MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN

KAZAKHSTAN-AMERICAN FREE UNIVERSITY

GUIDELINES

ON THE PROCEDURE FOR PREPARING AND WRITING A DOCTOR'S THESIS FOR COMPETITION OF THE DEGREE OF PhD

Ust-Kamenogorsk, 2021

	Kazakh-American Free University	Date 27.08.2021
	Guidelines on the procedure for preparing and writing a doctoral dissertation for the PhD degree	Internal Quality Assurance System "Educational process of KAFU" Revision 1

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CONTENT

1. REGULATORY DOCUMENTS

When developing Methodological recommendations on the procedure for preparing, writing and defending a doctoral dissertation, the following regulatory documents were used:

1. Law of the Republic of Kazakhstan "On Education" dated 27.07.2007 No. 319-III (with amendments and additions).

2. Law of the Republic of Kazakhstan "On Science" dated 18.02. 2011 No. 407-IV (with amendments and additions).

3. Model rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education in accordance with Appendix 5 to the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 "On approval of the Model rules for the activities of educational organizations of the relevant types" (as amended and additions).

4. Qualification requirements for educational activities, and a list of documents confirming compliance with them. Order of the Minister of Education and Science of the Republic of Kazakhstan dated June 17, 2015 No. 391.

5. On amendments to the order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 "On approval of the Rules for organizing the educational process on credit technology of education". Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 12, 2018 No. 563. (Registered with the Ministry of Justice of the Republic of Kazakhstan on October 16, 2018 No. 17554).

6. State obligatory standard of education at all levels of education (Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604. Registered with the Ministry of Justice of the Republic of Kazakhstan on November 1, 2018 No. 17669. (as amended on May 5, 2020 No. 182).

7. On the approval of the Rules for awarding degrees. Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 127. Registered with the Ministry of Justice of the Republic of Kazakhstan on May 13, 2011 No. 6951.

8. On approval of the Model Regulations on the dissertation council. Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 126. Registered with the Ministry of Justice of the Republic of Kazakhstan on April 29, 2011 No. 6929.

1. GENERAL PROVISIONS
COMPLETION OF A DOCTORAL THESIS

Doctoral dissertation - a scientific work of a doctoral student, which is an independent study in which theoretical provisions are developed, the totality of which can be qualified as a new scientific achievement, or a scientific problem is solved, or scientifically based technical, economic or technological solutions are presented. The doctoral dissertation is carried out during the research and development period. The final result of the NIRD is a doctoral dissertation.

The dissertation is carried out in compliance with the principles of independence, internal unity, scientific novelty, reliability and practical value, and academic honesty.

The principle of independence means that the dissertation is written independently and testifies to the personal contribution of the author of the dissertation to science, the development of engineering and technology.

The principle of internal unity means that the dissertation has internal unity, all sections and provisions of the dissertation are logically interconnected; scientific provisions, the results obtained and recommendations should correspond to the goals and objectives set in the dissertation. The new solutions proposed by the author (principles, methods) are argued and evaluated in comparison with the known solutions.

The principle of scientific novelty means that the scientific results, provisions, recommendations and conclusions of the dissertation are new and the dissertation contains:

new scientifically substantiated theoretical and (or) experimental results, the totality of which qualifies as a new scientific achievement or is important for the development of specific scientific areas;

or science-based technical, technological, economic or management solutions, the implementation of which makes a significant contribution to the development of the country's economy.

The principle of reliability means that the results of the dissertation work are obtained using modern methods of scientific research and methods of processing and interpreting data using computer technology (if applicable); for dissertations made in natural, technical, medical, agricultural specialties, theoretical conclusions, models, identified relationships and patterns are proven and confirmed by experimental research; for the specialties of the "Education" group, the results are proved on the basis of a pedagogical experiment (if applicable).

The principle of the practical value of a dissertation means that a dissertation of applied importance provides information on the practical use of the scientific results obtained by the author, confirmed by copyright certificates, patents, intellectual property certificates, acts of introduction into production and other official documents, and a dissertation of theoretical significance recommendations for the use of scientific findings.

The principle of academic honesty means that the author of the dissertation observes the rights and legitimate interests of other authors, the absence of:

- use and (or) appropriation of text, ideas, hypotheses, conclusions, methods, research results, graphs, codes, pictures or works of other authors without reference to the author and source of borrowing, as well as the use of text of other authors with a synonymous replacement of words and expressions without changes in meaning, including the use of text translated from another language (plagiarism);

- facts of using own material, factual and digital data without reference to oneself and (or) to the source of one's own citations (autoplagiarism);

- references to non-existent sources, provision of false data and (or) results, records or reports about them (fabrication);

- manipulation of research materials, equipment, images, illustrations or processes, as a result of which the research materials in the dissertation are distorted (falsification).

