



Regulations on the Preparation of Student Graduation Works

1. General Provisions

1.1. These regulations establish the general requirements for the preparation and formatting of graduation theses for bachelor's and master's students. They also outline the framework characteristics for doctoral dissertations.

1.1.1. The requirements for doctoral dissertations are established by the Dissertation Councils.

1.1.2. The requirements for graduation theses may be expanded by the graduating department, considering the specifics of the educational program, and must be formalized as a methodological document.

1.2. A graduation thesis is completed as part of the final attestation in the form of:

A thesis or project in a bachelor's program.

A dissertation or project in a master's program.

A doctoral dissertation in a PhD program.

1.2.1. The requirements for graduation theses align with the Regulations on the Organization and Conduct of the Final Attestation of Students.

1.3. The topics for graduation theses are developed and approved by the graduating department, considering:

Modern scientific and practical advancements.

State priorities in various sectors of the economy.

Research initiatives of the department.

Grant projects of the Ministry of Education and Science of Kazakhstan.

Cooperation agreements with external organizations.

Employer and internship supervisor requirements.

The annual update rate of thesis topics at the department must be at least 20%.

1.4. A student's graduation thesis must include:

Research, analysis, and synthesis of findings from scientists, analysts, and industry specialists.

Scientifically justified theoretical conclusions.

Practical recommendations aimed at solving specific problems.

1.5. The student and academic advisor are responsible for the accuracy and objectivity of the data presented in the thesis.

1.6. Storage and Archiving:

Printed copies of bachelor's theses, master's dissertations, and projects are submitted to the university archive by the graduating department after defense.

Archival retention follows the document storage schedule approved by the department head.

Once the storage period expires, works are disposed of by a commission created by the Chairman of the Board – Rector.

1.7. Electronic copies of theses may be used for:

Academic guidance.

Competitions.

Integration into the educational process, subject to approval by the Vice-Rector for Academic Affairs.

Confidentiality is ensured to prevent unauthorized online publication.

2. Basic Characteristics and Structure of a Student's Graduation Thesis

2.1. The graduation thesis presents a summary of the student's independent research on a relevant problem within their educational program.

2.2. The primary objectives of a graduation thesis are:

1. Applying theoretical and practical knowledge gained during studies.
2. Mastering research methodologies and/or conducting experiments.
3. Demonstrating the student's professional readiness upon completion of their educational program.

2.3. During the preparation of the thesis, the student must:

1. Justify the relevance and significance of the chosen topic.
2. Define the object and subject of the research.
3. Analyze the state of research on the selected problem.
4. Independently collect and analyze data.
5. Summarize the findings and formulate specific conclusions.
6. Propose practical solutions or improvements based on the study.
7. Utilize an academic writing style.

2.4. Organizational Support for the Student:

1. The graduating department assigns a thesis topic to the student in October of their final year based on their request.
 - o The department head approves the topic by official order.
 - o If needed, the topic can be adjusted upon justified request.
2. The department appoints an academic advisor whose responsibilities are outlined in the "Student Research Work" section of the Academic Policy.
3. The department head sets deadlines for intermediate progress reports on the thesis.
4. The academic advisor provides the student with a formal assignment (Appendices 1 and 2).
 - o This document is included in the thesis after the title page but is not numbered.

2.5. Structure of the Graduation Thesis:

1. Cover Page
2. Title Page

3. Thesis Assignment Document
4. Table of Contents
5. Regulatory References (if applicable)
6. Definitions (if applicable)
7. Symbols and Abbreviations (if applicable)
8. Introduction
9. Main Body
10. Conclusion
11. List of References
12. Appendices (if applicable)
13. Supporting

Documents:

- a) *Regulations on on Plagiarism in Work of Researchers*
- b) Formatting Compliance Certificate.
- c) External Reviewer's Evaluation.
- d) Academic Advisor's Review.

