
	Kazakh-American Free University	Date 27.08.2021
	Guidelines for the design, writing and defense of theses (projects)	Internal Quality Assurance System Revision «Educational process of KAFU» Revision 1

**MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF
KAZAKHSTAN KAZAKHSTAN-AMERICAN FREE UNIVERSITY**

**METHODOLOGICAL RECOMMENDATIONS FOR DESIGN,
WRITING AND DEFENSE OF THES (PROJECTS)**


Ust-Kamenogorsk, 2021

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1. REGULATORY REFERENCES

When developing these rules, the following regulatory documents were used:

1. Law of the Republic of Kazakhstan "On Education" dated July 27, 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. 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).
5. 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).
6. On approval of the Classifier of directions for training personnel with higher and postgraduate education. Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 13, 2018 No. 569. (Registered with the Ministry of Justice of the Republic of Kazakhstan on October 17, 2018 No. 17565) (with amendments and additions).
7. Academic policy of KAFU (Approved by the decision of the Academic Council No. 10 dated May 22, 2020).

2. GENERAL PROVISIONS

1. The purpose of these guidelines is to establish general requirements for the design and writing of theses (projects).
2. The thesis (project) is a written graduation work, which is carried out at the final stage of education, as provided for by the State Educational Standard, the KAFU academic policy and the curriculum of the educational program.

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

systematization, consolidation and expansion of theoretical knowledge and practical skills in the specialty and their application in solving specific scientific, technical, economic and industrial problems, as well as cultural purposes;

1) development of skills for conducting independent work and mastering the methodology of scientific research and experimentation in solving the developed problems and issues;

2) finding out the student's preparedness for independent work in the conditions of modern production, science, technology, culture, as well as the level of his professional competence.

4. The thesis (project) is a summary of the results of independent study and research of the actual problem of a particular specialty in the relevant field of science.

5. The thesis (project) is carried out under the supervision of a supervisor and must meet one of the following requirements:

- contain a summary of research results, design decisions made by scientists, analysts, practitioners: engineers, designers, managers, economists;
- contain scientifically substantiated theoretical conclusions on the object under study;
- contain evidence-based results, the use of which provides a solution to a specific problem.

3. REQUIREMENTS FOR THE SUBJECT OF THE THESIS (PROJECT)

1. The topic of the thesis (project) must be relevant, correspond to the current state and prospects for the development of theory and practice, and in its content meet the requirements set forth in paragraph 5.


When determining the topics of graduation theses (projects), it is recommended to take into account the real tasks and problems of production, education, science and society.

2. The themes of diploma works (projects) must correspond to the educational program and the profile of training specialists.

3. The subject of graduation works (projects) is developed by the graduating department, considered and approved at a meeting of the department.

4. The general list of topics of graduation theses (projects) must be updated annually by at least 30%.

5. The thesis must be of a research nature, and also have a calculation and graphic part.

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6. The student chooses the topic of the thesis (project) from the approved topics. The student is given the right to perform a thesis (project) on a topic that is not contained in the approved topic.

Students in an abbreviated form of education using distance learning technologies based on TVE and higher education are allowed to choose the topic of a graduation project (work) in accordance with the production need.

7. The topic of the thesis (project) is assigned to the student at the beginning of the graduation course and is approved by order of the rector of the university.

Upon completion of the pre-diploma practice, the topic of the thesis (project), if necessary, can be changed, clarified, adjusted according to the presentation of the graduating department.

4. REQUIREMENTS TO THE PROCEDURE FOR WRITING THE THESIS (PROJECT)

1. To write a thesis (project) on the presentation of the department, each student is assigned a supervisor.

2. Professors, associate professors, the most experienced teachers and researchers of this university, or researchers and highly qualified specialists (practitioners) of other organizations, the field of scientific research and scientific publications of which corresponds to the profile of the educational program of the student, are appointed as supervisors of diploma works (projects).

3. Supervisor of the thesis (project):

1) recommends to the student the necessary basic literature, teaching aids for writing diploma papers (projects), reference and archival materials, standard projects and other sources on the topic;


2) carries out current control of the student's compliance with the thesis;

3) sets the scope of all sections of the thesis (project) and coordinates the work of the student and consultants.

