

**KHOCA AKHMET YASSAWI INTERNATIONAL KAZAKH-TURKISH UNIVERSITY
EURASIAN RESEARCH INSTITUTE
PROCEDURES AND PRINCIPLES OF ACCEPTANCE OF DOCTORAL AND
MASTERS RESEARCH FELLOWS**

PART ONE

Purpose, scope, cause and definitions

Purpose and scope

Clause 1. (1) The purpose of these procedures and principles is to regulate the allocation of the fellowships by the Eurasian Research Institute of the Khoca Akhmet Yassawi International Kazakh-Turkish University to graduate and doctoral students from Kazakhstan or from abroad, especially from the Turkic-speaking countries, registered in one of the Kazakhstan universities in order to conduct graduation research project.

Cause

Clause 2. (1) These procedures and principles are prepared on the basis of the clause 11 (f) of the Regulations of the Eurasian Research Institute of the Khoca Akhmet Yassawi International Kazakh-Turkish University.

Definitions

Clause 3. (1) Definitions used in this document:

a) Fellowships: The fellowship is allocated by the Eurasian Research Institute of the Khoca Akhmet Yassawi International Kazakh-Turkish University to graduate and doctoral students from Kazakhstan or from abroad, especially from the Turkic-speaking countries, registered in one of the Kazakhstan universities in order to conduct postgraduate research project in the following fields: economics, finance, energy, international relations, security, transportation, technology, education, culture, art, language, religion, philosophy, sociology, political science, history, archeology and environmental protection,

b) Institute: The Eurasian Research Institute of the Khoca Akhmet Yassawi International Kazakh-Turkish University,

c) Director of the Institute: The Director of the Eurasian Research Institute of the Khoca Akhmet Yassawi International Kazakh-Turkish University,

d) Postgraduate research project: 3-6-9 month period postgraduate research project of a graduate or a doctoral student in order to have him/her complete some chapters of his/her thesis at the Institute,

e) Fellow: The graduate or the doctoral student registered in one of the Kazakhstan universities,

f) Chairman of the Board of Trustees: The Chairman of the Board of Trustees of the Khoca Akhmet Yassawi International Kazakh-Turkish University,

g) University: The Khoca Akhmet Yassawi International Kazakh-Turkish University,

h) Management Board: The Management Board of the Eurasian Research Institute that consists of the Director of the Institute and four members appointed by the mutual decision of the Rector and the Co-Rector of the Khoca Akhmet Yassawi International Kazakh-Turkish University.

PART TWO

Application, assessment and acceptance

Terms of application

Clause 4. (1) Acceptance conditions of the Fellows:

a) A graduate/doctoral student from Kazakhstan or from abroad, especially from the Turkic-speaking countries, should genuinely be studying in a Master's/PhD program in one of the Kazakhstan universities,

b) Submit a chapter of the thesis as a project with an interdisciplinary nature and related to historical, socio-cultural, political and economic structures of the nations of the Eurasian and/or the Turkic-speaking countries, and with an ability to make a significant contribution to the Kazakh-Turkish relations and related fields on the Eurasian level or on a global scale,

c) Get permission from a thesis advisor,

d) Send an application to the Institute by an e-mail or apply on the website of the Institute in a timely manner (In the event of acceptance the fellow must submit the original of the documents). The following documents should be attached to the application:

- 1) Application Form with an indication of the duration of stay in the Institute,
- 2) Copy of the passport,
- 3) Brief biography and an information regarding scientific articles,
- 4) Proof that the applicant is a graduate/doctoral student,
- 5) Abstract (1 page) describing a chapter of the thesis project that will be researched at the Institute,
- 6) A copy of one of the sections of the thesis project in English,
- e) Thesis proposals should be provided in two printed copies and on a CD-ROM.

Assessment and acceptance

Clause 5. (1) Selection of candidates who have applied for the Institute fellowship carried out as follows:

a) The application and other submitted documents are evaluated by the Management Board. Applications that do not meet the requirements or do not have a complete set of documents are not accepted.

b) Accepted applications are subjected to a peer review assigned by the Management Board, and then filled in an Evaluation Report, presented in Appendix 1.

c) Fellows are determined by the Management Board on the basis of the Evaluation Report. The decision of the Management Board enters into force after the approval of the Chairman of the Board of Trustees.

d) Accepted Fellows and the Director of the Institute sign an Agreement, presented in Appendix 2.

e) The number of Fellowships is determined by taking into consideration the budget possibilities of the Institute. The total number of accepted Fellows cannot exceed 10 people.

PART THREE

Fellowships and responsibilities

Fellowship amount and terms of payment

Clause 6. (1) The amount of a fellowship is per month 27'000 tenge; the Management Board has a right to increase the amount by 20% by taking into account features of the project, originality, contribution into the literature, etc.

(2) The fellowship payment period cannot be less than 3 months but not more than 9 months.

(3) Monthly fellowship is paid in the first week of each month.

(4) The fellowship is valid for the academic year given and is not transferred to another academic year.

(5) No separate copyright fees are paid out for the project carried out in the framework of the fellowship. This term is separately stated in the contract.

(6) The Institute has no obligations to issue a health insurance for the research fellows (graduate/doctoral students).

Liabilities of the Fellows (graduate/doctoral students)

Clause 7. (1) Fellows are required to complete the project in a timely manner and to submit it to the management of the Institute.

(2) After the peer review, the project is published in a print media of the Institute in either electronic or a paper version.

(3) If the project is published in any other print media, it is necessary to specify that the project has been prepared with an assistance of a fellowship from the Institute.

(4) When writing the thesis project, priority is given to English or Turkish languages.

The fellowship termination and refund of the paid money

Clause 8 (1) Termination of the fellowship by the Institute is implemented according to the decision of the Management Board in the following cases:

a) A failure of the Fellow to execute the Board's instructions and to attend Institute's activities without permission and an excusable reason in spite of warning,

b) The Fellow's performance does not correspond to the performance criteria established by the Management Board,

c) In the event of an establishment of the fact that the Fellow receives either a fellowship or a salary by any other institution or organization in Kazakhstan,

d) In the event of provision of false information or false (invalid) documents by the Fellow,

e) In the event of change of a research field or a research topic by the Fellow other than those for which he/she receives a fellowship, without an excusable reason, acceptable to the Management Board,

f) In the event of expulsion of a graduate/doctoral student,

g) In the event of failure to deliver the thesis project to the Institute in a timely manner.

(2) In the event of occurrence of reasons stated in the Article 1 of the Clause 8 of these procedures and principles, all fellowship expenses and payments, taking into account legal interest and accrual, are returned to the budget of the Institute.

(3) In the event of occurrence of a situation not defined in the scope of this document, the Fellow must act in accordance with decisions made by the Management Board.

PART FOUR Other provisions

Entry into force

Clause 9 (1) These procedures and principles enter into force upon their adoption by the Management Board of the Institute.

Implementation

Clause 10 (1) An implementation of these procedures and principles is carried out by the Director of the Eurasian Research Institute.