**Instructions for Submission and Acceptance of Documents**

To the Local Committee on the Ethics of Scientific Research
at the Khoja Akhmet Yassawi International Kazakh-Turkish University

**1. Consultation and Contacts**

Before starting the preparation of documents, the researcher may receive consultation from the secretary of the Committee.
All questions concerning the content of the research must be discussed with the academic supervisor, as only he/she is responsible for the scientific justification of the project.

**Contacts of the Committee Secretary:**
Full name: Ainur Asanqyzy Asan
📧 E-mail: ainur.assan@ayu.edu.kz
📞 Phone: +7 775 1500707 (WhatsApp)

**2. Document Templates**

* Templates and sample documents are available on the official website of the University in the section: *Science → Local Committee on the Ethics of Scientific Research*.
* Documents must be downloaded and filled in independently by the researcher.

**3. Preparation and Preliminary Review**

* The prepared documents are to be sent electronically to the e-mail of the Committee secretary: **ainur.assan@ayu.edu.kz**.
* The Secretariat conducts a preliminary review:
	+ if remarks are identified, the documents are returned for revision via e-mail;
	+ if no remarks are found, the researcher receives confirmation that the documents must be submitted in printed form (with signature).

**4. Submission of Printed Documents**

* Approved documents must be provided in paper form, filed in a blue plastic folder (file fastener).
* Acceptance of documents is carried out by the Committee specialist **Dinara Tolegenova**.

**5. Deadlines for Submission**

Documents must be submitted no later than **one week before** the scheduled Committee meeting.

**6. Review and Committee Meeting**

* The documents are forwarded to the Committee experts.
* During the meeting, a protocol is drawn up, which records in detail all identified remarks and recommendations so that researchers can understand and correct their mistakes.

**7. Decision of the Committee**

Based on the results of the meeting, the researcher receives the decision of the Committee at the e-mail address indicated in the application:

* Approve;
* Reject;
* Approve with conditions (upon elimination of remarks).

**If the decision is “Approve with conditions”:**

1. The researcher must make the necessary corrections and re-submit the revised package of documents to the Secretariat via e-mail.
2. After confirmation by the Secretariat, the documents must be submitted in paper form, filed in a blue plastic folder.

**8. Committee Conclusion**

* In the case of final approval, the Committee specialist **Dinara Tolegenova** issues the official conclusion.
* The conclusion is issued personally to the researcher against signature in the registration journal.
* **The conclusion is not issued to third parties.**