



On approval of the General requirements for the design of works nominated for the State Prize of the Republic of Kazakhstan in the field of science and technology named after Al-Farabi and the humanities named after A. Baitursynuly

Unofficial translation

Order № 49 of the Minister of Education and Science of the Republic of Kazakhstan dated January 31, 2019. Registered in the Ministry of Justice of the Republic of Kazakhstan on February 6, 2019 № 18264.

Footnote. The title - as amended by the order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated November 10, 2022 No. 140 (shall come into force ten calendar days after the day of its first official publication).

Unofficial translation

In order to implement the Decree of the President of the Republic of Kazakhstan dated January 21, 2015 № 993 "On state prizes of the Republic of Kazakhstan in the field of science and technology named after al-Farabi, literature and art", **I ORDER:**

1. Approve the attached General requirements for the design of works nominated for the State Prize of the Republic of Kazakhstan in the field of science and technology named after Al-Farabi and the humanities named after A. Baitursynuly.

Footnote. Paragraph 1 - as amended by the order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated November 10, 2022 No. 140 (shall come into force ten calendar days after the day of its first official publication).

2. The Committee of science of the Ministry of Education and Science of the Republic of Kazakhstan in accordance with the legislation of the Republic of Kazakhstan shall ensure:

1) state registration of this order in the Ministry of Justice of the Republic of Kazakhstan;
2) sending of this order in the Kazakh and Russian languages to the Republican state enterprise on the right of economic management "Republican Center for Legal Information" for official publication and inclusion to the Standard control bank of regulatory legal acts of the Republic of Kazakhstan within ten calendar days from the date of its state registration;

3) placement of this order on the Internet resource of the Ministry of Education and Science of the Republic of Kazakhstan after its official publication;

4) submission of information on implementation of measures provided for in subparagraphs 1), 2) and 3) of this paragraph to the Department of legal service of the Ministry of Education and Science of the Republic of Kazakhstan within ten working days after the state registration of this order.

3. Control over execution of this order shall be assigned to the Vice-Minister of Education and Science of the Republic of Kazakhstan E. A. Sukhanberdiyeva.

4. This order shall be enforced upon expiry of ten calendar days after its first official publication.

*Minister of Education and Science
of the Republic of Kazakhstan*

E. Sagadiyev

Approved
by the order of the
Minister of Education and Science
of the Republic of Kazakhstan
№ 49 dated January 31, 2019

General requirements for the design of works nominated for the State Prize of the Republic of Kazakhstan in the field of science and technology named after Al-Farabi and the humanities named after A. Baitursynuly

Footnote. General requirements - as amended by the order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated November 10, 2022 No. 140 (shall be enforced ten calendar days after the day of its first official publication).

Chapter 1. General position

1. These General requirements for the design of works nominated for the State Prize of the Republic of Kazakhstan in the field of science and technology named after Al-Farabi and the humanities named after A. Baitursynuly (hereinafter referred to as the State Prize) have been developed in accordance with subparagraph 1) paragraph 12 of the Regulations on Commission for awarding the State Prize of the Republic of Kazakhstan in the field of science and technology named after Al-Farabi and the humanities named after A. Baitursynuly, approved by Decree of the President of the Republic of Kazakhstan dated January 21, 2015 No. 993 “On State Prizes of the Republic of Kazakhstan in the field of science and technology named after Al-Farabi and the humanities named after A. Baitursynuly and literature and art named after Abay” and shall establish requirements for the design of works nominated for State Prizes.

Chapter 2. Requirements for the design of works nominated for the State Prize

2. The work nominated for the State Prize (hereinafter referred to as the Work) shall be presented in the form of bound volumes in paper and electronic versions in one copy in the Kazakh and Russian languages. Providing the first and second volumes shall be mandatory, if available, subsequent volumes shall be provided in any form. Paper and electronic versions of documents shall be provided identically. In electronic form, documents shall be provided in separate files indicating their names.

3. The work shall be accompanied by brief information on one sheet in 2 (two) copies, which is subject to the following requirements:

on the front side of the sheet:

title of the work;

full name of the nominating organization;

last names, first names and patronymics (if any) of the authors, their places of work, positions, academic degrees and titles (if any);

on the reverse side of the sheet:

a summary of the content of the work, its main scientific and technical idea, the results of implementation in production, except for the field of humanitarian, social, political and social sciences, as well as the achieved economic and (or) social effect from the implementation of the work in a text of up to 1500 words;

signature of the author of the work or the supervisor of the work for the team of applicants

;

the text shall be printed on one side of an A4 sheet; the title of the work, surnames, and initials of the authors are indicated on the cover of the volumes.

4. The first volume shall contain a description of the work, which is electronically formatted in *.docx, *.xlsx, *.pdf format, taking into account the following parameters:

1) margins on the left – 2.5 cm, margins on the right – 1.5 cm, headers and footers – 2.5 cm;

2) paragraph indent (first line indent) - 1.25 cm;

3) used font - Times New Roman;

4) for the title in bold font – 14;

5) for the title of the work and the main text, font size is 14;

6) for text in a note, font size is 12;

7) in the footer of the upper part of the sheet indicate the name of the document in capital letters;

8) page numbering is indicated at the bottom of the sheet in the centre; the first page shall not be numbered;

9) line spacing for the main text – one and a half; for text in a note – single.