In the case of using borrowed material without reference to the author and source of borrowing (hereinafter referred to as plagiarism), the university, the dissertation council or the Committee makes a negative decision without the right to re-defend. The procedure for checking a doctoral dissertation at the university is carried out in accordance with Clause 26.1 of the KAFU Academic Policy. Also, the doctoral dissertation is being tested for the detection of borrowing the text of other authors, which is carried out by the National Center for State Scientific and Technical Expertise.

The coincidence of the names of regulatory legal acts and official documents, the names of state and other official bodies and organizations, the terms, definitions and concepts generally accepted for the relevant branch of science, the texts of regulatory legal acts, the texts of the studied works is not plagiarism, if the volume and nature of their use are not put under doubt the independence of the completed dissertation. It is not allowed to use technical means and techniques in order to reduce or eliminate the possibility of detecting plagiarism.

The main results of scientific research of a doctoral student are published in scientific, scientific-analytical and scientific-practical publications in accordance with the order of the Minister of Education and Science of the Republic of

Kazakhstan dated March 31, 2011 No. 127 "On approval of the rules for awarding degrees" (registered in the Register of State Registration of Normative Legal Acts No. 6951)), and/or in an international peer-reviewed scientific journal.

Articles in international peer-reviewed scientific journals are taken into account depending on the direction of preparation, namely:

1) in the areas of training 8D05 Natural sciences, mathematics and statistics, 8D06 Information and communication technologies, 8D07 Engineering, manufacturing and construction industries, 8D08 Agriculture and bioresources, 8D09 Veterinary medicine, 8D10 Health and welfare (medicine), 8D11 Services - in publications included in a certain quartile according to Journal Citation Reports (Journal Citation Reports) (hereinafter referred to as JCR (JSR) of Clarivate Analytics (Clarivalue Analytics), or in publications that have a CiteScore percentile indicator in the Scopus database (Scopus) ;

2) for other areas of training - in publications that have an impact factor according to JCR (JSR) or indexed in the Web of Science Core Collection database (Web of Science Core Collection) (sections Arts and Humanities Citation Index (Art and Humanities Citation Index) Index), Science Citation Index Expanded (Science Citation Index Expandid), Social Sciences Citation Index (Social Science Citation Index) by Clarivate Analytics (Klariveyt Analitiks), as well as in publications that have a certain percentile by CiteScore in the Scopus database (Scopus) (SiteScore).

If there is 1 (one) article in an international peer-reviewed scientific journal that has an impact factor according to JCR (JSR) (or indexed in the Web of Science Core Collection database (Web of Science Core Collection) (sections Arts and Humanities Citation Index (Arts and Humanities Citation Index), Science Citation Index Expanded (Science Citation Index Expanded), Social Sciences Citation Index (Social Science Citation Index)) or CiteScore percentile indicator (SiteScore) of at least 25 (twenty-five) in the Scopus database (Scopus), the number of articles in journals from the List of Publications is 3 (three).

 If there is 1 (one) article in a journal that has an impact factor according to JCR (JSR) or a percentile index according to CiteScore (SiteScore) of at least 25 (twenty five) in the Scopus database (Scopus) and 1 (one) articles in a journal that is included in the first three quartiles of the JCR database or has a CiteScore percentile index (SiteScore) of at least 50 (fifty) in the Scopus database, publish articles in scientific journals included in the List of Publications, not required.

If there is one scientific article in a journal included in the first quartile of the JCR database (JCR), no other publications are required.

Articles in international peer-reviewed scientific journals correspond to the thematic focus of the journal, stated in the specified bases, and are published in

current issues. At the same time, at the time of publication of the article or the defense of the thesis, the journal has a CiteScore percentile (SiteScore) in the Scopus database (Scopus) or an impact factor (or indexed) in the Web of Science Core Collection database (Web of Science Core Collection) at least in one of the scientific areas corresponding to the content of the dissertation.

If there are scientific articles in excess of the required number in international peer-reviewed scientific journals, they are counted as articles in scientific publications included in the List of Publications.

Foreign patents included in the Clarivate Analytics Web of Science database (Web of Science) are counted as publications in international peer-reviewed scientific journals.

References in the dissertation:

1) sources of cited materials or individual results, indicating the full imprint;

2) documents of protection for developments received by him independently or in co-authorship;

3) scientific works on the topic of the dissertation, performed by him independently or in co-authorship.

2. STAGES OF DOCTORAL DISSERT

The completion of a doctoral dissertation consists of the following main stages:

1. Choice of a topic for a doctoral dissertation.
2. Appointment of a supervisor.
3. Drawing up a dissertation plan.
4. Selection and study of literature.
5. Collection and processing of actual materials.
6. Preparation and implementation of the dissertation.
7. Publication of the research results.
8. Doctoral dissertation defense.

The topic of the dissertation (as of the date of its approval) corresponds to the directions of development of science, which are formed by the Higher Scientific and Technical Commission under the Government of the Republic of Kazakhstan in accordance with paragraph 3 of Article 18 of the Law "On Science" and / or state programs (with the exception of dissertations submitted for recognition of equivalence academic degrees obtained abroad by citizens of the Republic of Kazakhstan, foreigners and stateless persons).