4) Upon the presentation of the supervisor of the thesis (project), if necessary, the department may invite consultants for individual sections of the thesis (project) at the expense of the time allotted for scientific supervision.

5) Professors, associate professors, teachers and researchers of universities, as well as highly qualified specialists and researchers of other organizations can be appointed as consultants. The consultants check the relevant sections of the student's work and sign it.

6) Graduating departments before the start of the thesis (project) should provide students with methodological recommendations that establish the requirements for the thesis (project) in accordance with the State Compulsory

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Standard of Education at all levels of education and the Academic Policy of KAFU.

7) The head of the department sets the deadlines for the student's periodic report on the completion of the thesis (project). During these terms, the student reports to the supervisor and head of the department, who fix the degree of readiness of the thesis (project).

8) The thesis (project) is carried out on the basis of an in-depth study of the literature on the educational program (textbooks, manuals, monographs, periodicals, lecture courses, magazines, including in foreign languages, normative literature, etc.).

9) The main text of the thesis (project), depending on the specifics of the educational program, should disclose the creative idea, the rationale for the research methods used, the accepted calculation methods and the calculations themselves, usually performed using computer technology, a description of the experiments, their analysis and conclusions according to them, a feasibility comparison of options and, if necessary, accompanied by illustrations, graphs, sketches, diagrams, diagrams, etc.

10) Work on a graduation project (work) can be performed by a student at a university, as well as at an enterprise, organization, scientific, design and other organizations.

5. CONTENT AND STRUCTURE OF THE THESIS (PROJECT)


1. According to its content, the thesis (project) is a scientific work (design solution) independently prepared by a graduate student on a specific educational program in the form of a manuscript.

2. The recommended volume of the thesis (project) is at least 50 pages. In the context of educational programs, taking into account the profile and specifics of the direction of training, a larger volume of pages can be established. Applications are not included in the specified volume of the thesis (project).

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

- title page (Appendix A);
- content (Appendix B);
- introduction (Appendix B);
- main part;
- conclusion;
- list of references (Appendix D);
- applications (Appendix D).

4. The title page is the first page of the thesis and serves as a source of

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information necessary for processing and searching for the document (the page number is not indicated on the title page).

The title page contains the following information:

- the name of the organization where the diploma work was done;
- Approving signature of the head of the department;
- type of work - diploma work;
- the name of the topic of the thesis with the indication "on the topic";
- code and name of the educational program;
- on the left - the word "completed", on the right opposite the student's surname and initials;
- through the line below, "supervisor" is written and the surname and initials, degree, title, other regalia of the supervisor are indicated;
- through the line below it is written "standard controller", the surname and initials are indicated on the right;
- city, year.

5. The content of the thesis includes an introduction, serial numbers and titles of all sections, subsections, conclusion, list of references and titles of applications indicating the page numbers from which these elements of the thesis begin. The content is numbered from the number "2".

6. The introduction should contain a rationale for the relevance of the thesis topic, scientific novelty and practical significance, an assessment of the current state of the scientific problem being solved, and the goal, objectives and object, the subject of the thesis research should be formulated, the theoretical and methodological basis for writing the thesis paper should be described.


7. In the main part of the thesis, data are given that reflect the essence, content, methodology and main results of the work performed. The main part of the thesis is usually divided into sections and subsections (chapters and paragraphs).

8. The conclusion (conclusions) should contain brief conclusions on the results of the diploma research, an assessment of the completeness of the solutions to the tasks set, specific recommendations on the object of study studied.

9. The list of used literature is drawn up in accordance with the established requirements for scientific papers and should be at least 30 sources. Literary sources are arranged in the order of their use. (see Appendix D).

10. The application includes materials related to the completion of the thesis research, which are not reflected in the main part.

11. For the decisions made in the thesis, the accuracy and objectivity of all data, the student is responsible - the author of the thesis.

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6. RULES OF DESIGN THE THESIS (PROJECT)

1. The thesis must be printed using a computer and a printer on one side of a sheet of A4 white paper at one and a half (1.5) intervals. Font - Times New Roman, normal, point size - 14. Text alignment is done according to the width of the page. The text of the thesis should be printed, observing the following margins: left - 30 mm, top - 20 mm, right - 10 mm and bottom - 25 mm.

Bold and underline text formatting is not allowed.

