



Methodological Guidelines for Conducting the Competition of Research Works of Master's Students of Higher Education Institutions of the Republic of Kazakhstan

The RWMS Competition is intended to promote:

- the development of professional contacts and networking among students of Kazakhstan's higher education institutions within groups of educational programs;
- the strengthening of positive trends and the formation of a qualitatively new approach to human resources;
- the development of participants' professional self-awareness, self-determination, self-realization, and self-affirmation;
- reducing the gap between theory and practice in the process of scientific research, implementation of innovations, rational use of resources, and solving applied problems at both the micro and macro levels.

1 Participants of the Republican RWMS Competition

1.1 Master's students of higher education institutions of the Republic of Kazakhstan may participate in the RWMS Competition.

1.2 Based on the results of the intra-university RWMS competition, master's students who have taken 1st place are nominated to base universities for participation in the Republican RWMS Competition.

1.3 The right to nominate contestants is granted to the Rector of the university in which the master's students — winners of Stage I of the intra-university RWMS competition — are enrolled.

2 Procedure for the Organization and Conduct of the Republican RWMS Competition

2.1 The Republican RWMS Competition is held once a year. General methodological, organizational, and informational support is provided by the Organizing Committee for the Republican RWMS Competition (hereinafter referred to as the Organizing Committee), the composition of which is determined and approved by the School of Management and the Academic Council of the University. The Organizing Committee reviews disputes arising during the RWMS Competition and, upon completion, submits a report to the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter referred to as the Ministry).

The Republican RWMS Competition is conducted in three stages:

- 1) Stage I – intra-university;
- 2) Stage II – at base universities;
- 3) Stage III (final) – republican.

The working languages of the competition are Kazakh, Russian, and English.

Based on the results of Stage I, the university competition commission, approved by the order of the supervising vice-rector, competitively selects and forwards the best research works of master's students to base universities for participation in Stage II.

2.2 When nominating research works of master's students for participation in Stage II, the

higher education institution shall submit to the base university, under the relevant section of the competition, the following documents in electronic PDF format (marked «For the Republican RWMS Competition»):

- 1) the research paper;
- 2) the abstract of the research paper;
- 3) the supervisor's review on the degree of independence of the completed work (in free form);
- 4) information about the author(s) and the academic supervisor;
- 5) a letter signed by the rector (vice-rector) on the results of the first stage of the university competition and the nomination of the work for the competition, formalized by protocol.

2.3 Information about the author(s) and the academic supervisor(s) of the work shall be submitted separately. If the work has been completed by a team of authors, the list of authors shall be presented according to their respective personal contributions.

2.4 In the event that works are submitted in violation of this Regulation, the competition commission of the base university shall have the right to reject such works from participation in the competition, with mandatory indication of the reasons for rejection.

2.5 Research works of master's students submitted to the competition shall not be returned.

2.6 Stage II of the Republican RWMS Competition consists of two rounds:

1) the first round (remote) – plagiarism screening of research works. Research works of master's students are admitted to Round II based on the results of plagiarism screening.

For the purpose of identifying and preventing plagiarism, participants of Stage II must submit the work in electronic form in its final version. Participants shall not be admitted to Round II if the work does not comply with the standards established by the rules for checking written works for plagiarism in the «Antiplagiat-Kazakhstan.University» system.

The originality of the submitted research work must comply with the parameters of the «Antiplagiat-Kazakhstan.University» system. The minimum originality threshold is 70%.

2) the second round (remote) – a meeting of the competition commission (jury), at which the research works of master's students are discussed and nominated.

2.7 The Organizing Committee for Stage II of the Republican RWMS Competition ensures the uniformity of criteria for selecting winners across all nominations of Stage II.

2.8 Master's students may be denied acceptance of their competition application and participation in the RWMS Competition in the following cases:

- untimely submission of the competition application and the research work;
- non-compliance of the work with the requirements for its content and formatting.

3 Competition Commission of Stage II of the Republican RWMS Competition

3.1 In order to ensure maximum objectivity in selecting the winners of the final round of the RWMS Competition, a Stage II Competition Commission shall be formed, and its chairperson shall be elected and approved by the university competition commission.

3.2 The Stage II Competition Commission of the Republican RWMS Competition shall be formed from among the faculty members of the School and representatives of business organizations.

3.3 The competition commission of the base university shall have the right to recommend prize winners for awards in the following order:

- for 1st place — a Ministry Diploma of the I degree (not more than one work);
- for 2nd place — Ministry Diplomas of the II degree (not more than two works);
- for 3rd place — Ministry Diplomas of the III degree (not more than three works).

