal, however it has to meet the following content and structure requirements:

1. justification of the dissertation topic / contextual background;
2. research purpose;
3. research questions;
4. literature review;
5. research methodology;
6. research ethics;
7. research work plan;
8. references

The Research Proposal is prepared in the form of a text document and submitted to the defence before the Research Committee of the Law School. Research Proposal is prepared and defended in the same language as the dissertation research. During the defence PhD candidate can be asked questions on the content of the submitted document, allowing Committee to analyse the level of knowledge, as well as the vision of the general structure and the expected research results. During the defence of the Research proposal, the Committee may advise editing the topic of the thesis in the framework of the direction of research chosen by the PhD student.

The Research Committee of the Law School gives a PhD student an assessment from 0 to 100% according to the results of the defence of the Research Proposal made during open discussion. In case if Research Proposal was not defended, the Research Committee may fix “fail” (grade 0%, F). In this case, fail is considered as an academic debt, and the PhD student cannot be transferred to the next year of study. Re-defence of the Research Proposal can be arranged not earlier than 1 month after the date of the first defence. The responsibility for the unsuccessful defence of the Research Proposal lies with the PhD student and his/her supervisor. The responsibility degree of a supervisor is reviewed by the Academic Quality Committee.

After a successful defence of the Research Proposal, the PhD candidate signs a special agreement, under which he undertakes the obligation to achieve the objectives specified in his/her Research Proposal under the PhD dissertation.

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<sup>6</sup> Annex 5. Template of PhD Research Proposal



## ***Year 2***

At the end of the second year of study, PhD students undergo an intermediate control procedure in the form of defending a Report on a dissertation research at the Research Committee of the Law School. The Report is prepared by a PhD student in a free form, but must reflect certain aspects that are required for disclosure:

- the percentage of elaboration of each chapter set during Research proposal defence (including subsequent changes agreed with the supervisor);
- confirmation of the applicability of the chosen research methodology;
- confirmation of the specific results achieved during the two-year study;
- the presence of the main proposed scientific conclusions submitted for defence;
- the fact of approbation of research results within scientific publications;
- any other data confirming the successful progress of writing dissertation research.

Following the results of the Report defence, the PhD candidate is given recommendations on the improvement of scientific activities in the framework of the dissertation research.

In case of an unsuccessful defence of the report the Research Committee can fix “fail” (score 0%, F). In this case, fail is considered as an academic debt, and the PhD candidate cannot be transferred to the next year of study. Re-defence of the Report can be assigned not earlier than 1 month after the first data of report defence. Responsibility for the unsuccessful defence of the Report lies on the PhD student and his/her supervisor. The responsibility degree of the supervisor is reviewed by the Academic quality Committee.

## ***Year 3***

At the end of the third year of study, PhD students undergo an intermediate control procedure in the form of defending a Report on a dissertation research at the Research Committee of the Law School. The Report is prepared by a doctoral student in a free form, but must reflect certain aspects that are required for disclosure:

- fully formulated and proven clauses to be defended;
- prepared text of the dissertation research;
- a significant degree of testing the results of research in scientific articles.

In case of an unsuccessful defence of the report the Research Committee can fix “fail” (score 0%, F). In this case, fail is considered as an academic debt, and the PhD candidate cannot graduate. Re-defence of the Report can be assigned not earlier than 1 month after the first data of report defence. Responsibility for the unsuccessful defence of the Report lies on the PhD student and his/her supervisor. The responsibility degree of supervisor is reviewed by the Academic Quality Committee.

## **Peer-review**

Each PhD student is assigned with a Consultant from the faculty members of the relevant Department who participates in the quality control of the dissertation research.

At the end of the 1st, 3rd and 5th semesters, the Consultant conducts a peer-review and assesses the content and quality of the research done by the PhD student. Upon each peer-review, the Consultant prepares a report including:

- the adequacy of the amount of research prepared by the PhD student regarding the requirements of this policy;
- the degree of the quality of the PhD research;
- the quality of the Research Proposal;
- the quality of the prepared part of the dissertation research.

Supervisor gives his review to the PhD thesis during interim reports mentioned in part 4.4. The criteria for the review are the same as for the Consultant.

The PhD student has to make changes and revisions pointed out by the Consultant prior to the presentation of his/her research progress before the Committee on Science at the end of each academic year. The degree of the revision of the comments and recommendations of the Consultant are taken into account when the PhD student`s progress report is evaluated by the Committee on Science.

