

**FAQ**

**(**Frequently Asked Questions)

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

Log in to the [Satbayev Hero Study](https://satbayev.hero.study/) 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 [Satbayev Hero Study](https://satbayev.hero.study/) dashboard using the username and password that was sent to your personal email. In the "Schedule" section you will find your class schedule. Your schedule will be individual. That is, there may be representatives from different EPs in the same group, and different groups in different disciplines.

**How can a doctoral student get a transcript from his or her place of study?**

The university issues certificates from the 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 enrollment.

- 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.

- Certificate for other reasons: for dormitory or bank (for bank card), for school, for practice etc. - window #1 of the Registrar's Office or the Satbayev Hero Study panel.

**How do I open a bank card for a scholarship? When will I receive my scholarship? How do I get a University Pass?**

To get a scholarship state grant holders should contact the "Halyk Bank" representatives on the 1st floor of the Petroleum building from 10:00 to 13:00 and open a bank card for a scholarship. To open a card, you should have a copy of an identity card with the front and back sides. After receiving the card, you must register it in the technical department of the DPC, in the MMC, west wing of the 3rd floor, room number 344 from 9:00 to 17:00. It is necessary to have the original identity card and a photo in electronic form (on a flash drive or via WhatsApp).

The stipend for September will arrive on the doctoral student's card in October, subsequent ones at the end of each month.

Doctoral students state scholarship is awarded for the entire period of study and is paid regardless of the results of the interim certification (examination session) during the whole period of study.

**When the payment of the state scholarship is stopped?**

Payment of State Scholarship is terminated:

- in case of expulsion of the doctoral student from the University, regardless of the reasons for expulsion;

- In case of the doctoral student's death;

- After the completion of studies from the date of the order of expulsion.

**How do I choose my supervisor?**

Academic supervision is carried out by a faculty member who has an academic degree of "Ph.D." or "Ph.D." or "PhD" or "PhD in profile" or academic degree of "PhD in profile" or "PhD in profile", experience in scientific and pedagogical work of at least three years, who is the author:

- in the fields of training 8D05 "Natural Sciences, Mathematics and Statistics", 8D06 "Information and Communication Technologies", 8D07 "Engineering, Manufacturing and Construction", 8D08 "Agriculture and Bioresources", 8D09 "Veterinary", 8D10 "Health and Social Security (Medicine)" 2 articles in international peer-reviewed scientific journals that are in the 1st, 2nd, 3rd quartile according to the JCR (JSR) in Web of Science Core Collection (Web of Science Core Collection) or have a CiteScore percentile of at least 35, or Hirsch index of 2 or more.

**What documents are required for referral to foreign internships?**

It is necessary to submit the documents to the Department of Doctoral Studies no later than 4 weeks - near abroad, 6 weeks - far abroad - before the expected date of the assignment according to the following list:

1) an application to the supervising Provost;

2) Submission by the Director of the Institute to the supervising Vice Rector with the visas of the academic supervisor, head of department, and the 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) a weekly 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 (memo of the Director of the Institute to the Vice-Rector for Corporate Development and Strategic Planning, with visas of the Vice-Rector for Academic Affairs; Deputy Chief Accountant; Director of DFU - Chief Accountant; Head of DE 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;

- Date of passage;

- The topic of the thesis research;

- The purpose of the internship;

- Objectives of the internship;

- Expected results.

The internship plan is recorded in the student's Individual Plan.

**What documents should the doctoral student submit to the university after the internship?**

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

- within five working days from the date of arrival to submit to the Department of Finance and Accounting a report with the attachment, confirming the costs of documents;

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

The report should 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.

**Selection of the Dissertation Council**

After receiving a positive conclusion from the extended meeting of the department, the doctoral candidate submits an application to the Rector of the university to choose a dissertation council, in which he/she will defend the thesis (to clarify the dissertation council for his/her specialty or EP in the Directorate of the Institute). If the doctoral student indicates the dissertation council of another university, then within 10 (ten) working days the university in which the doctoral student studied, sends his/her documents to the dissertation council.

**What documents are submitted to the Dissertation Council?**

The following documents are submitted to the Dissertation Council:

1) feedback from domestic and foreign scientific advisors;

2) a positive conclusion of the extended meeting;

3) the thesis work in hardcover and on electronic media (if the thesis is defended in the form of a dissertation);

4) a list of scientific works and copies of them;

5) the conclusion of the Ethics Commission of the university in which the doctoral student studied about the absence of violations in the process of planning, evaluation, selection, conduct and dissemination of research results, including protection of rights, safety and well-being of research objects.

The date of the defense does not exceed three (3) months from the date of appointment of the date of defense. When assigning the date of defense, the order of receipt of documents of doctoral students is respected.

**How many years I have to work off the state grant?**

Citizens of the Republic of Kazakhstan, who entered the Doctor of Philosophy (PhD) program on the basis of the state educational order, work for at least three years after completion of training in higher education institutions or research organizations.

**Postgraduate Education Department contacts:**

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