

METHODOLOGICAL GUIDELINES ON COMPLETING THE GRADUATION PROJECT

Aktobe Regional University named after K. Zhubanov

“APPROVED”

**Chairman of the Board – Rector of Aktobe Regional University named after K.Zhubanov
L.Karabassova**

“30” __11__2022

REGULATION ON THE FINAL ATTESTATION OF STUDENTS

Edition for official use

Aktobe, 2022

THIS GUIDELINE HAS BEEN DEVELOPED

Director of the Academic Affairs Department – S.Bisheken

APPROVED AND PUT INTO EFFECT

By the Chairman of the Board – Rector of Aktobe Regional University named after K. Zhubanov, based on the decision of the Academic Council (Protocol No. 14 dated 30.11.2024)

VALIDITY PERIOD: until replaced by a new version

INTRODUCED: replacing version 6.0

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INTRODUCTION

The completion of the graduation project is the final stage of the students' learning process in the areas of specialist training. The graduation project is evidence of the student's ability to solve pedagogical, organizational, managerial, planning, economic, specific research, consulting and other tasks.

The main purpose of this methodological development is to outline the main issues of the process of preparing and writing a thesis project. It should be noted that the graduation project for a student should be a project, not a thesis. Writing a thesis project is more difficult because it is necessary to carry out not only a theoretical and analytical study of the topic, but also to propose reasonable measures to improve the analyzed process or to eliminate the identified shortcomings.

The structure of the thesis project, as a rule, consists of 3 main sections (chapters). The main sections of the graduation project are:

- theoretical and methodological foundations of the study of the problem (1 chapter);
- analysis of the state of the problem being studied at a specific educational institution or enterprise (Chapter 2);
- design recombinations for an educational institution or enterprise with justification.

When preparing Chapter 2 (project section), the following should be taken into account:

- 1) project proposals should not be of a universal methodological or theoretical nature, but should be adapted to the conditions of a specific educational organization or enterprise;

2) the project should be aimed at solving urgent socio-economic and pedagogical problems of educational organizations or enterprises, the result of the project implementation is to obtain a significant socio-economic effect or forecast the expected effect of the implementation (Chapter 3).

The most important conditions for successful preparation and completion of the graduation project are:

- the choice of a relevant topic, which is desirable to carry out on orders from industrial, commercial enterprises, scientific and educational organizations, including departments, departments and services of basic universities;

- collecting the necessary material during the pre-graduate internship;

- timely provision of individual parts of the final qualifying work to the supervisor and coordination with him.

1 GENERAL PROVISIONS

1.1 The purpose of these guidelines for the implementation of the graduation project is to establish the general requirements at Aktobe Regional University named after K.Zhubanov for graduation projects in accordance with the State Educational Standard of the Republic of Kazakhstan, approved by Order of the Ministry of Education and Science of the Republic of Kazakhstan dated 31.10.2018, No. 604 (with amendments and additions dated 07/20/2022, Order No. 2 of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter referred to as the EOM of the Republic of Kazakhstan).

1.2 The graduation project is a written graduation thesis, which, in accordance with the curriculum of the educational program, is carried out at the final stage of training. A graduation project is a project-oriented development of a single complex topic, which can be performed by one or more students studying in one or more OP. At the same time, each student performs an independent part of the graduation project, which is an integral part of a comprehensive graduation project.

1.3 The purpose of the graduation project is: - systematization, consolidation and expansion of theoretical and practical, professional knowledge of students acquired by them in the learning process; - mastering the methodology of independent scientific research and experimentation in the development and research of specific issues and problems; - identification of the student's level of preparedness, acquisition of practical skills and professional competence that contribute to his independent work in various branches of modern economics, science and technology; - students' mastery of the skills of in-depth study of various aspects of professional activity, as well as making independent decisions; - integrated design is designed to intensify the learning process and develop methods of student creativity that would bring graduates closer to solving real problems and at the same time expand their knowledge.

1.4 The graduation project must meet one of the following requirements: - study and generalization of research results and design solutions conducted by scientists, analysts, practitioners, engineers, economists, and design engineers; - contain scientifically based theoretical conclusions and suggestions on the object under study; - contain scientifically based results aimed at solving specific tasks, issues and problems.

1.5 In order to achieve these goals, the graduate student must solve the following tasks: - to substantiate the relevance and significance of the chosen topic; – to analyze the condition of the object (subject) of the study by collecting the necessary data; – formulate specific conclusions and suggestions based on the generalization of the results obtained during the study; – based on the generalization of the results obtained, suggest ways to improve the activities of research facilities or ways to solve specific problems, issues and tasks.

1.6. The student, as the author of the thesis project, is responsible for the accuracy and objectivity of all data conducted in the thesis project and the decisions made.

2 THE TOPIC OF THE GRADUATION PROJECT

2.1 The graduation project is designed to identify the student's ability to independently solve specific practical tasks based on the acquired knowledge. A competently and modernly executed graduation project is evidence of the graduate's readiness for independent professional activity.

2.2 Main objectives of the graduation project:

2.2.1 Systematization, consolidation and expansion of students' theoretical and practical knowledge of the chosen educational program.

2.2.2 Development of independent work skills and mastery of research methodology in solving certain problems.

2.2.3 Determination of the level of theoretical and practical knowledge, skills of students, as well as the ability to apply them to solve specific professional and pedagogical tasks.

2.3. In accordance with the goals set, the student must necessarily solve the following tasks::
2.3.1 Substantiate the relevance of the chosen topic, its value and significance.

2.3.2 To study the theoretical provisions, regulatory and technical documentation, statistical materials, reference and scientific literature on the chosen topic.

2.3.3 Collect the necessary statistical material for a specific analysis.

2.3.4 Analyze the collected data using appropriate information processing and analysis methods.

2.3.5 Draw conclusions and develop a project to improve work efficiency.

2.3.6 Prepare a thesis project in accordance with the regulatory requirements for such materials.

2.4 The choice of the topic is determined by the interests and inclinations of the student to a particular problem, the need for the development and improvement of the production itself, the scientific specialization of the department and its teachers.