Within the process of preparing PhD dissertations, students are required to comply with the principles of academic integrity and research ethics in accordance with the Academic Code of Conduct. Students are responsible for violation of the requirements of this Academic Policy, as well as the Academic Code of Conduct and the facts of plagiarism, if any identified in a PhD research. PhD dissertation is checked by the supervisor for plagiarism through the Turnitin program. After each verification of the thesis for plagiarism, the supervisor gives a comment in the Turnitin system and generates an official report in pdf format. PhD dissertation should not contain plagiarism, whether it is a paragraph, chapter or work as a whole. However, the level of originality of the text and citation is determined by the dissertation supervisor. The facts of detection of plagiarism in the PhD dissertation and the further responsibility of the student and supervisor are regulated by the Academic Code of Conduct of M. Narikbayev KAZGUU University. The final verification of the PhD thesis for originality is carried out by JSC "National Centre for Scientific and Technical Information" with the issue of an official supporting document indicating the level of originality of the dissertation.

### **General control**

In case of unsuccessful defence for the first time the Research Committee can provide Warning to the PhD student. In case of the second unsuccessful defence the Research Committee can set up the question of the student expulsion that is decided by the Committee itself.

During the work on the dissertation research, the PhD candidate may initiate meetings of the relevant Department (in a narrow or extended format). During the meeting, the PhD candidate can submit the whole work or its part of the dissertation research for preliminary discussion. Discussion at the Department is an inalienable right of a doctoral candidate and is intended to make a positive contribution to the quality of the dissertation.

To ensure academic and research quality, all university course assignments and research outputs (articles, dissertations) undergo plagiarism check in Turnitin, an on-

line service providing faculty and students with similarity reports and with an opportunity to improve their academic writing skills through the Turnitin feedback studio tool.

### **Requirements for PhD supervisors**

Manager of postgraduate education at the Law School carries out mailing the profiles of academic supervisors and foreign consultants to the PhD students at the first week of the academic year. PhD students have the right to propose their own candidates for supervision or foreign consultants who are not represented in the profiles, but meet the requirements of this policy.

Highly qualified faculty members of the University, as well as attracted specialists from other leading universities, research centres, the public sector, international and national companies holding a PhD degree, Doctors of Law, Doctors of Juridical Sciences and any other specialists actively engaged in research in the relevant branch of science can be involved into supervision of PhD dissertations.

Foreign consultants of the PhD dissertation can be researchers from foreign universities, possessing the research degree of Doctor or Candidate of Sciences, or Doctor of Philosophy (PhD), who are actively engaged in research in the relevant research area.

### **Supervision Agreement**

Control over the preparation of the PhD dissertation rests with the supervisor. Work on the thesis is carried out strictly in accordance with the plan of the PhD research. The work on the thesis is performed by the PhD student together with the supervisor through participation in individual consultations.

Apart from conducting PhD research and writing the dissertation, PhD students are also involved in additional research capacity building activities:

- participation in the organization of scientific and practical conferences, round tables, discussions;
- participation in research competitions;
- foreign research internships;
- research practice (collection of empirical qualitative and quantitative data through conduct of interviews, questionnaires, focus groups, observations, etc.);
- preparation of research papers on the topic of the PhD dissertation, publishing them in the proceedings of conferences and in scholarly journals.

In the process of preparing the PhD dissertation, the research supervisor performs the following work:

- sets a task for the PhD dissertation;
- assists in the development of the work schedule for the entire period of the research;
- approves the research training programme of the PhD student;
- helps PhD students with the necessary literature, archival materials, model projects and other sources on the PhD topic;
- establishes a schedule of consultations during which he/she monitors the progress of the PhD research;

- coordinates the work of a PhD student;
- provides assistance in writing research papers;
- helps in planning research internships (including foreign ones) to collect additional foreign literature;
- carries out verification of the dissertation and its parts for plagiarism.

Control over the work of research supervisors is assigned to the Head of the relevant PhD programme.

Individual consultation is a form of research work of a PhD student, involving the individual work of a student with his/her supervisor, which aim is to decide and approve the PhD research plan demonstrating timeframe required to accomplish the research and key reporting deadlines on the research progress. Adding to this, PhD student together with his/her supervisor work on the Individual Work Plan of the PhD student that reflects the topic of the PhD thesis, its rationale, structure, research plan, including key reporting deadlines and the planned date of thesis submission, the plan of research papers and internships. The Individual Work Plan of the PhD student (2 copies) is signed by both the PhD student and his/her supervisor and submitted to the Manager of the Postgraduate Education of the Law School by November 15.

The supervisor also takes part in:

- developing methodology of the research conducted by his/her PhD students;
- providing recommendations on literature and electronic resources;
- spreading information on upcoming research conferences and round tables;
- assisting PhD students to develop work plan for their foreign internships;
- assisting PhD students in resolving any issues arising in the course of the PhD programme.

