

RULES FOR IMPLEMENTATION OF DIPLOMA THESIS (FINAL PROJECT)

1. Basic provisions

1. These rules define basic educational provisions for educational activities in the conditions of introduction of credit technology of training in higher educational institutions.

2. The diploma thesis (project) is a written final work which is carried out at the final stage of training if it determined by the State Standard of Education and the curriculum of specialty.

3. The purpose of accomplishing the diploma thesis (project) is:

1) systematizing, fixing and expanding theoretical knowledge and practical skills in the specialty and their application in the solution of specific scientific, technical, economic and operational issues, and also problems of cultural purpose;

2) development of skills of conducting independent work and mastering a technique of scientific research and experimenting at the solution of the developed problems and questions;

3) clarification of the qualifications of the student for independent work in the conditions of modern production, science, technology, culture, and also level of his professional competence.

4. The diploma thesis (project) represents generalization of results of independent study and research of actual problems of relevant specialty of the corresponding branch of science.

5. The diploma thesis (project) is performed under the supervision of the research advisor and has to meet one of the following requirements:

1) to generalize results of researches, project decisions by scientists, analysts, practitioners: engineers, designers, managers, economists;

2) to contain evidence-based theoretical conclusions on the studied object;

3) to contain evidence-based results that can be used for providing the solution of a specific objective.

2. Requirements for the theme of the thesis (project)

6. The theme of the diploma thesis (project) has to be topical, correspond to the current state and prospects of development of science, technology and culture, to meet the requirements of the contents stated in point 5.

When determining the theme of theses (projects) it is recommended to consider real tasks and problems of production, education, science and culture.

7. The subject matter of diploma theses (projects) has to correspond to specialty and a profile of training of specialists.

8. The subject matter of diploma theses (projects) is developed by the graduating chair, considered and approved by council of faculty.

9. The general list of diploma theses (projects) has to be updated annually at least for 30%.

10. Substitution of the diploma project for technical specialties is allowed. Thus the thesis has to have scientific-research character, and also have design-graphic part.

11. The theme of the diploma thesis (project) is assigned to the student at the beginning of the final year and approved by the order of the rector of a higher educational institution.

On completion of pre-diploma internship the theme of the diploma thesis can be changed, specified, corrected if necessary on the decision of the graduating department.

3. Requirements for writing of thesis (project)

12. By the decision of the chair each student has a research supervisor for writing the diploma thesis (project)

13. The scientific supervisors are appointed from among professors, associate professors, the most skilled teachers and research associates of the university, or research associates and highly qualified specialists of other organizations, whose area of interest, scientific research and scientific publication corresponds to a profile of specialty of the trainee.

14. Research supervisor of the diploma thesis (project):

1) provides tasks for implementation of the thesis (project);

2) assists the student in developing the schedule of work for all period of implementation of the thesis (degree design);

3) recommends the student necessary main literature, reference and archival materials, standard projects and other sources on a subject;

4) establishes the schedule of consultations, where current control of schedule of performance of degree work will be organized;

5) establishes the volume of all sections of the thesis (project) and coordinates work of the diploma student and consultants.

15. The schedule of work is formed for the entire period with the indication of sequence of implementation of separate sections and is agreed with the research supervisor.

16. On representation of the research supervisor of the thesis (project), in case of need, the chair can invite consultants for separate sections of the thesis (project) at the expense of time allowed for the scientific management.

17. The Consultants are appointed from among professors, associate professors, teachers and scientists of higher educational institutions, and also highly qualified specialists and research associates of other organizations. Consultants check appropriate sections of the work performed by the student and sign it.

18. The graduating chairs prior to implementation of the thesis (project) have to develop and provide students with methodical instructions, in which the requirements to the thesis (project) in accordance with the educational and professional programs on the specialty are set up and present rules.

19. The head of the department establishes terms of the periodic report of the student on implementation of the thesis (project). In these terms the student reports to the research supervisor and the head of the department who fixes degree of readiness of the thesis (project) and report about it to the dean of faculty.

20. The thesis (project) is performed on the basis of profound studying of literature (textbooks, manuals, monographs, periodic literature, lecture courses, magazines, including in foreign languages, standard literature, etc.).

21. Each thesis (project) must contain the development of separate theoretical or practical questions in compliance with task.

22. The main text of the thesis (project) has to open a creative plan, justification of the used research methods, the accepted methods of calculation and calculations which are carried out, as a rule, with application of computer technology, the description of the made experiments, their analysis and conclusions on them technical and economic comparison of options and if necessary to be followed by illustrations, schedules, sketches, charts, schemes etc.

23. Work on the degree project (work) can be performed by the student in higher education institution, and also at the enterprise, in the organization, in scientific, design and other organizations.