There are 2 blank lines between the section title and the subsection title. There are 2 empty lines between the subheading and the text.

All paragraphs and headings of sections and subsections are formatted with a paragraph indent of 15 mm from the page margin.

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

3. Surnames, names of institutions, organizations, firms, product names and other proper names in the thesis are given in the original language.

4. The names of the structural elements of the thesis "Content", "Introduction", "Conclusion", "References" serve as headings of the structural elements of the work. The headings of these structural elements of the thesis work must be placed in the center without paragraph indentation.

5. Diploma work should be divided into sections and subsections. Each section and subsection should contain complete information.

The titles of the sections in the aggregate should reveal the topic of the thesis, and the titles of the subsections in the aggregate should reveal the corresponding section.


6. The titles of sections and subsections must clearly and concisely reflect their content.

7. The names of sections and subsections should be typed with a paragraph indent from a capital letter without a dot at the end, without underlining. Alignment is done in width. If the name consists of two sentences, they are separated by a dot.

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

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

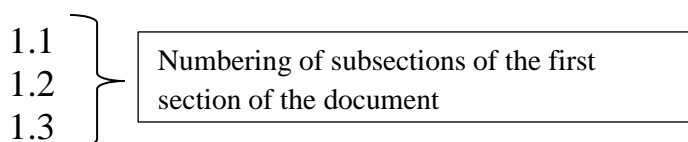
10. Illustrations and tables located on separate sheets are included in the general pagination of the thesis. Illustrations, tables on an A4 sheet are counted as one page.

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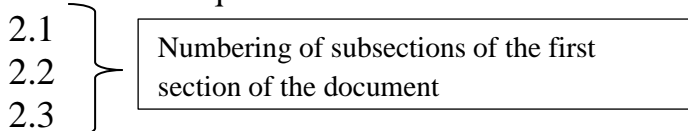
11. Sections of the thesis may consist of 2-3 chapters depending on the profile and specifics of educational programs and have serial numbers within the entire document, indicated by Arabic numerals without a dot and written with a paragraph indent. Subsections may consist of two or more paragraphs and must 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.

Example

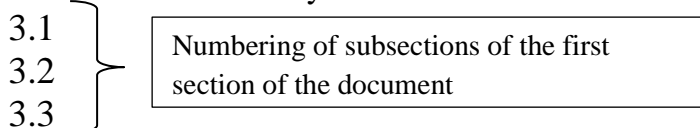
1 Type and main dimensions



2 Technical requirements



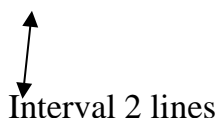
3. Economic efficiency



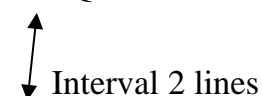
1. Each section of the thesis should start from a new sheet (page). Subsections within one section are separated by a two-line indent from the text.

Example


[Summing up what has been said, we can formulate the general features of guarantees, which are due to the socio-economic and state-legal development of society and the nature of legality; wear direct



1.2 Questions of correlation of discipline with law and order



Legality is considered as one of the principles of state and public life, which consists in the precise, steady and uniform execution (observance) of laws and other legal norms by all state bodies, officials, associations and citizens.]

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13. The numbering of pages of the thesis and applications that are part of the thesis must be continuous.

14. Illustrations (drawings, maps, graphs, diagrams, diagrams, photographs) should be placed in the thesis directly 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 must be referenced in the thesis.

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

16. Illustrations, with the exception of illustrations of appendices, should be numbered in Arabic numerals through numbering.

If there is only one figure, then it is designated "Figure 1". The word "Figure" and its name are placed in the middle of the line.

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

17. 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 Structure of the Government of the Republic of Kazakhstan.

18. 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.