3.4 The competition commission of the base university shall make decisions by open voting with a majority of votes, provided that at least two-thirds (2/3) of the commission members are present at the meeting. In the event of an equal number of votes, the vote of the chairperson shall be decisive.

3.5 When nominating the best research works of master's students for participation in Stage III of the competition, the base university shall submit to the Ministry, by May 30 of the current year, the materials formalized by the commission protocol and signed by all its members.

Together with the protocol, the competition commission of the base university shall submit to the Ministry:

- 1) storage medium containing the completed database based on the competition results;
- 2) reviews from external organizations on the works of master's students of the base university nominated for Ministry diplomas;
- 3) a brief analytical report on the content and thematic scope of the competition works in the scientific field;
- 4) the protocol of the competition commission.

3.6 The functions of the competition commission during the final round of Stage II of the Republican RWMS Competition shall be limited to the evaluation of research works and decision-making regarding the participants' submissions. Upon completion of the competition, members of the competition commission may, individually or collectively, submit to the RWMS Organizing Committee proposals for improving the evaluation procedure and the overall set of activities conducted within Stage II of the Republican RWMS Competition.

3.7 The decisions of the competition committee are final and are not subject to review (appeal).

4 Winners of Stage II of the Republican RWMS Competition

4.1 The work that receives the highest total score among all submitted works based on the competition results shall be recognized as the winner. Based on the results of Stage II of the Republican RWMS Competition, the competition commission shall determine the winners.

4.2 The summarizing of the results of Stage II of the Republican RWMS Competition, as well as the awarding of winners and laureates of Stage II, shall be carried out by the RWMS Organizing Committee on the basis of the submission of the Stage II Competition Commission.

4.3 Winners who have taken 1st, 2nd, and 3rd places shall be awarded Ministry Diplomas of the I, II, and III degrees.

5 Procedure for Submission of Documents

The following documents shall be required for the registration of competition participants:

- 1) the minutes of the department/school meeting on the results of the first stage of the competition regarding the nomination of the work for the RWMS Competition at the base university;
- 2) the abstract of the research work;
- 3) the supervisor's review on the degree of independence of the completed work (in free form);

- 4) information about the author(s) and the academic supervisor;
- 5) copy of the identity document of the master's student.

Research works that have passed the first stage of intra-university selection shall be submitted for participation in the annual Republican NIRM competition by 18 May 2026, in both paper and electronic formats, marked "For the Republican NIRM Competition," to the following address: 227 Rozybakiev Street, office 226, Almaty 050060.

Participants from other cities shall send the documents by postal mail in advance, taking into account delivery times, ensuring that they are received by the Organizing Committee no later than the established deadline.

*Research works formatted in violation of the established requirements shall not be accepted for consideration.

PROTOCOL
of the department meeting on the results of the RWMS Competition
at the base university _____

The RWMS Competition Commission for the section _____
was approved by the order of the rector of the university dated _____
№ ____, consisting of _____ members.

_____ members were present at the commission meeting.

For the RWMS Competition of _____
in the field of _____

_____ research works of master's students and _____ academic supervisors were
submitted.

Having reviewed the research works of the master's students, the university competition
commission decided to nominate for awards:

1. _____ Ministry Diplomas of the I degree
2. _____ Ministry Diplomas of the II degree
3. _____ Ministry Diplomas of the III degree

The list of works shall be provided below, indicating the author(s), higher education
institution, and academic supervisor.

Chairperson of the Competition Commission _____

Members of the Commission _____

Secretary of the Competition Commission _____

ABSTRACT OF THE RESEARCH WORK

1. Title
2. State Rubricator of Scientific and Technical Information
3. University
4. Year of Completion
5. Length of the Work: _____
6. Number of Appendices: _____
7. Number of Illustrations (Figures): _____
8. Number of Tables: _____
9. Number of References: _____

Characteristics of the Work:

1. Objectives and Tasks of the Research Work
2. Research Methods Used
3. Main Results of the Research (scientific, practical)
4. Availability of Documents Confirming the Use of Research Results (yes / no)

Signatures of the Authors

* Abstract length: 200–300 words

Information

about the authors and the academic supervisor of the work submitted for participation in Stage II of the Republican RWMS Competition

Author

1. Surname
2. First name
3. Patronymic
4. Year of study
5. Home address

Supervising Vice-Rector _____

Academic Supervisor _____

Authors of the Work _____

Requirements for the content and formatting of the research work

The following sections must be reflected in the research work:

1. title page;
2. table of contents;
3. introduction;
4. main section (includes a literature review on the research topic, research methodology, analysis of results, practical significance of the research work);
5. conclusion;
6. list of references used;
7. appendices.