Having agreed on the final wording of the topic of the doctoral dissertation with the supervisor, the doctoral student writes an application addressed to the head of the department with a request to give permission for its implementation.

The department makes a decision on the final assignment of topics to doctoral students and their supervisors no later than two months from the moment of their enrollment.

To supervise a doctoral dissertation, a scientific supervisor is appointed, which is approved by order of the rector of the university based on the decision of the academic council.

Scientific guidance of doctoral students for the degree of Doctor of Philosophy (PhD) is carried out by consultants in the amount of at least 2 people, one of whom is a scientist from a foreign university. Scientific consultants ensure the completion of a doctoral dissertation and adherence to the principles of academic integrity, and the timely submission of a dissertation for defense.

Scientific supervision is carried out by a teacher who has the degree of "candidate of science", or "doctor of science", or "doctor of philosophy (PhD)", or "doctor in profile", or the academic degree of "doctor of philosophy (PhD)", or "doctor of science". profile", or the degree of "Doctor of Philosophy (PhD)", or "Doctor in profile", experience of scientific and pedagogical work for at least three years, being the author: 5 scientific articles in publications on the profile included in the list of publications recommended for publication of the results scientific activity and 1 scientific article in an international peer-reviewed scientific journal that has an impact factor according to JCR (JCR) or indexed in one of the Science Citation Index Expanded, Social Science Citation Index or Arts and Humanities Citation Index databases in the Web of Science Core Collection (Web of Science Core Collection) or having a CiteScore percentile score of at least 35 in the Scopus database.

After the topic of the doctoral dissertation is approved by the doctoral student, an individual plan must be prepared, which can be further refined.

The supervisor provides scientific and methodological assistance to the doctoral candidate, namely:

• takes part in the choice of the topic, methodology and methodology of research and the development of the working plan of the doctoral dissertation;

• consults on bibliography, literary, statistical and other sources and the content of a doctoral dissertation;

• monitors the implementation of the agreed schedule for writing a dissertation and the correct use of scientific literature, statistical and reporting data;

• studies and evaluates the content of the completed dissertation, both in parts and as a whole;

• upon completion of a doctoral dissertation, makes a final decision on the degree of its compliance with the requirements and readiness for preliminary defense.

The dissertation can be carried out in Kazakh or Russian or English.

The following documents are submitted to the dissertation council:

1) reviews of domestic and foreign scientific consultants

2) a positive conclusion of the extended meeting of the department and (or) structural unit;

3) dissertation in hardcover and on electronic media;

4) a list of scientific papers and their copies;

5) the conclusion of the Ethics Commission of the university where the doctoral student studied about the absence of violations in the process of planning, evaluating, selecting, conducting and disseminating the results of scientific research, including the protection of the rights, safety and well-being of research objects (objects of wildlife and habitat).

3. STRUCTURE OF THE DOCTOR'S THESIS AND ITS SUMMARY

The recommended volume of a doctoral dissertation should be at least 110 pages; applications are not included in the specified volume of a doctoral dissertation. In the context of educational programs, the volume of the dissertation may vary depending on the specifics and direction of training.

The structural elements of the dissertation are:

- title page;
- content;
- Normative references;
- definitions;
- designations and abbreviations;
- introduction;
- main part;
- conclusion;
- list of sources used;
- applications.

Requirements for the structural elements of the dissertation
Title page

The title page is the first page of the dissertation and serves as a source of information necessary for processing and searching for the document.

The title page contains the following information:

- name of the organization where the dissertation was completed;
- index of the universal decimal classification (UDC);
- restrictive neck (if necessary);
- surname, name, patronymic of the candidate;

- title of work;
- code and name of the specialty (according to the Classifier of specialties of higher and postgraduate education of the Republic of Kazakhstan)
- desired degree;
- surname and initials of scientific consultants;
- place and date (year)

The title page is included in the general pagination of the dissertation. The page number on the title page is not affixed.

The title page is drawn up in accordance with Appendix A.

The title page must bear the personal signature of the doctoral student in black ink.

Dissertation content

The content of the dissertation includes an introduction, serial numbers and titles of all sections, subsections, paragraphs (if they have titles), a conclusion, a list of sources used and the title of applications indicating the page numbers from which these elements of the dissertation begin.

Normative references

The structural element "Normative references" contains a list of standards, which are referenced in the text of the dissertation.

The list of reference standards begins with the words: "This dissertation uses references to the following standards."

The list includes designations of standards and their names in ascending order of registration numbers of designations.

Definitions

The structural element "Definitions" contains the definitions necessary to clarify or establish the terms used in the dissertation.

The list of definitions begins with the words: "In this dissertation, the following terms are used with the corresponding definitions."

