

APPROVED BY

**Chairman of the Management Board -
Rector of NAO "Karaganda University
named after academician E.A.Buketov"**

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**Regulations on the Organization and Conduct of Final Attestation for
Undergraduate Students**

(Amended on December 28, 2023, Academic Council Protocol No. 7)

1. Regulatory Framework

1.1. These regulations define the procedure for organizing and conducting the final attestation of undergraduate students and apply to all faculties.

1.2. The final attestation of undergraduate students is carried out in accordance with the forms established by the State Mandatory Education Standard of the Republic of Kazakhstan and the Model Rules for the Activities of Educational Organizations of the relevant types.

1.3. The duration and timing of the final attestation are specified in the academic calendar and working curricula.

1.4. The procedure for organizing and conducting the final attestation during restrictive measures, including those related to the spread of COVID-19, is determined in accordance with the Instructions on Conducting Final Attestation Using Distance Learning Technologies (DLT).

2. Format of the Final Attestation

2.1. The final attestation includes:

The preparation and defense of a thesis (diploma project)

OR passing a comprehensive examination in the educational program.

(Amended by Academic Council Protocol No. 7 of December 28, 2023.)

2.2. The comprehensive examination for the educational program is conducted in the form of complex testing. The list of core disciplines included in the examination is approved by the Faculty Council based on the requirements of the educational program and the recommendation of the head of the graduating department. *(Amended by Academic Council Protocol No. 7 of December 28, 2023.)*

2.3. The final attestation is conducted according to a schedule approved by the Chairman of the Board – Rector of the university, at least one week before the start of the attestation.

3. Conditions for Admission to Final Attestation

3.1. Students are admitted to the final attestation only if they have fully completed the educational process in accordance with the requirements of:

The State Mandatory Education Standard,

The educational program,

The working and individual study plans.

3.2. Final-year students who fail to meet the educational program, working, or individual study plans must repeat the course without the option of attending a summer semester.

3.3. Admission to the final attestation is approved by the Dean of the faculty. A list of admitted students, including full names and educational programs, must be submitted at least five working days before the start of the attestation.

3.4. A student who needs to retake a comprehensive exam must submit a formal request to the Chairman of the Board – Rector of the university by August 31, along with supporting documentation. (*Amended by Academic Council Protocol No. 7 of December 28, 2023.*)

3.5. To be eligible for the defense of a thesis/project, a student must submit their work to the graduating department at least 1.5 months before the final attestation. The thesis/project undergoes a preliminary evaluation, which includes:

Plagiarism check

Conducted according to the "Regulations on Checking Academic, Scientific, and Graduate Works for Plagiarism" at Buketov University.

If the uniqueness of the text is below the required threshold, the thesis/project is not allowed for defense. This decision is discussed at a department meeting and recorded in a protocol.

Compliance check

The thesis/project is reviewed for formatting requirements according to the Regulations on Preparing Graduation Papers.

If inconsistencies are found, the work is returned to the student for revision within three working days.

Pre-defense session

Held one month before the final attestation as an open department meeting with mandatory attendance of the student and their academic advisor.

Results are documented in a protocol.

Academic advisor's evaluation

The advisor provides a written review (Form 1) and states whether the thesis/project is admitted or not admitted for defense.

If the advisor provides a negative review, they must submit a written justification to the department head.

Department Head's Decision

The final decision on admission to defense is made by the department head, who records it on the title page of the thesis/project.

If the department head does not admit the work, the decision must be reviewed in a special department meeting with the presence of the student and academic advisor.

External Review

If the thesis/project is admitted for defense, it is sent for external review.

3.6. The student may defend their thesis/project only if:

They have received a positive review from their academic advisor.

The thesis/project has been reviewed by an external specialist in the relevant field.

3.7. If the academic advisor issues a negative evaluation stating that the student "is not admitted for defense," the student is not allowed to defend their thesis/project.

3.8. If the external reviewer provides a negative review, the student is still allowed to defend their thesis/project under standard conditions.

3.9. No later than five working days before the final attestation, the faculty submits the following documents to the attestation committee:

The attestation schedule

The Dean's order on student admission

Student transcripts with calculated GPA

Three working days before the final attestation, the following additional documents must be submitted:

The thesis/project

The academic advisor's review

The external reviewer's evaluation

A department protocol excerpt confirming admission to defense

A certificate confirming plagiarism check results

(The department head and academic advisor are responsible for the authenticity of the plagiarism check certificate.)

4. Attestation Committee

4.1. The Attestation Committee is established to conduct the final attestation of students. It is formed for specific educational programs or fields of study.

4.2. The committee is responsible for:

- Assessing the theoretical and practical knowledge of graduates in accordance with the educational program standards.
- Awarding the bachelor's degree in the corresponding educational program.
- Making recommendations for improving the quality of specialist training.