EVALUATION CRITERIA

Research works submitted for participation in Stage II of the Republican RWMS Competition are evaluated according to the following criteria:

1. compliance of the content of the research work with the topic and field of specialty;
2. relevance of the research work: meaningful and clear problem statement;
3. грамотное description of the theoretical and methodological framework and the research methods used;
4. scientific style of presentation, logic, and consistency in presenting the material;
5. originality of the ideas of the research work;
6. practical significance and prospects for implementation of the results in practice.

Requirements for the printed formatting of the research work:

1. The research work must be printed on a computer.
2. Font size 12 – Arial, line spacing – 1.15.
3. Margins: left side – 3 cm, right side – 1 cm, top and bottom – 2 cm. Paragraph indent – 1.25 cm.
4. The volume of the work must not exceed 30 pages, but not be less than 15 pages (excluding appendices).

When preparing the research work, uniform density, contrast, and clarity of the image must be maintained. The work must contain clear, non-blurred lines, letters, numbers, and symbols.

The names of such structural elements of the research work as “TABLE OF CONTENTS,” “INTRODUCTION,” “CONCLUSION,” “LIST OF REFERENCES,” “APPENDICES,” as well as the titles of the sections of the main text, should be printed in uppercase bold letters with a paragraph indent and without a period.

Paragraph headings should begin with a paragraph indent and be printed starting with their numbering (1.1), followed by uppercase bold letters without a period at the end.

The spacing between the text and the headings of sections and paragraphs is 1 line.

The introduction, sections of the main body, conclusion, list of references, and appendices begin on a new page.

Page numbers are placed in the center of the lower part of the page without a period. Pages should be numbered in Arabic numerals, maintaining continuous numbering throughout the text. The title page is included in the общей нумерации страниц. The page number is not placed on the title page.

Illustrations (drawings, graphs, diagrams, charts, etc.) should be placed immediately after the text in which they are first mentioned, or on the next page. All illustrations must be referenced

in the research work. Illustrations must have a title placed under the illustration in the center of the line. The illustration is designated by the word "Figure." The spacing between the figure and the text is determined by one blank line. The font for the note under the figure is Times New Roman, 12 pt.

Possible formats for notes to figures:

- 1) Note: compiled by the author;
- 2) Note: source [1];
- 3) Note: compiled by the author based on source [1].

Formulas and equations. Formulas and equations should be выделены from the text on a separate line. At least one blank line must be left above and below each formula or equation. Explanations of the meanings of symbols and numerical coefficients should be provided directly below the formula in the same sequence in which they are given in the formula. Formulas in the research work should be numbered with continuous sequential numbering throughout the entire work using Arabic numerals in parentheses at the far right of the line. A single font should be used throughout the work, except for tables, graphs, and appendices.

Tables. A table is used for better visibility and ease of comparison. The title of the table should reflect its content and be precise. The title of the table should be placed above the table on the left, without indentation, with its number separated by a dash. When transferring part of a table, the title is placed only above the first part of the table; above the other parts, the words "Continuation of Table" and its number are indicated. The table should be placed immediately after the text in which it is first mentioned, or on the next page. All tables must be referenced in the research work. When referring, the word "table" should be written indicating its number. If necessary, a smaller font size may be used in the table than in the text, but not less than 10. Tables, except appendix tables, should be numbered in Arabic numerals with continuous sequential numbering throughout the entire research work.

Possible formats for notes in tables:

- 1) Note: compiled by the author;
- 2) Note: source [1];
- 3) Note: compiled by the author based on source [1].

References to used sources should be indicated by a continuous serial number according to the list of sources and given in square brackets [1], in the sequence of their mention in the text.

List of references. Information about the used sources should be arranged in the order in which references to them appear in the text of the work, numbered with Arabic numerals without a period, and printed with a paragraph indent. Information about sources is provided in accordance with the requirements of APA Style (American Psychological Association).

Appendices should be оформлены as a continuation of the research work on the following pages, arranged in the order in which they are referenced in the text of the research work. Each appendix should begin on a new line with the word "Appendix" and its designation centered on the page.