NJSC «K. Zhubanov Aktobe Regional University»

«APPROVED»
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K. Zhubanov Aktobe Regional University
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GUIDELINES FOR THE PREPARATION OF THE DIPLOMA PROJECT

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INTRODUCTION

The preparation of the Diploma Project constitutes the final stage of the educational process for students enrolled in bachelor's degree programmes. The Diploma Project demonstrates the student's ability, as a prospective Bachelor of Education, to address pedagogical, organisational and managerial, planning and economic, research, advisory, and other professional tasks.

The primary purpose of these Guidelines is to outline the key aspects of the process of preparing and writing a diploma project. It should be emphasised that students are expected to produce a diploma project rather than a diploma thesis. Preparing a diploma project is more demanding, as it requires not only a thorough theoretical and analytical investigation of the chosen topic but also the development of well-founded proposals for improving the process under analysis or addressing the identified shortcomings.

As a rule, the Diploma Project consists of three main chapters:

- Chapter 1 – Theoretical and methodological foundations of the research problem;
- Chapter 2 – Analysis of the current state of the research problem within a specific educational institution or enterprise;
- Chapter 3 – Project proposals for improving the activities of the educational institution or enterprise, supported by appropriate justification.

When preparing Chapter 3 (the project chapter), the following requirements should be taken into account:

1) The proposed solutions shall not be of a general theoretical or methodological nature but shall be specifically adapted to the conditions and needs of the particular educational institution or enterprise.

2) The project shall be aimed at addressing current socio-economic or pedagogical challenges faced by the educational institution or enterprise. The implementation of the project should result in a significant socio-economic benefit or provide a justified forecast of the expected outcomes of its implementation (Chapter 3).

The successful preparation and completion of the Diploma Project depend on the following key factors:

- selecting a relevant and practically significant research topic, preferably proposed by industrial or commercial enterprises, research organisations, educational institutions, or by academic departments and other structural units of partner universities;
- collecting the necessary empirical and analytical materials during the pre-diplolma internship;
- submitting individual sections of the final qualification work to the academic supervisor in a timely manner and obtaining the supervisor's feedback and approval throughout the preparation process.

1 GENERAL PROVISIONS

1.1 These Guidelines for the Preparation of the Diploma Project establish the general requirements applicable to Diploma Projects at K. Zhubanov Aktobe Regional University, in accordance with the State Mandatory Standard of Higher and Postgraduate Education, approved by Order No. 604 of the Minister of Education and Science of the Republic of Kazakhstan dated 31 October 2018, as amended by Order No. 2 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 20 July 2022.

1.2 The Diploma Project is a written final qualification work completed at the final stage of study in accordance with the curriculum of the Educational Programme. A Diploma Project is a project-oriented work devoted to the development of a single complex topic and may be undertaken by one or more students enrolled in one or more Educational Programmes. In such cases, each student shall complete an independent part of the Diploma Project, which shall constitute an integral component of the joint Diploma Project.

1.3 The objectives of preparing the Diploma Project are to:

- to systematise, consolidate and expand students' theoretical, practical and professional knowledge acquired during their studies;
- to develop students' competence in independent scientific research and experimental work when investigating specific issues and problems;
- to assess students' level of preparedness and their acquisition of practical skills and professional competencies necessary for independent work in various sectors of the modern economy, science and technology;
- to develop students' ability to undertake an in-depth analysis of various aspects of professional practice and to make independent decisions;
- to promote an integrated design approach aimed at enhancing the educational process and fostering methods of student creativity that prepare graduates to solve real-world problems while simultaneously broadening their knowledge.

1.4 The Diploma Project shall satisfy at least one of the following requirements:

- to examine and synthesise the findings of research and design solutions developed by researchers, analysts, practitioners, engineers, economists and design engineers;
- to contain theoretically substantiated conclusions and recommendations relating to the subject of the research;
- to contain scientifically substantiated findings aimed at addressing specific tasks, issues and problems.

1.5 To achieve these objectives, the graduating student shall:

- demonstrate the relevance and significance of the selected research topic;
- analyse the research object (or subject) by collecting and examining the necessary data;
- formulate well-founded conclusions and recommendations based on the findings of the research;

- propose practical measures for improving the activities of the research object or provide solutions to specific problems, issues, and tasks on the basis of the research findings.

1.6 The student, as the author of the Diploma Project, shall bear full responsibility for the accuracy and objectivity of all data presented, the validity of the research conducted, and the decisions and conclusions contained in the Diploma Project.

2 TOPICS OF THE DIPLOMA PROJECT

2.1 The Diploma Project is intended to demonstrate the student's ability to apply the knowledge acquired during the course of study to the independent solution of specific practical problems. A well-prepared and professionally executed Diploma Project serves as evidence of the graduate's readiness for independent professional practice.

2.2 The main objectives of the Diploma Project are:

1) To consolidate, systematise, and expand students' theoretical and practical knowledge acquired within the selected Educational Programme.

2) To develop students' skills in independent work and their competence in applying research methods to the solution of specific problems.

3) To assess students' theoretical knowledge, practical skills, and their ability to apply them in solving specific professional and pedagogical tasks.

2.3 To achieve these objectives, the student shall complete the following tasks:

1) Demonstrate the relevance, significance, and practical value of the selected research topic.

2) Review the theoretical foundations, regulatory and technical documentation, statistical data, and relevant reference and scholarly literature relating to the selected topic.

3) Collect the statistical and empirical data necessary for conducting the research.

4) Analyse the collected data using appropriate methods of data processing and analysis.

5) Draw well-founded conclusions and develop a project aimed at improving the effectiveness of the activities under investigation.

6) Prepare and format the Diploma Project in accordance with the established regulatory and academic requirements applicable to such works.

2.4 The selection of the Diploma Project topic shall be based on the student's academic interests and research preferences, the needs of educational institutions or industry for development and improvement, as well as the research specialisation of the Academic Department and its academic staff.

2.5 Where a Diploma Project is prepared on a topic proposed by an enterprise or organisation, a formal written request from the relevant enterprise or organisation shall be obtained.

2.6 The formal request submitted by an educational institution or enterprise shall include the organisation's full official details and bear the signature of its

head or an authorised deputy, together with the official seal, where applicable. The request shall specify the surname and initials of the author(s) of the Diploma Project, the proposed project title, a clear description of the expected outcomes, and the planned timeframe for the implementation of the project results.