Illustration design example

It can be distinguished among the factors, primarily those that determine the effectiveness of anti-crisis management

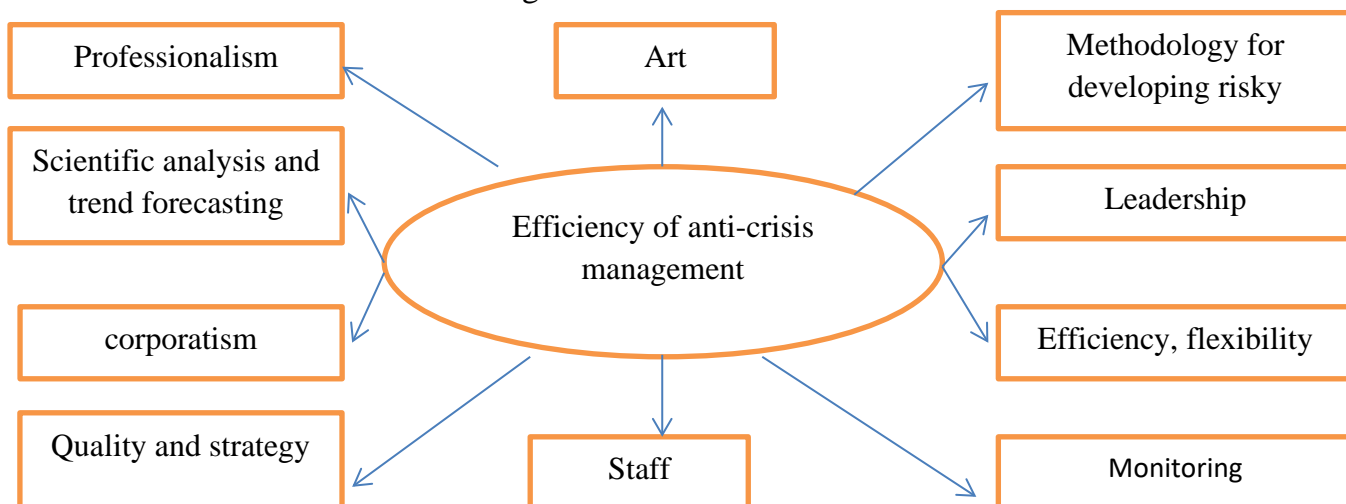



Figure 2 Factors affecting the effectiveness of anti-crisis management

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If the title of the picture takes 2 lines or more, then they are formatted in this way: the second line containing the title begins under the first letter of the title in the first line.

For example:

Figure 10 Dynamics of social payments and the number of recipients
for 2005-2009.

19. 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 table is formatted as follows: the word Table is written with a paragraph indent next to the table number, followed by a dash and the name of the table. The table should be placed immediately after the text in which it is mentioned for the first time, or on the next page.

20. All tables should be referenced in the thesis. When referring, write "table" with its number.

21. 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" and its number are indicated once on the left above the first part of the table, the word "Continuation" is written above the other parts with a paragraph indent and the table number is indicated, for example: "Continuation of table 1". When transferring a table to another sheet (page), the heading is placed only above its first part. When transferring part of the table, the lower horizontal line that bounds the table is not drawn.

It is advisable to bring a table with a large number of columns into an application.

23. If the text repeated in different rows (columns) of the table consists of one word, then after the first writing it can be replaced with quotation marks; if from two or more words, then at the first repetition it is replaced by the words "The same", and then - quotes. 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.

24. 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.

25. 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.

26. Tables on the left, right and bottom, as a rule, are limited by lines. It is allowed to use font size 12 in the table.

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


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table (the line containing the headings of the table's columns) must be separated by a line from the rest of the table.

27. The word "Note" should be capitalized from a paragraph in a row and not underlined.

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

29. Notes should be placed directly after the text, graphic material or in the table to which these notes refer.

If there is only 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.

An example of the design of tables is shown in Appendix E.

30. Writing formulas in the thesis is done using the formula editor. The font for writing formulas is Times New Roman, size 14, italics are allowed.

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.

31. 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.

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

33. References in the text to the ordinal numbers of formulas are given in brackets. An example is in formula (1).


Example: Using formulas.

From here, the formula for calculating C1 takes the following form:

$$C = - 0,3877 + (-1,0736) K_{II} + 0,0579 K_3, \quad (1)$$

34. References to the sources used should be given in square brackets at the end of the sentence indicating the serial number of the source in the list of references (the list is compiled as the sources are used in the thesis), the number (a) of the page on which the text is located is separated by a comma.

Example.

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The social nature of crime is manifested, first of all, in the fact that it arises from specific acts committed by people in society. In reality, it is a multifaceted set of various acts of criminal behavior [1, p. 21].

35. Information about sources should be arranged in the order in which references to sources appear in the text of the thesis, numbered in Arabic numerals without a dot and printed with a paragraph indent (Appendix D).