#### **STANDARD 4. EFFECTIVENESS OF DOCTORAL STUDENT SUPPORT SYSTEM**

KAZGUU University provides an opportunity to study of doctoral students **with disabilities**. For doctoral students and visitors with disabilities access to the building is organized through the installation of outdoor ramps, equipped with handrails and non-slip coating. In addition, access is organized by invataxi, as well as personal vehicles to the garage for lifting in the elevator. The width of halls, corridors, doorways of classrooms and bathrooms for persons with disabilities of the musculoskeletal system and wheelchairs meets the requirements. In addition, supporting handrails, hooks for crutches are installed in the bathrooms located on the 1st floor. The rise to the floors for persons with disabilities is organized through three passenger elevators. Corresponding to the requirements for wheelchairs is organized in the assembly, auditorium and reading room and other places. The university has student desks of the appropriate height for conducting classes for persons with disabilities.

KAZGUU Law School organizes study of doctoral students only after 18:30 or on Saturday **to give the opportunity of combination of learning process with any work experience**. Also all theoretical activity is organized in first semester. This

schedule provides the best opportunity for foreign students or students from other cities to stay directly in Astana only for one semester and then to have a possibility to visit Astana for short periods.

We also organize the opportunity for foreign students or students from other cities to have an **accommodation in KAZGUU hostel** that is built on the territory of University itself. All the conveniences are provided within the hostel, including Internet, bathrooms, reading rooms, TV and other.

KAZGUU provides also **psychological assistance** for Ph.D students. Thus, the psychology cabinet is situated on the 1<sup>st</sup> floor and has a wide range of working hours. So any student can get psychological help if needed.

To solve the problem of interaction between students and the administration, to submit complaint of PhD student or to initiate a question of appeal according to the exam mark KAZGUU University created and implemented a unique **KAZGUU Service Center**, similar to the Public Service Centers of the Ministry of Informatization and Communication of the Republic of Kazakhstan. The conceptual idea of this Center is that the student should not understand administrative management issues in order to write an appeal on his problem, and he should not look for the relevant specialized unit (accounting, office, practice department, department, etc.) should be able to come to the Center, describe the problem or question, and the Center staff (consultants) independently determine the form of appeal and the addressee. For the convenience of providing such a service, the activities of the Center are settled by means of modern technologies of online recording and electronic queue. All applications of doctoral students are sent to the university departments within electronic system "Documentolog" in form of electronic document with an indication of the control deadline. The student also receives the result of the application at the Center.

Academic support of students in the process of their study at the university is carried out by the **Service of Advisors**. The service of advisors is a structural unit of KAZGUU Law School. The mission of the Advisor Service is **to assist students in determining the trajectory of their training**.

The service of advisors has the following goals:

- create conditions for the maximum individualization of students' education with a focus on the requirements of the curricula of specialties;
- assist doctoral students in planning an educational trajectory for each semester of the school year;
- assist in making decisions when choosing courses;
- assist in orientation and adaptation to the educational process;
- assist in shaping the future professional orientation of the student and competencies in his specialty.

The activities of the adviser are coordinated with the Dean's office as well as with the representatives of the office of the registrar and the Service Center.

Students have the opportunity **to receive support from the administration** by directly contacting the heads of departments (Dean, Rector). The university has a rule about receiving personal applications of doctoral students out of turn. In addition, the

University's website has a Rector's Blog, in which anyone can ask a question and get an answer directly from the University's Rector.

Regarding the quality of assistant staff KAZGUU provides the best specialists at all levels. Thus, Service Center staff is well oriented in all academic processes, going within University and should pass training sessions before getting to work. International office staff has fluent English and German to help in communication. Vice Dean for Graduate studies must help PhD degree himself to be directly involved in any obstacles.

PhD students can be the part of **academic mobility programme** in higher education institutions partners of the law School. Department of International Relations forms a list of vacant places for passing mobility each semester. Interviews with candidates are conducted by the Academic Quality Committee. After completing the internship, doctoral students must submit a transcript of records to the Vice Dean for graduate studies. Based on the transcript, the Deputy Dean forms an order for offsetting credits studied by academic mobility. KAZGUU partners include: Italy: University of Bologna; Poland: Wroclaw University, Katowice School of Economics; Hungary: Corvinus University; Germany: European University Viadrina, Rhine-Waal High School; Lithuania: Vytautas Magnus; Korea: South Korean University.