2.7 The Academic Department shall prepare a list of recommended Diploma Project topics. A student wishing to undertake a Diploma Project on a topic not included in the list approved by the Graduating Department shall provide a justification for the proposed topic and obtain the approval of the Head of the Academic Department.

2.8 The selection and approval of the Diploma Project topic shall be completed before the commencement of the pre-diploma internship. Once the topic of the Diploma Project and the academic supervisor have been approved by a University order, amendments shall normally not be permitted. Students shall therefore exercise due care and responsibility when selecting the project topic and formulating its title, as the degree of correspondence between the content of the Diploma Project and its approved title, objectives, and research tasks constitutes one of the principal criteria for assessing its quality.

2.9 The Graduating Department shall develop a list of recommended Diploma Project topics, the majority of which shall be broad in scope and of a general nature.

2.10 The proposed list of Diploma Project topics shall be considered by the Scientific and Technical Council of the University and approved by an order of the Chair of the Management Board – Rector.

3 APPOINTMENT OF ACADEMIC SUPERVISORS FOR DIPLOMA PROJECTS

3.1 Academic supervision of Diploma Projects shall be provided by academic staff specialising in the relevant field and (or) by specialists who meet the requirements of Level 8 of the National Qualifications Framework and have at least three (3) years of relevant professional experience (Order No. 339 of the Minister of Education and Science of the Republic of Kazakhstan dated 14 July 2021).

In accordance with the National Qualifications Framework, approved on 16 March 2016, Level 8 includes academic staff who have completed doctoral studies and hold a Doctor of Philosophy (PhD) degree, a Professional Doctorate (PhD in the relevant field), the academic degree of Candidate of Sciences or Doctor of Sciences, as well as specialists holding a higher professional qualification with relevant professional or managerial experience.

A Diploma Project may be supervised by no more than two (2) academic supervisors who are involved in the delivery of the relevant Educational Programme(s).

3.2 The Academic Supervisor of a Diploma Project shall:

- issue the student with the Diploma Project assignment;
- prepare a schedule for the completion of the Diploma Project covering the entire period of preparation and indicating all stages of the work;

- recommend the primary data sources and essential literature required for the preparation of the Diploma Project, including monographs, legislative and regulatory documents, reference and archival materials, articles published in scholarly journals, manuals, regulations, lecture materials, professional journals, including those published in foreign languages, since the Diploma Project shall be based on a thorough review of the relevant scholarly literature;

- monitor the student's compliance with the approved project schedule throughout the preparation of the Diploma Project;

- provide consultations within the prescribed timeframe regarding the content, scope, and individual chapters of the Diploma Project.

3.3 The Head of the Academic Department shall ensure that students are provided with the Guidelines for the Preparation of the Diploma Project, establish deadlines for students' periodic progress reports, and, together with the Academic Supervisor, review interim reports on the progress and degree of completion of the Diploma Project.

3.4 Information on the progress of Diploma Projects prepared by students of the Graduating Department shall be submitted to the Dean of the Faculty.

3.5 Where a student fails to comply with the approved project schedule, the Academic Supervisor shall notify the Head of the Academic Department in writing so that appropriate action may be taken.

4 DIPLOMA PROJECT ASSIGNMENT

4.1 The Diploma Project assignment shall include a description of the initial materials and source information, a list of issues to be addressed by the student, recommended literature, a list of illustrative materials (tables, charts, diagrams, figures, and other visual materials), and a detailed schedule for the preparation of the Diploma Project (Appendix 1). For projects undertaken by more than one student, the assignment shall specify both the overall project topic and the individual topic (or section) assigned to each student.

4.2 The Diploma Project assignment shall be approved by the Head of the Academic Department, indicating the deadline for completion of the project. It shall be placed immediately after the title page of the Diploma Project without a page number but shall be included in the total page count.

4.3 The project schedule shall cover the entire period of preparation, indicating all successive stages of the Diploma Project, from the selection of literature to the completion of the pre-defence.

4.4 The main body of the Diploma Project shall fully address the aims and objectives of the research topic, provide justification for the methods of analysis and calculation employed, describe the research and experiments conducted, present a comparative analysis of alternative approaches where appropriate, and be supported by tables, charts, figures, diagrams, sketches, schemes, and other illustrative materials, including the appropriate use of computer technologies.

4.5 The Diploma Project may be completed either at the University or at other enterprises or organisations, depending on the object and subject of the research.

5 STRUCTURE AND CONTENT OF THE DIPLOMA PROJECT

5.1 A Diploma Project is an independent piece of creative and scholarly work prepared by a student in the form of a manuscript within a specific Educational Programme. The Diploma Project shall comprise no fewer than 50 pages (60 pages for programmes in the humanities).

5.1.1 The structural elements of the Diploma Project shall include:

- Cover;
- Title Page;
- Diploma Project Assignment;
- Table of Contents;
- Introduction;
- Main Body (comprising the theoretical, analytical, and recommendation sections);
- Conclusion (findings and recommendations);
- References;
- Appendix (Appendices);
- Copies of the student's publication(s) or a certificate confirming participation in a conference with a presentation.

5.1.2 **Cover**

The Cover shall contain the following information (Appendix 2):

- the name of the University;
- the surname and initials of the student(s);
- the title of the Diploma Project;
- the type of work: Diploma Project;
- the code and title of the Educational Programme;
- the city and year.

5.1.3 **Title Page**

The Title Page shall constitute the first page of the Diploma Project and shall serve as the primary source of bibliographic information required for the identification and retrieval of the document.

The Title Page shall contain the following information (Appendix 3):

- the name of the University;
- the name of the Academic Department in which the Diploma Project was prepared;
- the approval signature of the Head of the Academic Department;
- the title of the Diploma Project, preceded by the words "On the topic:";
- the code and title of the Educational Programme;
- on the left-hand side, the words "Prepared by", with the surname and initials of the student(s) shown opposite on the right-hand side;
- on the following line, the words "Academic Supervisor", followed by the supervisor's surname and initials, academic degree, academic title, and other professional credentials;
- the city and year.

5.1.4 **Table of Contents**

The Table of Contents shall include the Introduction, the numbered titles of all chapters (sections) and subchapters (subsections), the Conclusion, the References, and the titles of the Appendices.

The page number on which each structural element (chapter, section, or subsection) begins shall be indicated opposite its title.