36. Applications are drawn up as a continuation of this thesis work on its subsequent sheets.

37. In the text of the thesis, references should be given to all applications. Appendices are arranged in the order in which they are referred to in the text.

38. Each application should begin on a new page with the word “Application” and its designation indicated at the top in the middle of the page.

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

39. Applications must have a continuous pagination in common with the rest of the thesis. The application is numbered by letters of the alphabet and is written with a capital letter.

Example. Appendix A

(The letters 3, Ё, О, Ъ, Ь, Б are excluded from the numbering of applications).

If the thesis has one application, then it is allowed not to designate it.

A sample application design is shown in Appendix D.

40. Listings in the text are written in continuous numbering in letters or numbers, or through a hyphen - the sign "-", with a paragraph indent. Enumerations within enumerations are written with an indent of 15 mm from the initial paragraph indent. An example of design is shown in Appendix G.

7. PROCEDURE FOR SUBMISSION FOR THE DEFENSE OF THE THESIS (PROJECT)


1. The thesis (project) is submitted to the graduating department for the pre-defense procedure.

2. The procedure for pre-defense of the thesis (project) is carried out at an open meeting of the department with the participation of students and the obligatory presence of a supervisor and, if necessary, scientific consultants.

Pre-defense is documented by the minutes of the meeting of the department.

3. The completed thesis (project), which has successfully passed the pre-defense and executed in accordance with the established requirements, is signed by the student, scientific advisers, and submitted to the supervisor.

4. The supervisor writes a written review of the thesis (project) in the form given in

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Appendix I.

In case of approval of the thesis (project), the supervisor signs it (him) and presents it to the head of the department together with his written opinion on admission to the defense.

In case of disapproval of the thesis (project), the supervisor does not sign it (him), but writes a written review, where he substantiates his decision not to allow the thesis (project) to be defended.

5. Before applying for admission and defending the thesis, the student must check the thesis for compliance with the norms of academic honesty through the anti-plagiarism Internet system, the procedure for passing which is specified in the KAFU Academic Policy, paragraph 26. The procedure for checking students' written works for the amount of borrowing (plagiarism).

6. The student must submit to the department a thesis (project) in bound form, a review of the supervisor, a certificate on the results of the anti-plagiarism test at least 10 days before the defense. Based on these materials, the head of the department makes the final decision on this thesis (project), making an appropriate entry on the title page about this.

If the head of the department does not consider it possible to allow the student to defend the thesis (project), this issue is considered at a meeting of the department with the obligatory participation of this student and his supervisor. The protocol of the meeting of the department is submitted for approval to the rector of the university.


7. The thesis (project) submitted for defense is sent by the graduating department for review.

8. The lists of reviewers are approved by the order of the rector on the proposal of the head of the graduating department from among the specialists of production and scientific organizations. Professors, associate professors and teachers of other higher educational institutions may also be involved as reviewers.

9. Reviewers must have a basic higher education or a master's degree, an academic degree of a candidate of sciences, a doctor of sciences, a doctoral degree (PhD), a doctor in profile, an academic title corresponding to the profile of the thesis (project) being defended.

10. The reviewer submits a written review of the thesis (project), which should reflect the relevance, novelty and practical significance of the topic under study, the relevance of the topic of the thesis research to the profile of the educational program, the degree awarded, the independence of the study, the availability of conclusions and recommendations, the degree of problem solving and completion of the study (see Appendix K).

The review provides a reasoned conclusion indicating the grade according to the point-rating letter system and the possibility of conferring the corresponding bachelor's

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degree.

11. The thesis (project), admitted by the supervisor for defense, but evaluated by the reviewer for evaluation - "unsatisfactory", is defended on general terms.

12. The defense of the thesis (project) at the request of the student is carried out in Kazakh, Russian or English. The student may, on the recommendation of the department, submit an additional summary of the thesis (project) in one of the foreign languages, which is announced at the defense and may be accompanied by questions in this language.

8. PROCEDURE FOR DEFENSE OF THE THESIS (PROJECT)

1. The procedure for the final certification is determined by the KAFU Academic Policy (clause 16.1).

2. The procedure for conducting the final certification during the period of quarantine measures is determined by the KAFU Academic Policy (clause 16.4).