3. Basic Characteristics and Structure of a Master's Dissertation

- 3.1. A master's dissertation is an independent research study that:
 - Develops theoretical concepts or solves a scientific problem with social, cultural, educational, or economic significance.
 - Presents scientifically justified pedagogical, methodological, applied, technical, economic, or technological solutions.
- 3.2. A master's dissertation must meet the following requirements:
 1. Align with the educational program the student is enrolled in.
 2. Include research and experimental sections related to key arguments.
 3. Address a scientific problem with important social, cultural, economic, or political significance.
 4. Demonstrate scientific novelty and practical value.
 5. Be based on modern theoretical, methodological, and technological advancements.
 6. Offer practical recommendations and independent solutions for complex professional challenges.
 7. Present scientifically justified conclusions, qualifying as a scientific contribution to the field.
 8. Be implemented at one of the following levels:
 - o International level
 - o Interdisciplinary level
 - o Industry level
 - o Organizational level
 9. If the dissertation is theoretical, it must contain recommendations for applying research findings.
 10. If the dissertation is applied, it must include evidence of practical implementation, such as:

- Patents, author's certificates, publications, or official documents confirming usage.

11. Applied research results must be measurable and tangible, presented in forms such as:

- A working prototype, a model, a software product, or a solved mathematical problem.

3.3. During the dissertation preparation, the master's student must:

1. Justify the relevance of the research topic.
2. Analyze the state of research on the selected topic.
3. Conduct a theoretical analysis and demonstrate practical significance.
4. Provide scientific novelty of the findings.
5. Demonstrate knowledge of modern research methods and the ability to conduct scientific experiments.
6. Formulate their own vision of the theoretical and practical value of findings.
7. Use an academic writing style.

3.4. Structure of a Master's Dissertation:

1. Cover Page
2. Title Page
3. Dissertation Assignment Document
4. Table of Contents
5. Regulatory References (if applicable)
6. Definitions (if applicable)
7. Symbols and Abbreviations (if applicable)
8. Introduction
9. Main Body
10. Conclusion
11. List of References
12. Appendices (if applicable)
13. Supporting Documents:
 - a) Plagiarism Check Certificate (*according to university regulations*).
 - b) Formatting Compliance Certificate.
 - c) Abstract (*in Kazakh, Russian, and English*).
 - d) External Reviewer's Evaluation.
 - e) Academic Advisor's Review.

4. Basic Characteristics and Structure of a Student's and Master's Graduation Project

4.1. A **graduation project** is an **independent research work** carried out by an individual student or a group. It includes **theoretical and/or experimental results**, allowing assessment of the student's ability to propose **original solutions** to professional tasks.

4.2. A graduation project should be based on:

- Theoretical and experimental research aimed at creating new objects or solutions.

4.2.1. A graduation project can take the form of:

- A business project
- A draft legislative act or international agreement
- A development strategy for an organization
- An analytical report
- A marketing plan
- A business plan
- Other relevant formats

4.3. Structure of a Graduation Project:

1. Cover Page
2. Title Page
3. Project Assignment Document
4. Table of Contents
5. Regulatory References (if applicable)
6. Definitions (if applicable)
7. Symbols and Abbreviations (if applicable)
8. Introduction
9. Main Body
10. Conclusion
11. List of References
12. Appendices (if applicable)
13. Supporting

- | | | |
|---------------------------------|--|--------------|
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| b) Formatting | Compliance | Certificate. |
| c) External | Reviewer's | Evaluation. |
| d) Academic Advisor's Review. | | |

4.3.1. The Introduction should include:

1. The justification for the project and its purpose.
2. The novelty of the proposed project.
3. The methods and approaches used in project development.
4. The practical significance of the project.

4.3.2. The Main Body should consist of sections and subsections that describe:

- The design process of the new object.
- Justifications for project decisions.
- Visual representations of the project (e.g., diagrams, schematics).

4.3.3. The Conclusion must summarize:

- The results of the project.

4.4.4. The List of References must comply with the formatting requirements outlined in Section 5.9 of these regulations.

4.4.5. The Appendices must follow the guidelines in Section 5.10 of these regulations.

4.4.6. Technical formatting of the graduation project must comply with Section 6 of these regulations.

4.4.7. If necessary, the structure and formatting of the graduation project may be adjusted based on:

- The specific tasks and objectives of the research.
 - The unique aspects of the selected topic.
- 4.5. A graduation project can be conducted individually or as a group project (maximum of three students).
- In the case of a group project, the academic advisor must define an individual research trajectory for each student.
- 4.6. A graduation project may be developed in collaboration with partner organizations, provided it aligns with the research objectives and contractual agreements between the university and the external organization.