2.5 In case of writing a thesis project on a topic proposed by an enterprise (organization), it is necessary to submit an application (order) from the enterprise (organizations).

2.6 An application, an order from educational organizations or an enterprise is prepared with the indication of its exact details, signatures of the first head or his deputies and a seal certifying the signature. It contains a mandatory indication of the surname and initials of the author(s) of the thesis project, a clearly and correctly formulated topic, a description of the output results and the planned timing of their implementation in production.

2.7 The department forms an approximate subject of graduation projects. A student wishing to complete a thesis project on a topic not covered by the approximate topic proposed by the graduating faculty must justify their choice and obtain permission from the head of the department.

2.8 The selection of the thesis project topic and its approval must be completed before the start of the pre-graduate internship. It should be borne in mind that the wording of the thesis project topic (with the indication of the supervisor), approved by the university order, is usually not subject to change. Therefore, it is necessary to take a very careful and responsible approach both to the choice of the design direction and to the formulation of the topic, since the degree of conformity of the content of the work with the topic, goals and objectives is the main criterion for assessing the quality of the thesis project.

2.9 The graduate department offers an approximate subject, where most of the topics are of a fairly broad universal nature.

2.10 The topics of the graduation projects are considered at the meeting of the Scientific and Technical Council of the University and approved by the order of the Rector of the University.

3 APPOINTMENT OF SCIENTIFIC SUPERVISORS OF GRADUATION PROJECTS

3.1 The management of diploma projects is carried out by teachers in the field and (or) specialists corresponding to the 8th level of the National Qualification Framework with at least 3 years of work experience (Order No. 339 of the Ministry of Education and Science of the Republic of Kazakhstan dated 07/14/2021). According to the National Qualifications Framework of March 16, 2016, teachers who have completed doctoral studies, with a PhD degree, a PhD degree in their field, candidates of sciences, doctors of sciences, as well as those with higher professional education and practical experience in their specialty, or managerial work experience correspond to level 8. A diploma project can be supervised by no more than 2 academic supervisors who carry out training in the relevant courses.

3.2 The supervisor of the thesis project is obliged to: - give a task for completing a graduation project; - to develop a calendar schedule for the completion of the graduation project for the entire period, reflecting in it all stages of the completion of the graduation project; - recommend the initial data sources and the necessary basic literature, including monographs, legislative and regulatory acts, reference and archival materials, articles from periodicals, instructions, rules, lecture courses, journals, including in foreign languages, as the graduation project should be carried out on the basis of in-depth study of the relevant special literature: - to carry out ongoing monitoring of the student's compliance with the schedule of completion of the graduation project; - to consult on the scope and sections of the thesis project at a set time.

3.3 The head of the department is obliged to provide methodological guidelines for the implementation of the thesis project, set deadlines for the student's periodic report on the completion of the thesis project and, together with the supervisor, accept an interim report on the degree of readiness of the thesis project.

3.4 Information on the readiness of the graduation project by the students of the graduating department is submitted to the Dean of the faculty. 3.5 In case of non-compliance with the schedule for the completion of the thesis project, the supervisor shall inform the head of the department in writing of the information for taking action.

4 ASSIGNMENT FOR THE GRADUATION PROJECT

4.1 The assignment for the thesis project contains a description of the source material and sources, a list of questions developed by the student, a list of recommended literature, a list of graphic materials (tables, diagrams, diagrams, drawings, etc.), a detailed schedule for writing the thesis project (Appendix 1). In the assignments for each student, it is necessary to specify the general topic and the topic of the component part (section) of the graduation project for this student.

4.2 The assignment for the thesis project is approved by the head of the department with an indication of the completion date and is filed in the thesis project after the title page without numbering, but is included in the total number of pages.

4.3 A calendar schedule is drawn up for the entire period indicating all successive stages of the thesis project from the selection of literature to the preliminary defense.

4.4 The main part of the thesis project should disclose the goals and objectives of the topic of work with a justification of the calculation methods used, a description of the experiments performed, a comparative analysis of various options, accompanied by illustrations, graphs, drawings, sketches, diagrams, diagrams and the use of computer technology.

4.5 A graduate project can be carried out by a student both at a university and in other enterprises and organizations in accordance with the object and subject of the study.

5 STRUCTURE AND CONTENT OF THE THESIS PROJECT

5.1 A thesis project is an independent creative work of a student, which is an independently prepared research paper on a specific educational program in the form of a manuscript. The volume of the thesis project should be at least 50 pages (at least 60 pages for the humanities).

5.1.1 The structural elements of the thesis project are:

- The cover
- The title page
- The assignment for completing the thesis
- Content
- Introduction
- Main part (theoretical, analytical and recommendatory parts)
- Conclusion (conclusions and suggestions)
- References
- Appendix(s)
- Prints of the publication or a certificate of participation in the conference with a report.

5.1.2 The cover The following information is provided on the cover (Appendix 2):

- the name of the organization where the graduation project was completed
- last names and initials of students - name of the thesis project topic
- type of work
 - graduation project
- the code and the name of the educational program
- city, year.

5.1.3 The title page is the first page of the thesis project and serves as a source of information necessary for processing and searching the document. The title page contains the following information (Appendix 3):

- the name of the organization where the graduation project was completed
- the name of the department where the thesis project was carried out
- approving signature of the head of the department
- the name of the topic of the graduation project with the indication "on the topic"
- the cipher and the name of the educational program
- the word "completed" is on the left, the last name and initials of the students are indicated on the right opposite.
- the line below is written "scientific supervisor" and the surname and initials, academic degree, academic title, and other regalia of the supervisor are indicated.
- city, year.