3. The defense of the thesis (project) is held at an open meeting of the attestation commission with the participation of at least half of its members.

The defense of the thesis (project) is organized in a public form, with the presence of students, teachers of the graduating department. The supervisor, reviewer, representatives of the organization on the basis of which the thesis research was conducted and other interested persons can also be invited to the defense.

4. The duration of the defense of one thesis, as a rule, should not exceed 30 minutes per student.

5. To defend the thesis, the student makes a presentation in front of certification committee and those present no more than 15 minutes. The student's presentation should be accompanied by visual posters or interactive slides.


6. All those present in the form of questions or speeches can take part in the discussion of the thesis (project).

7. After the discussion, the secretary of the commission reads out a review (if present, the supervisor can speak in person) and a review. If there are comments in the review and / or review, the student must give a reasoned explanation of their essence.

8. Based on the results of defending the thesis (project), an assessment is made according to the point-rating letter system. This takes into account the level of theoretical, scientific and practical training, the review of the supervisor and the assessment of the reviewer.

9. The results of the thesis defense are recorded in the minutes of the meeting of the attestation commission and are announced on the day they are held.

9. PROCEDURE FOR VERIFICATION OF WORKS BY THE

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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 procedure for plagiarism is carried out without fail for master's theses (projects), theses (projects), dissertations for the degree of Doctor of PhD. 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 delivery and acceptance of written work for verification is recorded by the operator by making an appropriate entry in the "Journal of Recording of Written Works".

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 borrowing.

For successful completion of the plagiarism procedure, the value of the similarity coefficient No. 1 should not exceed the level of 50%.

Upon completion of the test, the system operator or supervisor at the department will notify you of the results of the test. In case of successful verification, the relevant protocols/certificates and similarity reports are attached to the work.

If revision of the written work is necessary, the student can correct the work within 3 calendar days and then go through the anti-plagiarism procedure again (for the second time). In case of repeated non-compliance with the requirements, the student passes the verification procedure for the third time on a paid basis. In total, the 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.


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After acceptance and positive assessment, the thesis (project) is placed in the University's internal source repository. 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 student disagrees with the decision of the supervisor based on the results of checking written work by the StrikePlagiarism system, the student submits an appeal, which is considered by the commission created at the graduating department. The student is given the opportunity to express his position regarding the independence of his written work. The commission reviews the work and makes a decision on the admission / non-admission of the written work for defense.

Further, the work is allowed for protection; the appeal is satisfied, and the thesis (project), master's thesis (project) goes through the procedure of normative control, 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 the student.

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Application A

Ministry of Education and Science of the Republic of Kazakhstan
Kazakh-American Free University

«Eligible for defense »
«____»_____2020.
Head Department of "Business"
Doctor PhD, Professor
_____ I.V. Bordianu

GRADUATE WORK

On the topic: "Formation of priority areas for innovative development of the regional economy"

according to the educational program 5B050600 - "Economics"

Completed by the student

groups 17-Э-3-Б-OC-P

Zemskova T.N.

Scientific adviser

Doctor of Economics, Professor


«____» _____2020 г.

Kaygorodtsev A.A.

Comptroller

«____» _____2020 г.

Bogorodskaya O.G.

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Application B

Content

(written in the center with a capital letter, page 2 is indicated)

Introduction	3
1 Theoretical aspects of the organization and management of production process at the enterprise	7
1.1 The essence, types and relationships of production processes on enterprise	7
1.2 Organization of the production process in space and time	15
1.3 The concept, principles and classification of organizational and production structures at the enterprise	22
2 Analysis of the production and management activities of the enterprise (for example of Vostok LLP)	30
2.1 Characteristics of the production and management structure and the main indicators of the production activity of the enterprise	30
2.2 Characteristics and quantification of the organization level production processes in Vostok LLP	38
2.3 Analysis of production and economic results of activities enterprises for 2016 - 2018	50
3 Improving the organization and management of the production process at the enterprise	60
3.1 Measures to improve the production management system process in Vostok LLP	60
3.2 A set of measures to identify and use organizational reserves to improve production efficiency	68
Conclusion	75
References	79
Application A	
Application B	

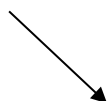
The page number is indicated at the bottom center

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Application C

Introduction

**Paragraph
indent -15**



It should be noted that there is no more brilliant discovery in the world than the discovery of such a universal legal document as the Constitution - the basis of the state policy of any modern state. The Constitution is the fruit of long-term research of human thought, generated by the noble desire to create a just, prosperous state. This document quickly revealed its positive essence, and the world community understood this without much delay.