The Table of Contents shall meet the following requirements:

- logical organisation and sequence of the material presented;
- a clear focus on the objectives of the research;
- precise presentation of the research findings;
- well-substantiated conclusions, research results, and proposed solutions and recommendations.

A sample Table of Contents is provided in Appendix 4.

5.1.5 **Introduction**

The Introduction shall provide a justification of the relevance of the Diploma Project topic, its scientific novelty and practical significance, and an assessment of the current state of the scientific problem under investigation. It shall also define the aim, objectives, and object of the research, and describe the theoretical and methodological framework and the practical basis of the Diploma Project. The Introduction should normally comprise 2–3 pages.

The Introduction shall include:

- justification of the relevance of the research topic;
- the aim of the research;
- the object of the research;
- the subject of the research;
- the research objectives;
- the research methods;
- the scientific novelty and practical significance of the research;
- the research base;
- a description of the structure of the Diploma Project.

5.1.6 The Main Body of the Diploma Project shall present the information reflecting the essence, content, methodology, and principal findings of the research undertaken. As a rule, the Main Body shall be divided into sections and subsections (chapters and subchapters). The Diploma Project may comprise two or three chapters.

The first chapter, Theoretical Framework, may comprise two or three sections. This chapter shall examine the theoretical aspects of the research problem on the basis of a review of scholarly, legislative, statistical, practical and other relevant literature. The literature review shall present the conceptual framework and methodological foundations of the research problem, provide a comparative analysis of the views expressed by both domestic and international scholars on the research topic, and identify the student's own approach and contribution to the study of the problem and the achievement of the research objectives.

The second chapter- analytical. This chapter may comprise several sections in which, on the basis of an analysis of specialised sources of information

(scholarly, reference, regulatory and legislative, technical, statistical, practical and other relevant sources), a comprehensive analysis of the research object shall be undertaken. The chapter shall provide a detailed description of the object and subject of the research, identify the factors, patterns and development trends relating to the research object, reveal deficiencies in existing practice, and propose approaches to addressing them

The third chapter - summarising and recommendatory. This chapter may comprise two or three sections in which, on the basis of the theoretical and practical analysis of the research problem, the deficiencies of the research object, unresolved issues in the relevant field, prospects for further development, and approaches to addressing the identified problems through modelling and situational analysis are identified, together with other possible ways of improving particular aspects of the organisation, operation and management of the research object.

5.1.7 **The Conclusion**, normally comprising 1–2 pages, shall present a concise summary of the findings of the Diploma Project, evaluate the extent to which the research objectives have been achieved, and provide specific conclusions and practical recommendations relating to the research object.

5.1.8 **The References** shall comprise all scholarly publications, textbooks, periodicals, legislative and regulatory documents, statistical materials, electronic resources, and other sources cited in the Diploma Project. The list shall be prepared in accordance with the established requirements for scholarly works and shall contain no fewer than 30 references, of which at least 25% shall have been published within the preceding five years. A sample format for the References is provided in Appendix 5.

5.1.9 **The Appendices** shall include materials related to the Diploma Project that are not incorporated into the main body of the work. Such materials may include tables, figures, instructions, technical descriptions, software products, calculations, questionnaires, supplementary data, and other supporting materials.

It is essential that all elements of the research methodology form a coherent and internally consistent framework, ensuring the logical unity and interrelationship of all its components.

6 PREPARATION OF THE DIPLOMA PROJECT FOR DEFENCE

6.1 To provide the student with academic and practical guidance during the preparation of the Diploma Project, the Academic Department shall appoint an Academic Supervisor. As a rule, the Academic Supervisor shall be a member of the academic staff of the Department who supervised the student's pre-graduation internship.

6.2 The Academic Supervisor shall:

- assist the student in developing the plan for the Diploma Project;
- issue the Diploma Project assignment;
- provide guidance on the selection of appropriate research methods;
- advise the student on the selection of relevant literature and factual materials required for the preparation of the Diploma Project;
- monitor the student's progress in accordance with the approved project schedule;

- in addition to scheduled consultations, conduct weekly group and individual consultations for students preparing Diploma Projects;

- evaluate the quality of the completed Diploma Project and its compliance with the established requirements by preparing a Supervisor's Report (Appendix 8);

- guide the graduating students in preparing a joint presentation and a joint oral presentation for the defence.

The following documents shall accompany the Diploma Project an individual Diploma Project assignment for each student; a joint Supervisor's Report; and an individual External Review for each student (Appendix 9).

Where the results of the Diploma Project have been implemented in practice, a Certificate of Implementation shall be issued for the Diploma Project as a whole, specifying the particular elements of the project that have been implemented.

6.3 An important criterion for the assessment of the Diploma Project is its verification using the Turnitin plagiarism detection system. The similarity index shall not exceed 35%.

6.4 For the pre-defence, students shall submit a completed printed copy of the Diploma Project containing all the required structural elements specified in these Guidelines.

The pre-defence shall be conducted by a committee composed of members of the academic staff of the Academic Department, including the Head of the Academic Department and the Academic Supervisors of the Diploma Projects.

6.5 Following the pre-defence, the Committee shall make a collective decision on whether to admit or not admit the student(s) to the defence of the Diploma Project. Where the Committee decides that the student(s) are admitted subject to revisions, the student(s) shall address all comments and recommendations within the shortest possible time.

6.6 The results of the pre-defence shall be recorded in the minutes, which shall be signed by the members of the Committee and the Head of the Graduating Department. Once approved, the minutes shall not be amended (Appendix 7).

6.7 Students who have been admitted to the defence and have addressed the comments made during the pre-defence within the prescribed timeframe shall submit the final version of the Diploma Project to the Academic Department by the established deadline.

6.8 To obtain an independent and objective evaluation, the Diploma Project shall undergo an external review conducted by specialists in the relevant field.

6.9 External reviewers may include specialists from educational institutions, enterprises, industry, or members of the academic staff of other higher education institutions.

6.10 The external review shall evaluate the significance and relevance of the research topic and assess the extent to which the theoretical and practical aspects of the research have been successfully addressed. It shall also provide a detailed evaluation of each chapter of the Diploma Project, identifying its strengths and weaknesses. In the concluding section of the review, the reviewer shall present an

overall assessment of the Diploma Project and recommend a final grade (Appendix 9).

6.11 The external review shall be received no later than ten (10) days before the defence. The completed and duly signed review shall be submitted to the Academic Department together with the Diploma Project within the prescribed timeframe.