Designations and abbreviations

The structural element "Denotations and abbreviations" contains a list of designations and abbreviations used in the dissertation.

The notation and abbreviations are recorded in the order in which they appear in the text of the dissertation or in alphabetical order with the necessary decoding and explanations.

Definitions, designations and abbreviations are allowed to be given in one structural element "Definitions, designations and abbreviations".

Introduction

The introduction should contain an assessment of the current state of the scientific or scientific and technological problem (task) being solved, the basis and initial data for the development of the topic, the justification for the need to conduct this research work, information about the planned scientific and technical level of development, patent research and conclusions from them , information about the metrological support of the dissertation. The introduction should show the relevance and novelty of the topic, the connection of this work with other research works, and should also indicate the goals, object and subject, research objectives, their place in the performance of the research work (R&D) as a whole, reflect the methodological base, provisions to be defended.

Dissertation content

The content of the dissertation includes an introduction, serial numbers and titles of all sections, subsections, paragraphs (if they have titles), a conclusion, a list of sources used and the title of applications indicating the page numbers from which these elements of the dissertation begin.

Normative references

The structural element "Normative references" contains a list of standards, which are referenced in the text of the dissertation.

The list of reference standards begins with the words: "This dissertation uses references to the following standards."

The list includes designations of standards and their names in ascending order of registration numbers of designations.

Definitions

The structural element "Definitions" contains the definitions necessary to clarify or establish the terms used in the dissertation.

The list of definitions begins with the words: "In this dissertation, the following terms are used with the corresponding definitions."

Designations and abbreviations

The structural element "Denotations and abbreviations" contains a list of designations and abbreviations used in the dissertation.

The notation and abbreviations are recorded in the order in which they appear in the text of the dissertation or in alphabetical order with the necessary decoding and explanations.

Definitions, designations and abbreviations are allowed to be given in one structural element "Definitions, designations and abbreviations".

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Introduction

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Main part

In the main part of the dissertation, data are presented that reflect the essence, methodology and main results of the work performed.

The main part should contain:

- choice of the direction of research, including the rationale for the direction of research, methods for solving problems and their comparative assessment, a description of the chosen general methodology for conducting research work;

setting the goal, object and subject of research, research objectives

the process of theoretical and (or) experimental research, including the determination of the nature and content of theoretical research, research methods, calculation methods, justification for the need for experimental work, the principles of operation of the developed objects, their characteristics;

generalization and evaluation of research results, including evaluation of the completeness of the solution of the task and proposals for further areas of work, evaluation of the reliability of the results obtained and their comparison with similar results of domestic and foreign works.

Each section of the dissertation should end with the main conclusions and be the basis for the next section.

The presentation in the main part of the dissertation should be strictly justified, coherent and logical. Spelling, grammatical and punctuation errors in the dissertation should not be allowed. The style of presentation of the dissertation text should be correct from a scientific point of view. Someone's emotional judgments and statements, expressions from fiction, everyday everyday expressions, jargon, etc. are not allowed.

Conclusion

The conclusion must contain:

brief conclusions on the results of dissertation research;

assessment of the completeness of solutions to the tasks;

recommendations and input on the specific use of the results;

assessment of the technical and economic efficiency of implementation;

- assessment of the scientific level of the work performed in comparison with the best achievements in this field.

List of sources used

The list should contain information about the sources used in writing the dissertation.

The list is drawn up in accordance with Appendix B.

Applications

It is recommended to include in the appendices materials related to the completed dissertation, which for some reason cannot be included in the main part.

Applications may include:

intermediate mathematical proofs, formulas and calculations;

tables of auxiliary digital data;

test reports;

description of equipment and instruments used in experiments, measurements and tests;

- rules, methods, descriptions of algorithms and programs of problems solved by computers, developed in the process of dissertation work;

illustrations (photographs) of an auxiliary nature;

protocol of consideration of the dissertation work (or part thereof) at the scientific and technical council;

acts of implementation of the results of dissertation work, etc.

4 RULES FOR DOCTORAL DISSERT FORMATION
General requirements

The presentation of the text and the design of the dissertation are carried out in accordance with the requirements of these Rules. The text pages of the dissertation work and the illustrations and tables included in the dissertation must correspond to the A4 format.

The dissertation must be completed using a computer and a printer on one side of a sheet of white A4 paper at one interval. The font color should be black, the font should be Times New Roman, regular, size 14.

The text of the dissertation should be printed, observing the following margins: right - 10 mm, top - 20 mm, left - 30 mm and bottom - 20 mm.

It is allowed to use the computer capabilities of focusing on certain terms, formulas, theorems, using fonts of different fonts.

The quality of the printed text and the design of illustrations, tables, printouts from a PC must meet the requirement for their clear reproduction.

When performing a dissertation, it is necessary to observe uniform density, contrast and clarity of the image throughout the dissertation. The dissertation should contain clear, unblurred lines, letters, numbers and signs.