4.3. The committee consists of professors, associate professors, and highly qualified specialists in the relevant field.

- The Chairperson of the Attestation Committee cannot be an employee of Buketov University.
- The committee may include industry representatives and employers with at least five years of professional experience.
- The total number of committee members, including the chairperson, must be at least four. *(Amended by Academic Council Protocol No. 7 of December 28, 2023.)*

4.4. The Chairperson and committee members are appointed by an order of the Chairman of the Board – Rector, based on the decision of the Academic Council. This must be done no later than January 10 of the current academic year. The committee remains in effect for the entire calendar year.

4.5. The committee meetings are held according to a schedule, which must be announced at least one week before the attestation begins.

5. Reviewers (External Experts)

5.1. Reviewers for thesis projects are approved by order of the Chairman of the Board – Rector, based on recommendations from the graduating department. The order must include the reviewers' workplace and job title.

5.2. Thesis/project reviews must be conducted by external specialists from relevant organizations. Their qualifications must match the thesis topic.

5.3. The reviewer must provide a formal evaluation of the thesis/project using Form 2.

6. Thesis/Project Defense Procedure

6.1. The defense of the thesis/project is held publicly at an open session of the Attestation Committee. At least 50% of the committee members must be present.

6.2. The defense can be conducted in Kazakh, Russian, or English. In exceptional cases, other foreign languages may be permitted.

6.3. The defense of one thesis/project must not exceed 30 minutes per student.

6.4. The student's presentation must not exceed 15 minutes. It should:

- Be reviewed by the academic advisor in advance.
- Include an overview of the research's relevance and key conclusions.
- May be supplemented with visual materials or slides.
- After the presentation, the student must answer questions from the committee and audience.

6.5. The secretary of the Attestation Committee reads out the academic advisor's review and the external reviewer's evaluation.

- If the academic advisor is present, they may provide oral comments.
- The student must provide reasoned responses to all critical remarks or accept the comments.

6.6. The final grade for the thesis/project defense is assigned based on:

- The theoretical, scientific, and practical aspects of the work.
- The academic advisor's review.
- The external reviewer's evaluation.
- The university's letter grading system.

6.7. The results of the thesis/project defense are recorded in the Attestation Committee's protocol for each student. Results are announced on the same day at the end of the meeting.

7. Grading, Appeals, and Retakes

7.1. The final grade for the thesis/project defense is assigned according to the university's letter grading system. The assessment considers:

- The theoretical, scientific, and practical aspects of the student's work.
- The academic advisor's review.
- The external reviewer's evaluation.

The grading criteria must align with the Dublin Descriptors for the second level of higher education (master's degree). (*Amended by Academic Council Protocol No. 7 of December 28, 2023.*)

7.2. A diploma with honors is awarded to a student who:

- Received grades A, A- ("Excellent") or B-, B, B+, C+ ("Good") during exams.
- Achieved a cumulative GPA of at least 3.5 over the entire study period.
- Passed the State Exam in the History of Kazakhstan and the Comprehensive Exam OR defended the thesis/project with a grade of A, A- ("Excellent").
(Amended by Academic Council Protocol No. 7 of December 28, 2023.)

7.3. A student is not eligible for a diploma with honors if they:

- Had retaken any exams during their studies, including cases where they initially received an FX grade and later improved it.

7.4. Final attestation results (thesis/project defense and comprehensive exams) are announced on the same day of the exam/defense.

7.5. A student who disagrees with their final attestation results may submit an appeal on the same day as the attestation.

- The appeal must be addressed to the Chairperson of the Appeal Committee.
(Amended by Academic Council Protocol No. 7 of December 28, 2023.)

7.6. The Appeal Committee is formed by order of the Chairman of the Board – Rector.

- It consists of faculty members who were not part of the Attestation Committee. (Amended by Academic Council Protocol No. 7 of December 28, 2023.)

7.7. Valid grounds for an appeal include:

- a) Incorrectly formulated test questions.
- b) Absence of a correct answer in the provided options.
- c) The exam question's topic was not covered in the course syllabus.
- d) Technical errors in grading.
- e) Inaccuracies in exam content or tasks.
- f) Violation of the Code of Ethics by an examiner.

7.8. Health-related documents submitted after receiving a failing grade will not be considered.

7.9. If a student missed the final attestation for a valid reason, they must:

- Submit a formal request to the Chairperson of the Attestation Committee.
- Provide official documentation proving their valid reason.
- If approved, the student may reschedule their exam/defense during the next available session.

7.10. Students cannot retake the final exam or thesis defense to improve a passing grade. (Amended by Academic Council Protocol No. 7 of November 30, 2022.)