5.1.4 The content of the thesis project includes an introduction, ordinal numbers and names of all chapters (sections) and paragraphs (subsections), conclusion, list of references, name of appendices. In the content, each element (chapter, paragraph) of the thesis project is marked with a page from which it begins. The content of the thesis project must meet the following conditions: - the logical sequence of the presentation of the material;

- a clear research focus;
- the concreteness of the presentation of the results of the work;
- the evidence of the conclusions, results, and validity of the proposed solutions and recommendations. A sample of the "Contents" is provided in appendix 4.

5.1.5 The introduction should contain a justification for the relevance of the topic of the thesis project, scientific novelty and practical significance, an assessment of the current state of the scientific problem being solved, and the purpose, objectives and object of the thesis research should be formulated, the theoretical and methodological basis and the practical basis for writing the thesis project should be described. The volume of the introduction can be 2-3 pages. The structure of the introduction:

- justification of the relevance of the topic; - the purpose of the study is determined;
- the object of the study is being determined;
- the subject of the study is indicated;
- research objectives are being determined;
- research methods are indicated;
- scientific novelty and practical significance are revealed;
- the research base is indicated;
- the structure of the graduation project is given.

5.1.6 The main part of the thesis project contains data reflecting the essence, content, methodology and main results of the work performed. The main part of the graduation project is usually divided into sections and subsections (chapters and paragraphs). The graduation project may include 2-3 chapters.

The first chapter is theoretical, which may include 2-3 paragraphs. Based on a review of scientific, legislative, statistical, practical and other literary sources, this chapter examines the theoretical aspects and issues of the problem under study. During the review of literary sources in this chapter, the conceptual framework and methodological foundations of the problem under consideration should be disclosed, a comparative assessment of the various points of view of both domestic and foreign scientists on the topic under study should be given, and their own approach and contribution to the study and solution of the tasks set should be determined.

Chapter two is analytical. This chapter may include several paragraphs in which, based on the study of special information (scientific, reference, regulatory, technical, statistical, practical, etc.), a comprehensive comprehensive analysis of the object under study is carried out, a detailed description of the object and subject of research is given, factors and patterns of the object under study, development trends, and shortcomings in existing practice are identified. and ways to further solve them.

Chapter Three is a summarizing, recommendatory one. This chapter may consist of 2-3 paragraphs, in which, based on a theoretical and practical analysis of the problem under study, the disadvantages of the object under study, unresolved problems in this area, prospects for further development and ways to solve the problem using modeling and situation, as well as other possible ways to improve individual areas of organization and management of the object of research are identified.

5.1.7 A 1-2-page conclusion should contain brief conclusions on the results of the thesis, an assessment of the completeness of the tasks set, specific suggestions and recommendations on the analyzed research object.

5.1.8 The list of references is a list of used scientific, educational, periodical, legislative, statistical, electronic and other sources, designed in accordance with the established requirements for scientific papers and should include at least 30 sources, of which at least 25% should be in the last 5 years. A sample of the design of the list of references is given in appendix 5.

5.1.9 The Appendices include materials related to the completion of the thesis, which are not reflected in the main part and can be presented in the form of tables, figures, instructions, technical

descriptions, software products, calculations, etc. It is important that all the elements of the methodological apparatus connect the internal logic, the unity of all its components.

6 PREPARATION OF THE THESIS PROJECT FOR DEFENSE

6.1 In order to provide the student with theoretical and practical assistance during the preparation and writing of the thesis project, the department approves the supervisor. As a rule, they are teachers of the department, under whose guidance the student completed a pre-graduate internship.

6.2 The head of the graduation project is obliged to:

- to assist the student in developing the plan of the graduation project;
- give assignment for a graduation project;
- provide assistance in choosing the research methodology;
- provide qualified advice on the selection of literary sources and factual materials necessary for the implementation of the project;
- to carry out systematic monitoring of the progress of the graduation project in accordance with the schedule;
- in addition to joint consultations, conduct weekly group and individual consultations for students completing graduation projects;
- to assess the quality of the graduation project and compliance with the requirements for it (supervisor's review, appendix 8);
- graduates, under the guidance of the head of the graduation project, make a single presentation and report. The thesis project is accompanied by a task (for each student separately), a general review and a general review (for each student separately, appendix 9).

If there is a practical implementation, a certificate is issued for the thesis project as a whole, indicating the specific elements of the work that have been implemented.

6.3 An important criterion for evaluating a thesis project is its verification through the "Turnitin" system. When checking, the similarity index should not exceed 35%.

6.4 For the preliminary defense of projects, students are required to provide a ready-made project, including all the above elements, in printed form. The pre-defense is conducted by a commission from among the faculty of the department: the head of the department, the heads of graduation projects.

6.5 Based on the results of the preliminary defense, the commission collectively decides on the admission/non-admission of students to defend their thesis project. If the commission decides "admitted subject to comments," students are required to correct the comments as soon as possible.

6.6 The results of the pre-defense are recorded in the protocol, which is signed by the members of the commission and the head of the graduating department, and are not subject to change (Appendix 7).

6.7 If students are admitted and promptly eliminated the comments made during the pre-defense, they are required to submit the final version of the thesis project to the department within the prescribed period.

6.8 In order to obtain an additional objective assessment, an external review of the thesis project is carried out by specialists in the relevant field.

6.9 Experts from educational organizations or enterprises, production facilities, and teachers from other universities may be involved as reviewers.

6.10 The review should note the importance of studying this topic, its relevance, and how successfully theoretical and practical issues have been addressed. The review also provides a detailed description of each section of the thesis project, highlighting the positive aspects and disadvantages.

In conclusion, the reviewer states his point of view about the overall level of the thesis project and recommends an assessment (Appendix 9).

6.11 The review must be received no later than 10 days before the defense. The completed review is submitted to the department along with the thesis project on time.