Surnames, organization names, product names and other proper names in the dissertation are given in the original language.

It is allowed to transliterate proper names and give the names of organizations translated into the language of the dissertation with the addition (at the first mention) of the original name.

Building a dissertation

The names of the structural elements of the dissertation "Content", "Normative references", "Definitions", "Notation and abbreviations", "Introduction", "Conclusion", "List of references", "Appendix" serve as headings of the structural elements of the dissertation. Structural elements should be in bold type.

The main part of the dissertation should be divided into sections, subsections and paragraphs. Items, if necessary, can be divided into sub-items. When dividing the dissertation text into paragraphs and subparagraphs, it is necessary that each paragraph contains complete information.

Sections and subsections should have headings. Items usually do not have headings. Headings should clearly and concisely reflect the content of sections, subsections.

Headings of sections, subsections and paragraphs should be typed with a paragraph indent from a capital letter without a dot at the end, without underlining.

If the heading consists of two sentences, they are separated by a dot.

Thesis pagination

The pages of the dissertation should be numbered in Arabic numerals, following the continuous numbering throughout the text of the dissertation. The page number is placed in the center of the bottom of the sheet without a dot.

The title page is included in the overall page numbering. The page number on the title page is not affixed.

Illustrations and tables located on separate sheets are included in the general pagination of the dissertation.

Illustrations, tables on an A3 sheet are counted as one page.

Numbering of sections, subsections, paragraphs, subparagraphs

Sections of the dissertation should have serial numbers within the entire work, indicated by Arabic numerals without a dot and written with a paragraph indent. Subsections should be numbered within each section. The subsection number consists of the section and subsection numbers separated by a dot. There is no dot at the end of the subsection number. Sections, like subsections, can consist of one or more paragraphs.

If the dissertation does not have subsections, then the paragraph numbering in it must be within each section, and the paragraph number must consist of the section and paragraph numbers separated by a dot. There is no dot at the end of the paragraph number.

Example

1 Types and basic dimensions
1.1
1.2 ⎬ **Numbering of paragraphs of the first section of the dissertation**
1.3

2 Technical requirements
2.1
2.2 ⎬ **Numbering of paragraphs of the second section of the dissertation**
2.3

If the dissertation has subsections, then the numbering of paragraphs must be within the subsection and the paragraph number must consist of section, subsection and paragraph numbers separated by dots, for example:

3 Test Methods
3.1 Apparatus, materials and reagents
3.1.1
3.1.2 ⎬ **Numbering of paragraphs of the first subsection of the third**
3.1.3 **section of the dissertation**

3.2 Preparing for the test
3.2.1
3.2.2 ⎬ **Numbering of paragraphs of the second subsection of the third**
3.2.3 **section of the dissertation**

If a section consists of one subsection, then the subsection is not numbered. If the subsection consists of one paragraph, then the paragraph is not numbered.

If the text is subdivided only into paragraphs, then they are numbered by serial numbers within the entire dissertation work.

Items, if necessary, can be divided into sub-clauses, which should have serial numbering within each clause, for example: 4.2.1.1, 4.2.1.2, etc.

Enumerations may be given within clauses or subclauses.

Each enumeration should be preceded by a hyphen or, if necessary, a reference in the text of the document to one of the enumerations, a lowercase letter (with the exception of ё, з, й, о, h, ь, ы, ъ), after which a bracket is placed.

For further detailing of enumerations, it is necessary to use Arabic numerals, after which a bracket is placed, and the entry is made from a paragraph indent, as shown in the example.

Example

а)_____

в)_____

 1)_____

 2)_____

с)_____

If the dissertation consists of two or more parts, each part must have its own serial number. The number of each part should be put down in Arabic numerals on the title page under the indication of the type of dissertation work, for example, "Part 2".

Each structural element of the dissertation should start from a new sheet (page).

The pagination of the dissertation and appendices included in the dissertation must be continuous.

Illustrations

Illustrations (drawings, maps, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the dissertation text immediately after the text in which they are mentioned for the first time, or on the next page.

Illustrations can be computer-generated, including color.

All illustrations should be referenced in the dissertation.

Drawings, graphs, diagrams, diagrams, illustrations placed in dissertations must comply with the requirements of state standards of the Unified System for Design Documentation (ESKD).

It is allowed to make drawings, graphs, diagrams, charts by means of computer printing.

Illustrations, with the exception of illustrations of appendices, should be numbered in Arabic numerals through numbering. The word "Figure" and its name are placed in the middle of the line.

Illustrations, if necessary, may have a name and explanatory data (figure text). The word "Figure" and its name are placed after the explanatory data and arranged as follows: Figure 1 - Details of the device

If the figure is located on more than one page, then the number and name of the figure are placed on the first sheet (page) with the designation of its sheet, on subsequent pages indicate only the number of the figure and sheet. (Example: Figure 1 - Instrument details, sheet 1; Figure 1, sheet 2)

It is allowed to number illustrations within the section. In this case, the illustration number consists of the section number and the number of the illustration, separated by a dot. For example, Figure 1.1.