7.11. Students who receive a failing grade (F/FX) cannot retake the exam/defense during the same attestation period.

7.12. Students who fail or miss the final attestation must retake it in the next academic period.

- Admission to a retake is granted based on:
 - A formal request from the student.
 - An order from the Chairman of the Board – Rector.

- The request must be submitted at least one month before the next attestation session.
- The student only retakes the failed components of the attestation.
- The retake follows the curriculum of the year the student completed their theoretical coursework.

8. Decisions of the Attestation Committee

8.1. The Attestation Committee makes decisions on:

- Grades for comprehensive exams and thesis defenses.
- Awarding the degree or qualification.
- Issuing diplomas (with or without honors).

All decisions are made in a closed meeting by open voting, with a simple majority of the committee members present.

- In the case of a tie, the Chairperson's vote is decisive.

8.2. A student who successfully completes the final attestation and meets the requirements of the educational program is awarded a Bachelor's degree and receives a diploma along with a transcript.

- The student may also receive a European Diploma Supplement (Diploma Supplement) free of charge. (*Amended by Academic Council Protocol No. 7 of December 28, 2023.*)

8.3. A student who fails to meet the educational program requirements is dismissed from the university by order of the Chairman of the Board – Rector and receives an official certificate of incomplete education.

9. Documentation and Record-Keeping of the Attestation Committee

9.1. All meetings of the Attestation Committee must be formally documented.

- Each student has an individual protocol recording their final attestation results.
- The protocol is completed by the committee secretary, who is a designated member of the committee but does not have voting rights.

9.2. Attestation Committee records are archived at the university in compliance with the Law of the Republic of Kazakhstan on the National Archival Fund and Archives (dated December 22, 1998).

9.3. Upon completion of the committee's work, the Chairperson prepares a Final Attestation Report, which is then reviewed and approved at a Faculty Council meeting.

10. Issuance of Graduation Orders and Public Disclosure

10.1. Based on the final attestation results, an official order is issued by the Chairman of the Board – Rector, confirming:

- The graduation of students who have successfully completed their educational program.
- The award of the bachelor's degree or the assignment of a professional qualification according to the educational program.

10.2. The list of graduates who have completed their higher education programs is:

- Submitted to the Ministry of Education and Science of the Republic of Kazakhstan within one month of the graduation order.
- Published on the university's official website.

10.3. Amendments to these regulations may be proposed by the Department of Academic Affairs with approval from the Vice-Rector for Academic Affairs.

- Changes may be made to improve the process within the framework of academic freedom or to comply with new Ministry of Education requirements.
- The revised regulations must be approved by the Chairman of the Board – Rector.

Appendix: Forms for Thesis Evaluation and Review

Form 1: Academic Advisor's Evaluation Structure

Evaluation of the Thesis/Project by the Academic Advisor

Student's _____ Full _____ Name:

Course:

Educational _____ Program _____ Code _____ and _____ Title:

Faculty: Karaganda University named after E.A. Buketov

Thesis Title:

1. Justification for topic selection.
2. Justification for the work's structure.
3. Evaluation of the validity of conclusions and recommendations.
4. Assessment of the student's ability to conduct independent research.
5. Strengths of the thesis/project.
6. Final conclusion:
 - Does the thesis/project meet the university's requirements?
 - Is the student admitted to the thesis defense? (Yes/No)

Academic Advisor's Information:

- Position in the department
- Academic degree and title
- Signature, Full Name
- Date: ___ 202__

Technical Requirements:

- Font: Times New Roman
- Size: 14 pt
- Line spacing: Single

Form 2: External Reviewer's Evaluation Structure

External Review of the Thesis/Project

Student's _____ Full _____ Name:

Course:

Educational _____ Program _____ Code _____ and _____ Title:

Faculty: Karaganda University named after E.A. Buketov

Thesis Title:

1. Relevance of the thesis topic to the educational program.
2. Evaluation of topic significance and originality.
3. Logical coherence and problem resolution in the thesis.
4. Assessment of the student's independence in conducting research.
5. Validity of conclusions and recommendations.
6. Scientific quality of the thesis writing.
7. Critical remarks and weaknesses (if any).
8. Final evaluation:
 - Letter grade based on the university's grading scale.
 - Recommendation for awarding the bachelor's degree.
(Example: "The thesis by L.L. Akhmetova is rated A ("Excellent") and the student deserves a Bachelor's degree in Finance (Educational Program 6B0413)").

Reviewer's Information:

- Job title and workplace
- Academic degree and title (if applicable)
- Signature, Full Name
- Date: ___ 202__

Certification of Reviewer's Identity:

- Signature of HR representative or university administrator
- Date: ___ 202__

Technical Requirements:

- Font: Times New Roman
- Size: 14 pt
- Line spacing: Single