

**FAQ (**Frequently Asked Questions)

**How do I log in to the learning portal?**

Log in to the [SSO](https://sso.satbayev.university/) dashboard using your new corporate address as your login and password, which will be sent to your email address. At the same time the [Polytechonline](http://polytechonline.kz/) distance learning system and the functionality of [Microsoft 365](https://www.office.com/) cloud services will become available to you. Be sure to upload your photo and download the Microsoft Teams app to your cell phone.

**How do I know my class schedule?**

You need to log into the [SSO](https://sso.satbayev.university/) dashboard using the username and password that was sent to your personal email. In the "Schedule" section you will find your class schedule.

**How can a student get a transcript?**

The university issues transcripts from your place of study, which confirm their academic employment at the university. Certificates from the place of study are issued only after the issuance of the Order of Admission.

- Certificate of military registration (for deferment from the army) - Room 341 of GUK.

- Reference for benefits (disability, large families, etc.) - Room 219 of the SCC. - Reference for other reasons: for a hostel or a bank (for a bank card), for school, for practice, etc. - window #1 of the Registrar's Office.

**How do I open a bank card for a scholarship?**

To get a scholarship, graduate students need to contact the representatives of "Halyk Bank" at the university and open a bank card for a scholarship. This same card will serve as a pass to the university.

The state stipend to undergraduates is assigned for the entire period of study and is paid depending on the results of the interim attestation (examination session) during the whole period of study.

**When the payment of State Scholarship is stopped?**

Payment of a state scholarship is stopped:

- In case of the Master's student's expulsion from the University, regardless of the reasons for the expulsion;

- In case of the death of a Master student;

- After the end of the studies from the day of the issue of the order on dismissal.

**How do I choose my thesis advisor?**

Within two months after enrollment, each master's student is assigned an academic advisor for guidance of his master's thesis (project).

The scientific advisor and the research topic of the master's thesis are approved by the decision of the Academic Council of the University.

The implementation of the scientific management of master students by a teacher who has a degree of "PhD" or "Ph, or the degree of "Doctor of Philosophy (PhD)" or "doctor on the profile", relevant to the profile of the requested direction, with at least three years of experience in scientific and pedagogical work, who is the author of five scientific articles over the past five years in publications included in the List of scientific publications, recommended for publication of the main results of scientific activity, approved by the authorized body in the field of education and science (hereinafter - the List of publications) and 1 scientific article in the international peer-reviewed scientific journal, Having an impact factor according to the JCR (JCR) or indexed in one of the databases Science Citation Index Expanded, Social Science Citation Index or Arts and Humanities Citation Index in Web of Science Core Collection (Web of Science Core Collection) or CiteScore percentile index (SiteScore) not less than 25 in the Scopus database (Scopus).

**What documents are necessary to be sent to a foreign internship?**

It is necessary to submit the documents to the Directorate of your institute no later than 4 weeks - near abroad, 6 weeks - far abroad - before the intended date of the assignment according to the following list:

1) a personal statement to the supervising provost;

2) a presentation by the director of the institute to the supervising vice-rector with the visas of the academic supervisor, head of department, and director of the institute;

3) copy of the letter of invitation for internship from the university, scientific organization and/or organization on the profile of the specialty;

4) plan for the scientific internship of the student (detailed), certified by the academic supervisor, head of department and director of the institute;

5) cost estimate (in the name of the Vice-Rector for Corporate Development and Strategic Planning, with the visas of the supervising Vice-Rector; Deputy Chief Accountant; Director of DFU - Chief Accountant; Head of EE and SP (Department of Economics and Strategic Planning) and the Director of the Institute).

**Internship Plan**

The internship plan includes:

- The country of the internship;

- Organization;

- Dates of the internship;

- The topic of the thesis research;

- The purpose of the internship;

- Objectives of the internship;

- Expected results.

The internship plan is recorded in the individual plan of the student.

**What documents should the master's student submit to the university after the internship?**

At the end of the research internship, the postgraduate student must:

- submit a report with supporting documents to the Department of Finance and Accounting;

- Within one week from the date of arrival to submit to the relevant department the detailed report on the results of training, in accordance with the approved program of training, certified by the scientific supervisor, head of department and director of the Institute.

Results of research or experimentally-research work at the end of each period of their passing by the master's student in the form of the report.

**To the report shall be attached:**

- a copy of the certificate (a document confirming the mastery of the scientific internship program);

- Extract from the minutes of the department meeting on the results of scientific training of doctoral students.

What does the scientific component of the Master's program consist of?

The scientific component of the educational program is formed of the Master's research work, scientific publications and writing a master's project/dissertation.

The scientific work of Master students is organized directly at the graduate departments and/or in research laboratories of the University, as well as at the leading enterprises of the industry.

The main results of the master's project/dissertation must be presented in at least one publication and/or one presentation at a scientific conference.

In all publications the affiliation of the University - "KazNITU named after K.I. Satpayev" /Satbayev University is indicated. The list of publications is approved by the supervising Vice-Rector.

The final result of research or experimental-research work of a graduate is a master's project/dissertation.

Master's project/dissertation must be checked for plagiarism.

**How can a master's student be reinstated?**

A graduate student can be reinstated after being expelled if he/she has fully completed the first academic period of the program he/she is studying according to the individual plan.

A Master student wishing to be reinstated submits an application for reinstatement to the head of the university, certified by the head of the relevant department and the director of the institute.

**How many years should I work off the state grant?**

Citizens of the Republic of Kazakhstan, entered on training on the basis of the state educational order, work off at least three years after completion of training.