

# INSTRUCTIONS ON THE REQUIREMENTS FOR WRITING AN ACADEMIC ESSAY

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**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**

## **INSTRUCTIONS ON THE PROCEDURE FOR REGISTRATION AND ISSUANCE OF DUPLICATE DIPLOMAS**

Edition for official use

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### **THIS INSTRUCTION HAS BEEN DEVELOPED BY**

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### **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 №5 dated “30” 11 2022)

**VALIDITY PERIOD:** until replaced by a new version

**INTRODUCED:** replacing version 6.0

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## **1 SCOPE OF APPLICATION**

1.1 These Instructions define the requirements for writing an academic essay.

1.2 This Instruction is a mandatory guide for students, teaching staff and structural units.

## **2 REQUIREMENTS FOR WRITTEN PAPERS IN THE ACADEMIC ESSAY FORMAT**

2.1 The essay is used to determine the level of knowledge of students in a discipline during the current control on a specific topic, module, or as the final control of an interim assessment.

2.2 If an essay is used as a form of intermediate assessment, it is reviewed and approved at a meeting of the department.

2.3 The essay completed by the student must be checked by the anti-plagiarism system "Turnitin Similarity" through the system of the subject teacher.

2.4 An essay will not be evaluated if its content and volume do not meet the requirements of academic integrity during the "Turnitin Similarity" anti-plagiarism test.

2.5 Norms of the anti-plagiarism program (system), the permissible percentage of borrowing is determined by the teacher of the discipline, based on the "Regulation on the procedure for determining the presence of plagiarism when checking written works using the anti-plagiarism system Turnitin Similarity".

2.6 The volume of the essay (number of words, number of pages) is determined by the teacher depending on the specifics of the subject.

2.7 The essay topics should be analyzed and approved at the department meeting, guided by questions on lectures and practical classes on the main modules of the discipline's Syllabus, the subject teacher should provide students with the essay topics at least 2 weeks before the exam or upload them to the University system.

2.8 During the writing of the essay, the use of educational works and materials from Internet sources is allowed. The amount of basic and additional literature used in the essay is determined by the subject teacher. The literature should be from works published in recent years.

2.9 The student must upload the essay to the Univer system in the first week of the intermediate assessment.

2.10 The essay score must be checked and evaluated within a week after uploading to the Univer system.

2.11 After choosing a topic, the student shows the research plan to the teacher and asks for ethical permission. The teacher submits the student's statement at the department meeting. After approval at the department meeting, the research work on the topic begins.

### **3 CRITERIA FOR EVALUATING WRITTEN PAPERS IN THE ACADEMIC ESSAY FORMAT**

3.1 An academic essay is evaluated according to 5 different criteria (20 points are assigned to each section).

- 1) Knowledge and understanding of the topic (the ability to open a topic);
- 2) The level of research and analysis, conclusion;
- 3) The structure and sequence of the essay;
- 4) The level of use of scientific sources;
- 5) Writing style (grammar) and conciseness of presentation.

3.1.1 Knowledge and understanding of the topic:

- 1) outstanding work worthy of publication; demonstrated specialized knowledge on the topic, was able to explain the topic perfectly;
- 2) The topic is well analyzed, the concepts are presented in a scientific manner;
- 3) Satisfactory/reasonable level of understanding of the topic;
- 4) the topic is incomplete, poorly stated, the issues are considered rather superficially;
- 5) The topic, main concepts and conclusions have not been analyzed to a satisfactory level.

3.1.2 Level of research and analysis, conclusion:

- 1) the student was able to explain his opinions and views with sound evidence (scientific facts); during the analysis, he showed creativity and analyzed from a critical point of view; relationships are explained on a special scale; creativity is manifested in the analysis of thoughts;
- 2) a well-reasoned, critically written paper in which different opinions and points of view are compared and contrasted; in the course of writing the paper, the student was able to substantiate his point of view and summarize the idea.;
- 3) the evidence and analysis were carried out at a satisfactory level;
- 4) The written work is written in a descriptive style; there is little or no critical analysis;
- 5) The written work is descriptive, disorganized, fragmentary, and completely devoid of critical analysis.

3.1.3 Structure and sequence of the essay:

- 1) a structure containing concrete evidence, clearly stated with exceptional consistency;
- 2) Very well structured and organized;
- 3) Good structure and logical consistency is maintained;
- 4) The structure and sequence are satisfactory, but at a very basic level;
- 5) obvious shortcomings in the organization of the text;
- 6) Very simple structure, poor consistency.

3.1.4 The level of use of information sources:

- 1) The sources have been carefully selected and critically used;
- 2) Sources are used efficiently and critically for a long time.;

- 3) The use/analysis of sources is satisfactory;
- 4) there are gross errors in the use of sources, very few references are given;
- 5) the use of unsuitable, unscientific sources; copying without critical analysis.

3.1.5 Writing style and conciseness of thought:

- 1) the writing style is perfect, grammatically correct; the author's opinion is justified, the academic conclusion is clear;
- 2) the writing style is good, there are few grammatical errors; good authorship and academic justification;
- 3) there is a mistake in the writing style, many grammatical errors; the author's opinion and academic reasoning are weak;
- 4) the work is difficult to read: there are many stylistic errors, grammatical errors.

#### **4 CHANGES AND ADDITIONS**

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

4.2 In the event of a change, all copies of the Instruction that are no longer valid at the university must be withdrawn and replaced with new ones.

**AGREED:**

**Vice-Rector for Academic Affairs L.Myasnikova**