7 PROCEDURE FOR THE DEFENCE OF THE DIPLOMA PROJECT

7.1 A student who has received favourable feedback, a favourable review, and the approval of the Head of the Academic Department for admission to the defence shall prepare a presentation of the Diploma Project of up to 15 minutes, clearly and concisely outlining its principal provisions. The presentation shall be concise, informative and accurate, with well-founded and succinct statements.

Where a Diploma Project has been prepared jointly by students enrolled in different Educational Programmes, it shall be defended at a joint meeting of the Attestation Commissions for the relevant fields of study in accordance with the approved defence schedule.

7.2 The oral presentation shall include:

1) The aim, object, subject, and research base of the study.

2) The relevance and significance of the research for the educational institution or enterprise concerned.

3) The research methods employed in the study.

4) The principal findings and conclusions of the research.

5) The essence of the proposed project and its anticipated outcomes and practical impact.

7.3 Numerical data shall be included in the presentation only where it is necessary to substantiate or illustrate particular findings or conclusions. The content of the presentation shall be determined by the student in consultation with the Academic Supervisor. To enhance clarity, the student shall prepare illustrative materials containing the most significant tables, figures, charts, diagrams, schemes and other visual aids. All components of the illustrative materials shall be referred to during the presentation.

7.4 The presentation materials should be prepared in the following formats:

- in the form of slide presentation;
- a printed version on A4 paper.

7.5 The defence of the Diploma Project shall be conducted in an open session.

The Academic Supervisors, External Reviewers, students, and other interested persons may attend the defence.

7.6 The Diploma Project shall be assessed in accordance with the University's point-rating assessment system. The final grade shall reflect the student's overall performance, taking into account the level of theoretical preparation, the quality of the Diploma Project, and its presentation and formatting.

7.7 In evaluating the Diploma Project, the Attestation Commission shall take into consideration: the originality and relevance of the research topic; the depth of

scholarly investigation; the appropriate use of digital technologies; the practical significance of the project outcomes.

Each student shall defend the Diploma Project individually by presenting the relevant part of the project, the supporting handout materials, the presentation slides, and the oral presentation.

Students shall defend their respective parts of the Diploma Project sequentially in accordance with the logical structure of the project.

7.8 Upon completion of the defence, the members of the Attestation Commission shall meet in closed session to determine the final grades. Thereafter, all students shall be invited back, and the results of the defence shall be announced.

A separate record of the proceedings shall be prepared for each graduate and signed by the Chair of the Attestation Commission.

7.9 The Attestation Commission may recognise outstanding Diploma Projects and recommend their authors for participation in academic competitions, grant programmes, admission to Master's degree programmes, or further research activities.

7.10 The principal criteria for assessing the quality of a Diploma Project shall include:

- completion of a project commissioned by an educational institution or enterprise;
- a high level of practical relevance;
- the social and economic justification of the project;
- the incorporation of research elements into the project;
- effective use of computer technologies;
- the legal support for the project;
- the publication of research findings in publicly available publications;
- the availability of implementation certificates;
- the use of elements of the Diploma Project in competitions at any level;
- the completion of the Diploma Project.

7.11 The project grade may be increased for a well-structured and competently delivered presentation, comprehensive answers to questions from the Attestation Commission, appropriate responses to reviewers' comments, resourcefulness, originality, demonstrated interest in the subject matter, sound knowledge of the relevant specialist material, quality of presentation and formatting, and the range and variety of illustrations, among other factors.

8 FORMATTING REQUIREMENTS FOR THE DIPLOMA PROJECT

8.1 Each student shall undergo a format compliance review to verify that the Diploma Project complies with the formatting requirements established by these Guidelines. Compliance shall be confirmed by a Format Compliance Checklist, which shall be signed by both the Format Reviewer and the student(s) and included in the Diploma Project (Appendix 6).

8.2 Format Reviewers shall be appointed by an order of the Head of the Academic Department from among the academic staff of the Graduating Department. Time allocated for the format compliance review shall be calculated

at one (1) hour per Diploma Project and shall be included within the total allocation of 24 hours assigned for the supervision of Diploma Projects.

8.3 The responsibility of the Format Reviewer shall be to verify that the Diploma Project complies with the formatting requirements set out in these Guidelines.

8.4 The Diploma Project shall be prepared using a computer and printer and printed on one side only of white A4-size paper with 1.0 line spacing. The font shall be Times New Roman, 14-point. Uniform print density, contrast, and clarity shall be maintained throughout the document. The Diploma Project shall be submitted in hardbound (book-bound) form.

8.5 The following page layout requirements shall apply:

- left margin – 30 mm;
- right margin – 10 mm;
- top margin – 20 mm;
- bottom margin – 20 mm;
- first-line paragraph indent – 0.8 cm.

8.6 Typographical errors, clerical errors and graphical inaccuracies identified during the preparation of the Diploma Project may be corrected by erasure or by covering the affected area with correction fluid and inserting the corrected text or graphics in the same location, either by typing or by hand using black ink, black drawing ink, or a black gel pen .

8.7 Surnames, the names of institutions, organisations, companies, products, and other proper nouns shall be given in their original language.

8.8 Each chapter (section) and each subchapter (subsection) shall constitute a complete and coherent unit of information, and together they shall fully address the topic of the Diploma Project.

8.9 Chapter (section) and subchapter (subsection) headings shall begin with a first-line paragraph indent and be typed using an initial capital letter without a full stop at the end. Headings shall not be underlined. Where a heading consists of two sentences, the sentences shall be separated by a full stop.

8.10 Pages shall be numbered consecutively throughout the Diploma Project using Arabic numerals. The page number shall appear at the bottom centre of each page without a full stop.

8.11 The Cover, Title Page, and Diploma Project Assignment shall not bear page numbers.

8.12 The Table of Contents and the first page shall not bear page numbers but shall be included in the overall page numbering. Page numbering shall commence from page 3 and continue consecutively throughout the remainder of the document.

8.13 Illustrations and tables presented on separate pages shall be included in the consecutive pagination of the Diploma Project.

8.14 Chapters (sections) of the Diploma Project shall be numbered consecutively throughout the document using Arabic numerals without a full stop after the number and shall begin with a first-line paragraph indent. Subchapters (subsections) shall be numbered consecutively within each chapter, with chapter

and subsection numbers separated by a full stop. No full stop shall be placed after the final number.