Support for PhD students by the faculty can be carried out through **on-line and off-line consultations**. Besides the main contact hours, during which students can directly communicate with the teacher of the course, there are consultation hours, during which students can ask questions or discuss controversial issues to develop an independent positions.

For PhD students who cannot cope with academic requirements, the opportunity to re-examine the disciplines is provided or additional courses are organized. The reasons for the failure can be different: weak level of undergraduate and master's training; and difficulties in adaptation in the first year of study; poor preparation for classes during the semester; absences without good reason.

During the summer semester, students have the opportunity not only to eliminate academic debts, but also to take extracurricular courses or simply to take part in any additional activity.

In addition, students have the opportunity to study under the programmes of internal and external academic mobility with credits recalculation in disciplines studied in partner universities.

## **STANDARD 5. RESOURCES**

The PhD Programme in International Law belongs to the humanities. In this respect, no specific laboratories or equipment are required within this doctoral programme. However, it is worth noting, that the University is constantly striving to build an inclusive and adequate research environment for both its faculty and graduate students.



In 2017, under the C3QA Project the University opened for its doctoral students a **PhD room** and equipped it with eight computers and one multi-functional machine (printer-scanner-copier). The PhD room is a study room for doctoral students where they can work individually on their dissertations, as well as in groups while preparing course assignments. The PhD room is located in the library of the University so that doctoral students could easily access literature they need for their work.

Currently, the University informs its doctoral students about requirements of PhD programmes using two approaches — Web site and institutional policies. The link to the website of the PhD programme in International Law is <http://postgraduate.kazguu.kz/ru/obuchayushhimsya/doktorantam-phd/mezhdunarodnoe-pravo/>

Key institutional policies such as **Academic Integrity Guide, Code of Conduct, and Handbook on IQA in PhD programmes** are sent to PhD students via email as soon as they enrol into the programme. Moreover, the Head of the Programme timely informs PhD students about any updates of these policies.

Since September 2018, KAZGUU has been utilizing **Canvas as a new learning management system** for undergraduate programmes. Next year, the University is planning to upload all information related to PhD studies (PhD timetable, course materials, course assignments) in Canvas as well.

PhD students have also unlimited access to the Internet via the University Wi-Fi system «Dostyk KAZGUU».

Regarding **the access to databases**, the University annually renews its on-line subscription to various databases that currently include IPR Books, Oxford University Press, Polpred, Bestprofi, LexisNexis, EBS «Lan», Zakon KZ, EBSCO Open Dissertations, Cambridge University Press Open Journals, and others. Full information on the electronic database access of the University can be found here <http://library.kazguu.kz/ru/elektronnyie-resursyi-2/>

Overall, the University library comprises around 2.6 million publications belonging to areas of social sciences and the humanities in Kazakh, Russian, and English. Moreover, the University has created a database of all dissertations defended within its walls so that doctoral students could consult them during their theses writing process.

## **STANDARD 6. EFFECTIVENESS OF LEARNING OUTCOMES OF THE STUDY PROGRAMME**

**Evaluation of PhD students' academic performance** is carried out during the educational process on a systematic basis. It should be mentioned that there are evaluation tools for all components of education (theoretical component, research component and internship).

**As for the theoretical courses, the evaluation is carried out by lecturers.** The lecturers independently determine the form and content of midterm and final



assessment of PhD students for a particular course. The only prerequisite for a correct evaluation is to comply with the learning outcomes for the course and the Programme as a whole.

All courses end up with a written and oral examination, which could be a combination of two courses that have an interrelated content and context. Course content and learning outcomes are developed in line with the Programme learning outcomes. The types of evaluation, procedures and course performance are included in the relevant syllabus along with teaching methods. Student's academic performance follows the syllabus requirements, including assessment types, duration and relevant requirements. Thus, a required quality assessment level at Doctoral level is in line with the third cycle of the Dublin Descriptors.

The student performance and given grades are evaluated by achieving the learning outcomes and their overall program performance. Tasks, questions, problems and assessments of the final examination of the courses are defined by the involved team of teaching faculty, taking into account not only knowledge but also learning outcomes.

Type of evaluation depends on the subject. Academic freedom of the teaching faculty drives the choice of the assessments types, though. The examples of assessments methods are:

- Written / oral projects;
- Home or in-class individual / group assignments;
- Term projects;
- Case-solving;
- Final assessment / exam (with increasing frequency case-solving)

All exams, as they are defined for the modules, are suited in format and content to ascertain the intended learning outcomes.