7 THE PROCEDURE FOR DEFENDING A THESIS PROJECT

7.1 The student(s), having received a positive review, a review and permission from the head of the department for admission to the defense, must prepare a report on the project in up to 15 minutes, in which the main provisions of the thesis project are clearly and briefly outlined. The report should be short, informative, and precise, with reasonable and concise language. When students of different educational institutions complete a graduation project, the graduation project is defended at joint meetings of attestation commissions in these areas of study according to an approved schedule.

7.2 The report includes:

7.2.1 Purpose, object, subject, research base.

7.2.2 Relevance of the research to an educational institution or enterprise.

7.2.3 Methods used in the study of the problem under consideration.

7.2.4 The results achieved during the study and the main conclusions.

7.2.5 The essence of the project and the expected effect.

7.3 Figures are provided in the report only if they are necessary to prove or illustrate a conclusion. More specifically, the content of the report is determined by the graduate student together with the supervisor. At the same time, for greater clarity, it is necessary to prepare illustrated material, including the most important tables, figures, diagrams, diagrams, etc. All components contained in this material should be indicated during the report.

7.4 It is advisable to prepare the material in 2 versions:

- in the electronic version in the form of slides;

7.5 The thesis project is defended in an open mode, project managers, reviewers, as well as students and all interested persons can attend the meeting.

7.6 The graduation project is evaluated according to the point-rating system. The overall assessment of the student's work is determined, taking into account his theoretical background, the quality of the project and the design.

7.7 The Attestation Commission notes the novelty and relevance of the topic, the degree of scientific study, digital technologies, and the practical significance of the results of the graduation project. The defense of the thesis project takes place separately with each graduate student with the presentation of the relevant parts of the work, handouts, presentations and reports. Graduate students are defended sequentially one after another in accordance with the logic of the parts of the work they have completed.

7.8 Upon completion of the defense, the members of the attestation commission give grades at a closed meeting. Then all the students are invited and the results of the last defense are announced. A protocol is drawn up for each graduate. The protocol is signed by the chairman of the attestation commission.

7.9 Members of the attestation commission may mark some works as the best, recommend students to participate in competitions or grants, continue their studies at the master's degree, etc.

7.10 The main criteria for assessing the quality of a diploma project are: - implementation of a real project commissioned by educational organizations or enterprises; - high practical relevance; - social and economic justification of the project; - the use of research and development elements; the use of computer technology; - legal support of the project; - availability of publications in the open

press; - availability of implementation certificates; - the use of DP elements in competitions of any level; - execution of DP.

7.11 The rating of projects is increased for a skilfully and competently constructed report, comprehensive answers to the questions of the members of the AK and the comments of reviewers, resourcefulness, originality, interest in the problem, knowledge of special material, design quality, diversity and variety of illustrations, etc.

8 REQUIREMENTS FOR THE DESIGN OF THE THESIS PROJECT AND THE DESIGN OF THE TEXT

8.1 Each student undergoes a standard control procedure for the compliance of the thesis project with the requirements for the design of the DP. The compliance of the diploma project with the requirements is formalized by a standard control sheet, which is signed by the standard controller and the student(s), and is embedded in the diploma project (Appendix 6).

8.2 Normocontrollers are appointed on the basis of the order of the head(s) of the department from among the teaching staff of the graduating department. Time is allocated for standard control at the rate of 1 hour per graduation project out of the total (24 hours) allocated for the management of the graduation project.

8.3 The task of the normocontroller is to check the compliance of the graduation project design with the requirements of these guidelines.

8.4 The thesis project must be printed using a computer and a printer on one side of a sheet of A4 white paper in one interval. The font is TimesNewRoman, size – 14. It is necessary to observe uniform density, contrast and the same image clarity throughout the work. The graduation project must have a hardcover.

8.5 The following page parameters must be observed: - margins: left – 30 mm, right – 10 mm, top – 20 mm, bottom – 20 mm; - paragraph indentation – 0.8 (from the fourth character).

8.6 Typos, typos, and graphic inaccuracies found in the course of a thesis (project) may be corrected by erasing or painting over with white paint and applying the corrected text (graphics) in the same place using typewritten or handwritten methods (black ink, black ink, or a helium pen).

8.7 The surname, names of institutions, organizations, firms, product names and proper names in the graduation project are given in the original language.

8.8 Each chapter (section) and each paragraph (subsection) must contain complete information and collectively disclose the topic of the thesis project.

8.9 The names of chapters (sections) and paragraphs (subsections) should be printed with a paragraph indentation (fourth character) with a capital letter (capital letter) without a dot at the end, without underlining. If the name consists of two sentences, then they are separated by a dot.

8.10 Pages are numbered in Arabic numerals, end-to-end numbering throughout the text. The page number is placed in the center of the lower part of the page without a dot.

8.11 The cover, title page, and thesis assignment are not numbered, but are included in the overall page numbering.

8.12 The contents and the first sheet are not numbered, but are also included in the overall page numbering. The page numbering starts from page 3 and continues through the text.

8.13 Illustrations and tables arranged on separate sheets are included in the overall page numbering of the thesis project.

8.14 The chapters (sections) of the thesis project must have ordinal numbers within the entire work, indicated by Arabic numerals without dots and written with paragraph indentation. Paragraphs (subsections) should be numbered within each chapter (subsection), separated by a dot. Do not put a period at the end of the paragraph (subsection) number. Example:

1 Theoretical foundations of the essence of preschool education in the Republic of Kazakhstan

1.1 The concept of a system..... 1.2 System functions..... Each chapter (section) of the graduation project begins with a new sheet, page. The text is separated from the title of the chapter and paragraph by an interval of two lines (two Enter). The paragraphs (subsections) within one chapter are separated by an interval of two lines (two Enter) from the text. The names of chapters (sections) and paragraphs (subsections) should be printed with an uppercase letter, not enclosed in quotation marks, and no dot should be placed at the end of the name.