Example:

1 Theoretical Foundations of Preschool Education in the Republic of Kazakhstan

1.1 Concept of the System ……..

1.2 Functions of the System ……

Each chapter (section) shall begin on a new page.

The chapter title shall be separated from the following text by two blank lines (pressing Enter twice). Likewise, each subchapter (subsection) shall be separated from the preceding and following text by two blank lines. Chapter (section) and subchapter (subsection) headings shall begin with an initial capital letter, shall not be enclosed in quotation marks, and shall not be followed by a full stop.

8.15 Illustrations (including drawings, maps, graphs, charts, diagrams, photographs, and similar materials) shall be placed immediately after the first reference to them in the text or on the following page. Illustrations may be presented in colour and shall be numbered consecutively using Arabic numerals. Alternatively, numbering may be carried out within each chapter (section). All illustrations shall be referred to in the text. Where necessary, illustrations may be accompanied by a title and explanatory caption. The word ‘Figure’, together with its number and title, shall be placed below the illustration following the explanatory caption and formatted as follows:

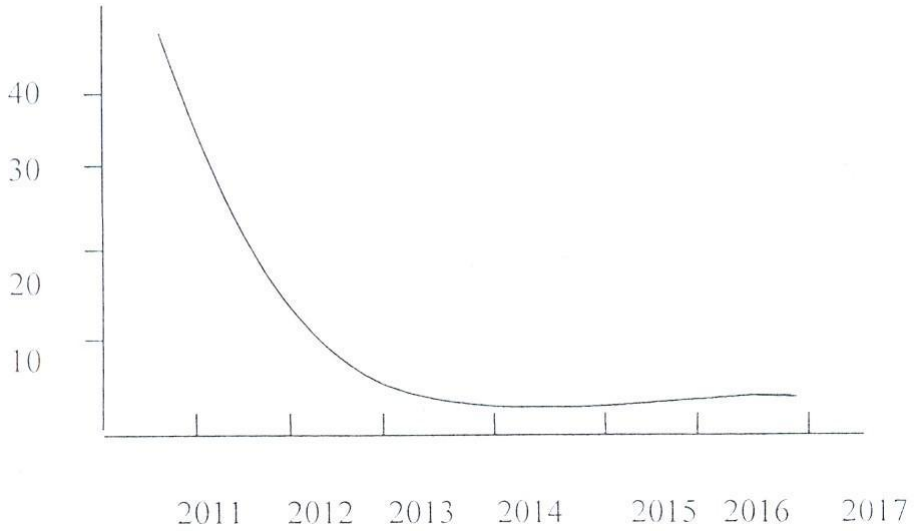


Figure 1. Carbon nanotube

8.16 Tables shall be placed immediately after the first reference to them in the text or on the following page. All tables shall be referred to in the text. The title of a table shall be placed above the table, on the same line as the word ‘Table’, and formatted as follows:

Table 1. Changes Arising from the Implementation of Innovations

№ п/п	Types of Innovations	Changes
1	Technology for Producing New Products	17%

2	Activation Technology	30%
3	Technology	33%
4	Equipment	20%

If a table contains a large number of rows, it may be continued on the following page. Where a table is continued, the heading ‘Table’, together with its number and title, shall appear only above the first part of the table. Above each subsequent part, the words ‘Continuation of Table’ followed by the table number shall be used. Where a table continues onto the following page, the bottom horizontal border of the table shall not be drawn on the preceding page. Tables containing a large number of columns should, where appropriate, be placed in the Appendices.

8.17 All tables shall specify the units of measurement for the data presented, and standard abbreviations for units of measurement shall be used. Arbitrary abbreviations shall not be used in tables, figures or other text. Full stops shall not be used at the end of sentences or entries within the text contained in tables.

8.18 Where repeated text within a table cell consists of a single word, it may be replaced by quotation marks after its first occurrence. Where the repeated text consists of two or more words, the first repetition shall be replaced by the words "Same", and subsequent repetitions by quotation marks. Quotation marks shall not be used in place of repeated figures, grades, symbols, mathematical expressions or chemical symbols. Where numerical or other data are not provided in a table row, an em dash shall be inserted. (—).

8.19 Tables shall be numbered consecutively throughout the Diploma Project using Arabic numerals. A smaller font size than that used in the main text may be used within tables.

8.20 **Notes** shall be placed immediately after the text, figure, or table to which they relate. Notes relating to a table shall be placed at the end of the table, immediately above the bottom horizontal border.

The word ‘Note’ shall begin with an initial capital letter, be aligned with the paragraph indent, and shall not be underlined. If there is only one note, it shall be introduced by the word ‘Note’ followed by a dash, and the note shall begin with a capital letter. A single note shall not be numbered. Where there are two or more notes, they shall be numbered consecutively using Arabic numerals without a full stop after the number.

8.21 **Formulae and equations** shall be displayed on a separate line. At least one blank line shall be left both above and below each formula or equation.

If an equation does not fit on a single line, it shall be transferred after the equals sign (=) or after the plus (+), minus (−), multiplication (×), division (÷), or other mathematical operator. The operator shall be repeated at the beginning of the following line.

8.22 Explanations of the symbols and numerical coefficients used in a formula shall be provided immediately below the formula in the same sequence in which they appear. The explanation of each symbol and coefficient shall begin on

a new line. The first line of the explanation shall begin with the word ‘where’, without a colon.

8.23 Formulae in the Diploma Project shall be numbered consecutively throughout the document using Arabic numerals. The formula number shall be enclosed in parentheses and aligned with the right-hand margin.

Example:

$$Э_{1-n} = \frac{ЧП_{1-n}}{ВА_{1-n}}$$

$$Э_{ср} = \sum \frac{Э_{1-n}}{n}$$

$$Э_{К} = \frac{[\sum (ЧП_1 + ЧП_2 + \ldots + ЧП_n)]}{[\sum (ВА_1 + ВА_2 + \cdots + ВА_n)].}$$

where $Э_{1-n}$ –– economic efficiency of the *i*th enterprise (from 1 to *n*); $ЧП_{1-n}$ – net profit of the *i*th enterprise (from 1 to *n*); $ВА_{1-n}$ – gross assets of the *n*th enterprise (from 1 to *n*); $Э_{ср}$ – – average economic efficiency of the enterprises; n – number of enterprises; $Э_{К}$ –– cluster efficiency; $ЧП_1, ЧП_2, \ldots, ЧП_n$ – – total net profit of the *n* enterprises – total gross assets of the *n* enterprises.