The examinations are composed in such a manner so that the achieved qualifications and competencies can be determined and assessed. This includes, above all, that the certificates of achievement aim for a systematic understanding of the research discipline and the control of the research methods, which are applied in this field of research. In addition, the certificates of achievement are aimed at a contribution to research, which expands the frontiers of knowledge and withstands a national/international assessment carried out by scientists.

According to the results of the course, lecturers prepare a **self-evaluation report**, based, inter alia, on the results of the evaluation by the Committee and students. Lecturers must indicate:

- assessment of the general level of preparation of PhD students for their course (0-100%);
- assessment of the overall academic performance of PhD students based on the results of the course (0-100%);
- identification of the most relevant and useful topics (list);
- determining the range of topics that can be adjusted, supplemented or replaced (list with a short justification);
- determining the forms and types of class activities that were most productive or can be adjusted;

- general recommendations on the preliminary assessment of the level of PhD candidates in the framework of enrolment (selection criteria, preliminary orientation, etc.);
- general recommendations for improving the theoretical training of doctoral students.

The self-evaluation report is sent to the Head of Educational Programme, as well as to the Academic Quality Committee of KAZGUU Law School and may serve **as a basis for further reform and improvement** of the PhD Programme.

As for the **pedagogical and research internships**, it should be mentioned that the evaluation of students' performance is carried out on the basis of two key components – internship supervisors' evaluation of PhD students and internship commission decision. As has been mentioned before, at the end of internship the student defends the internship report before the Commission composed of faculty members. The report should contain a general analysis of the work carried out within the internship, especially the evaluation of internship purposes achieved, acquiring skills and competencies to meet the learning outcomes of PhD Educational Programme.

As for the **evaluation of research performance** of PhD students, the procedure described in detail in Standard 3 is dedicated to conducting high-quality research within the framework of the program.

Compliance of the graduates of the Educational Programme **with the requirements of the labour market** is ensured by the participation of employers in the discussion of the learning outcomes of the Programme. The participation of employers in the development and improvement of «International Law» Educational Programme is ensured by their participation in the work of the Educational-Methodical Association for the «Law» group of programmes under the auspices of M. Narikbayev KAZGUU University. This Association examines the content of the current programme, forms of theoretical education and preparation of doctoral research, and teaching methods. In addition to representatives of universities, the Association also includes partners and managing partners of law firms, such as Sofia Zhylkaidarova (Signum Law Firm), Nurzhan Stamkulov (Synergy Partners) and others. Thus, at the last meeting of the Association on November 18, 2018, one of the issues discussed was an interdisciplinary approach to the teaching of International Law.

The main tools of the **external communications system** of KAZGUU are: official and business correspondence (reports sent to the Department of Higher and Postgraduate Education of the MES of RK, letters, contracts, etc.); posting information on the official website of KAZGUU; creating corporate videos; holding presentations of KAZGUU in various organizations; brand book of KAZGUU.

Information for posting on the website can be provided by any department, faculty member or employee of KAZGUU in coordination with the Head of the Marketing Department.

The heads of departments are responsible for the timely submission of materials for posting on the website and for the content of information.

Materials for posting on the site are formed by structural subdivisions of KAZGUU, and its content is coordinated with the head, who, in turn, is obliged to check the text for spelling and grammatical errors before providing information to the site.

The deadline for submission of materials on past events is no later than 2 days after the event. Material about the upcoming event is available two weeks before it starts.

The purpose of creating videos is the presentation of KAZGUU. KAZGUU has the official website [www.kazguu.kz](http://www.kazguu.kz) in three languages, official groups and pages on social networks: Facebook, VK, Instagram. There is also a page on the Kaznet blog platform YourVision and an account on Twitter.

The KAZGUU website is actively working; all the latest events at the university are displayed in the latest news and on the main page of the site. There are all the necessary sections for applicants, students, employees, as well as graduates, employers, and the general public. There are also links to the KAZGUU pages on social networks, and if any questions arise from guests of the site, an online consultant, provided by LiveTex, pops up. In addition, the site has a blog of the Rector, where PhD students can ask any question and get an answer directly from the Rector of the University.

Also, the automated information management system for the educational process “Platonus” was introduced in KAZGUU in 2007 with the aim of comprehensive automation of learning processes. The system has a centralized database, which reflects all real events and processes of the university. So-called personal account (personal web-page) is provided for each student and employee, allowing the university staff to automate its main tasks, doctoral students see the necessary information through the global Internet or the internal network of the university. Lecturers place all the necessary information for the study of disciplines (syllabus, lecture courses, case studies, etc.) for doctoral students before the academic year. As has been mentioned next year, the University is planning to upload all information related to PhD studies (PhD timetable, course materials, course assignments) in Canvas system.