5. General Requirements for the Content and Structure of a Student's and Master's Graduation Work

5.1. Cover Page and Title Page

- a) These are the first pages of the work and serve as a source of key information for processing and referencing the document.
- b) The title page must include the student's and academic advisor's signatures, written in blue ink.

Samples of the cover page and title page formatting are provided in Appendices 3 and 4.

5.2. Table of Contents

- a) The table of contents must include the names of all sections and subsections along with their starting page numbers.
- b) A sample table of contents is provided in Appendix 5.

5.3. Regulatory References (*if applicable*)

- a) This section includes a list of regulatory documents referenced in the thesis/project.

b) The section starts with the phrase: *"This work includes references to the following regulatory documents:"*

- Each document is numbered consecutively.
 - Documents are listed in ascending order of their registration numbers.
- c) This section is optional and should only be included if necessary.

5.4. Definitions (*if applicable*)

- a) This section provides interpretations of key terms and concepts used in the work.

b) The section begins with the phrase: *"The following terms and concepts are used in this work with the following definitions:"*

- Terms are listed alphabetically.
 - Each term starts on a new line and is separated from its definition by a dash (–).
- c) This section is optional and should only be included if necessary.

5.5. Symbols and Abbreviations (*if applicable*)

- a) This section contains a list of symbols and abbreviations used in the thesis/project.

b) Symbols and abbreviations should be listed alphabetically, with explanations provided.

5.6. Introduction

a) The introduction of a bachelor's thesis/project must include:

- Justification for the topic's relevance.
- Review of existing research on the topic.
- Research objectives and tasks.
- Research methods.
- Object and subject of the research.
- Theoretical and/or practical significance of the work.
- Brief description of the thesis structure.
- *Optional extensions*: The introduction may be expanded at the discretion of the academic advisor or the student.

b) The introduction of a master's dissertation/project must include:

- Justification for the topic's relevance.
- Methodological framework and research methods.
- Object and subject of the research.
- Research objectives and tasks.
- Scientific novelty of the research.
- Theoretical and/or practical significance.
- Key arguments to be defended.
- Brief description of the thesis structure.
- Testing and application of research results.
- *Optional extensions*: The introduction may be expanded to include:
 - Hypotheses
 - Stages of research or experimentation

5.7. Main Body

a) The main body must present the essence of the research, including:

- The methodology and results of the study.

b) In a master's dissertation, the following aspects must also be highlighted:

- Justification for the research approach.
- Description of the chosen research methodology.
- Logical structure of theoretical and/or experimental studies.
- Evaluation of research completeness and potential future directions.
- Assessment of the reliability of findings, compared to other national and international studies.

c) The main body must be divided into sections that cover:

- Theoretical background.
- Analysis and synthesis of existing research.
- Conclusions and recommendations.
- Each section and subsection should contain complete, logically structured information.

5.8. Conclusion

a) The conclusion must summarize:

- Key research findings.

- Assessment of the completeness of research tasks.
 - Concrete proposals for solving the problem.
 - Future research prospects.
- b) In master's dissertations, the conclusion may also include:
- Assessment of the scientific level of the work compared to leading research in the field.
 - Evaluation of the economic or technological feasibility of implementing research findings.

5.9. List of References

a) The list of references must include:

- Scientific literature that contributed to the research.
 - Recent academic and professional sources.
- b) Sources must be formatted in accordance with GOST 7.1-2003 standards.
- c) Minimum reference requirements:
- Bachelor's thesis – at least 30 sources.
 - Master's dissertation – at least 60 sources.
 - Graduation project – at least 20 sources.
- d) A sample reference list format is provided in Appendix 6.

5.10. Appendices (*if applicable*)

a) The appendices must include supplementary materials not included in the main body, such as:

- Mathematical proofs, calculations, and formulas.
 - Additional tables and experimental data.
 - Research protocols.
 - Descriptions of equipment and instruments used in experiments.
 - Instructions, methodologies, and program codes.
 - Diagrams, charts, and photographs.
 - Implementation reports or patents.
- b) Appendices are mandatory for technical and natural science programs.