4. Contents and structure of the thesis (project)

24. According to the contents of the thesis (project) it represents the research work (the design decision) which is independently prepared by the student of a final year of a higher educational institution on concrete specialty in the form of the manuscript.

25. The volume of the thesis (project), as a rule, has to make 40-60 pages for specialties of the natural-science and technical directions, 50-70 pages for specialties social and humanitarian fields. On humanitarian specialties the volume of the thesis can reach to 100 pages. Appendices don't join in the specified volume of the thesis (project).

26. Structural elements of the thesis (project) are:

- cover;
- title page;
- paper;
- contents;
- introduction;
- main part;
- conclusion (conclusions);
- the list of the used literature;
- appendices.

27. On a cover the following data is provided:

- the name of the organization where it is executed degree works (project),
- a surname and the student's initials,
- the name of a subject of the thesis (project),
- a type of work – the thesis (project),
- the code and the name of specialty,
- the city, year.

28. The title page is the first page of the thesis (project) and is a source to information necessary for processing and search of the document.

On the title page the following data are provided:

- the name of the organization where it is executed degree works (project),
- the name of chair on which the thesis the project was performed;
- a restrictive signature stamp (at its need),

- the claiming signature of the head of the department;
- a type of work – the thesis (project),
- the name of a subject of the thesis (project) with the instruction "on a subject: ...",
- the code and the name of specialty,
 - at the left – the word "executed", the surname and the student's initials is opposite specified on the right,
 - line "research supervisor" is written below and the surname and initials, an academic degree, an academic status of the head is shown,
 - the city, year are specified.

Examples of registration of a cover and the title page it is given respectively in appendices 1 and 2.

29. The paper in the Kazakh, Russian and English languages has to contain: - data on work volume, quantity of illustrations, tables, the used sources;

- the list of the keywords characterizing the content of final work;
- the purposes and problems of work, the used methods and the equipment, the received results and their practical use. The volume of the paper shouldn't exceed 1000 signs.

30. The contents of the thesis (project) includes introduction, serial numbers and names of all sections, subsections, the conclusion, the list of the used literature and the name of appendices with the indication of numbers of pages with which these elements of the thesis (project) begin.

31. Introduction has to contain justification of relevance of a subject of the thesis (project), scientific novelty and practical importance, an assessment of a current state of the solved scientific problem, and also the purpose, tasks and object of degree research, a theoretical and methodological basis and practical base of writing of the thesis (project) have to be given.

32. Provide the data reflecting essence, the contents, a technique and the main results of the performed work in the main part of the thesis (project). The main part of the thesis (project), as a rule, shares on sections and subsections (chapters and paragraphs).

33. The conclusion (conclusions) has to contain short conclusions by results of degree research, an assessment of completeness of solutions of objectives, concrete recommendations about the studied object of research.

34. The list of the used literature is made out according to the established requirements to scientific works.

35. The appendix joins the materials connected with performance of degree research which didn't find reflection in the main part.

36. For the accepted accuracy and objectivity of all data in the thesis (project) responsibility is made by the student – the author of the thesis (project).

5. Rules of registration of the thesis (project)

37. The thesis (project) has to be performed in the printing way with use of the computer and printer on one party of a sheet of white paper of the A4 format through one interval. The font – Times New Roman, usual, a size 14. The text of the thesis (project) should be printed, observing the following sizes of fields: the left – 30 mm, top – 20 mm, right – 10 mm and lower – 25 mm. It is allowed to use computer opportunities of emphasis of attention on certain terms, formulas, theorems, applying fonts of a different font.

38. Regardless of a way of implementation of the thesis (project) quality of the printed text and registration of illustrations, tables, listings has to meet the requirement of their accurate reproduction. 39. Typographical errors, slips and graphic inaccuracies found in the course of preparation of the thesis (project) are allowed to be corrected with an erasure or painting by white paint and drawing on the same place of the corrected text (graphics) in the typewritten way or in a hand-writing (black ink or black ink).

40. Surnames, names of establishments, organizations, firms, the name of products and other proper names provide in the thesis (project) in original language. It is allowed to transliterate proper names and to provide names of the organizations in the translation into language of writing of the thesis (project). 41. Names of structural elements of the thesis (project) "Contents", "Standard links", "Definitions", "Designations and reductions", "Introduction", "Conclusion", "The list of the used literature" serve as headings of structural elements of work.

42. The thesis (project) should be divided into sections and subsections. Each section and subsection has to contain finished information. Names of sections in total have to open a subject of the thesis (project), and names of subsections in total have to open appropriate section.

43. Names of sections and subsections have to reflect accurately and briefly their contents.

44. Names of sections and subsections should be printed from a paragraph space, capital letter without a dot in the end, without underlining.

If the name consists of two sentences, they are divided with a dot .