8.24 **References to cited sources** shall be indicated in square brackets. Every source included in the References shall be cited at least once in the text of the Diploma Project.

8.25 The References shall be arranged in the order in which the sources are first cited in the text of the Diploma Project. Entries shall be numbered consecutively using Arabic numerals without a full stop after the number and shall begin with a first-line paragraph indent (Appendix 5).

8.26 **The Appendices** shall form a continuation of the Diploma Project and shall be placed after the References. All appendices shall be referred to in the text and shall be arranged in the order in which they are first cited. Each appendix shall begin on a new page. The word ‘Appendix’, together with its number, shall be centred at the top of the page and written with an initial capital letter. The title of the appendix shall appear on the following line, centred on the page and beginning with an initial capital letter. Appendices shall be numbered consecutively using Arabic numerals and shall be included in the continuous pagination of the Diploma Project.

9 ASSESSMENT OF THE DIPLOMA PROJECT

9.1 ***For Students***

Each student shall assess the contribution of every other member of the Diploma Project team, excluding themselves. The assessment of each team member shall remain confidential and shall be disclosed only to the Academic Supervisor.

Full Name _____ Average Score _____

Full Name _____ Average Score _____

Full Name _____ Average Score _____

Assessment of Project Participants:

- Full names of the **other** group members excluding oneself.
- Assessment of each project member's contribution on a 100-point scale. The score assigned to each member must differ by at least 1 point from the score assigned to any other member of the group.
- Additional information describing the contribution of a particular member to the project.
- Each student is required to submit the results of the assessment of the group members to the academic supervisor one week before the defence of the diploma project.

For the Academic Supervisor

The Academic Supervisor shall:

- calculate the average peer assessment score for each member of the project team **($I_{ст}$)** ;
- independently assess the contribution of each student using a 100-point scale ($I_{нр}$ -supervisor);
- submit to the Attestation Commission the average peer assessment score for each student together with the Academic Supervisor's own assessment.

Note: For students completing an individual Diploma Project, the assessment shall be carried out by the Academic Supervisor and the Attestation Commission.

9.2 *A*ssessment Criteria Used by the Attestation Commission

Diploma Project Title :_____

_____

Year:_____

Students:_____

_____

_____

Criterion	Poor (less than 50% / F)	Satisfactory (50% - 69% / D, D+, C-, C)	Good (70% - 89% / C+, B-, B, B+)	Excellent (more than 90% / A-, A)	Range	Points	Comments
Introduction, Aims, Research Objectives, and Structure	•Research questions are absent, and the significance of the study is not addressed. • The topic falls outside the required knowledge or skill set.	•The research questions are inadequately formulated, and the necessary background information is not provided.	•The research questions are clearly formulated, and sufficient background information is provided.	• Provides a clear statement of the research questions. • Identifies gaps in existing knowledge and provides a rationale for the current project. • Clearly	0 - 10		

				explains the project questions and, where appropriate, presents a well-reasoned justification for the proposed ideas.			
Literature Review	• The student fails to relate the research question to the existing literature. • The sources consulted are not comprehensive. • No project-related rationale is provided.	• An incomplete review of the literature relevant to the project topic is provided. • The Diploma Project questions are grounded in the existing literature. • The student demonstrates limited recognition of the limitations of the existing literature.	• Provides a comprehensive review of the literature relevant to the project topic. • The research questions are firmly grounded in the existing literature. • The student identifies limitations in the existing literature.	• The literature review synthesises the existing research on the topic and establishes its relevance to the study. • The literature review has a coherent and well-structured organisation. • Identifies gaps in the existing literature that the Diploma Project seeks to address.	0 - 10		
Theoretical Framework and Conceptualisation	The theoretical framework is absent or clearly unrelated to the research problem.	Demonstrates the required understanding and application of theory.	Demonstrates a sound understanding and application of theory.	Demonstrates an understanding of one or more theories and applies theory to develop a hypothesis or to provide a clearer understanding of the project's	0 - 10		

				problem area.			
Methodology	The methodology is inappropriate for the study, and no understanding of its application is demonstrated.	Demonstrates the required knowledge of the methodology and provides a justification for the choice of methods.	Demonstrates an in-depth knowledge of the methodology and provides a well-founded justification for the choice of methods	• Demonstrates a clear understanding and appropriate application of the methodology. • Identifies the relevant strengths and limitations of the methods employed.	0 - 10		
Analysis of Findings	• The analysis lacks organisation. • The analysis lacks sufficient focus, and the findings do not provide insight into the proposed research question.	• The analysis is organised and focused, and the findings provide some insight into the proposed research question.	• The findings are clearly summarised. • The discussion of the findings is focused and directly related to the research question. • The findings have been published in scholarly journals.	• The findings are interpreted in the context of the proposed research question and the existing literature. • Includes alternative explanations, tables, and figures. • The findings have been published in scholarly journals.	0 - 10		

Summary and Conclusions	The new knowledge generated by the study and the implications of the research are not clearly discussed.	• The discussion of the findings is sufficiently focused and linked to the research questions. • The implications for future research are not discussed.	• The discussion of the findings is focused and directly linked to the research questions. • The implications for future research are clearly discussed.	• Clearly summarises the key findings of the project and explains how they contribute to the advancement of knowledge or generate new insights into the research problem. • Provides a thorough discussion of the implications of the findings for theory and future research.	0 - 10		
Quality of Academic Writing	• Professional editing is required. • The sentence structure, language, and writing style are inadequate • Major revisions are required.	• Contains a number of typographical, grammatical, and spelling errors. • Requires substantial revision.	• Contains a limited number of typographical, grammatical, and spelling errors. • Requires some revision.	• Very well written. • Easy to read and understand. • Requires very few revisions or additions.	0 - 5		
Quality of the Oral Defence	• The presentation lacks coherence. • The student was unable to answer a number of questions • The slides	• Spent too much time on less important aspects of the presentation • Experienced difficulty responding	• •Clear and well-designed slides and handouts. • Demonstrates good presentation skills. • Was able to answer most questions.	• Well-designed and professionally prepared slides and handouts. • Delivered a professional presentation. • Responded to all questions	0 - 20		

	and handout materials are of very poor quality.	to questions. • Some slides contained typographical or grammatical errors, and the slides or handouts were difficult to read.		professionally.			
External Reviewers' Assessment	0	1-4 (D, D+, C-, C)	5-8 (C+, B-, B, B+)	9-10 (A-, A)	0-10		
Project Outputs	No project output has been produced.	The submitted project outputs only partially reflect the outcomes of the project.	The submitted project outputs are not fully aligned with the project outcomes.	The submitted project outputs are fully aligned with the project outcomes.	0 -10		
Overall Assessment						**0-100**	