8.15 Illustrations (drawings, maps, graphs, diagrams, diagrams, photographs) should be placed immediately after the text in which they are mentioned for the first time or on the next page. The illustrations can be colored and numbered with Arabic numerals through numbering. Numbering is allowed within the chapter (section). All illustrations should be referenced. Illustrations, drawings, if necessary, may have names and explanatory data (caption text). The word "drawing" and its name are placed after its explanatory data and arranged as follows:

Example:

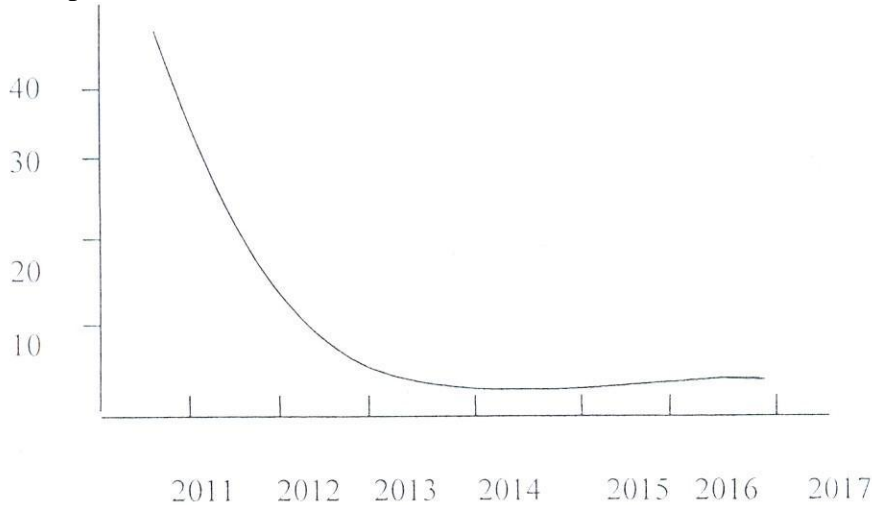


Figure 1. Carbon nanotube

8.16 Tables should be placed immediately after the text in which it is mentioned for the first time or on the next page. All tables should be referenced. The name of the table should be placed above the table on the same row where the word "Table" is located. Example: Table 1. Changes in the implementation of innovations

No. p / p	Types of innovations	Changes
1	Technology for obtaining new products	17%
2	Activation technology	30%
3	Technology	33%
4	Technic	20%

A table with a large number of rows can be moved to another sheet (page). When transferring a part of the page to another sheet, the word "Table" and its number and name are indicated once to the left above the first part of the page, and "Continuation of the table" with the number is written above the other parts. When moving a part of the table, the lower horizontal line bounding the table is not drawn. It is advisable to include a table with a large number of graphs in the application.

8.17 The tables should indicate the units of measurement of the quantities given, and the rules for their reduction should be followed. Arbitrary abbreviations in graphs and other text are not allowed. In the text materials of the table, a period is not placed at the end of sentences.

8.18 If the text repeated in the table column consists of one word, it is allowed to replace it with quotation marks after the first spelling: if it consists of two or more words, then at the first repetition it is replaced with the words "Too", and then with quotation marks. It is not allowed to put quotation marks instead of repeating numbers, stamps, signs, mathematical and chemical symbols. If digital or other data is not carried out in any row of the table, then a dash is placed in it.

8.19 Tables are numbered end-to-end in Arabic numerals. It is allowed to use a smaller font size in the table than in the text.

8.20 The note should be placed immediately after the text, graphic material or in the table to which these notes relate. The notes to the table are placed at the end of the table above the horizontal line indicating the end of the table. The word "Note" should be capitalized, with a paragraph, in the discharge and without underlining. If there is only one note, then a dash is placed after the word "Note" and the note is capitalized. One note is not numbered, several notes are numbered in Arabic numerals without a dot.

8.21 Formulas and equations in the text are highlighted in a separate line. There should be at least one free line above and below each formula or equation. If the equation does not fit in one line, then it must be moved after the equal sign (=) or after the plus signs (+), minus (-), multiplication (x), division (:) or other mathematical signs, and the signs in the next line are repeated.

8.22 The explanation of the meaning of symbols and numerical coefficients should be given directly below the formula in the same sequence as they are given in the formula. The value of each character and coefficient should be given from a new line. The first line of the explanation begins with the word "where" without a colon.

8.23 Formulas in the thesis project should be numbered in ordinal numbering, within the entire work in Arabic numerals in parentheses in the rightmost position on the line. Example:

$$E_{(1-n)} = \frac{[PE]_{(1-n)}}{[VA]_{(1-n)}}$$

$$E_{sr} = \sum E_{(1-n)} / n$$

$$E_K = \frac{([EMERGENCY]_1 + [EMERGENCY]_2 + \dots + [PE]_n)}{([VA]_1 + [VA]_2 + \dots + [VA]_n)}$$

where $E_{(1-n)}$ economic efficiency from the 1st to n-th of the enterprise; $[PE]_{(1-n)}$ net profit from the 1st to n-th of the enterprise; $[VA]_{(1-n)}$ gross assets from the 1st to n-th of the enterprise; E_{sr} - average economic efficiency from the 1st to n-th of the company; n - number of enterprises; AC efficiency cluster; $[PE]_1, [PE]_2, \dots, [PE]_n$ - net profit n enterprises; $[VA]_1, [VA]_2, \dots, [VA]_n$ - n gross assets of enterprises.

8.24 References to the sources used are given in square brackets. All references listed in the list of references should be referenced in the text of the thesis project.

8.25 Information about sources should be arranged in the order in which references to sources appear in the text of the thesis (project), numbered in Arabic numerals without dots and indented (Appendix 5).

8.26 The application is designed as a continuation of the thesis project and placed after the list of references. All applications must be referenced in the text. The appendices are arranged in the order of their references in the text. Each application begins with a new page with the word "Application" and its designation in capital letters and indicating the number at the top in the middle of the page. The names of the applications are printed on the next line symmetrically to the capitalized text. Applications are numbered in Arabic numerals and must have a common end-to-end page numbering with the rest of the thesis project.