## **STANDARD 7. CONTINUOUS MONITORING AND PERIODIC ASSESSMENT OF STUDY PROGRAMMES, PERIODIC ACCREDITATION**

International Law Academic Programme (PhD) was accredited by Foundation for International Business Administration Accreditation (FIBAA, Germany). Unconditional accreditation is valid for 5 years (from 30 September, 2016 till 30 September, 2021). The Programme was also accredited by Independent Quality Assurance Agency (IQAA, Kazakhstan). The accreditation was obtained on unconditional grounds for 5 years (from 31 May, 2016 till 1 June, 2021). Since both accreditation certificates were received without a single remark or comment on

unconditional basis, post-accreditation monitoring is not required. Certificates of accreditation of the Programme are attached<sup>7 8</sup>.

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7 Annex 5. Certificate of Socialized Accreditation (IQAA)  
8 Annex 6. Programme Accreditation (FIBAA)

# **ANNEXES**

2018 PhD Curriculum – International Law					
Semester	Code	Course	Type of activity	Credits (KZ)	ECTS
1 semester	MNI00001	Research Methodology (core)	Theoretical training (3 credits + Research Proposal Defence)	6	12
	Pub00001	Publishing (core)	Class hours	3	6
	Eng00001	English (core)	Class hours	3	6
	ECC00001	Scientific Examination and Monitoring of Legal Documents (elective)	Class hours	3	6
	ECC00002	Interpretation of International Legal Sources: Theory and Practice (elective)			
	ECC00003	International Law and Economics (elective)			
	<b>TOTAL</b>				<b>15</b>
2 semester	PEDP00001	Teaching practice		3	9
	ISLP00001	Research internship		2	6
	DEF00001	Research Proposal Defence in Committee on Science		7	15
	<b>TOTAL</b>				<b>12</b>
3 semester	NIRD00001	Research		12	30
	<b>TOTAL</b>				<b>12</b>
4 semester	NIRD00002	Research work (including interim Defence in Committee on Science)		12	30
	<b>TOTAL</b>				<b>12</b>
5 semester	NIRD00003	Research		12	30
	<b>TOTAL</b>				<b>12</b>
6 semester		Thesis composition		4	12
		State exam		1	3
	DEF00003	Research (including interim Defence in Committee on Science)		7	15
	<b>TOTAL</b>				<b>12</b>
<b>TOTAL</b>				<b>75</b>	<b>180</b>

2019 PhD Curriculum — International Law					
Semester	Code	Course	Type of activity	ECTS	
1 semester	MNI00001	Research Methodology (core)	Theoretical training + defence of the research proposal	12	
	Pub00001	Publishing (core)	Class hours	6	
	Eng00001	English (core)	Class hours	6	
	ECC00001	Scientific Examination and Monitoring of Legal Documents (elective)	Class hours	6	
	ECC00002	International Law and World Economy (elective)			
	ECC00003	International Law and Fourth Industrial Revolution (elective)			
				<b>TOTAL</b>	<b>30</b>
2 semester	PEDP00001	Teaching practice		15	
	DEF00001	Research Proposal Defence (Scientific work)		15	
				<b>TOTAL</b>	<b>30</b>
3 semester	NIRD00001	Research		22	
	ISLP00001	Research Internship		8	
				<b>TOTAL</b>	<b>30</b>
4 semester	NIRD00002	Research		30	
				<b>TOTAL</b>	<b>30</b>
5 semester	NIRD00003	Research		30	
				<b>TOTAL</b>	<b>30</b>
6 semester	DEF00003	Research		18	
		PhD Dissertation Defence		12	
				<b>TOTAL</b>	<b>30</b>
				<b>TOTAL</b>	<b>180</b>



## 2018-2019 Study Plan

1 YEAR															
1 semester	1 week	2 week	3 week	4 week	5 week	6 week	7 week	8 week	9 week	10 week	11 week	12 week	13 week	14 week	15 week
Research Methodology						✓									Peer-review
English									✓						
Publishing															✓
Scientific examination and monitoring of legal documents															✓
2 semester	1 week	2 week	3 week	4 week	5 week	6 week	7 week	8 week	9 week	10 week	11 week	12 week	13 week	14 week	15 week
Teaching practice			✓												
Research Internship															✓
Research (Research Proposal)															✓
Defence at Committee on Science															
2 YEAR															
2 semester	1 week	2 week	3 week	4 week	5 week	6 week	7 week	8 week	9 week	10 week	11 week	12 week	13 week	14 week	15 week
Research															✓
Peer-review															
4 semester	1 week	2 week	3 week	4 week	5 week	6 week	7 week	8 week	9 week	10 week	11 week	12 week	13 week	14 week	15 week
Research															✓
Defence at Committee on Science															
3 YEAR															
5 semester	1 week	2 week	3 week	4 week	5 week	6 week	7 week	8 week	9 week	10 week	11 week	12 week	13 week	14 week	15 week
Research															✓
Peer-review															
6 semester	1 week	2 week	3 week	4 week	5 week	6 week	7 week	8 week	9 week	10 week	11 week	12 week	13 week	14 week	15 week
State Exam												✓			
Public Defence															✓
Research															✓
Defence at Committee on Science															