The volume of the description should not exceed 100 (one hundred) sheets. Illustrations shall be presented in a separate volume.

5. On the title page of the job description there shall be:

name of the organization presenting the work;

title, surnames and initials of applicants in alphabetical order by organization and their signatures.

The supervisor of the work shall be indicated first in the list with the corresponding “Supervisor” mark. The title page shall be presented in Kazakh and Russian languages.

6. At the beginning of the description, an abstract shall be provided about the most significant results of fundamental and applied research, and new technologies, indicating the place, period and scale of implementation of the work (volume no more than 10 pages).

7. The main part of the job description shall set out:

content;

outstanding results in the field of fundamental and applied research, leading to a significant acceleration of the economic and social development of the republic, bringing Kazakhstani science and technology to the level of advanced achievements in the world;

scientific discoveries, monographs and scientific works in one area that have received wide public recognition, information on the development and organization of production of new types of equipment, materials and technologies at the level or higher than world analogues;

recognized results of scientific and technological activities to create fundamentally new products and technologies and their implementation in various sectors of the economy, ensuring economic and (or) social effect;

confirmed results of innovative activities for the introduction of technologies into production that ensured the solution of priority socio-economic problems and the growth of the competitiveness of the Republic of Kazakhstan in the domestic and foreign markets.

The main characteristics of new technologies, equipment, instruments, materials, substances, and operating conditions are given, and the patent and licensing value of the developments shall be noted.

8. At the end of the description there shall be a list of works, discoveries and inventions of the authors on the topic of work, patents, copyright certificates, test reports, acts of implementation in production, reviews of institutions and enterprises, and expert opinions.

A complete list of scientific publications and patents of authors is provided, as well as information about the citation index and publications in ranking international publications.

9. The second volume (nomination documents) shall contain:

letter - presentation on the letterhead of the representing (parent) organization indicating:

the exact full name of the organization;

surname, name and patronymic (if any) of each of the team of applicants;

academic degree (if any), place of work and position, department;

the title of the work, accurately reflecting its content;

summary of the work;

justification for its nomination;

general performance assessment;

the period of its beginning, end and period of practical implementation of the results;

scale of implementation, scientific, technical and technical and economic indicators, resulting economic and social effects;

information that the submitted work has not previously received awards paid from the republican budget;

permission to publish in the open press the title and content of the work, the names of the authors, their positions, and places of work;

extract(s) from the minutes(s) of the meeting of the praesidium, board, academic, scientific or scientific-technical council, the council of an enterprise, organization, labour collective (hereinafter referred to as the Council) on the nomination of the work, indicating its full name, composition of the team of authors, including the last name, first name, patronymic (if any) of each author, his position and place of work, the number of those who took part in the voting of the Council and the voting results, signed by the chairman and secretary.

When the team of authors includes persons who are not employees of the nominating organization, extracts from the minutes of meetings of councils at the place of their main work regarding recommendations for including these persons in the team of authors are drawn up similarly.

10. The letter of representation is signed by the head of the nominating organization.

When submitting work from several organizations, the letter is signed by the heads of each organization.

11. The list of authors in the letter of submission shall be carried out by the organization in alphabetical order.

When selecting a work supervisor, he shall be indicated first in the list with the corresponding "Supervisor" mark.

12. A certificate of creative contribution shall be submitted for each member of the team of applicants separately, indicating:

- last name, first name and patronymic (if any);
- occupied during the period of performance of work;
- specific creative contribution to the work;
- justification for his inclusion in the team of authors.

The certificate shall be signed by the head of the organization at the author's place of work during the period of performance of the work nominated for the State Prize, as well as by the head of the submitting organization.

Nominated work by a single author shall not require the submission of a certificate of creative contribution.

13. Information about each member of the team of applicants for the nominated job is presented on the letterhead of the organization at the applicant's place of main work and shall be drawn up strictly according to an identity document in the Kazakh and Russian languages in the following form:

- surname, first name, patronymic (if any);
- date of birth, identity document details;
- specialty;

honorary title (if the applicant is a laureate, the name of the award and the period for conferring the title are indicated);

- state awards for the last five years, indicating the date of award and merit;
- academic degree and academic title (if available);

place of work;
position held;
contact details;

the information is signed by the applicant indicating the date of completion.

14. Attached to the submission are published scientific works (books, monographs, bound reprints of articles - no more than 5 (five)), documents confirming the authorship of design, technical developments, technological processes and other innovative achievements (copies of patents, copyright certificates, test reports, acts of implementation into production), for the creation of which their author (team of authors) shall be nominated for a State Prize.

15. All documents and materials on work, information about which is not subject to disclosure, shall be presented in one copy and sent in accordance with the Law of the Republic of Kazakhstan “On State Secrets”.