9 EVALUATION OF THE GRADUATION PROJECT

9.1 for the student: It is necessary to evaluate the contribution of each participant of the graduation project (except himself). The evaluation of each participant in the project is confidential information and will be known only to the supervisor.

Full name. _____ average number of points _____

Full name. _____ average number of points _____

Full name. _____ average number of points _____

Evaluation of project participants:

- Full name of your group members, except for yourself.
- The contribution of each project participant is evaluated on a 100-point scale. However, each score assigned to a group member must differ from the score assigned to any other participant by at least 1 point.

- Additional information that affects the work of a particular participant.

- Each student is required to submit the results of the evaluation of the participants to the supervisor one week before the defense of the thesis project.

For the supervisor:

- The head of the graduation project outputs the average score (Ist) of each participant in the group.

- The supervisor independently evaluates each participant on a 100-point scale (Inr - supervisor)

- The supervisor provides the attestation commission with data on the average score of each student, as well as the supervisor's assessment.

Note: for students who complete the graduation project individually, the assessment is conducted by the supervisor and the attestation commission.

9.2 Criteria for the evaluation of the thesis project for the attestation commission

The topic of the graduation project: _____

Year: _____

Students: _____

Criteria	Bad (less than 50% / F)	Satisfactory (50% - 69% / D, D+, C-, C)	Good (70% - 89% / C+, B-, B, B+)	Excellent (over 90% / A-, A)	Range	The ball	Commentary

Introduction. Purposes. Tasks. Structure.	<ul style="list-style-type: none"> • there are no research questions and the importance of the work is not highlighted • a topic outside of a set of skills or knowledge 	<ul style="list-style-type: none"> • The research questions are insufficiently formulated and the necessary background information is not included 	<ul style="list-style-type: none"> • The research questions are clearly formulated and sufficient background information is available 	<ul style="list-style-type: none"> • includes a clear description of the research questions Identifies gaps in scientific knowledge and provides the basis for an ongoing project clarifies the issues of the project and, if necessary, justifiably defends the ideas presented 	0 - 10		
Literature review	<ul style="list-style-type: none"> • the student does not connect the research question with the available literature • The sources are not exhaustive • no reasoning related to the project is provided 	<ul style="list-style-type: none"> • Incomplete literature review related to the project topic • the questions of the thesis project have a justification in the existing literature • the student weakly identifies the limitations of existing literature 	<ul style="list-style-type: none"> • комплексный обзор литературы, связанный с темой проекта • вопросы исследования имеют прочную основу в существующей литературе • студент выявляет ограничения в существующей литературе 	<ul style="list-style-type: none"> • the literature review summarizes the existing research on the topic, determines the relevance for the study • the literature review has an integrated structure • focuses on gaps in the literature that the graduation project intends to solve 	0 - 10		
Theory. Conceptualization	there is no theoretical basis or is clearly unrelated to the research problem	shows the necessary understanding and application of theory	shows a solid understanding and application of theory	shows an understanding of one or more theories and uses the theory to create a hypothesis or to make the problem area of the project more understandable.	0 - 10		
Methodology	The methodology is not suitable for study and understanding is not demonstrated	demonstrates the necessary knowledge of methodology and justification for the choice of methods	demonstrates in-depth knowledge of the methodology and justification of the choice of methods	<ul style="list-style-type: none"> • demonstrates a clear understanding and correct use of the methodology • Identifies the relevant strengths and weaknesses of the methods used 	0 - 10		

Analysis of the results	<ul style="list-style-type: none"> the analysis is not organized insufficiently focused and the results do not provide an understanding of the proposed question 	<ul style="list-style-type: none"> The analysis is organized * focused results provide some insight into the proposed question 	<ul style="list-style-type: none"> The results are clearly summarized The discussion of the results is focused and related to the research issue the results have been published in scientific publications 	<ul style="list-style-type: none"> the results are interpreted in the light of the proposed question of the work and the existing literature includes alternative explanations, tables and graphs the results have been published in scientific publications 	0 - 10		
Conclusion and conclusions	<p>The new knowledge gained from the research and the implications of this research are not clearly discussed.</p>	<ul style="list-style-type: none"> The discussion of the results is quite focused and related to research issues Implications for future research are not discussed 	<ul style="list-style-type: none"> The discussion of the results is focused and related to research issues Implications for future research are being discussed 	<ul style="list-style-type: none"> Clearly summarizes the key information gained during the project and describes the development of knowledge or new ideas on the problem. Detailed discussion of the implications of the findings for the coverage of theory and research 	0 - 10		
The quality of academic writing	<ul style="list-style-type: none"> requires a professional editor Sentence structure, language and style несовершенные Major changes are required 	<ul style="list-style-type: none"> a number of typos, grammatical and spelling errors A number of changes are needed 	<ul style="list-style-type: none"> Limited number of typos (grammatical errors and spelling) Some changes are required 	<ul style="list-style-type: none"> very well written Easy to read and understand Very few changes or additions are required 	0 - 5		
The quality of oral defense	<ul style="list-style-type: none"> Fragmented presentation could not answer a number of questions Slides and handouts are of very poor quality 	<ul style="list-style-type: none"> I've been focusing on less important aspects for too long. there were difficulties with the questions Some slides with typos, errors, and handouts that are difficult to read 	<ul style="list-style-type: none"> Clear slides and handouts Good presentation skills was able to answer most of the questions 	<ul style="list-style-type: none"> Well-designed slides and handouts Professional presentation All questions are answered professionally. 	0 - 20		

Evaluation by external reviewers	0	1-4 (D, D+, C-, C)	5-8 (C+, B-, B, B+)	9-10 (A-, A)	0-10		
Project products	The project's products are missing	the products presented partially correspond to the project results	the products presented do not fully correspond to the project results	the products presented fully comply with the project results	0 -10		
General						0-100	

$I_{ак}$ - the total score of the attestation commission

The final grade of each student's thesis project ($I_{но}$) is calculated using the following formula::

$$I_{но} = \frac{I_{ак} + \left(\frac{I_{см} + I_{нр}}{2} \right)}{2}$$

$I_{ак}$ - общий балл аттестационной комиссии

$I_{ст}$ - средний балл каждого участника проекта, по оценке студентов

$I_{нр}$ – оценка научного руководителя каждого студента

Например: $I_{ст}$ – 95 балл

$I_{нр}$ – 85 балл

$I_{ак}$ – 80 балл

$I_{но} = 85$ балл (итоговая оценка одного студента)

10 CHANGES AND ADDITIONS

10.1 Amendments and additions to the Methodological Guidelines are made in accordance with legislative acts, regulatory documents in the field of education and university regulations.