$I_{ак}$ - Overall Score Awarded by the Attestation Commission

The final grade for each student's Diploma Project ($I_{ио}$) is calculated using the following formula:

$$I_{ио} = \frac{I_{ак} + (\frac{I_{ст} + I_{нр}}{2})}{2}$$

Where
$I_{ак}$ - overall score awarded by the Attestation Commission
$I_{ст}$ - the average score awarded to each project participant by their fellow students
$I_{нр}$ – the Academic Supervisor's assessment of each student

Example: $I_{ст}$ – 95 points
$I_{нр}$ – 85 points **(the final grade for an individual student)**
$I_{ак}$ – 80 points

10 AMENDMENTS AND REVISIONS

10.1 Amendments and revisions to these Methodological Guidelines shall be made in accordance with the applicable legislation, regulatory documents governing higher education, and the University's internal regulations.

10.2 If these Methodological Guidelines are amended, all superseded copies held by the University shall be withdrawn and replaced with the updated version.

AGREED BY:

Member of the Management Board
for Academic Affairs - Vice-Rector L.Myasnikova

Member of the Management Board-
Vice-Rector for Research and Innovation R.A. Beknazarov

Appendix 1

K. Zhubanov Aktobe Regional University
Faculty of _____
Educational Programme _____
Department _____

Approved by
Head of Department
_____
"_" _____ 20 __

DIPLOMA PROJECT ASSIGNMENT

Student: _____
Full name
_____
Year of study, group, Educational Programme

1. Title of the Diploma Project: _____
_____
Approved by Rector's Order No. _____ dated «____» _____ 20____
Title of the constituent part (section) of the Diploma Project: _____
_____
2. Submission deadline for the completed Diploma Project: «__»_____ 20___
3. Initial data for the project (legislation, literature sources, laboratory and production data, etc.):
_____
_____
4. List of issues to be addressed in the Diploma Project: _____
_____
_____
5. List of graphical materials (drawings, tables, diagrams, etc.):
_____
_____
6. List of the main recommended references: _____
_____
_____
7. Project consultation schedule (indicating the relevant sections of the Diploma Project):

Section/Chapter Number and Title	Academic Supervisor / Consultant	Date of Receiving the Assignment	Issued by (signature)	Received by (signature)

8. Diploma Project Schedule

№	**Stage of Work**	Timeframe for Completion of Each Stage of the Project	Implementation
1	Approval of the Diploma Project title		
2	Collection of materials for the preparation of the		

	Diploma Project		
3	Preparation of the theoretical part of the Diploma Project (Chapter 1)		
4	Preparation of the analytical part of the Diploma Project (Chapters 2–3)		
5	Completion of the draft version of the full Diploma Project		
6	Submission of the Diploma Project for the pre-defence		
7	Submission of the Diploma Project for external review		
8	Submission of the final version of the Diploma Project, together with the Academic Supervisor's Report and the External Review		
9	Defence of the Diploma Project		In accordance with the Final Attestation Timetable.

Date of Issue of the Assignment: "____" **_____ 20___**

Academic Supervisor _____

signature, full name, academic title, position

Assignment received by the student: _____

signature, full name

Appendix 2

Sample cover page of a Diploma Project

K. ZHUBANOV AKTOBE REGIONAL UNIVERSITY

I.A. Akhmetova, A.A. Smagulova, V.V Isatayeva.
Contemporary Trends in Early Childhood Education

DIPLOMA PROJECT
Educational Programme 6B01201 – Preschool Education and Upbringing

Aktobe 20___

Appendix 3

Sample title page

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

«Approved for Defence»
Head of Department
_____ K.Zh. Turebayeva
Date: «_____» _____ 20

DIPLOMA PROJECT

Title: «_____»

Educational Programme 6B01201 – Preschool Education and Upbringing

Completed by: _____ I.Akhmetova
_____ A.Smagulova
_____ V.Isatayeva

Academic Supervisor
Doctor of Pedagogical Sciences, Professor _____ K.Turebayeva

Aktobe 20____

Appendix 4

Sample table of contents for a diploma project

CONTENTS

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

Conclusion ……..……... 75

References ..... ……...…… 77

Appendix A. Title of the Appendix ..... ……. 80

Appendix 5

Sample formatting of references

References

1 Лущик Ч.Б., Лущик А.Ч. Распад электронных возбуждений с образованием дефектов в твердых телах. – М.: Наука, 1989. – 264 с.

2 Murali R. Graphene Nanoelectronics: From Materials to Circuits. – NY: Springer, 2012. – 265 p.

3 Далидчик Ф.И., Балашов Е.М., Ковалевский С.А. Природа равноотстоящих отрицательных дифференциальных сопротивлений в туннельных спектрах ультрамалых наночастиц // Письма в ЖЭТФ. – 2018. – Т. 108., № 7. – С. 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 Николаенко В.Л., Матвеев А.В., Калитеня И.Л. Устройство перестройки монохроматора МДР-23 // Проблемы и перспективы современной науки: XVI Международная научно-практическая конференция. – 2017. – Вып. 16. – С. 180 –182.

6 National Institute of Standards and Technology, U.S. Department of Commerce. [Электронный ресурс] – URL: http://webbook.nist.gov/cgi/cbook.cgi?ID=C2396658&Mask=80 (дата обращения 04.07.2020).

7 Abramowitz M., Davidson M.W. Concepts in Digital Imaging Technology. Photomultiplier Tubes. Hamamatsu [Электронный ресурс]. – URL: https://hamamatsu.magnet.fsu.edu/articles/photomultipliers.html (дата обращения 14.11.2020).

8 Маратова А.Г., Убаев Ж.К. Цифровая технология регистрации спектров фотолюминесценции, рентгенолюминесценции, туннельной люминесценции и термостимулированной люминесценции щелочногалоидных кристаллов // Авторское свидетельство № 12826, 26.10.2020.

Note: Do not place a full stop after the reference number. Leave a hanging indent after the reference number, followed by the bibliographic details of the source.