## **RESEARCH PROPOSAL**

### **TITLE OF PHD THESIS**

### **ABSTRACT**

The abstract of the research proposal must clearly describe the research problem, research purpose, subject and expected outcomes of the proposed PhD research.

#### *Keywords*

*Keywords must include nouns in singular form and proper nouns. It is preferable to indicate not less than 10 keywords.*

## **I. RESEARCH PURPOSE**

The research purpose is formulated as a question the answer to which is not contained in the knowledge body generated by previous research and practice. It is strongly recommended to formulate the research purpose as HOW and WHY questions.

This part of the research proposal must also delineate the contextual background of the research problem, as well as the relevance of the proposed research to the solution of the research problem addressed in the PhD dissertation.

The originality of the proposed PhD research must be clearly stated. The originality of research is usually ensured by the use of new methodological approaches or new perspectives previously not applied in the global context for tackling the stated research problem.

## **II. LITERATURE REVIEW**

The literature review must present an overview of the complete and current state of knowledge as found in monographs, research articles, reviews, international and national acts, judicial and administrative judgments and decisions on the topic of the PhD project.

Moreover, the literature review must explain the difference between the approaches to research selected by the PhD student and the approaches of previous research identified in literature.

The literature review must not merely describe research outcomes of authors investigating the similar research problem.

It is also not allowed to focus on and use excessively resources that have not produced significant contribution to the knowledge creation in a certain research area, are of marginal character and were published in predatory journals.

### **III. METHODOLOGY**

The methodology part must explain the appropriateness of the chosen research design, qualitative and quantitative methods, data collection instruments and approaches to data analysis and interpretation.

It is not allowed to merely enlist methods without providing explanation of how the chosen methodological approach will facilitate the achievement of the stated research purpose.

### **IV. EXPECTED OUTCOMES**

This part must describe what outcomes are expected to achieve in the proposed PhD project. At this stage, expected outcomes must not sound as statements proposed for defence.

However, it is expected that the PhD student can demonstrate his/her ability to identify legal consequences that can occur as a result of suggesting solutions to the research problem addressed in the PhD project.

### **V. REFERENCES**

The reference list includes resources (monographs, research articles, reviews, international and national acts, judicial and administrative judgments and decisions) used by the PhD student for preparing the research proposal.

Resources can be classified as books, articles, international acts, legislation, judicial judgments of international courts, and judicial judgments of national courts.

The research proposal must be formatted in accordance with the rules of the chosen referencing style, as well as standards and principles of the Academic Integrity Guide.



**INDEPENDENT KAZAKH AGENCY FOR QUALITY  
ASSURANCE IN EDUCATION**

(Certificate Issued by the Ministry of Education and Science of the  
Republic of Kazakhstan on June 27, 2012, № BFM-001)

20 Dostyk Street, Office 801, Astana, 010000, Republic of Kazakhstan  
Tel/Fax: +7 (7172) 27 38 20, www.iqaa.kz

**CERTIFICATE OF  
SPECIALIZED ACCREDITATION**

**Institution: KAZGUU University**

**CEO: Talgat M. Narikbayev, Rector, PhD of Law**

**Address: 8 Korgalzhyn highway, Astana, 010000, Republic of Kazakhstan**

**Tel./Fax: +7 (7172) 70 30 02, 70 30 09**

**Website: www.kazguu.kz, e-mail: info@kazguu.kz**

**Form of Ownership: Joint-Stock Company**

**Type: Organization of Higher and Postgraduate Education**

**institution Status: University**

**General State License Issued by the Ministry of Education and Science of the  
Republic of Kazakhstan: № 15004934, Dated March 13, 2015**