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Application D

Bibliography

- 1 Didenko A.G. Civil law: a textbook for universities. - Almaty: Daneker, 2016. - 458 p.
- 2 Constitution of the Republic of Kazakhstan dated August 30, 1995 - Almaty: Lawyer, 2016. - 28 p.
- 3 Civil Code of the Republic of Kazakhstan (General Part) dated December 27, 1994 - Almaty: Norma - K, 2017. - 240 p.
- 4 On a comprehensive business license (franchising): Law of the Republic of Kazakhstan dated June 24, 2002 - Almaty: Lawyer, 2017. - 15 p.
- 5 On innovation activities: Law of the Republic of Kazakhstan dated July 3, 2002 // Paragraph Information System.
- 6 Artemenkov I.K. It is worth starting with franchising // Economics and life. - 2016. - No. 2. - S. 15-17.
- 7 Voshatko A.V. General characteristics of the assignment agreement // Actual problems of jurisprudence (Yaroslavl). - 2018. - No. 2. - S. 25-30.
- 8 Commentary on the Civil Code of the Republic of Kazakhstan. / Ed. Suleimenova M.K. - Almaty: Zhety Zhargy, 2018. - 312 p.

Note:

Organize online sources as follows:


1. Average monthly nominal accrued wages [Electronic resource] // Website of the Federal State Statistics Service. - URL: <http://www.gks.ru/gis/tables/>
2. The Constitution of the Republic of Kazakhstan [Electronic resource] // IS website Paragraph "Lawyer". - URL: https://online.zakon.kz/document/?doc_id=1005029 (Date of access: 20.10.2020).

When preparing educational literature, the following is indicated:

- 1) Author (surname and initials) - (Didenko A.G.)
- 2) The name of the source, without quotes with a capital letter - (Civil law: a textbook for universities.)
- 3) After the hyphen, the city is indicated, the colon ":" is put, the publisher, after the comma the year of publication is written (but without the letter "g") - (- Almaty: Norma - K, 2018.)
- 4) After the dot and hyphen, the number of pages is indicated and the letter "c" is written, followed by a period (- 240 s.)

When registering periodic sources, indicate

- 1) Author - (Artemenkov I.K.)
- 2) The title of the article, without quotes, with a capital letter
- 3) The name of the source (magazine, newspaper) with a capital letter after two oblique lines // - (// Economics and Life)

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Application E

Sample Application


Application A

Units of measurement in the tables are indicated on the right, in brackets

(ths)

Table A.1 - Level of development of crime in the Republic

Chapter	Years		
	31.12.2018	31.12.2019	31.12.2020
Types of crimes			
Theft	115	110	114
Robbery	56	64	55
Robbery	45	47	47
Murders	12	10	11,5
Total crimes per year	228	231	227,5

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Application F

An example of the design of tables and links to them.


One of the forms of social protection of the population in the Republic of Kazakhstan is payments in case of loss of a breadwinner - a participant - in the system of compulsory social insurance (SOSS), for which social contributions were made. The results of an approximate calculation are shown in Table 1.

Table 1 - Calculation of social payments to participants in the social insurance system Ibrayeva S.S.

		RNN	Name		
1	03.2019	270 000 000 000	Apparatus of the district maslikhat	1380	46000
2	04.2019	270 000 000 000	Apparatus of the district maslikhat	0	0
3	05.2019	270 000 000 000	Apparatus of the district maslikhat	520	17333
4	06.2019	270 000 000 000	Apparatus of the district maslikhat	959	31967
11	01.20120	270 000 000 000	Apparatus of the district maslikhat	488	16267
12	02.2020	270 000 000 000	Apparatus of the district maslikhat	740	24667
Total				9146	304868

Note - the table was compiled on the basis of data from the Ministry of Labor and Social Protection of the Population

The note is written with a paragraph indentation given in the thesis (project), if explanations or reference data are needed for the content of the material in the table.

