



**Republican State Enterprise on the Right of Economic Management
“L.N. Gumilyov Eurasian National University”**

RULES

APPROVED BY
Rector of
L.N. Gumilyov Eurasian
National University
_____ Ye. Sydykov
_____ 2019


**RULES FOR
PHD AND DOCTORAL DIPLOMA ISSUANCE BY
L.N. GUMILYOV EURASIAN NATIONAL UNIVERSITY**

PR ENU 05-19

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Nur-Sultan

2019

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Foreword

1 DEVELOPED BY: Postdoc and Academic Personnel Attestation Department

2 ENTERED BY: Department of Science

3 DEVELOPED BY:


Merzadinova G.T. – Vice-Rector for Research and Development;

Buribayeva M.A. – Head of Postdoc and Academic Personnel Attestation Department

4 APPROVED AND EFFECTED ON: _____ 2019.

5 INTRODUCED: initially

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1 General provisions

1. These Rules for issuing a diploma of the degree of Doctor of Philosophy (PhD) at L.N. Gumilyov Eurasian National University (hereinafter – the Rules) regulate the conditions of registration and issuance of the diploma of the degree of Doctor of Philosophy (PhD), doctor on the profile, duplicate diploma of Doctor of Philosophy (PhD), doctor on the profile, as well as replacement of the diploma of Doctor of Philosophy (PhD), doctor on the profile at L.N. Gumilyov Eurasian National University (hereinafter – the University).

2. Diplomas of Doctor of Philosophy (PhD), doctor on the profile and their duplicates/replacements shall be issued under Article 43-1 of the Law of the Republic of Kazakhstan *On Education* № 319-III dated 27 July 2007, paragraph 11 of *Standard Statute of Dissertation Council* approved by the Order of the Minister of Education and Science of Kazakhstan № 126 dated 31 March 2011, paragraph 3 of *Rules for Degrees Award* approved by the Order of the Minister of Education and Science of Kazakhstan № 127 dated 31 March 2011.

2 Rules for diploma issuance

1. Diploma of Doctor of Philosophy (PhD), doctor on the profile (hereinafter - the Diploma) is an official document, issued to a person, who defended a thesis for the degree of Doctor of Philosophy (PhD), doctor on the profile in the Dissertation Committee of L.N. Gumilyov ENU.

The diploma can be issued in the following forms:

- Embossed diploma of PhD, doctor on the profile – size 210x297 mm (*Annex A*);
- Diploma of PhD, doctor on the profile with a hard cover and enclosure – size 310x110 mm (*Annex B*).


The diploma shall be issued under the order of the Rector of the University on the results of a positive decision of the corresponding Dissertation Council on awarding the degree of PhD, Doctor on the profile within 5 days.

2. The diploma is awarded personally to its owner upon presentation of an identity card of a citizen of the Republic of Kazakhstan (or a passport – for foreign citizens).

If there is no possibility for the owner to receive the document in person, a third person can take it with a power of attorney drawn up in the manner prescribed by the legislation of the Republic of Kazakhstan.

3. All types of diplomas have the same series and seven-digit number.

4. To account for the issued diploma and/or its duplicate, Postdoc and Academic Personnel Attestation Department (hereinafter – the Department) maintains a Log of

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PhD Diplomas registration F PR ENU 05-01-19, which contains the following information:

- a) serial number;
- b) last name, first name, patronymic (if any) of the person who was awarded the degree of Doctor of Philosophy (PhD), doctor in the profile;
- c) series and number of the diploma;
- d) specialty code (training program);
- e) date, number of the order for the issuance of the diploma, duplicate/replacement of the diploma;
- f) issue date of the diploma;
- h) last name, first name, patronymic (if any) and signature of the person who received the diploma.

5. The log shall be bound, sealed with the official seal and kept as a strictly accountable document (permanently). Strictly accountable documents of the Department shall be approved by the order of the Rector of the University.

6. The diploma shall be printed by typographic method with special degrees of protection (watermarks), and the data shall be filled in using printing devices using a special font ('calligraphic handwriting').

7. Diploma of Doctor of Philosophy (PhD), doctor in the profile shall be signed by the Rector of the University and the Chairman of the corresponding Dissertation Council. Signatures shall be affixed with ink. The signature of the Rector shall be certified by the official seal of the University.

3 The order of issuance of duplicates and/or replacement of the diploma


1. Duplicate (hereinafter – Duplicate) of the Diploma of all types can be issued in the following cases: loss, damage or any defect to the Diploma, change of surname and/or first name, patronymic (if any).

2. To issue a duplicate to the Department, the applicant should submit the following documents:

- 1) an application addressed to the rector of the University;
- 2) a copy of the identity card of a citizen of the Republic of Kazakhstan (passport – for a foreign citizen);
- 3) a copy of the Diploma lost (if any);
- 4) a document confirming the fact of loss of the Diploma;
- 5) the original of the Diploma in case of any change in the last name and/or first name, patronymic and damage to the Diploma.

3. The duplicate is issued no later than thirty (30) calendar days from the date of registration of the application at the University.

4. The duplicate is issued on the basis of the order of the Rector of the University. In case of liquidation (and/or optimization) of the University, individuals should apply to the archive at the location of the educational organization. Copies and


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extracts issued by state archives, departmental and private archives are official documents having the legal force of originals.

5. The duplicate is issued on the blank forms that are valid at the time of the decision to issue the duplicate, and signed by the Rector of the University.

6. In the upper right corner of the issued form of the diploma there shall be the stamp saying “Duplicate in the replacement of the original copy No. ___ dated _____ (indicate the date of issue of the original diploma (document)).”

7. The originals of the diplomas of Doctor of Philosophy (PhD), Doctor of the profile maintained, shall be recorded and destroyed in accordance with the established procedure in case of replacement.

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APPROVALS PAGE

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Vice Rector for Research and Development	Merzadinova G.T.	_____ 20__	_____ (signature)
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