**Degrees Granted: PhD**

**Accreditation Status: Specialized Accreditation**

**Educational Programs:**

**6D030100 - Law**

**6D030200 - International Law**

**Certificate Granted: 31.05.2016 - 01.06.2021**

**Issue Date of Certificate: 31.05.2016**

**Registration Number: SA № 0080/5**

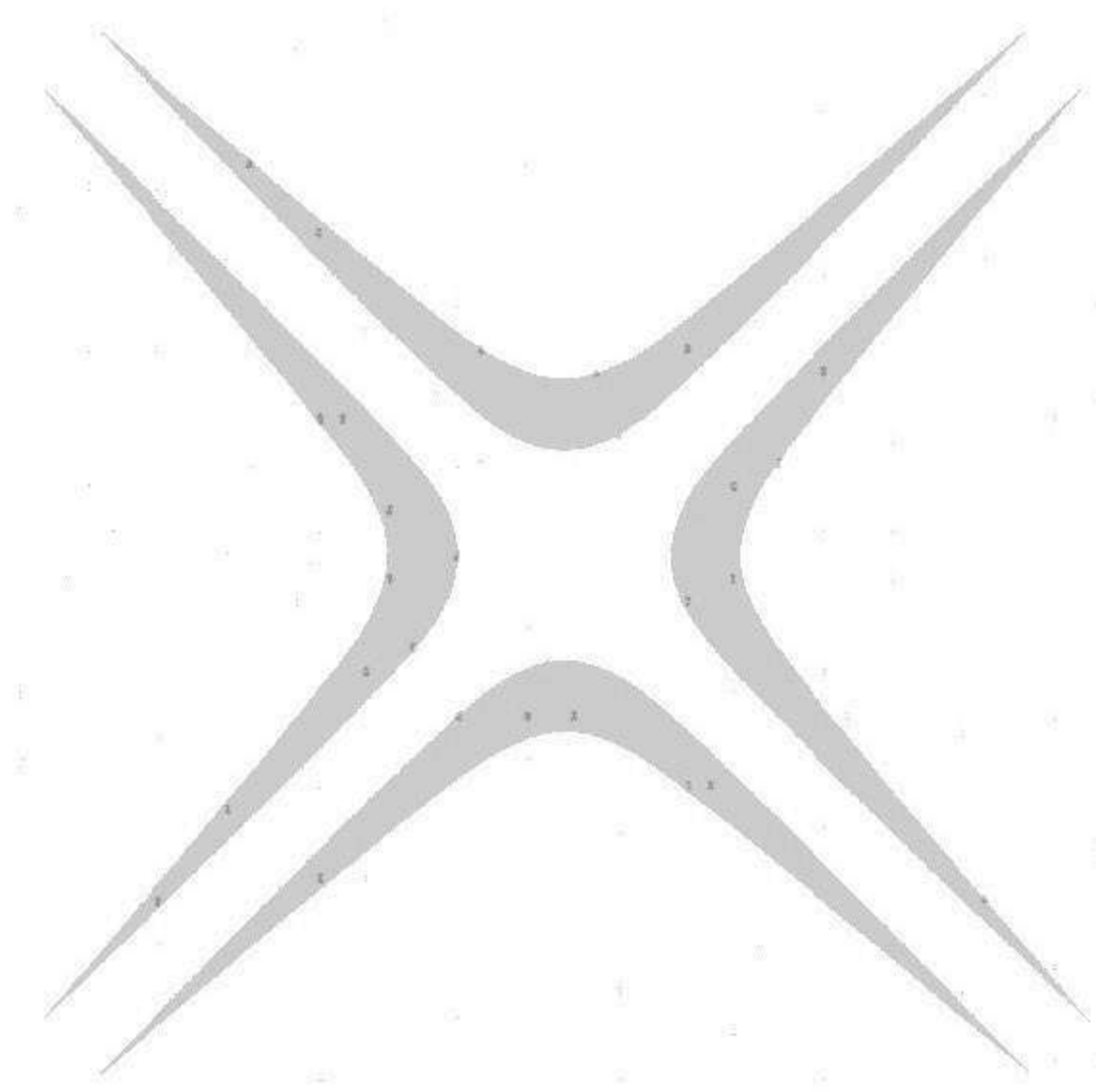
President *M. Kalanova*



Sholpan Kalanova

Astana, Republic of Kazakhstan





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FOUNDATION FOR INTERNATIONAL  
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ACCREDITATION (FIBAA)

## PROGRAMME ACCREDITATION

**of the Programme  
Doctor of Philosophy in International Law (PhD)  
of**

**KAZGUU University  
Astana (Kazakhstan)**

The FIBAA Accreditation Committee for Programmes  
awards its Quality Seal according to its resolution on 30<sup>th</sup> September 2016.



The accreditation is valid until 30<sup>th</sup> September 2021.

BONN, 30<sup>th</sup> September 2016



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Managing Director