45. The pages of the thesis (project) should be numbered in the Arab figures, observing through numbering in all text. Number of the page is placed in the center of the lower part of a leaf without a dot.

46. The title page joins the general numbering of the pages. Number of the page on the title page is not shown.

47. The illustrations and tables, located on single sheets are counted in the general numbering of pages of the thesis (project).

Illustrations, tables on a leaf of A3 format is considered as one page.

48. Sections of the thesis (project) must have serial number within all document, marked by the Arab figures without a dot and which are written down from a paragraph space. Subsections must have numbering within each section. Number of subsection consists of numbers of the section and subsection divided by a dot. Sections can consist of two and more subsections.

Example

1. Types and main sizes

1.1

1.2

1.3

2. Technical requirements

2.1

2.2

2.3

49. Each section of the thesis (project) should begin with a new leaf (page). Subsections in one section are divided among themselves by derogation in two lines from the text.

50. Numbering of the pages of the thesis (project) and the appendices which are a part of the thesis (project) has to be through.

51. The illustration (drawings, maps, schedules, schemes, charts, pictures) in thesis (project) should be placed just after the text in which they are mentioned for the first time, or on the following page. Illustrations can be performed on a computer and colorful. All illustrations should be given references in the thesis.

52. Drawings, diagrams, charts, schemes, illustrations placed in a degree thesis should comply with the requirements of state standards of the Uniform System of Design Documentation (USDD).

53. Illustrations except for illustrations of appendices, it is necessary to number them in Arab - with through numbering.

The first figure, is marked as "Figure 1", the Word "Figure" and the name is outlined in the middle of a line.

54. It is allowed to number illustrations within the section. In this case number silt - illustrations consists of number of the section and serial number of an illustration divided with a dot. For example: Figure 1.1

55. Illustrations, if necessary, can have the name and explanatory data (caption). The word "Figure" and its name is placed after the explanation of data as follows: Figure 1. Structure of a banking system.

56. At links to illustrations it is necessary to write "according to figure 2" at through numbering and "according to figure 1.2" when numbering within the section.

57. Tables apply to the best presentation and convenience of comparison of indicators. The name of the table has to reflect its contents, to be exact, and short. The name of the tables should be placed over the table with a paragraph space on the next line after the words "Table 1".

58. When giving a table it is necessary to place it directly after the text in which it mentioned for the first time, or on the following page.

59. In all tables there have to be links in the thesis (project). At the link it is necessary to write "table" with the indication of its number.

60. The table with a large number of lines is allowed to be transferred to other leaf (page). At transfer of part of the table on other leaf (page) the word "Table" and number it is specified once at the left over the first part of the table, over other parts write the word "Continuation" and specify number of the table, for example: "Continuation of table 1". At pe-to a table renosa on other leaf (page) heading place only over its the first cha-Stew. At transfer of part of the table the lower horizontal line limiting tab-to the person isn't carried out.

It is expedient to take out the table with a large number of columns in the appendix.

61. If the text repeating in different lines (columns) of the table consists of one word, its after the first writing is allowed to be replaced with quotes; if from two and more words, at the first repetition it is replaced with the words "Same", and further – quotes. Hundred - to twist quotes instead of the repeating figures, brands, signs, mathematical and chemical

symbols it isn't allowed. If digital or other data don't bring in any line of the table, in it put a crossed out section.

62. Tables, except for tables of appendices, it is necessary to number Arab tsif-Rami through numbering.

63. It is allowed to number tables within the section. In this case number of the table consists of number of the section and serial number of the table divided by a point.

64. Headings of columns and lines of the table should be written from a capital letter in singular, and subtitles in a lower case if they make one sentence with heading, or from a capital letter if they have an independent meaning. At the end of heading and subtitles of the tables dot is not put.

65. Tables at the left, on the right and from below, as a rule, are limited to lines. It is allowed to apply a smaller than in the text font size in the table.

Headings of columns are written down, as a rule, parallel to lines of the table. At necessity the perpendicular arrangement of headings of columns is allowed. The head of the table has to be separated by the line from other part of the table.

66. The word "Note" should be typed in a capital letter from the paragraph with expanded spacing and not to emphasize.

67. Notes are provided in the thesis (project) if explanations or help data to contents of the text, tables or graphic material are necessary.

68. Notes should be placed directly after text, graphic material or in the table to which these notes concern. If the note is singular is a dash placed after the word "Note" and typed in capital letters. Singular note isn't numbered. A number of notes are numbered one after another in the Arab figures without putting a dot. A note to the table is placed at the end of the table over the line, that identify the termination of the table.

69. Formulas and the equations should be allocated from the text in a separate line. Above and below each formula or the equation should be placed not less than in one free line. If the equation doesn't find room in one line, it has to be transferred after an equal-sign (=) or after pluses (+), minus (-), multiplication (x), divisions (:), or other mathematical characters, and the sign at the beginning of the next line is repeated.