10.2 In the event of a change, all copies of the expired Methodological Guidelines available at the university should be withdrawn and replaced with new ones.

AGREED:

Vice-Rector for Academic Affairs L.Myasnikova

Vice Rector for Science and Innovation R.Beknazarov

Aktobe Regional University named after K.Zhubanov

Faculty_____

Educational program_____

Department_____

"I approve"

Head of the Department

"___"_____ 20__ y.

ASSIGNMENT
for the graduation project

To the student_____

Full name

course, group, educational program

1. The topic of the graduation project

___ approved by the Rector's order from "___"_____ 20__ y. №_____

The topic of the component part (section) of the graduation project

2. Deadline for completion of completed work "___"_____ 20__ y.

3. Initial data for the project (laws, literature sources, laboratory and production data)

4. The list of issues to be developed in the project _____

5. List of graphic materials (drawings, tables, diagrams, etc.)

6. List of the main recommended literature _____

7. Consultations on the project (indicating the relevant sections of the work)

Number, title of the section, chapter	Scientific director, consultant	Deadlines for receiving the task	Issued the task (signed)	Accepted the assignment (signed)

8. Schedule of the graduation project

№	Stages of work	Deadlines for completing work stages	Application
1	Approval of the project topic		
2	Collecting materials for project preparation		
3	Preparation of the theoretical part of the project (Chapter 1)		
4	Preparation of the analytical part of the project (Chapter 2-3)		
5	Completion of the draft version of the full text of the project		
6	Provision of a thesis project for pre-defense		
7	Submitting a thesis project for review		
8	Provision of the final version of the thesis project with the review of the supervisor		

	and the review		
9	Defense of the graduation project		In accordance with the schedule of the final assessment

Task issue date "___" _____ 20__ y.

Scientific director _____ (signature, Full name, academic title, position)

The assignment was accepted by: student _____ (signature, Full name.)

Sample cover of the graduation project

AKTOBE REGIONAL UNIVERSITY NAMED AFTER K.ZHUBANOV

Akhmetova I.A., Smagulova A.A., Isataeva V.V.
Modern directions of preschool education

GRADUATION PROJECT

Educational program 6B01201-Preschool education and upbringing

Aktobe 20__

Sample design of the title page

AKTOBE REGIONAL UNIVERSITY NAMED AFTER K.ZHUBANOV DEPARTMENT OF
PEDAGOGY, PSYCHOLOGY AND SPECIAL DISCIPLINES

"Admitted to the defense"
by the Head of the department
_____ K.Zh.Turebayeva
" ____ " _____ 20__ y.

GRADUATION PROJECT

on the topic: " _____ "
according to the educational program 6B01201 – Preschool education and upbringing

Completed: _____ Akhmetova I.A.
_____ Smagulova A.A.
_____ Isatayeva V.V.
Scientific supervisor , PhD, Professor _____ Turebaeva K.Zh.

Aktobe 20____

Sample design of the content of the thesis project

CONTENT

Introduction	3
1 Chapter title	5
1.1.....	5
1.2	15
1.3	25
1.4	35
2 Chapter title	40
2.1	45
2.2	55
2.3	65
Заключение.....	75
The list of the used literature	77
Appendix A. Application Name	80

Sample design of the list of references

List of used literature

- 1 Luschik Ch.B., Luschik A.Ch. Decay of electronic excitations with formation of defects in solids. Moscow: Nauka, 1989. 264 p.
- 2 Murali R. Graphene Nanoelectronics: From Materials to Circuits. – NY: Springer, 2012. – 265 p.
- 3 Dalidchik F.I., Balashov E.M., Kovalevsky S.A. The nature of equidistant negative differential resistances in tunnel spectra of ultra-small nanoparticles // Letters in JETF. – 2018. – Vol. 108., No. 7. – pp. 504-509.
- 4 Jia C., Migliore A., Xin N., Huang S., Wang J., Yang Q., Wang S., Chen H., Wang D., Feng B., Liu Z., Zhang G., Qu D.-H., Tian H., Ratner M.A., Xu H.Q., Nitzan A., Guo X. Covalently bonded single-molecule junctions with stable and reversible photoswitched conductivity // Science. – 2016. – Vol. 352, No. 6292. – P. 1443-1445.
- 5 Nikolaenko V.L., Matveev A.V., Kalitenya I.L. Device for rebuilding the MDR-23 monochromator // Problems and prospects of modern science: XVI International Scientific Conference- practical conference. – 2017. – Vol. 16. pp. 180-182.
- 6 National Institute of Standards and Technology, U.S. Department of Commerce. [Electronic resource] – URL: <http://webbook.nist.gov/cgi/cbook.cgi?ID=C2396658&Mask=80> (accessed 07/04/2020).
- 7 Abramowitz M., Davidson M.W. Concepts in Digital Imaging Technology. Photomultiplier Tubes. Hamamatsu [Electronic resource]. – URL: <https://hamamatsu.magnet.fsu.edu/articles/photomultipliers.html> (accessed 11/14/2020).
- 8 Maratova A.G., Ubaev Zh.K. Digital technology for recording photoluminescence, X-ray luminescence, tunnel luminescence and thermally stimulated luminescence of alkali halide crystals // Copyright certificate No. 12826, 10/26/2020.