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continuation of the application F

Transferring tables to another page

Table 1 - Calculation of social payments to participants in the social insurance system Ibrayeva S.S.

№	Period	Company		Amounts taken from social contributions	Amount accepted for calculating social benefits
		PHH	PHH		
1	03.2019	270 000 000 000	Apparatus of the district maslikhat	1380	46000
2	04.2019	270 000 000 000	Apparatus of the district maslikhat	0	0
3	05.2019	270 000 000 000	Apparatus of the district maslikhat	520	17333
4	06.2019	270 000 000 000	Apparatus of the district maslikhat	959	31967
5	07.2019	270 000 000 000	Apparatus of the district maslikhat	488	16267
6	08.2019	270 000 000 000	Apparatus of the district maslikhat	977	32567
7	09.2019	270 000 000 000	Apparatus of the district maslikhat	0	0
8	10.2019	270 000 000 000	Apparatus of the district maslikhat	1840	61333

Line break



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Table 1 continued (begins on next page)

№	Period	Company		Amounts taken from social contributions	Amount accepted for calculating social benefits
		PHH	PHH		
9	11.2019	270 000 000 000	Apparatus of the district maslikhat	1037	34567
10	12.2019	270 000 000 000	Apparatus of the district maslikhat	717	23900
11	01.2020	270 000 000 000	Apparatus of the district maslikhat	488	16267
12	02.2020	270 000 000 000	Apparatus of the district maslikhat	740	24667
Total				9146	304868

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Application G

An example of registration of transfers

Option 1

Among the main factors contributing to the commission of these types of administrative offenses, we should traditionally name:

1) the imperfection of the legislation regulating the procedure for applying organizational measures to prevent and eradicate administrative offenses that infringe on public order and morality;

2) the lack of adjustment of the activities of law enforcement agencies with other departments and public divisions in the fight against administrative offenses that infringe on public order and morality [2, p. 51].

Option 2

Among the main factors contributing to the commission of these types of administrative offenses, we should traditionally name:

- imperfection of the legislation regulating the application of organizational measures for the prevention and eradication of administrative offenses that infringe on public order and morality;

- uncorrected activities of law enforcement agencies with other departments and public divisions in the fight against administrative offenses that infringe on public order and morality [2, p. 51].

Option 3


Among the main factors contributing to the commission of these types of administrative offenses, we should traditionally name:

1. imperfection of the legislation regulating the application of organizational measures for the prevention and eradication of administrative offenses that infringe on public order and morality;

1.1 application of organizational measures for the prevention of administrative offenses infringing on public order and morality;

1.2 eradication of administrative offenses that infringe on public order and morality.

2. Lack of adjustment in the activities of law enforcement agencies with other departments and public divisions in the fight against administrative offenses that infringe on public order and morality [2, p. 51].

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Appendix H

Sample review of the supervisor on the thesis

SUPERVISOR'S REVIEW ON THE THESIS

Student _____
(Full name)

Groups _____ educational program _____ « _____ »
(code) (specialty)

Topic of the thesis _____

The volume of the thesis:

The number of pages of the thesis text: __, drawings __, charts __, tables __, application consists of __ pages, the list of used literature contains __ items.

ADVANTAGES OF THE THESIS

The quality of the thesis (text, drawings and graphs, applications), including originality and elements of novelty _____ - _____

The level of general education and special training of the graduate _____

and his business qualities _____


DISADVANTAGES OF THE THESIS

Thesis admission for defense _____

Thesis Supervisor _____

(full name) (position, academic degree)

signature

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Appendix I

Sample essay review

REVIEW FOR THE THESIS

Student _____
(Full name)

Topic of the thesis _____

The volume of the thesis:

The number of pages of the thesis text: __, drawings __, charts __, tables __, application consists of __ pages, the list of used literature contains __ items.

ADVANTAGES OF THE THESIS

The relevance of the thesis

Novelty and practical significance of the topic under study _____

The degree of independence of the study

Availability of conclusions and recommendations, degree of problem solving and completion of the study

Correspondence of the topic of the thesis research to the profile of specialist training

DISADVANTAGES OF THE THESIS

Evaluation of the thesis (letters/score/traditional) _____

Award of the corresponding degree _____

Thesis reviewer

(position, academic degree)
organization)

(full name, signature, seal of the

«__» _____ 20__