Appendix 6

Sample format compliance checklist

FORMAT COMPLIANCE CHECKLIST

for the Diploma Project of a student enrolled in the Educational Programme «_____»
_____
Faculty of _____
Student: _____
(Full name)
Title of the Diploma Project: _____
_____

Diploma project compliance with the formatting requirements

№	Object	Параметры	Complies + Does not Comply −
1	Title of the Diploma Project	Consistent with the approved topic	
2	Font Size	14 pt	
3	Font	Times New Roman	
4	Line Spacing	Single	
5	Paragraph Formatting	0.8 cm (equivalent to four character spaces)	
6	Margins (mm)	left – 30 mm; right – 10 mm; top – 20 mm; bottom – 20 mm	
7	Total Length of the Diploma Project	50 pages of typed text (minimum 60 pages for humanities programmes)	
8	Length of the Introduction	2-3 pages	
9	Length of the Main Body	40 pages of typed text (minimum 45 pages for humanities programmes)	
10	Length of the Conclusion	1-2 pages	
11	Page Numbering	Continuous page numbering, centred at the bottom of the page, using Arabic numerals	
12	Sequence of the Structural Components	Cover Page, Title Page, Diploma Project Assignment, Contents, Introduction, Main Body (two or three chapters), Conclusion, References, Appendices	
13	Formatting of the Structural Component	Each structural component shall begin on a new page. Headings shall be aligned with the first-line indent and begin with a capital letter. Two blank lines shall be left between the heading and the text. No full stop shall be placed at the end of a heading.	
14	Structure of the Main Body	Two or three chapters of proportionate length	
15	References (Quantity and Formatting	At least 30 bibliographic references to documentary and scholarly sources	
16	Appendices (Presence and Formatting)	Recommended for humanities programmes; mandatory for engineering and natural sciences programmes	

17	Formatting of the Table of Contents and In-text Citations	The Contents shall include the headings of all chapters, sections, and appendices, together with their corresponding opening page numbers.	
18	Formatting of Tables	Tables shall be placed immediately after their first reference in the text.	
19	Formatting of Figures	Figures shall be placed immediately after their first reference in the text.	
20	In-text Citations	All sources included in the References shall be cited in the text of the Diploma Project.	

Format Compliance Review conducted by:

_____ _____ _____

Position *Signature* *Full name*

I have read and understood the results of the Format Compliance Review:

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_____

Appendix 7

Sample pre-defence record for a diploma project

MINUTES No. ____
of the Pre-defence of a Diploma Project
dated «_____» _____ 20_

Present:

_____
(number of academic staff)

_____
(number of students)

Agenda:

1. Pre-defence of the Diploma Project submitted by a student of the Educational Programm «_____» _____, Faculty of _____

_____
(student's full name)

entitled: _____
_____

Heard:_____
_____

Guestions:1._____
2._____
3._____

Speakers :_____
_____
_____

Resolved :

1._____
2._____

The Committee Chair:

_____ _____ _____
(position) (signature) (full name)

Secretary:

_____ _____ _____
(position) (signature) (full name)

Appendix 8

Sample Academic Supervisor's report

ACADEMIC SUPERVISOR'S REPORT

on the Diploma Project prepared by Akhmetova A.I., Smagulova A.A., and Isatayeva V.V., final-year students enrolled in the Educational Programme 6B01201 – Preschool Education and Upbringing, Faculty of Education, K. Zhubanov Aktobe Regional University, entitled:
«_____»

Relevance of the Topic _____
_____
_____
_____

Logical Organisation and Coherence _____
_____
_____
_____

Level of Independent Contribution to the Group Diploma Project (Please indicate each student's individual contribution to achieving the project's objectives.)
_____
_____
_____

Soundness and Specificity of the Conclusions and Recommendations _____
_____
_____
_____
_____

Strengths and Weaknesses of the Diploma Project _____
_____
_____
_____

The Diploma Project complies (does not comply) with the requirements applicable to Diploma Projects and is recommended (is not recommended) for defence before the Attestation Commission.

Academic Supervisor _____ _____
(f*ull name)* *(signature)*
Academic Title, Academic Degree
Position
Place of Employment

«____»_____ 20___

Official Seal

Appendix 9

Sample external review of a diploma project

Review

of the Diploma Project prepared by A.I. Akhmetova, A.A. Smagulova, and V.V. Isatayeva, final-year students enrolled in the Educational Programme 6B01201 – Preschool Education and Upbringing, K. Zhubanov Aktobe Regional University, entitled:

«_____»

The review shall be prepared in accordance with the following outline:

1. Assessment of the relevance, originality, and practical significance of the selected research topic.
2. Assessment of the methodological framework and the alignment of the aims and structure of the Diploma Project with its content.
3. Assessment of the extent to which the research problem has been addressed and the completeness of the study.
4. Assessment of the originality and independence of the conclusions and recommendations.
5. Any controversial issues, critical observations, and shortcomings.
6. Overall evaluation of the quality of the Diploma Project.
7. Assessment of the Diploma Project's relevance to the Educational Programme and its suitability for the award of the Bachelor's degree.

At the end of the review, the reviewer shall assign a grade to the Diploma Project in accordance with the University's grading system and recommend the award of the Bachelor's degree in the relevant Educational Programme.

Example: *The Diploma Project prepared by Akhmetova A.A., Smagulova A.A., and Isatayeva A.T. is awarded the grade A (Excellent) (95 points) and is recommended for the award of the Bachelor's degree in the Educational Programme "Preschool Education and Upbringing."*

Reviewer

_____

(position and place of employment) (full name)

«____»_____ 20___

Official seal

Signature_____

ОК_____(Reviewer’s full name)

(Full name of the OK Head

«____»_____ 20____

Appendix 10

Sample final assessment record for the defence of a diploma project

Assessment Record №____

Educational Programme: _____
Title of the Diploma Project:_____
Academic Supervisor of the Diploma Project: _____

№	Student's full name	$I_{ст}$	$I_{нр}$	$(\frac{I_{ст}+I_{нр}}{2})$	$I_{ак}$	$I_{ио}$
1	A.A. Smagulova	95	85	90	80	85

(for the assessment of an individual diploma project)

№	Student's full name	$I_{нр}$	$I_{ак}$	$I_{ио}$
1	A.I. Akhmetova	90	80	85

Attestation Committee:

_____ _____ _____
Full Name of the Chair подпись date

_____ _____
Full Name of the member подпись

_____ _____
Full Name of the member подпись