70. The explanation of values of symbols and numerical coefficients should be provided under a formula in the same sequence in which they are given in a formula.

71. Formulas in the thesis (project) should be numbered within all work as the Arab figures in parentheses in extreme right condition research institute on one line.

72. References in the text to serial numbers of formulas are given in brackets. An example – in a formula (1).

73. Numbering of formulas within the section is allowed. In this case number of a formula consists of number of the section and serial number of a formula divided by a point, for example (3.1).

74. References to the used sources should be given in square brackets.

75. Data on sources it is necessary to have as emergence of links of reference in the text of the thesis (project), numbered in the Arab figures without dot and typed from a paragraph space (appendix 3).

76. Appendices are made as continuation of this thesis (project) on the subsequent sheets.

77. In the text of the thesis (project) all appendices have to be given references. Appendices have links to them in the text.

78. Each appendix should be begun with the new page with the instruction from above pages of the word "Appendix" and its designation.

The appendix has to have heading which is written down symmetrically concerning the text from a capital letter in a separate line.

If the thesis (project) has one appendix, it is allowed it not obozna-a chat.

79. Appendices should have general with other half part of the thesis (project) through numbering of pages.

6. Order of representation on defense of the thesis (project)

80. The thesis (project) is submitted on the letting-out chair for undergoing pre-defense procedure.

81. Procedure of pre-defense of the thesis (project) is carried out on opened meeting of the chair with participation of students and obligatory presence of the research supervisor and, in case of need, scientific consultants.

Pre-defense is made out by the minutes of chair.

82. The finished thesis (project), which has successfully passed pre-defense, and realization according to the established requirements is signed by the student, scientific consultants, and it is represented to the research supervisor.

83. The research supervisor writes a response on the thesis (project).

In case of approval of the thesis (project) the head signs his or her work and together with the written review of the admission to defense presents to the head of the chair.

84. On the basis of these materials, head of the department makes the final decision on this thesis work (project), making an appropriate entry on its title page.

If the Head of the Department does not consider it possible to allow the student to defend the thesis (project), this issue is discussed at a meeting of the department with the obligatory participation of the student and his supervisor. Agenda of the meeting of the department is submitted for approval by the Rector of the university.

85. Thesis (Project), presented by the graduating department for defense, is sent for review.

86. Lists of reviewers is approved by order of the Rector on the basis of the proposal of the head of the department from the number of specialists of production and research organizations.

As a reviewer may be engaged professors, associate professors and lecturers of other higher education institutions.

87. Reviewers should have basic higher education and / or scientific or academic degree, academic rank, corresponding to the profile of the protected thesis (project)

88. The reviewer is writing a review of a thesis (project), which should reflect the topicality, novelty and practical significance of the topic, relevance of the theme to the degree of research profile, academic degree and awarded qualification, independence of the research,

the presence of the conclusions and recommendations the degree of problem solving and completion of the study.

In the review is given a reasoned opinion specifying the evaluation of score-rating letter system and the possibility of awarding the respective academic degree and qualifications.

89. The thesis (project), admitted by the scientific supervisor to defend, but assessed by the reviewer as F - «unsatisfactory», is protected in the general conditions.

90. Thesis (Project) with comments and reviews in the National Certification Commission for defense no later than one work day.

91. Defense of thesis (project) at the request of the student is carried out in Kazakh, Russian or English languages.

92. Defense of thesis (project) can be carried out with the use of electronic resources in the form of multimedia presentations on the basis of modern technology and advances in information and communication technologies.

7. Procedures for the defense of thesis (project)

93. The procedure for the defense of thesis (project) is determined by the Rules of the ongoing monitoring of progress, interim and final state certification of students in educational institutions (Order of the MES №125 as amended), approved by the MES of the RK.

94. Defense of the thesis (project) is conducted in an open session of the state certifying commission with the participation of at least half of its members.

Defense of thesis (project) is organized in a public form, with the presence of students, teachers of the graduating department. For defense may be invited scientific advisor, and representatives of the organization, where the research was conducted.

95. The duration of defense of one research paper does not usually exceed 30 minutes per student.

96. During the defense the student makes a report to the State Certification Commission and the presentation lasts no more than 15 minutes.

97. All people present may participate in the discussion of the thesis (project) and put questions or express their opinions.

98. After discussion, the Secretary of the Commission reads a review (in the presence of scientific adviser may act in person). In case if there are remarks in the review or reference the student must give a reasoned explanation.

99. Following the defense of thesis (project) is given a grade of score-rating letter system. The level of theoretical research and practical training, a review of the supervisor and the reviewer's assessment are taken into account in the assessment.

100. The results of defense of degree work are formalized in the protocol of the meeting of the state certifying commission for each student individually and declared on the day of the defense.