The illustrations of each application are designated by a separate numbering in Arabic numerals with the addition of the application designation before the number. For example, Figure A.3.

Illustrations are drawn up in accordance with Appendix C.

When referring to illustrations, one should write "... in accordance with Figure 2" for continuous numbering and "... in accordance with Figure 1.2" for numbering within a section.

Tables

Tables are used for better clarity and ease of comparison of indicators. The name of the table should reflect its content, be precise, concise. The name of the table should be placed above the table on the left, without paragraph indentation, on one line with its number separated by a dash.

The table should be placed in the thesis directly after the text in which it is mentioned for the first time, or on the next page.

All tables should be referenced in the dissertation. When referencing, write the word "table" with its number. A table with a large number of rows can be transferred to another sheet (page). When transferring part of the table to another sheet (page), the word "Table", its number and name are indicated once on the left above the first part of the table, and above the other parts, the words "Continuation of the table" are also written on the left and indicate the number of the table, for

example: "Continuation of the table one". When transferring a table to another sheet (page), the heading will be placed only over its first part.

A table with a large number of columns can be divided into parts and placed one part under the other within one page. If the rows and columns of the table go beyond the page format, then in the first case, the head is repeated in each part of the table, in the second case, the sidebar.

If the text repeated in different lines of the column of the table consists of one word, then after the first writing it is allowed to replace it with quotation marks; if from two or more words, then at the first repetition it is replaced with the words "The same", and then with quotation marks. It is not allowed to put quotation marks instead of repeated numbers, marks, signs, mathematical and chemical symbols. If numerical or other data in any line of the table is not given, then a dash is put in it.

Column "No" in order, if necessary, is given, in other cases it is absent.

6.6.5 Digital material, as a rule, is presented in the form of tables. An example of table design is shown in Figure 1.

Table _____ - _____

Picture 1

Tables, with the exception of annex tables, should be numbered in Arabic numerals through numbering.

It is allowed to number the tables within the section. In this case, the table number consists of the section number and the ordinal number of the table, separated by a dot.

The tables of each annex are designated by separate numbering in Arabic numerals with the addition of the application designation before the number, for example, "Table B.1" if it is given in Appendix B.

The headings of the columns and rows of the table should be written with a capital letter in the singular, and the subheadings of the columns - with a lowercase letter if they make up one sentence with the heading, or with a capital letter if they have an independent meaning. Do not put dots at the end of headings and subheadings of tables. Tables on the left, right and bottom are limited by lines. It is allowed to use a smaller font size in the table than in the text.

It is not allowed to separate the headings and subheadings of the sidebar and the graph with diagonal lines.

Horizontal and vertical lines delimiting the rows of the table may not be drawn if their absence does not impede the use of the table.

The headings of the columns are written parallel to the rows of the table. If necessary, a perpendicular arrangement of column headings is allowed.

The head of the table should be separated by a line from the rest of the table.

An example of the design of tables in the dissertation is given in Appendix D.

Notes

The word "Note" should be capitalized from the paragraph and not underlined.

Notes are given in the dissertation if explanations or reference data are needed for the content of the text, tables or graphic material.

Notes should not contain requirements.

Notes should be placed immediately after the textual, graphic material or in the table to which these notes refer. If there is one note, then a dash is placed after the word "Note" and the note is printed with a capital letter. One note is not numbered. Several notes are numbered consecutively in Arabic numerals without a dot. A note to the table is placed at the end of the table above the line indicating the end of the table.

Пример

Примечание - Подстрочные надписи не печатать.

Несколько примечаний нумеруются по порядку арабскими цифрами.

Пример

Примечания

1 Подстрочные надписи не печатаются;

2 Документы заверяются нотариально;

3 Утверждает руководитель организации,

6.7.4 При необходимости дополнительного пояснения в диссертации примечание допускается оформлять в виде сноски. Знак сноски ставят

непосредственно после того слова, числа, символа, предложения, к которому дается пояснение. Знак сноски выполняют надстрочно арабскими цифрами со скобкой. Допускается вместо цифр выполнять сноски звездочками «*».

Сноску располагают в конце страницы с абзацного отступа, отделяя от текста короткой горизонтальной линией слева. Сноску к таблице располагают в конце таблицы над линией, обозначающей окончание таблицы.

Example

Note - Do not print subscripts.

Several notes are numbered consecutively with Arabic numerals.

Example

Notes

1 Subscripts are not printed;

2 Documents are notarized;

3 Approved by the head of the organization,

6.7.4 If additional explanation is needed in the dissertation, the note may be issued in the form of a footnote. The footnote sign is placed directly after the word, number, symbol, sentence to which an explanation is given. The footnote sign is superscripted in Arabic numerals with brackets. It is allowed to carry out footnotes with asterisks "*" instead of numbers.