Note: No dot is placed after the source number, then a paragraph indent is made and the source data is printed.

NORMAL INSPECTION

the graduation project of the students of the educational program " _____ " _____

Faculty _____

_____ (Full name) The topic of the graduation project

Checking the graduation pr

№	An object	Parameters	Matches + does not match -
1	Topic name	Corresponds to the approved topic	
2	Font Size	14 size	
3	Font Name	Times New Roman	
4	Line spacing	Single	
5	Paragraph	0.8 (fourth character)	
6	Margins (mm)	Left – 30 mm, right – 10 mm, top – 20 mm, bottom – 20 mm	
7	Total amount of work	50 pages of printed text (at least 60 pages for humanitarian fields)	
8	Volume of introduction	2-3 pages	
9	The volume of the main part	40 pages of printed text (at least 45 pages for the humanities)	
10	Scope of the conclusion	1-2 pages	
11	Page numbering	Through, at the bottom of the sheet, in the center with Arabic numerals	
12	The sequence of structural parts of the work	Cover, Title page, Assignment for the thesis project, Content, Introduction, Main part (two or three chapters), Conclusion, References, Appendix.	
13	Design of the structural parts of the work	Each part structure starts from a new page. The names are indented with a capital letter. The distance between the title and the text is two lines. Do not put a period at the end of the name.	
14	The structure of the main part	2-3 chapters commensurate in volume	
15	The quantity and	at least 30 bibliographic descriptions of	

	design of the literature used	documentary and literary sources	
16	Наличие и оформление приложений	Availability and design of applications	
17	Оформление содержания и ссылок на литературу	Design of the content and references to literature	
18	Formatting tables	They are placed after the mention in the text	
19	Design of drawings	They are placed after the mention in the text	
20	Links	All the works listed in the list of references are referenced in the text of the thesis project.	

Standard control has been completed:

_____ (holding a position) _____ (signature) _____ (Full name)

I am familiar with the results of the norm control:

Student _____ (Full name) _____ (signature)

Student _____ (Full name) _____ (signature)

Student _____ (Full name) _____ (signature)

Student _____ (Full name) _____ (signature)

Student _____ (Full name) _____ (signature)

Student _____ (Full name) _____ (signature)

Comments eliminated: _____ (Full name) _____ (signature)

Date _____

A sample of the pre-defense of the graduation project

PROTOCOL No.____

pre-protection of the thesis project from

" ____ " _____ 20__ y.

Were present:

_____ (number of teachers)

_____ (number of students)

The agenda:

1. Pre-defense of the student's graduation project (ci) of the educational program " _____ "

_____ Faculty _____

_____ (Full
name of the student) on the topic

They

listened: _____

_____ Questions

ns:

1. _____

2. _____

3. _____

Performed: _____

They decided:

1. _____

2. _____

Chairman: _____ (position) _____ (signature) _____
(Full name)

Secretary: _____ (position) _____ (signature) _____
(Full name)

Sample review of a thesis project

Review

of the graduation project of Akhmetova A.I., Smagulova A.A., Isatayeva V.V., students of the final year of the educational program 6B01201-Preschool education and upbringing of the Pedagogical Faculty of Aktobe Regional University named after K. Zhubanov on the topic:

" _____
_____ "

Relevance of the topic

The logical
sequence

The level of independence when working on a comprehensive thesis project (indicate for each student his contribution to the achievement of the project goal)

To substantiate and concretize conclusions and proposals

The positive (negative) sides of work

The positive negative) sides
of

The graduation project meets (does not meet) the requirements for graduation projects and is allowed (not allowed) to be defended at a meeting of the attestation commission.

Supervisor signature Full name

Academic title,
academic degree

Post

Place of work

"_____" 20____ y.

Place of printing

Review

for the graduation project of Akhmetova A.I., Smagulova A.A., Isatayeva V.V. students of the final year of the educational program 6B01201-Preschool education and upbringing of Aktobe Regional University named after K. Zhubanov on the topic:

" _____ "

Further, the review is written according to the attached scheme:

1. assessment of the validity of relevance, novelty, and practical significance of the chosen research topic;
2. assessment of the methodological base, compliance of the purpose and plan of the thesis project with its content;
3. assessment of the degree of problem solving and completeness of the study;
4. availability and assessment of the independence of conclusions and recommendations;
5. Controversial provisions, criticisms and shortcomings;
6. characteristics of the general level of the thesis;
7. compliance of the diploma project with the profile of specialist training of the awarded academic degree and the assigned qualification

The review concludes with an assessment of the thesis project based on a point rating system and a recommendation for awarding its author a bachelor's degree in the relevant educational program.

Example: *The graduation project of Akhmetova A.A., Smagulova A.A., Isatayeva A.T. deserves an excellent grade (95 points) and a bachelor's degree in the educational program "Preschool education and upbringing".*

The reviewer

_____ (position
and place of work of the reviewer) (Full name)

" ____ " _____ 20__ y.

Place of printing

Signature _____

OK _____ (Full name of the reviewer) (Full name of the head of the

OK) " ____ " _____ 20__ y.

Statement no. _____

Name of the educational
program: _____

The topic of the graduation project: _____

Head of the graduation project: _____

№	Student's full name	I_{cm}	I_{np}	$(\frac{I_{cm} + I_{np}}{2})$	I_{ak}	I_{uo}
1	Smagulova A.A.	95	85	90	80	85

(to evaluate an individual project)

№	Student's full name	I_{np}	I_{ak}	I_{uo}
1	Akhmetov A.I.	90	80	85

Attestation Commission:

_____ Full name of the Chairman _____ signature
_____ date _____ Full name of the member _____
signature
_____ Full name of the member _____ signature