6. Technical Requirements for Formatting a Student's and Master's Graduation Work/Project

6.1. Volume Requirements

a) Bachelor's thesis:

- At least 25 pages for technical and natural science programs.
- At least 50 pages for other programs.

b) Master's dissertation:

- At least 30 pages for technical and natural science programs.
- At least 70 pages for other programs.

c) Graduation project:

- At least 20 pages.

6.2. Volume Requirements for Sections

- a) Introduction (Bachelor's thesis/project): At least two pages.
- b) Introduction (Master's dissertation/project): At least three pages.
- c) Conclusion (Bachelor's thesis/project): At least two pages.

- d) Conclusion (Master's dissertation/project): At least three pages.
- e) Appendices do not count toward the total volume of the thesis.

6.3. Text Formatting

- a) The thesis/project must be typed using a computer.
- b) The document must be printed on one side of A4 paper and bound in a hardcover format.
- c) Font: Times New Roman.
- d) Font size: 14 pt.
- e) Line spacing: Single.
- f) Page orientation: Portrait (vertical).
- g) It is allowed to use different font styles (e.g., italics) for emphasis.
- h) The text must be uniform in density, contrast, and clarity across the document.

6.4. Page Margins

- a) Left margin: 30 mm
- b) Right margin: 10 mm
- c) Top margin: 20 mm
- d) Bottom margin: 25 mm

6.5. Page Numbering

- a) Pages are numbered with Arabic numerals in a single sequence throughout the document.
- b) The page number is centered at the bottom of each page without a period.
- c) The cover page, title page, and assignment document are not numbered, but they are included in the total page count.
- d) Regulatory references, definitions, and abbreviations are also not numbered if placed on separate pages, but they are included in the total page count.
- e) The table of contents is not numbered, but it is included in the total page count.
- f) Illustrations and tables on separate pages are included in the total page count.

6.6. Numbering of Sections and Subsections

- a) Sections in the main body must have consecutive numbering throughout the document, using Arabic numerals without a period.
- b) Subsections must be numbered within each section, separated by a period (e.g., 2.1, 2.2, 2.3).
- c) If a section consists of only one subsection, the subsection is not numbered.
- d) If a section contains only numbered points, they should be numbered sequentially throughout the document.
- e) If necessary, points can be further divided into sub-points, using nested numbering (e.g., 4.2.1.1, 4.2.1.2).

A sample numbering format is provided in Appendix 7.

6.7. Formatting of Structural Elements

- a) Section titles are formatted as headings.
- b) Section titles must be typed in bold, with a capitalized first letter, and without a period at the end.
- c) If a title consists of two sentences, they must be separated by a period.
- d) Each section must start on a new page.
- e) Subsections within a section must be separated by a blank line (double Enter).

f) In the table of contents, section and subsection titles must be written in full without using periods or special formatting.

6.8. Formatting of Illustrations

- a) Illustrations include drawings, graphs, charts, diagrams, and photographs.
- b) Each illustration must be placed after the text where it is first mentioned or on the next page.
- c) Illustrations may be in color.
- d) Illustrations are numbered with Arabic numerals in a consecutive sequence throughout the document.
- e) Each illustration must have a title and a caption.
- f) The word "Figure" (e.g., Figure 1) must be centered below the illustration, followed by a period and the title (e.g., *Figure 1. Market Growth Chart*).

6.9. Formatting of Tables

- a) Tables should be placed immediately after the text where they are first mentioned.
- b) All tables must be referenced in the text.
- c) The table title must be placed above the table and should be formatted as follows:
 - The word "Table" followed by its number (e.g., *Table 1*).
 - The table title should be aligned left on the next line.
- d) If a table spans multiple pages, the title is placed only on the first page.
 - Subsequent pages should have "Table continued" followed by the table number.
- e) If a column contains repeating text, it may be replaced with quotation marks ("").
- However, numbers, symbols, and measurements must not be replaced with quotation marks.

6.10. Formatting of Notes

- a) Notes should be placed immediately after the text, table, or figure they refer to.
- b) If there is only one note, it is labeled as "Note –" followed by the content.
- c) If there are multiple notes, they should be numbered with Arabic numerals.