The footnote is placed at the end of the page with a paragraph indent, separated from the text by a short horizontal line on the left. A footnote to the table is placed at the end of the table above the line indicating the end of the table.

Formulas and Equations

Formulas and equations should be separated from the text on a separate line. There must be at least one free line above and below each formula or equation. If the equation does not fit on one line, then it must be moved after the equal sign (=) or after the plus (+), minus (-), multiplication (x), division (:), or other mathematical signs, and the sign in repeat at the beginning of the next line. When transferring a formula on a sign symbolizing the multiplication operation, the "x" sign is used.

An explanation of the meanings of symbols and numerical coefficients should be given directly below the formula in the same sequence in which they are given in the formula.

Formulas in the dissertation work should be numbered sequentially within the entire dissertation in Arabic numerals in parentheses in the extreme right position on the line.

Example

$$A=a:b, \qquad (1)$$
$$B=c:e. \qquad (2)$$

One formula is denoted by - (1)

Formulas placed in annexes should be numbered separately in Arabic numerals within each annex, with the addition of an application designation before each digit, for example, formula (B.1).

References in the text to the ordinal numbers of formulas are given in brackets. Example - ... in formula (1).

The numbering of formulas within the section is allowed. In this case, the formula number consists of the section number and the ordinal number of the formula, separated by a dot, for example (3.1).

The order of presentation in the dissertation of mathematical equations is the same as the formulas.

Links

References to these Rules, standards, specifications and other documents are allowed in the thesis, provided that they fully and unambiguously define the relevant requirements and do not cause difficulties in using the document.

Reference should be made to the document as a whole or to its sections and appendices, as well as to tables and illustrations. Links to subsections and paragraphs are not allowed, with the exception of subsections, paragraphs, tables and illustrations of these Rules.

When referring to standards and specifications, only their designation is indicated, while it is allowed not to indicate the year of their approval, provided that the standard is fully described in the list of sources used.

References to the sources used should be given in square brackets. References are numbered in Arabic numerals in the order in which references are given in the dissertation text, regardless of the division of the dissertation into sections.

With repeated reference to the same source, in square brackets, in addition to the ordinal number of the source, the corresponding page from the source is put down.

A link to your own publications is required.

Links to Internet sources are required.

Definitions, symbols and abbreviations

The list of definitions, designations and abbreviations should be in a column. On the left, in the order of mention or in alphabetical order, abbreviations, symbols, symbols, units of physical quantities and terms are given, on the right - their full transcript.

List of sources used

Information about sources should be arranged in the order in which references to sources appear in the text of the dissertation and numbered in Arabic numerals without a dot and printed with a paragraph indent.

Applications

Applications are drawn up as a continuation of the dissertation on its subsequent sheets.

References should be given to all applications in the text of the dissertation. Applications are arranged in the order of references to them in the text of the dissertation.

Each application should begin on a new page with the word "Application" indicated at the top in the middle of the page, its designation.

The application must have a title that is written symmetrically with respect to the capitalized text on a separate line.

Applications are denoted by capital letters of the Russian alphabet, starting with A, with the exception of the letters Y, 3, Y, O, Ch, b, Y, b. The word "Appendix" is followed by a letter denoting its sequence.

It is allowed to designate applications with letters of the Latin alphabet, with the exception of the letters I, O.

In the case of full use of the letters of the Russian and Latin alphabets, it is allowed to designate applications with Arabic numerals.

If the document has one appendix, it is designated "Appendix A".

The text of each application, if necessary, can be divided into sections, subsections, paragraphs, subparagraphs, which are numbered within each application. The number is preceded by the designation of this application.

Applications should have a common pagination with the rest of the dissertation.

5. PROCEDURE FOR VERIFICATION OF WORKS BY THE STRIKEPLAGIARISM ANTI-PLAGIATOR INTERNET SYSTEM FOR CHECKING WRITTEN WORK OF STUDENTS

Plagiarism is the use and (or) appropriation of text, ideas, hypotheses, conclusions, methods, research results, graphs, codes, pictures or works of other authors without reference to the author and source of borrowing, as well as the use of text by other authors with a synonymous replacement of words and expressions without changing the meaning, including the use of text translated from another language

The plagiarism procedure is mandatory for doctoral dissertations (projects). Checking is carried out by the anti-plagiarism Internet system StrikePlagiarism.

The operators responsible for checking the written work of students for plagiarism are appointed from among the employees of the University. The composition of operators for the University is approved by the first vice-president of KAFU.

The final work must be checked and approved for verification by the supervisor, and sent to the operator for plagiarism 20 days before protection in the electronic version in doc format. The term for the verification is not more than 2 working days.

The fact of acceptance of a dissertation (project) for verification is recorded by the operator by making an appropriate entry in the "Journal of Written Papers".