6.11. Formatting of Formulas and Equations

- a) Formulas and equations must be placed on separate lines.
- b) There must be a blank line above and below each formula.
- c) If a formula does not fit on one line, it must be broken at the equality sign (=) or other mathematical symbols.
- d) Explanation of formula symbols must be provided immediately below the formula, starting with the word "where" (without a colon).
- e) Formulas must be numbered sequentially using Arabic numerals in parentheses, right-aligned on the page.
- f) Chemical formulas must be created using chemical editors like ChemSketch or ChemDraw.

6.12. Formatting of Lists

- a) Simple lists should be formatted with bullet points (–).
- b) Multi-level lists should use numbers (1, 2, 3) for the first level and dashes (–) for sublevels.

A sample list format is provided in Appendix 8.

6.13. Citation and Source Formatting

- a) In-text citations must be formatted using square brackets (e.g., [3; 27]).
- b) If referencing a specific page, the format should be [3; p. 27].
- c) The number of citations in the text must match the number of sources in the reference list.
- d) The reference list must be numbered sequentially and formatted according to GOST standards.

6.14. Formatting of Appendices

- a) Appendices must be placed after the reference list.
- b) Each appendix starts on a new page and is labeled as “Appendix” followed by a number (e.g., *Appendix 1*).
- c) The title of the appendix must be centered on the page.
- d) Appendices must be included in the total page count.

7. Abstract of a Master's Dissertation/Project

7.1. The Abstract Must Include:

1. The total volume and structure of the dissertation/project.
2. The number of illustrations, tables, and sources used.
3. A list of keywords (15–20 words).
4. The relevance of the research.
5. The goal of the research.
6. The object and subject of the research.
7. The research methods.
8. The findings, their novelty, and their scientific, theoretical, and practical significance.
9. Information on publications related to the research.

7.2. Language Requirements:

The abstract must be provided in Kazakh, Russian, and English.

7.3. Volume Requirements:

The abstract should be at least two pages per language, but not exceed nine pages in total.

7.4. Formatting Requirements:

The abstract must be formatted in accordance with the technical requirements outlined in these regulations.

8. Basic Characteristics of a Doctoral Dissertation

8.1. Definition and Purpose

A doctoral dissertation is an independent research work that:

- Develops new theoretical concepts that qualify as a major scientific achievement.

- Solves a significant scientific problem of social, cultural, or economic importance.
- Presents scientifically justified technical, economic, or technological solutions that contribute to the development of the national economy.

8.2. Key Characteristics of a Doctoral Dissertation

8.2.1. The Dissertation Must:

- Be written independently by the doctoral candidate.
- Contain a set of original and reliable scientific findings.
- Demonstrate a clear internal logic, with interconnected results.
- Provide scientifically justified conclusions, critically evaluated against existing research.

8.2.2. If the Dissertation Has Practical Applications, It Must:

- Include evidence of implementation, such as:
 - Patents, author's certificates, or publications confirming the use of the research.
- If the dissertation is theoretical, it must contain:
 - Recommendations on how the scientific conclusions can be applied.

8.3. The Dissertation Must Meet the Following Requirements:

1. Contain new, scientifically justified theoretical and/or experimental findings.
2. Address a theoretical or applied research problem in a way that qualifies as a major scientific achievement.
3. Align with the scientific discipline in which the degree is awarded.
4. Be relevant, with scientific novelty and practical significance.
5. Be based on modern theoretical, methodological, and technological advancements.
6. Provide concrete practical recommendations for solving complex, interdisciplinary problems.
7. Utilize modern data analysis methods and computational technologies.
8. Contain sections dedicated to experimental research and theoretical validation of results.
9. Be based on global best practices in the relevant scientific field.

8.4. Research Integration and Funding

The dissertation must be conducted within the framework of:

- The university's research program.
- National or international research grants and projects.
- Government-funded fundamental or applied research initiatives.

8.5. Implementation of Research Findings

The results of the doctoral dissertation must be implemented at one of the following levels:

1. International level (e.g., licensed patents, international research grants).
2. Interdisciplinary level.
3. Industry-wide level.
4. Within a specific organization.