Similarity reports are the result of performance checks. Similarity coefficient No. 1 (hereinafter referred to as CP1) is calculated on the basis of short phrases (5 words) found by the system in other documents. Fragments of the document being checked, recognized as borrowed, are highlighted in colors:

Green - fragments found from sources found on the Internet.

Red - fragments found in the database of both your university and others,

Yellow - "Alarm", emphasizes characters belonging to a different alphabet, as well as text distortions that may indicate the concealment of unscrupulous borrowings.

For successful completion of the plagiarism procedure, the value of the similarity coefficient for doctoral dissertations (projects) CP1 should not exceed 20%.

Upon completion of the check, the system operator or supervisor at the department notifies the doctoral candidate about the results of the check. If the verification is passed, the relevant protocols/certificates and similarity reports are attached to the work.

If revision of the written work is necessary, the doctoral student can correct the work within 3 calendar days and then re-pass the anti-plagiarism procedure. If plagiarism is detected in the written work for the third time, the doctoral student undergoes a fee-based verification procedure. In total, a doctoral student is given no more than 3 attempts to check in the StrikePlagiarism system. If the student has not passed the verification procedure for the third time, then he is not allowed to defend.

After acceptance and positive assessment, the doctoral work enters the internal source repository of the University. If the document was rejected, then the function of re-uploading the document becomes available. The collection of

written works for uploading to the StrikePlagiarism system is carried out in order to fill the system database.

If the doctoral student disagrees with the decision of the supervisor based on the results of checking written works by the StrikePlagiarism system, the doctoral student files an appeal, which is considered by the commission created at the graduating department. The doctoral student is given the opportunity to express his position regarding the independence of his written work. The commission reviews the work and decides on the admission / non-admission of the written work for defense.

Further, the work is allowed for protection; the appeal is satisfied, and the doctoral dissertation (project) undergoes a normative control procedure, after which it is sent for defense. If the appeal is not satisfied, or the work has not passed the test, the defense is transferred to the next period of the final assessment.

Note. Violation of the principles of academic honesty are the basis for the expulsion of a doctoral student.

APPENDIX A

Title page of the dissertation

_____

name of the organization where the dissertation was completed

UDC _____   As a manuscript

FULL NAME
Thesis title

Code and name of the specialty
(given according to the Classifier of specialties of higher and
postgraduate education of the Republic of Kazakhstan)

Degree dissertation
Doctor of Philosophy (PhD)

Scientific consultant

Full name, academic
degree, academic title

The Republic of Kazakhstan
City, year

	Kazakh-American Free University	Date 27.08.2021
	Guidelines on the procedure for preparing and writing a doctoral dissertation for the PhD degree	Internal Quality Assurance System "Educational process of KAFU" Revision 1

APPENDIX B

List of sources used

1 Tulegenova G.S. Biology of transplanted tumors. - Almaty: Nauka, 2003. - 216 p.

2 Agafonova N.N. Civil law: textbook for universities / ed. A.G. Kalpin. - Ed. 2nd, per. and additional - M.: Lawyer, 2003. - 542 p.

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malignant growth //Usp. modern, biology. - 2003. - T. 103, No. 2. - S. 255-270.

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	Kazakh-American Free University	Date 27.08.2021
	Guidelines on the procedure for preparing and writing a doctoral dissertation for the PhD degree	Internal Quality Assurance System "Educational process of KAFU" Revision 1

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19 Decree of the President of the Republic of Kazakhstan. On some issues of the development of the agro-industrial complex: approved. December 11, 2006, No. 220.

	Kazakh-American Free University	Date 27.08.2021
	Guidelines on the procedure for preparing and writing a doctoral dissertation for the PhD degree	Internal Quality Assurance System "Educational process of KAFU" Revision 1

APPENDIX C

An example of drawing design
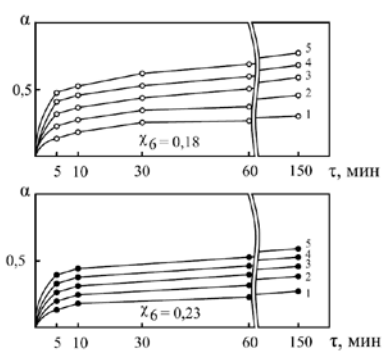
1 - 600^{0}C; 2 - 650^{0}C; 2 - 700^{0}C; 3 - 700^{0}C; 4 - 750^{0}C; 5 - 800^{0}C.

Figure 1 - Kinetics of the interaction of iron phosphide
with soda at temperatures

APPENDIX D

Table design example

Table 1 - Distribution of CSP of individual cells of the leukocyte formula

Cell types	Control		LSP, 7 day	
	Winter	Summer	Winter	Summer
Neutrophils	0,93	0,87	0,91	1,09
Eosinophils	1,30	2,46	0,75	1,46
Monocytes	1,07	1,54	0,79	1,14
Lymphocytes	1,01	1,03	1,04	0,93